

**STATE OF MISSOURI  
HIGHWAYS and TRANSPORTATION COMMISSION**

JEFFERSON CITY, MISSOURI

**CONSTRUCTING OR IMPROVING**  
**Contract I.D.** 231215-D02

THIS JOB SHALL BE CONSTRUCTED UNDER  
FEDERAL PROJECT NUMBER(S): FAS S403(62)

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Job J5P3244 Route 64 Laclede County

BIDDER CHECKLIST  
FINAL CHECKLIST BEFORE SUBMITTING BID

1. Submit completed Contractor Questionnaire and/or Contractor Prequalification Questionnaire with attachments not later than seven (7) days prior to the date and hour of the bid opening. See Secs 101-103 of the Missouri Standard Specifications for Highway Construction, and Rule 7 CSR 10-15.010, "Prequalifications to Bid of Certain Contractors". Questionnaire and Contact information are provided on MoDOT's website.
2. All bids shall be submitted electronically using "Bid Express Secure Internet Bidding" at [www.bidx.com](http://www.bidx.com). Any paper bid submitted will be considered irregular per section 102.8 of the Missouri Standard Specifications for Highway Construction.
3. Please read all items in the bidding document carefully. The EBSX files from Bidx website is used for the itemized bid.
4. If submitted in the name of a firm or corporation, the legal name of the firm or corporation should appear in the space designated, and be signed for by one or more persons legally qualified to execute papers in the name of said firm or corporation.
5. The bidder shall submit a Bid Guaranty meeting the requirements of Sec 102 of the Missouri Standard Specifications for Highway Construction. If submitting a project specific or annual bid bond, bidders must use the MoDOT provided bid bond forms. The project specific bond form is included in the request for bid. The project specific and annual bid bond forms are also available on MoDOT's website. Annual bid bonds shall be executed by June 15th of each year.
6. Submit the Subcontractor Disclosure Form in accordance with the bidding documents. For bids of more than \$2,000,000, each bidder shall submit with each bid a disclosure of the subcontracts that have a subcontract value that is equal or greater than twenty percent of the total project bid or subcontracts that are greater than or equal to \$2,000,000. If that information is not available at the time of bid the bidder shall submit the "Subcontractor Disclosure Form" pages with MoDOT on or before 4:00 p.m. of the third business day after the bid opening date.
7. Submit the DBE Identification Submittal in accordance with the bidding documents for Federal Projects Only.
8. Alternate Pavements; to exercise this option, separate pay items, descriptions and quantities are included in the itemized proposal for each of the two alternates. The bidder shall bid only one of the two alternates and leave the contract unit price column blank for any pay item listed for the other alternate.
9. When submitting a bid, your bid will still come through with "red" folders. You should make sure that it is not the Schedule of Items folder or the Signature and Identity of Bidder folder. Click on the yellow checkmark (Check

Bid)at the top and it will list any errors in the bid. To view itemized folders, click the Tree View. This will show the status of the individual folders.

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Below is a list of common mistakes made by bidders leading to non-responsive bids. Please refer to the Standard Specifications for the appropriate procedures for completing and submitting a bid.

- a) Submitting a paper bid for a project
- b) Using a different bid bond form than the one provided
- c) Improper use of the Maximum Monetary Value Award Provision
  - only used if bidding more than one project and should be in only one bid proposal
- d) Not obtaining a digital ID in advance of the letting
  - (obtaining a digital ID may take 5 business days)

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All questions concerning the bid document preparation shall be directed to the Central Office - Design Division at (573) 751-2876. Project specific questions shall be directed to the project contact listed in the Job Special Provisions.

**TABLE OF CONTENTS**

## Notice to Contractors

Proposed Work.....	item (1)
Compliance With Contract Provisions.....	item (2)
Period of Performance.....	item (3)
Liquidated Damages.....	item (4)
Itemized Bid.....	item (5)
Trainees.....	item (6)
DBE Certification*.....	item (7)
Acceptance of Provision for Price Adjustment for Fuel.....	item (8a)
Acceptance of Provision for Asphalt Cement Price Index....	item (8b)
Max. Monetary Value of Awards Accepted this Bid Opening...	item (9)
Combination Bids.....	item (10)
Certification for Federal Jobs.....	item (11a)
Certification for State Jobs.....	item (11b)
Antidiscrimination.....	item (12)
Preference to Missouri Firms in Awarding of Contracts.....	item (13)
Subcontractor Disclosure Form*.....	item (14)
Signature and Identity of Bidder.....	item (15)
Bid Guaranty*.....	item (16)

\*These forms are also available on MoDOT's Website, [www.modot.org](http://www.modot.org) under Information on the Bid Opening Info page of the Contractor Resources site.

**NOTICE TO CONTRACTORS**

Electronic bids submitted through the Bid Express website for the proposed work will be received by the Missouri Highways and Transportation Commission until 11:00 o'clock a.m. (prevailing local time) on 12/15/2023.

Bid bonds will be received at the office of the Secretary to the Commission in the Missouri Department of Transportation Central Office Building, 105 West Capitol Avenue, Jefferson City, Missouri; delivered by US Mail should be mailed to: Missouri Highways and Transportation Commission, Attention: State Design Engineer/Bid Bond, P.O. Box 270, Jefferson City, MO 65102 or delivered by parcel delivery services, (such as UPS, Fed Ex, DHL, etc.) should be shipped to Missouri Highways and Transportation Commission, Attention: State Design Engineer/Bid Bond, 105 West Capitol Avenue, Jefferson City, MO 65102.

(1) PROPOSED WORK: The proposed work, hereinafter called the work, includes:

\*\*\*\*(1): Job J5P3244 Route 64 LACLEDE County. Bridge replacement over Goodwin Hollow Creek, the total length of improvement being 0.341 miles.

If more than one Job Number is listed for this call, then combination bids will be required on the Jobs listed above.

(2) COMPLIANCE WITH CONTRACT PROVISIONS: The bidder, having examined and being familiar with the local conditions affecting the work, and with the contract, contract documents, including the current version of Missouri Highways and Transportation Commission's "Missouri Standard Specifications for Highway Construction" and "Missouri Standard Plans for Highway Construction", their revisions, and the request for bid, including appendices, the special provisions and plans, hereby proposes to furnish all labor, materials, equipment, services, etc., required for the performance and completion of the work. All references are to the Missouri Standard Specifications for Highway Construction, as revised, unless otherwise noted. All questions concerning the bid document preparation shall be directed to the Central Office - Design Division at (573) 751-2876.

(3) PERIOD OF PERFORMANCE: If the bid is accepted, the bidder shall continuously and diligently prosecute the work in such order and manner as will ensure the completion of the work within the time specified in the Job Special Provisions in accordance with Sec 108.

(4) LIQUIDATED DAMAGES: The bidder agrees that, should the bidder fail to complete the work in the time specified or such additional time as may be allowed by the engineer under the contract, the amount of liquidated damages as specified in the Job Special Provisions to be recovered in accordance with Sec 108.

(5) ITEMIZED BID: The bidder should complete the following section in accordance with Sec 102.7. The bidder proposes to furnish all labor, materials, equipment, services, etc. required for the performance and completion of the work, as follows:

Line Number	Item Number	Quantity	Unit	Unit Price	Extension Price
Section 0001					
Roadway Items - J5P3244					
0010	1049910	250.000	TONS		
	MISC. TEMPORARY SURFACING				
0020	2013000	1.000	ACRE		
	CLEARING AND GRUBBING				
0030	2022010	1.000	LS		
	REMOVAL OF IMPROVEMENTS				
0040	2031000	1329.000	CUYD		
	CLASS A EXCAVATION				
0050	2036000	842.000	CUYD		
	COMPACTING EMBANKMENT				
0060	2142000	2392.000	CUYD		
	FURNISHING ROCK FILL				
0070	2143000	2392.000	CUYD		
	PLACING ROCK FILL				
0080	3040504	4495.000	SQYD		
	TYPE 5 AGGREGATE FOR BASE (4 IN. THICK)				
0090	3105002	7.000	TONS		
	GRAVEL (A) OR CRUSHED STONE (B)				
0100	4019905	4495.000	SQYD		
	MISC. OPTIONAL PAVEMENT 10" HMA VS. 8.5" PCCP				
0110	6113020	947.000	CUYD		
	FURNISHING TYPE 2 ROCK BLANKET				
0120	6113040	947.000	CUYD		
	PLACING TYPE 2 ROCK BLANKET				
0130	6161005	1620.000	SQFT		
	CONSTRUCTION SIGNS				
0140	6161008	2.000	EA		
	ADVANCED WARNING RAIL SYSTEM				
0150	6161025	20.000	EA		
	CHANNELIZER (TRIM LINE)				
0160	6161030	10.000	EA		
	TYPE III MOVEABLE BARRICADE				
0170	6161098A	5.000	EA		
	CHANGEABLE MESSAGE SIGN WITHOUT COMMUNICATION INTERFACE, CONTRACTOR FURNISHED, CONTRACTOR RETAINED				
0180	6181000	1.000	LS		
	MOBILIZATION				
0190	6181020	4.000	EA	\$600.00000	\$2,400.00
	ADDITIONAL MOBILIZATION FOR SEEDING				
0200	6206000C	3597.000	LF		
	4 IN. WHITE STANDARD WATERBORNE PAVEMENT MARKING PAINT, TYPE P BEADS				
0210	6206001C	3597.000	LF		
	4 IN. YELLOW STANDARD WATERBORNE PAVEMENT MARKING PAINT, TYPE P BEADS				
0220	6240103A	1546.000	SQYD		
	PERMANENT EROSION CONTROL GEOTEXTILE				
0230	6261000A	32.000	STA		
	BITUMINOUS SHOULDER RUMBLE STRIP				

0240	6274000	1.000 LS	
	CONTRACTOR FURNISHED SURVEYING AND STAKING		
0250	8025006	1.300 ACRE	
	MULCHING		
0260	8051000A	1.000 ACRE	
	SEEDING - COOL SEASON GRASSES		
0270	8061004	24.000 CUYD	
	SEDIMENT TRAP ROCK		
0280	8061005	90.000 LF	
	ROCK DITCH CHECK		
0290	8061006	460.000 LF	
	ALTERNATE DITCH CHECK		
0300	8061016	72.000 CUYD	
	SEDIMENT REMOVAL		
0310	8061017	0.300 ACRE	
	TEMPORARY SEEDING		
0320	8061019	1262.000 LF	
	SILT FENCE		
0330	8061050	857.000 LF	
	TYPE C BERM		
Section 0001 Total			\$2,400.00

## Section 0002

## Guardrail/Guard Cable Items - J5P3244

0340	6061060	413.000 LF	
	MGS GUARDRAIL		
0350	6061069	4.000 EA	
	MGS BRIDGE APPROACH TRANSITION SECTION (REGULAR/NO CURB)		
0360	6063014	4.000 EA	
	TYPE A CRASHWORTHY END TERMINAL (MASH)		
Section 0002 Total			

## Section 0003

## Signing Items - J5P3244

0370	9031250A	138.000 LF	
	U-CHANNEL POST, 3 LB		
Section 0003 Total			

## Section 0004

## Bridge A9326 Items - J5P3244

0380	2024043	137.000 SQFT	
	REMOVAL OF MISCELLANEOUS ACM (NON-FRIABLE)		
0390	2061000	80.000 CUYD	
	CLASS 1 EXCAVATION		
0400	2160500	1.000 LS	
	REMOVAL OF BRIDGES		
0410	5031011A	135.000 SQYD	
	BRIDGE APPROACH SLAB (MINOR ROAD)		



0420	7011106	76.200	LF	DRILLED SHAFTS (4 FT. 0 IN. DIA.)
0430	7011205	40.000	LF	ROCK SOCKETS (3 FT 6 IN. DIA.)
0440	7011300	4.000	EA	VIDEO CAMERA INSPECTION
0450	7011400	80.000	LF	FOUNDATION INSPECTION HOLES
0460	7011600	4.000	EA	SONIC LOGGING TESTING
0470	7021212	196.000	LF	GALVANIZED STRUCTURAL STEEL PILES (12 IN)
0480	7027000	8.000	EA	PILE POINT REINFORCEMENT
0490	7032003	83.000	CUYD	CLASS B CONCRETE (SUBSTRUCTURE)
0500	7034219A	450.000	LF	TYPE D BARRIER
0510	7034221	754.000	SQYD	SLAB ON CONCRETE NU-GIRDER
0520	7056021	818.000	LF	NU 35, PRESTRESSED CONCRETE NU-GIRDER
0530	7061060	23200.000	LB	REINFORCING STEEL (BRIDGES)
0540	7123610	10.000	EA	SLAB DRAIN
0550	7151001	2.000	EA	VERTICAL DRAIN AT END BENTS
0560	7161000	8.000	EA	PLAIN NEOPRENE BEARING PAD
0570	7161002	16.000	EA	LAMINATED NEOPRENE BEARING PAD

Section 0004 Total

Item Total	\$2,400.00
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DBE List Summary

Project: FAS S403(62)

Bidder ID: 0011540

Bid Total: 2,400.00

Business Name: Company1

Goal: 5.00% (120.00)

Total Entered: 0.00% (0.00)

ID	Name	Is Supplier?	Item Count	Amount	Is Complete?
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**DBE CERTIFICATION**

(6) Trainees: (Applies to Federal Projects only) The number of trainee hours provided under this contract will be 0 slots at 1000 hours per slot or 0 hours.

(7) Bidder's Certificaton for DBE Program and Contract Goal

(Applies to Federal Projects only.)

(A) DBE Contract Goal: By submitting this bid, the bidder certifies that the bidder is familiar with the DBE Program Requirements in the General Provisions. The contract goal for the amount of work to be awarded is 5.00 % of the total federal project price. The bidder shall also complete the DBE Identification Submittal form in accordance with the General Provisions. This form is available on MoDOT's Website, [www.modot.org](http://www.modot.org) on the Bid Opening Info page of the Contractor Resources site.

(B) DBE Participation: The bidder certifies that it will utilize DBE's as follows:

% OF TOTAL FEDERAL CONTRACT

NOTE: Bidder must fill in the above blank. If no percentage is specified, the bidder certifies that it agrees to and will comply with the contract goal. If a percentage below the contract goal is specified, then the bidder must submit complete documentation of good faith efforts to meet the DBE contract goal, immediately below.

The DBE Identification Submittal form will be submitted via

(C) Certification of Good Faith Efforts to Obtain DBE Participation: By submitting its signed bid, the bidder certifies under penalty of perjury and other provisions of law, that the bidder took each of the following steps to try to obtain sufficient DBE participation to achieve the Commission's proposed DBE Contract Goal:

**CONTRACT PROVISIONS**

(8a) ACCEPTANCE OF PROVISION FOR PRICE ADJUSTMENT FOR FUEL: Bidders have the option to accept the provision for Price Adjustment for Fuel in accordance with Sec. 109.14. The bidder must select "Yes" for those items of work in which they choose to accept the provision. No price adjustments will be made, due to fuel price changes, for bidders who do not accept this provision. This provision does not apply to Seal Coat.

EXCAVATION PRODUCTION

ASPHALT PAVING PRODUCTION AND HAULING

CONCRETE PAVING PRODUCTION AND HAULING

AGGREGATE BASE HAULING

(8b) ACCEPTANCE FOR PROVISION FOR ASPHALT CEMENT PRICE INDEX, SEAL COAT PRICE INDEX, ASPHALT UNDERSEAL PRICE INDEX, OR POLYMER MODIFIED EMULSION MEMBRANE PRICE INDEX: Bidders have the option to accept the provision for Asphalt Cement Price Index, Seal Coat Price Index, Asphalt Underseal Price Index, and/or Polymer Modified Emulsion Membrane Price Index (when used in conjunction with an Ultrathin Bonded Asphalt Wearing Surface treatment) in accordance with Sec 109.15. The bidder must mark each box below if they choose to accept the provision. No price adjustments will be made, due to asphalt price changes, for bidders who do not accept this provision.

ASPHALT CEMENT

SEAL COAT

ASPHALT UNDERSEAL

POLYMER MODIFIED EMULSION MEMBRANE (UBAWS)

(9) MAXIMUM MONETARY VALUE OF AWARDS ACCEPTED THIS BID OPENING: Bidders have the option to specify the maximum monetary value of awards that they will accept for the total of all bids they have submitted in the bid opening, Sec 102.7.2. If the bidder is submitting only one bid, or if the bidder does not want to specify a maximum monetary value for submitted bids, this section should not be completed. If a submitted bid upon correction exceeds the indicated maximum monetary amount, the bid may be declared non-responsive. If a bidder's submitted bids show different values for the maximum monetary value, the lowest value will govern.

MAXIMUM MONETARY VALUE OF AWARDS ACCEPTED THIS BID OPENING

\$

(Note: This amount should be entered in only one of the bids for this bid opening, but should cover all bids submitted).

(10) COMBINATION BIDS: (Applies only if combination bids are specified. See cover and/or notice to contractor(s).) Combination bids will be in accordance with Sec 102.12. By selecting "All or None" the bidder desires to combine all projects in accordance with Sec 102.12.2.1.

(11a) CERTIFICATIONS FOR FEDERAL JOBS: (Applies to Federal Projects only.) By signing and submitting this bid, the bidder makes the certifications appearing in Sec. 102.18.1 (regarding affirmative action and equal opportunity), Sec. 102.18.2 (regarding disbarment, eligibility, indictments, convictions, or civil judgments), Sec. 102.18.3 (regarding anti-collusion), and Sec. 102.18.4 (regarding lobbying activities). Any necessary documentation is to accompany the bid submission, as required by these sections. As provided in Sec. 108.13, the Commission may terminate the contract for acts of misconduct, which includes but is not limited to fraud, dishonesty and material misrepresentation or omission of fact within the bid submission.

(11b) CERTIFICATIONS FOR STATE JOBS: (Applies to State Projects only.) By signing and submitting this bid, the bidder makes the certifications appearing in Sec. 102.18.2 (regarding diseligibility, indictments, convictions, or civil judgments), Sec. 102.18.3 (regarding anti-collusion), and Sec. 102.18.5 (regarding Missouri Domestic Products Procurement Act).

Any necessary documentation is to accompany the bid submission, as required by these sections. As provided in Sec. 108.13, the Commission may terminate the contract for acts of misconduct, which includes but is not limited to fraud, dishonesty, and material misrepresentation or omission of fact within the bid submission.

Does the bidder make certification for the above items listed in 11(a) or 11(b)? **Yes** ☐ **No** ☐

By selecting "No" the bidder REFUSES to make one or more certifications for the above items 11a or 11b. The bidder shall provide a statement of explanation for the refusal in the space below or by fax to the Design Division @ Fax no. 573-522-2281.

(12) ANTIDISCRIMINATION: The Commission hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, businesses owned and controlled by socially and economically disadvantaged individuals will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religion, creed, sex, age, ancestry, or national

origin in consideration for an award.

(13) PREFERENCE TO MISSOURI FIRMS IN AWARDING OF CONTRACTS: (Applies to State Projects only.) The bidder's attention is directed to Sections 34.073 and 34.076 RSMo, et seq, which requires that preference be given in awarding contracts to firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals, or which maintain Missouri offices or places of business, when the quality of performance promised is equal, or better, and the price quoted is the same, or less.

The law also requires that a contractor or bidder domiciled outside the State of Missouri shall be required, in order to be the successful bidder, to submit a bid which is the same percent less than the lowest bid submitted by a responsible contractor or bidder domiciled in Missouri as would be required for the Missouri domiciled contractor or bidder to succeed over the bidding contractor or bidder domiciled outside Missouri in a like contract or bid being let in his domiciliary state. A contractor or bidder domiciled outside Missouri shall also be required to submit an audited financial statement as would be required of a Missouri domiciled contractor or bidder on a like contract or bid being let in the domiciliary state of that contractor or bidder.

For firms, corporations or individuals domiciled outside the State of Missouri, it is requested they submit the following information:

List the state of domicile

List address of all Missouri offices or places of business

I acknowledge that I have read, understand and completed the above Contract Provisions.

**SUBCONTRACTOR DISCLOSURE**

(14) SUBCONTRACTOR DISCLOSURE The bidder shall submit with this bid any subcontracts that meet the requirements of Sec 102. List below the name of each subcontractor that will be furnishing labor, labor and materials, the category of work that the subcontractor will be performing (e.g. asphalt, concrete, earthwork, bridges...), and the dollar value of the subcontract. Select "NONE" if there are no subcontractors that need to be disclosed.

If the information is not available at the time of bid, the bidder shall submit the "Subcontractor Disclosure Form", located on MoDOT's website, on or before 4:00 p.m. of the third business day after the bid opening date, directly to the Design Division, Missouri Department of Transportation, 105 W. Capitol Avenue, P.O. Box 270, Jefferson City, Missouri 65102-0270. Telefax transmittal to MoDOT will be permitted at fax no. 573-522-2281 or emailed to [subcontractor.disclosure@modot.mo.gov](mailto:subcontractor.disclosure@modot.mo.gov). The complete signed original documents do not need to be mailed to MoDOT, but the bidder shall have it available if requested by the Design Division or the engineer.

SUBCONTRACTOR NAME:

DOLLAR VALUE: \$

CATEGORY OF WORK:

SUBCONTRACTOR NAME:

DOLLAR VALUE: \$

CATEGORY OF WORK:

SUBCONTRACTOR NAME:

DOLLAR VALUE: \$

CATEGORY OF WORK:

SUBCONTRACTOR NAME:

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DOLLAR VALUE: \$

CATEGORY OF WORK:

SUBCONTRACTOR NAME:

DOLLAR VALUE: \$

CATEGORY OF WORK:

SUBCONTRACTOR NAME:

DOLLAR VALUE: \$

CATEGORY OF WORK:

Submitted:



**SIGNATURE AND IDENTITY OF BIDDER**

## (15) SIGNATURE AND IDENTITY OF BIDDER

BY SUBMITTING THIS BID ELECTRONICALLY, I HEREBY ACKNOWLEDGE THAT ALL REQUIREMENTS INCLUDED IN THE HARD COPY REQUEST FOR BID, AND AMENDMENTS ARE A PART OF THIS BID AND CONTRACT.

\*\*\* AN ELECTRONIC PROPOSAL SUBMITTED AND SIGNED WITH A DIGITAL ID, UNDER THE PROVISION OF THE MISSOURI DEPARTMENT OF TRANSPORTATION, WILL BE CONSIDERED VALID AND BINDING. \*\*\*

THE BIDDER CERTIFIES THAT THE BIDDER AND ITS OFFICIALS, AGENTS, AND EMPLOYEES HAVE NEITHER DIRECTLY NOR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FREE COMPETITIVE BIDDING IN CONNECTION WITH THIS BID, AND THAT THE BIDDER INTENDS TO PERFORM THE WORK WITH ITS OWN BONAFIDE EMPLOYEES AND SUBCONTRACTORS, AND DID NOT BID FOR THE BENEFIT OF ANOTHER CONTRACTOR.

THE BIDDER CERTIFIES THAT THE BIDDER'S COMPANY KNOWINGLY EMPLOYS ONLY INDIVIDUALS WHO ARE AUTHORIZED TO WORK IN THE UNITED STATES IN ACCORDANCE WITH APPLICABLE FEDERAL AND STATE LAWS AND ALL PROVISIONS OF MISSOURI EXECUTIVE ORDER NO. 07-13 FOR CONTRACTS WITH THE MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION, ACTING THROUGH THE MISSOURI DEPARTMENT OF TRANSPORTATION.

THE BIDDER ACKNOWLEDGES THAT THIS IS AN UNSWORN DECLARATION, EXECUTED UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE UNITED STATES AND/OR FALSE DECLARATION UNDER THE LAWS OF MISSOURI, AND ANY OTHER APPLICABLE STATE OR FEDERAL LAWS. THE FAILURE TO PROVIDE THIS CERTIFICATION IN THIS BID MAY MAKE THIS BID NON-RESPONSIVE, AND CAUSE IT TO BE REJECTED.

☐ Yes ☐ No

Select "No" ONLY if the bidder REFUSES to make this certification. The bidder may provide an explanation for the refusal with this submittal in the space below or by fax to the Design Division @ fax no. 573-522-2281.

USE OF ANOTHER PERSON'S DIGITAL ID IN THIS BIDDING PROCESS VIOLATES THE LAWS OF MISSOURI.

I acknowledge that I have read, understood and completed the above Electronic Bid Submission Certification.

**BID BOND**

(16) BID GUARANTY: The bidder shall submit a Bid Guaranty meeting the requirements of Section 102 of the Missouri Standard Specifications for Highway Construction. MoDOT's bid bond forms are available on MoDOT's website.

Annual bid bonds shall be submitted to MoDOT by June 15th of each year. If utilizing a paper annual or project specific bid bond as a Bid Guaranty

for this project the bidder shall mark the box below.

\*\*Pay by: ☐ Paper Annual or Project Specific Bid Bond.

If submitting a cashier's/certified check, the Bid Bond folder will not turn green.

**ELECTRONIC BID BOND**

The bidder shall complete the following bond verification process if utilizing an electronic project bid bond or electronic annual bid bond as a Bid Guaranty for this project.

\*\*Bond ID:

\*\*Surety Registry Agency:

\*\*Bond Pct:

Surety State:

FIELDS WITH THE \*\* INDICATOR ARE REQUIRED FIELDS IF SUBMITTING YOUR BID VIA BID EXPRESS