

**All bid documents shall be emailed to [FMDCBids@oa.mo.gov](mailto:FMDCBids@oa.mo.gov)**

## SECTION 004113 - BID FORM

### 1.0 BID

A. From: \_\_\_\_\_  
(Bidder's Company Name)

☐ Sole Proprietorship/General Partnership ☐ LLC ☐ Limited Partnership ☐ Corporation ☐ Joint Venture

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_ Missouri Business Charter Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact email: \_\_\_\_\_

herein after called the "**Bidder**".

B. To: Director, Division of Facilities Management, Design and Construction  
Room 730, Harry S Truman State Office Building  
301 West High Street  
Jefferson City, Missouri 65102

herein after called the "**Owner**."

C. For: Job Order Contract  
Statewide

D. Project Number: IDIQMCA-6005

E. Documents: The undersigned, having examined and being familiar with the local conditions affecting the work and with the complete set of contract documents, including the Invitation For Bid, Instructions To Bidders, Statement of Bidders Qualifications, General Conditions, Supplement to General Conditions, and the technical specifications, including: addenda number \_\_\_\_\_ through \_\_\_\_\_ hereby proposes to perform the Work for the following:

F. Bid Amount: **Bids shall be expressed as a multiplier in both number (1.05, 0.75) AND written form (one point zero five, zero point seven five)**

**Multiplier for Normal Working Hours expressed numerically**\_\_\_\_\_

**Multiplier for Normal Working Hours expressed in words**\_\_\_\_\_

**Multiplier for Other Than Normal Working Hours expressed numerically**\_\_\_\_\_

**Multiplier for Other Than Normal Working Hours expressed in words**\_\_\_\_\_

**Multiplier for Non-Prepriced Work expressed numerically**\_\_\_\_\_

**Multiplier for Non-Prepriced Work expressed in words**\_\_\_\_\_

## **2.0 MBE/WBE/SDVE PERCENTAGE OF PARTICIPATION PROJECT GOALS**

- A. This project's specific goals are: **MBE 10%, WBE 10%, and SDVE 3%**. NOTE: Only MBE/WBE firms certified by the State of Missouri Office of Equal Opportunity, and SDVE(s) meeting the requirements of Section 34.074, RSMo, and 1 CSR 30-5.010, as of the date of bid opening can be used to satisfy the MBE/WBE/SDVE participation goals for this project.

## **3.0 BID BOND**

- A. Accompanying the bid is: \_\_\_ \$300,000 Bid Bond or \_\_\_ Cashier's Check/Bank Draft for \$300,000 that is payable without condition to the Division of Facilities Management, Design and Construction, State of Missouri, as per Article 5 of "Instructions To Bidders".

## **4.0 CONTRACT DURATION**

- A. The Bidder agrees the contract shall be in effect for a period of one year from issuance date of the Notice to Proceed. A one-year option period will be available for exercise at the Owner's sole discretion.

## **5.0 ATTACHMENTS TO BID**

004324	Past Performance Record Form (submit a record for three (3) separate JOC contracts)
004541	Affidavit of Work Authorization
004545	Anti-Discrimination Against Israel Act Certification form

## **6.0 BIDDER'S CERTIFICATIONS**

By signing and submitting this bid form, the Bidder certifies as follows:

### **A. No Undisclosed Interests or Associations, Collusion, or Solicitation of Other Bidders**

1. This bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rules of any group, association or corporation.
2. The Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham proposal.
3. The Bidder has not solicited or induced any person, firm or corporation to refrain from submitting a bid.

4. The Bidder has not sought by collusion or otherwise to obtain any advantage over any other bidder or over the Owner.

**B. Accuracy of Contract Documents**

The Bidder has based this bid upon an official/complete set of contract documents, either obtained from the Owner or from a secondary source known to the Bidder to have provided a complete and accurate set of contract documents. If the Bidder received the contract documents from such a secondary source, any errors or omissions in the contract documents shall be interpreted and construed in favor of the Owner and against the Bidder. This bid is based upon the conditions within Article 1.2 of the General Conditions.

**C. Non-Discrimination**

The Bidder will not discriminate against any employee or applicant for employment because of race, creed, color or national origin in the performance of the Work.

**D. Prevailing Wage**

**MISSOURI PREVAILING WAGE LAW (Sections 290.210 to 290.340, RSMo):** The Contractor shall pay not less than the specified hourly rate of wages, as set out in the wage order attached to and made part of the specifications for work under this contract, to all workers performing work under the contract, in accordance with sections 290.210 to 290.340, RSMo. The Contractor shall forfeit a penalty to the Owner of one hundred dollars per day (or portion of a day) for each worker that is paid less than the specified rates for any work done under the contract by the Contractor or by any subcontractor, in accordance with section 290.250, RSMo.

**E. Transient Employers**

The Bidder will comply with the provisions of Sections 285.230-234, RSMo, regarding transient employers.

**F. Federal Work Authorization Program**

The Bidder has enrolled and is participating in, and will continue to participate in, a federal work authorization program in accordance with Sections 285.525 and 285.530, RSMo for the duration of any contract awarded because of this bid.

**G. Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA)**

1. If awarded contract for this project, the Bidder/Contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal, state and local laws. This includes, but is not limited to, the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.
2. If found to be in violation of this requirement or any applicable laws, and if the State of Missouri has reasonable cause to believe that the Contractor has knowingly employed individuals who are not eligible to work in the United States, the state shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the state.
3. The Contractor agrees to cooperate fully with any audit or investigation from federal, state or local law enforcement agencies.

**H. Anti-Discrimination Against Israel Act**

1. If the awarded Contractor meets the definition of a company as defined in section 34.600, RSMo, and has ten or more employees, the Contractor shall not engage in a boycott of goods or services from the State of Israel; from companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or from persons or entities doing business in the State of Israel as defined in section 34.600, RSMo.
2. If, at any time during the life of the contract, Contractor meets the definition of a company as defined in section 34.600, RSMo, and the company's employees increases to ten or more OR the contractor's business status changes to become a company as defined in section 34.600, RSMo, and the company has ten or more employees, then the Contractor shall submit to the Division of Facilities Management, Design and Construction a completed Box C of the exhibit titled "Anti-Discrimination Against Israel Act Certification, and shall comply with the requirements of Box C.

## 7.0 SIGNATURES

### **FOR SOLE PROPRIETORSHIPS/GENERAL PARTNERSHIPS ONLY**

\_\_\_\_\_  
Sole Proprietor's Name (printed)

Name each general partner: \_\_\_\_\_  
\_\_\_\_\_

Today's Date: \_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, being the sole proprietor/general partner of (name of business)  
\_\_\_\_\_ (and if the name of said business is other than my legal name, having filed a  
Registration of Fictitious Name with the Missouri Secretary of State in order to allow me to use such name in  
connection with my business, as provided by Section 417.200, RSMo, et seq.), do hereby submit this bid and agree to be  
bound unto the State of Missouri as herein provided (if a general partnership, all partners must sign below).

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

---

### **FOR LIMITED LIABILITY COMPANIES ONLY**

\_\_\_\_\_ today's date \_\_\_\_\_ State(s) of organization: \_\_\_\_\_  
Manager's (or Managing Member's) Name (printed)

I, \_\_\_\_\_, being the Manager (or Managing Member) of (full legal name of limited  
liability company from Articles of Organization) \_\_\_\_\_, and being duly  
authorized to act as herein provided on behalf of said limited liability company, do hereby submit this bid on behalf of  
said limited liability company and agree that said limited liability company shall be bound unto the State of Missouri as  
herein provided.

Signature: \_\_\_\_\_

---

### **FOR LIMITED PARTNERSHIPS/LIMITED LIABILITY PARTNERSHIPS/LIMITED LIABILITY LIMITED PARTNERSHIPS ONLY**

\_\_\_\_\_ today's date: \_\_\_\_\_ State(s) of organization: \_\_\_\_\_  
General/Managing Partner's Name (printed)

I, \_\_\_\_\_, being the General Partner/Managing Partner of (full legal name of limited  
partnership/limited liability partnership/limited liability limited partnership from partnership agreement or Certificate of  
Limited Partnership) \_\_\_\_\_, and being duly authorized to act as herein provided on  
behalf of said limited partnership/limited liability partnership/limited liability limited partnership, do hereby submit this  
bid on behalf of said limited partnership/limited liability partnership/limited liability limited partnership and agree that  
said limited partnership/limited liability partnership/limited liability limited partnership shall be bound unto the State of  
Missouri as herein provided.

Signature: \_\_\_\_\_

---

**FOR CORPORATIONS ONLY**

\_\_\_\_\_  
President's Name (printed)

\_\_\_\_\_  
Secretary's Name (printed)

\_\_\_\_\_  
Today's date

State(s) of incorporation: \_\_\_\_\_

I, \_\_\_\_\_, being the (officer or title) \_\_\_\_\_ of (full legal name of corporation, from Articles of Incorporation) \_\_\_\_\_, and being duly authorized by the Board of Directors of said corporation to act as herein provided on behalf of said corporation, do hereby submit this bid on behalf of said corporation and agree that said corporation shall be bound unto the State of Missouri as herein provided.

Signature: \_\_\_\_\_  
President

Attested by: \_\_\_\_\_  
Corporate Secretary

The President should sign as the bidder. If the signator is other than the corporate president, the bidder must provide satisfactory evidence that the signator has the legal authority to bind the corporation.

---

**FOR ASSOCIATIONS/JOINT VENTURES**

If multiple business entities/individuals are bidding collectively as an association or joint venture, each business entity/individual bidding as part of the association or joint venture shall sign this bid in the above sections relevant to the form that such business entity or individual does business, and the bidder shall duplicate the necessary number of signature pages so that all members of the association or joint venture shall sign this bid. If a name is adopted for use by the association or joint venture, the association or joint venture shall file a Registration of Fictitious Name with the Missouri Secretary of State in order to use such name in connection with the association or joint venture, as provided by Section 417.200, RSMo, *et seq.*

# JOB ORDER CONTRACTING PAST PERFORMANCE RECORD

CUSTOMER INFORMATION		
Customer Name:	Customer Location:	
PRIMARY OWNER CONTACT:		
Name:		
Title:		
Address:		
Phone:		
Fax:		
Email:		
CONTRACT INFORMATION		
Contract Name:	Contract Number:	Type of Contract:
Contract Start Date:	Contract Completion Date:	
Total Value of Work Performed: \$ _____		
MAJOR SUB-CONTRACTORS		
Name: _____	Name: _____	
Contact: _____	Contact: _____	
Phone: _____	Phone: _____	
Email: _____	Email: _____	
Name: _____	Name: _____	
Contact: _____	Contact: _____	
Phone: _____	Phone: _____	
Email: _____	Email: _____	

# JOB ORDER CONTRACTING PAST PERFORMANCE RECORD

CUSTOMER INFORMATION		
Customer Name:	Customer Location:	
PRIMARY OWNER CONTACT:		
Name:		
Title:		
Address:		
Phone:		
Fax:		
Email:		
CONTRACT INFORMATION		
Contract Name:	Contract Number:	Type of Contract:
Contract Start Date:	Contract Completion Date:	
Total Value of Work Performed: \$ _____		
MAJOR SUB-CONTRACTORS		
Name: _____	Name: _____	
Contact: _____	Contact: _____	
Phone: _____	Phone: _____	
Email: _____	Email: _____	
Name: _____	Name: _____	
Contact: _____	Contact: _____	
Phone: _____	Phone: _____	
Email: _____	Email: _____	

# JOB ORDER CONTRACTING PAST PERFORMANCE RECORD

CUSTOMER INFORMATION		
Customer Name:	Customer Location:	
PRIMARY OWNER CONTACT:		
Name:		
Title:		
Address:		
Phone:		
Fax:		
Email:		
CONTRACT INFORMATION		
Contract Name:	Contract Number:	Type of Contract:
Contract Start Date:	Contract Completion Date:	
Total Value of Work Performed: \$ _____		
MAJOR SUB-CONTRACTORS		
Name: _____	Name: _____	
Contact: _____	Contact: _____	
Phone: _____	Phone: _____	
Email: _____	Email: _____	
Name: _____	Name: _____	
Contact: _____	Contact: _____	
Phone: _____	Phone: _____	
Email: _____	Email: _____	



**SECTION 004541 - AFFIDAVIT OF WORK AUTHORIZATION**

STATE OF \_\_\_\_\_ )  
 )  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me appeared \_\_\_\_\_ (Contractor representative), personally known to me or proved to me on the basis of satisfactory evidence to be a person whose name is subscribed to this affidavit, who being by me duly sworn, deposed as follows:

My name is \_\_\_\_\_ (Contractor representative), and I am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 285.530, RSMo, to enter into any contract agreement with the state to perform any job, task, employment, labor, personal services, or any other activity for which compensation is provided, expected, or due, including but not limited to all activities conducted by business entities:

I am the \_\_\_\_\_ of \_\_\_\_\_, and I am duly authorized, directed, and/or empowered to act officially and properly on behalf of this business entity.  
title business name

I hereby affirm and warrant that the aforementioned business entity is enrolled in a federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, and the aforementioned business entity shall participate in said program with respect to all employees working in connection with the contracted services related to \_\_\_\_\_ with the Office of Administration, Division of Facilities Management, Design and Construction (FMDC). I have attached documentation to this affidavit to evidence enrollment/participation by the aforementioned business entity in a federal work authorization program, as required by Section 285.530, RSMo.  
Project Number

In addition, I hereby affirm and warrant that the aforementioned business entity does not and shall not knowingly employ, in connection to work under the within state contract agreement with FMDC, an alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. § 1324a(h)(3).

I am aware and recognize that, unless certain contract and affidavit conditions are satisfied pursuant to Section 285.530, RSMo, the aforementioned business entity may be held liable under Section 285.525 through 285.559, RSMo, for subcontractors that knowingly employ or continue to employ any unauthorized alien to work within the state of Missouri.

I acknowledge that I am signing this affidavit as a free act and deed of the aforementioned business entity and not under duress.

\_\_\_\_\_  
Affiant Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires:

**SECTION 004545**  
**ANTI-DISCRIMINATION AGAINST ISRAEL ACT CERTIFICATION**

**Statutory Requirement:** Section 34.600, RSMo, precludes entering into a contract with a company to acquire products and/or services “unless the contract includes a written certification that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.”

**Exceptions:** The statute provides two exceptions for this certification: 1) “contracts with a total potential value of less than one hundred thousand dollars” or 2) “contractors with fewer than ten employees.” Therefore the following certification is required prior to any contract award.

Section 34.600, RSMo, defines the following terms:

**Company** - any for-profit or not-for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association, including all wholly-owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of those entities or business associations.

**Boycott Israel and Boycott of the State of Israel** - engaging in refusals to deal, terminating business activities, or other actions to discriminate against, inflict economic harm, or otherwise limit commercial relations specifically with the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, that are all intended to support a boycott of the State of Israel. A company’s statement that it is participating in boycotts of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, or that it has taken the boycott action at the request, in compliance with, or in furtherance of calls for a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel shall be considered to be conclusive evidence that a company is participating in a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel; provided, however that a company that has made no such statement may still be considered to be participating in a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel if other factors warrant such a conclusion.

**Certification:** The vendor must therefore certify their current status by completing either Box A, Box B, or Box C on the next page of this Exhibit. (As used herein, “vendor” refers to any contractor or consultant entering into a contract with the Division of Facilities Management, Design and Construction. “Contract” is used generically to include both a contract for construction or agreement for design services.)

- |               |  |
|---------------|--|
| <b>BOX A:</b> | To be completed by any vendor that <u>does not meet the definition of “company”</u> above, hereinafter referred to as “Non-Company.” |
| <b>BOX B:</b> | To be completed by a vendor that meets the definition of “Company” but has <u>less than ten employees</u> .                          |
| <b>BOX C:</b> | To be completed by a vendor that <u>meets the definition of “Company”</u> and <u>has ten or more employees</u> .                     |

**EXHIBIT A, continued**

**BOX A – NON-COMPANY ENTITY**

I certify that \_\_\_\_\_ (Entity Name) currently **DOES NOT MEET** the definition of a company as defined in section 34.600, RSMo, but that if awarded a contract and the entity's business status changes during the life of the contract to become a "company" as defined in section 34.600, RSMo, and the entity has ten or more employees, then, prior to the delivery of any services and/or supplies as a company, the entity agrees to comply with, complete, and return Box C to the Division of Facilities Management, Design and Construction at that time.

\_\_\_\_\_  
Authorized Representative's Name (Please  
Print)

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Entity Name

\_\_\_\_\_  
Date

**BOX B – COMPANY ENTITY WITH LESS THAN TEN EMPLOYEES**

I certify that \_\_\_\_\_ (Company Name) **MEETS** the definition of a company as defined in section 34.600, RSMo, and currently has less than ten employees but that if awarded a contract and if the company increases the number of employees to ten or more during the life of the contract, then said company shall comply with, complete, and return Box C to the Division of Facilities Management, Design and Construction at that time.

\_\_\_\_\_  
Authorized Representative's Name (Please  
Print)

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

**BOX C – COMPANY ENTITY WITH TEN OR MORE EMPLOYEES**

I certify that \_\_\_\_\_ (Company Name) **MEETS** the definition of a company as defined in section 34.600, RSMo, has ten or more employees, and is not currently engaged in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel as defined in section 34.600, RSMo. I further certify that if the company is awarded a contract for the services and/or supplies requested herein said company shall not engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel as defined in section 34.600, RSMo, for the duration of the contract.

\_\_\_\_\_  
Authorized Representative's Name (Please  
Print)

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date