

**STATE OF MISSOURI
HIGHWAYS and TRANSPORTATION COMMISSION**

JEFFERSON CITY, MISSOURI

CONSTRUCTING OR IMPROVING
Contract I.D. 250919-A01

THIS JOB SHALL BE CONSTRUCTED UNDER
FEDERAL PROJECT NUMBER(S): FAS-S102 (076)

Job JNW0013 Route B, U, and E Grundy and Linn Counties

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. 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.

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)

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.

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*These forms are also available on MoDOT's Website, 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 09/19/2025.

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 JNW0013 Route B, U, E GRUNDY, LINN County. 3
Bridge deck replacements on Route B over Parsons Creek west
of Linneus, on Route U over Long Branch northeast of
Brookfield, and on Route E over Medicine Creek Drainage
Ditch east of Laredo, the total length of improvement being
0.195 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 - JNW0013					
0010	1081000	1.000	LS	\$1,000.00000	\$1,000.00
	SIGNET DBE REPORTING				
0020	2013000	1.000	ACRE		
	CLEARING AND GRUBBING				
0030	2022010	1.000	LS		
	REMOVAL OF IMPROVEMENTS				
0040	2072000	11.000	STA		
	LINEAR GRADING CLASS 2				
0050	3040143	1115.000	SQYD		
	TYPE 1 AGGREGATE FOR BASE (4 IN. THICK)				
0060	3105003	28.000	SQYD		
	GRAVEL (A) OR CRUSHED STONE (B)				
0070	4019905	1006.800	SQYD		
	MISC. OPTIONAL PAVEMENT				
0080	6096010A	4.600	CUYD		
	FURNISHING TYPE 1 ROCK DITCH LINER				
0090	6096041	4.600	CUYD		
	PLACING TYPE 1 ROCK DITCH LINER				
0100	6113020	1114.000	CUYD		
	FURNISHING TYPE 2 ROCK BLANKET				
0110	6113040	1114.000	CUYD		
	PLACING TYPE 2 ROCK BLANKET				
0120	6161005	402.000	SQFT		
	CONSTRUCTION SIGNS				
0130	6161030	22.000	EA		
	TYPE 3 MOVEABLE BARRICADE				
0140	6181000	1.000	LS		
	MOBILIZATION				
0150	6206001D	1242.000	LF		
	4 IN. YELLOW CLASS 1 PAVEMENT MARKING PAINT (18-MIL, TYPE P BEADS)				
0160	6214600A	2.000	CUYD		
	FLOWABLE BACKFILL				
0170	6240103A	1709.000	SQYD		
	PERMANENT EROSION CONTROL GEOTEXTILE				
0180	6274000	1.000	LS		
	CONTRACTOR FURNISHED SURVEYING AND STAKING				
0190	8025006	0.400	ACRE		
	MULCHING				
0200	8051000A	0.400	ACRE		
	SEEDING - COOL SEASON GRASSES				
0210	8061016	59.000	CUYD		
	SEDIMENT REMOVAL				
0220	8061019	856.000	LF		
	SILT FENCE				
0230	8061050	966.000	LF		
	TYPE C BERM				
0240	8064137	1530.000	SQYD		

TYPE 2C EROSION CONTROL BLANKET

Section 0001 Total

\$1,000.00

Section 0002

Signing Items - JNW0013

0250	9031270A	360.000	LF
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2 IN. PSST POST - 12 GA.

0260	9035069A	108.000	SQFT
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SHF-FLAT SHEET FLUORESCENT

Section 0002 Total

Section 0003

Bridge A18021 Items - JNW0013

0270	2024018	12.000	LF
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REMOVAL OF MISCELLANEOUS ACM (NON-FRIABLE)

0280	2162500	3908.000	SQFT
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REMOVAL OF EXISTING BRIDGE DECK

0290	5031011A	118.000	SQYD
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BRIDGE APPROACH SLAB (MINOR ROAD)

0300	7034212	434.000	SQYD
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SLAB ON STEEL

0310	7034216	272.000	LF
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TYPE H BARRIER

0320	7121250	1.000	LS
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STRENGTHENING EXISTING BEAMS

0330	7123610	24.000	EA
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SLAB DRAIN

0340	7125102	1.000	LS
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SURFACE PREPARATION FOR APPLYING EPOXY-MASTIC PRIMER

0350	7125960	1.000	LS
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ALUMINUM EPOXY-MASTIC PRIMER

0360	7126000	120.000	LF
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NON-DESTRUCTIVE TESTING

Section 0003 Total

Section 0004

Bridge P08911 Items - JNW0013

0370	2162500	2486.000	SQFT
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REMOVAL OF EXISTING BRIDGE DECK

0380	5031011A	105.000	SQYD
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BRIDGE APPROACH SLAB (MINOR ROAD)

0390	7034212	294.000	SQYD
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SLAB ON STEEL

0400	7034216	214.000	LF
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TYPE H BARRIER

0410	7110200	1.000	LS
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PROTECTIVE COATING - CONCRETE BENTS AND PIERS (EPOXY)

0420	7121159	1656.000	EA
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	SHEAR CONNECTORS		
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0430	7121250	1.000	LS
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	STRENGTHENING EXISTING BEAMS		
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0440	7123610	18.000	EA
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	SLAB DRAIN		
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0450	7125102	1.000	LS
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	SURFACE PREPARATION FOR APPLYING EPOXY-MASTIC PRIMER		
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0460	7125960	1.000	LS
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	ALUMINUM EPOXY-MASTIC PRIMER		
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Section 0004 Total

Section 0005

Bridge X01531 Items - JNW0013

0470	2162500	6502.000	SQFT
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	REMOVAL OF EXISTING BRIDGE DECK		
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0480	5031011A	110.000	SQYD
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	BRIDGE APPROACH SLAB (MINOR ROAD)		
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0490	7034212	780.000	SQYD
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	SLAB ON STEEL		
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0500	7034216	527.000	LF
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	TYPE H BARRIER		
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0510	7110200	1.000	LS
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	PROTECTIVE COATING - CONCRETE BENTS AND PIERS (EPOXY)		
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0520	7121159	2832.000	EA
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	SHEAR CONNECTORS		
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0530	7123610	48.000	EA
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	SLAB DRAIN		
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0540	7126000	120.000	LF
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	NON-DESTRUCTIVE TESTING		
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Section 0005 Total

Item Total

\$1,000.00

DBE List Summary

Project: FAS-S102 (076)

Bidder ID: 0011540

Bid Total: 1,000.00

Business Name: Company1

Goal: 3.00% (30.00)

Total Entered: 0.00% (0.00)

ID	Name	Supp?/Dist?	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 Certification 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 3.00 % 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 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:

Bidder's List Quote Summary Attachment

Attach the form as required by Sec. 102.7.9.

Attachment: ☐ Verify

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. 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:

DOLLAR VALUE: \$

CATEGORY OF WORK:

SUBCONTRACTOR NAME:

DOLLAR VALUE: \$

CATEGORY OF WORK:

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DOLLAR VALUE: \$

CATEGORY OF WORK:

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DOLLAR VALUE: \$

CATEGORY OF WORK:

SUBCONTRACTOR NAME:

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