

# PROPOSAL FORM

Bid Time: **INSERT TIME**

Bid Date: **INSERT DATE**

Sealed Bid Number: **INSERT NUMBER**

THIS PROPOSAL, made by \_\_\_\_\_ hereinafter called the Bidder, to **Southeast Missouri State University**, One University Plaza, Cape Girardeau, Missouri 63701, hereinafter called the Owner, for **PROJECT NAME** at Southeast Missouri State University, hereinafter called "the work".

1. The undersigned, having examined and being familiar with the local conditions affecting the work and with the Contract Documents including the drawings, the Invitation for Bid, Instructions to Bidders, Statement of Bidder's Qualifications, General Conditions, Special Conditions, and the body of technical specifications, including addenda number \_\_\_\_\_ through \_\_\_\_\_ inclusive, as issued by the Owner, hereby propose to furnish all labor and materials and perform work required for furnishing and installing all labor, materials, equipment, and transportation and everything necessarily inferred from the general nature and tendency of the plans and specifications for the proper execution of the aforementioned work as follows:

**FOR BASE BID 1:** the sum of

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

2. **ALTERNATES: N/A**

3. **UNIT PRICES: N/A**

4. In submitting this bid, it is understood that the right is reserved by the Director, Facilities Management Department, to reject any and all bids and it is agreed that the bids may not be withdrawn for a period of sixty days from the specified time for receiving bids.

5. **MBE/WBE PERCENTAGE OR PARTICIPATION:**  
MBE \_\_\_\_\_ (%) WBE \_\_\_\_\_ (%)  
NOTE: This project's specific goals are: MBE 10% WBE 5%

6. Accompanying this bid is a certified check or cashier's check in the amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) or a 5% bid bond payable without condition to the Owner, which it is agreed shall be retained as liquidated damages for the delay and extra expense caused the State of Missouri if the undersigned fails to execute the contract and furnish the Performance/Payment bond required by the contract documents.

7. The contract performance time is work to be completed within 60 calendar days from the date of the Notice of Award. Work shall not commence prior to the Notice to Proceed. The contractor further agrees to pay to, or allow the State as liquidated damages the sum as stipulated in the Contract Form.

8. The Bidder hereby certifies that the following subcontractors will be used in the performance of the work:

Note: Failure to list subcontractors for each category of work identified on the Proposal Form or the listing of more than one subcontractor for any category without designating the portion of work to be performed by each may result in rejection of the bid proposal. If the bidder intends to perform any designated

subcontract work with the use of his own employees, the proposal shall make this fact clear.

**SUBCONTRACTOR**

**CATEGORY OF WORK**

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(Please attach additional sheets if necessary to extend subcontractor list.)

- The Bidder agrees to pay not less than the hourly rate of wages as determined by the Department of Labor and Industrial Relations, State of Missouri, in accordance with Section 290.210 to 290.340 RSMo as amended.

**9.** Information regarding prior prevailing wage violations:

- Have you, an officer of your company, or any of your proposed subcontractors been convicted of a violation of the revised statutes of Missouri, Sections 290.210 to 290.340 (the Missouri Prevailing Wage Statute) in a criminal case within the past three years?  
 Yes.       No. If so, please explain.

- Has an administrative complaint or a civil suit been filed against you, an officer of your company, or any of your proposed subcontractors for a prevailing wage violation within the past three years?       Yes.       No. If so, please explain.

**10.** The Bidder hereby certifies:

That this proposal 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 of rules of any group, association, or corporation;  
That he has not directly or indirectly induced or solicited any other bidder to put in a false or sham proposal;  
That he has not solicited or induced any person, firm, or corporation to refrain from bidding;  
That he has not sought by collusion or otherwise to obtain for himself any advantages over any other bidder or over the Owner;

That he will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin in the performance of the work; and  
That all manufactured goods or commodities used or supplied in the performance of this contract or any subcontract thereto shall be manufactured, assembled, or produced in the United States in sufficient quantities to meet the contract requirements or cannot be manufactured, assembled, or produced in the United States within the necessary time in sufficient quantities to meet the contract requirements or that obtaining the product manufactured, assembled, or produced in the United States would increase the cost of the contract for purchase of the product by more than ten percent.

**11. Affidavit of Work Authorization and Documentation:** Pursuant to 285.530 RSMo, the contractor must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein. The contractor should complete and submit the following two forms of documentation with the response. These two documents must be submitted prior to an award of a contract.

11.1 The contractor must submit a completed, notarized, Affidavit of Work Authorization.

AND

11.2 The contractor must submit documentation affirming the contractor's enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with **PROJECT NAME, PROJECT NUMBER.**

11.2.1 E-Verify is an example of a federal work authorization program. Acceptable E-verify enrollment and participation documentation consists of the following:

EITHER

(a) From the E-Verify Memorandum of Understanding (MOU) Revised July 18, 2007, the contractor must submit both: 1) a valid, completed copy of the first page of the MOU identifying the contractor and 2) a valid copy of the MOU signature page completed by the contractor, the Social Security Administration, and the Department of Homeland Security – Verification Division.

OR

(b) From the E-Verify Memorandum of Understanding (MOU) Revision Date 10/29/08, the contractor must submit the MOU signature page completed and signed by the contractor and the Department of Homeland Security – Verification Division. (The Social Security Administration is not signatory on the 10/29/08 MOU.)

11.2.2 E-Verify Contact Information – Additional information regarding E-Verify can be found at <http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD> or by contacting E-Verify at 888-464-4218 or [e-verify@dhs.gov](mailto:e-verify@dhs.gov).

By signature below, the contractor hereby affirms that all prices are quoted pursuant to the Terms and Conditions of **INSERT PROJECT NAME, PROJECT NUMBER.**

In addition, the contractor understands and certifies the following:

- The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not

limited to the Illegal Immigration Reform and Immigration Responsibility Act (IIRIRA) and INA Section 274A.

- If the contractor is found to be in violation of this requirement or the applicable state; federal and local laws and regulations, 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 University shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the University. The University may also withhold up to twenty-five percent of the total amount due the contractor.
- The contractor agrees to fully cooperate with any audit or investigation from federal, state or local law enforcement agencies.

In addition, the contractor shall maintain enrollment and participation in a federal work authorization program with respect to the employees working in connection with **INSERT PROJECT NAME, PROJECT NUMBER.**

Dated this \_\_\_\_\_ day of, 2016.

**IF AN INDIVIDUAL**

\_\_\_\_\_  
Name of Individual

\_\_\_\_\_  
Residence Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Firm Name, If Any

\_\_\_\_\_  
Address for Communications

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Signature

(Each bidder must complete the Proposal Form by signing in the proper signature line above and by supplying the required information called for in connection with the signature. The information called for is necessary in the proper preparation of the contract and performance bond. Each bidder must supply the data called for in the accompanying "Bidder's Statement of Qualifications.")

**IF A PARTNERSHIP**

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Name of Partnership

(State Names and Residence Address of All Partners.)

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Partner

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Residence Address

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City, State and Zip Code

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Federal Tax I.D. Number

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Partner

---

Residence Address

---

City, State and Zip Code

---

Federal Tax I.D. Number

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Address for Communications

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City, State and Zip Code

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Telephone Number

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Signature of Either Partner

(Each bidder must complete the Proposal Form by signing in the proper signature line above and by supplying the required information called for in connection with the signature. The information called for is necessary in the proper preparation of the contract and performance bond. Each bidder must supply the data called for in the accompanying "Bidder's Statement of Qualifications.")

**IF A CORPORATION**

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
Name and Title of Officer

Incorporated under the laws of the State of \_\_\_\_\_  
Corporate License Number \_\_\_\_\_

(If a corporation organized in a state other than Missouri, attach Certificate of Authority to do business in the State of Missouri.)

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Federal Tax I.D. Number

\_\_\_\_\_  
Address for Communications

(ATTEST)

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Telephone Number

(SEAL)

(Each bidder must complete the Proposal Form by signing in the proper signature line above and by supplying the required information called for in connection with the signature. The information called for is necessary in the proper preparation of the contract and performance bond. Each bidder must supply the data called for in the accompanying "Bidder's Statement of Qualifications.")