

1209 EAST WALNUT, COLUMBIA MO 65201

Robyn Kaufman, Executive Director

573-874-1995 TEL | 573-443-2864 FAX | 573-443-2841 TDD

WWW.BCFR.ORG

REQUEST FOR BIDS

Title: Appliances

Written Questions or Clarifications Regarding Bid Submission

Date: Monday, October 19, 2020

Time: 5:00 p.m.

Bid Submission

Date: Thursday, October 22, 2020

Time: 4:30 p.m.

Location: Boone County Family Resources 1209 E. Walnut, Columbia, MO 65201

Bid Opening

Date: Thursday, October 22, 2020

Time: 4:30 p.m.

Location: Bid Opening to be held Via Zoom

Join Zoom Meeting Online:

<https://zoom.us/j/95655881819>

Meeting ID: 956 5588 1819

OR

Join Zoom Meeting Via Phone:

1-312-626-6799

Meeting ID: 956 5588 1819

Owner's Representative

Laura Cravens, Associate Director

1209 East Walnut

Columbia, Missouri 65201

573-874-1995

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I. INVITATION FOR BIDS AND INSTRUCTIONS FOR BIDDING

- A. Sealed bids will be received by Boone County Family Resources for the purchase, delivery, placement and connection of appliances as specified in this Bid Package. Bids must be received at the 1209 East Walnut address by **Thursday, October 22nd at 4:30pm**. Bids received after said time will be returned unopened.
- B. Definitions
1. Boone County Family Resources is a statutorily created entity. It may be referred to in the Bid Documents as “BCFR” or “Agency.”
 2. Bidder – Any business entity submitting a response to this Bid Invitation.
 3. Contractor – The Bidder whose response to this Bid Invitation is determined to be in the best interests of the Agency as determined by the Agency will be selected for an award and will enter into a Contract for the goods/services described in the Bid Documents with the Agency.
 4. Bid – This entire document, including any attachments, and any Addenda issued prior to receipt of Bid Responses.
 5. Response – The written, sealed document(s) submitted in response to this Invitation.
 6. Bid Clarification – Questions regarding this Bid should be directed to BCFR. Answers will be distributed simultaneously to all known prospective Bidders. Written responses are binding; oral communications between Agency staff and Bidder are not.
 7. Addenda – Written or graphic instruments issued prior to the execution of the Contract that modify or interpret the Bidding Documents by additions, deletions, clarifications or corrections.
 8. Base bid – The sum stated in the bid for which the bidder offers to perform the work described in the Bid Documents to which work may be added or deleted for sums stated in alternate bids.
 9. Alternate bid – An amount stated in the bid to be considered in place of the base bid if the alternate bid is accepted by Owner as described in the Bid Documents.
 10. “Or equal” – This term allows the Bidder/Contractor to propose products that would be satisfactory and otherwise meet measurement/dimension requirements. Materials and workmanship shall be of the best of their respective kinds. Trade or manufacture’s names where used in these specifications are intended to fix the standards of workmanship and materials. Any article or material equaling the standards fixed may be used in place of that mentioned by the specifications provided that the material or article proposed is submitted to and approved by Agency. No substitution shall be made unless Agency approval has been obtained in advance.
 11. Unit price – An amount stated in the bid as a price per unit of measurement for materials or services as described in the Bid Documents.
 12. Award – An award will be made to the Bidder or Bidders whose offer(s) provide the greatest value to the Agency and is considered to be in the best interest of the Agency. The Agency’s decision will not be determined by price alone. Any final evaluation of the Bids does not imply that one Bidder is superior to another, but simply that in the Agency’s judgment, the selected Bidder appears to offer the best overall solution for the Agency’s current and anticipated needs at the lowest possible cost to the Agency. The Agency reserves the right to reject all submitted bids and purchase from a Vendor off of state or federal government pricing contract.
 13. Contract – This Bid and the Contractor’s Response will be made part of any resultant Contract and will be incorporated into the Contract. Should there be any conflicts between the provision of the documents comprising the Contract, they will be resolved by giving precedence in the following order: to the provisions of the Contract, as amended; the provisions of the Bid, and finally the provisions of the Bid Response. The Agency reserves the right to modify any proposed form agreement or withdraw its award to a successful Bidder if any proposed Agreement contains terms and conditions unacceptable to the Agency.
- C. By submitting a bid, Bidder represents and warrants that:
1. Bidder has read and understands the Bid Documents.

2. Bidder assumes ultimate responsibility for ensuring that he has obtained all bid documents, including any Addenda issued after initial posting of the Request for Bid, and that all documents are complete. Bidder shall acknowledge receipt of all such Addenda in his bid.
- D. The Bid Forms must be completed in full, signed, and submitted as the Contractor's formal bid.
- E. Each bid must show the full legal name and business address of the Bidder, including its street address if it differs from the mailing address.
- F. Each bid must be complete and free from ambiguity and signed by an individual authorized to bind the bidder and, if submitted by a partnership or joint venture, a list showing the full names and addresses of all partners or joint ventures must be provided.
- G. Any interlineation, alteration or erasure must be initialed by the signer of the bid.
- H. **Bidders are encouraged to bid on the items they carry and need not provide a bid on all appliances to be considered.**
- I. The Bidding Documents may include Unit Prices in the Bid Form applicable to a specific Bid Category(ies), which must be completed by the Bidder as a part of the Bid. If the Unit Prices are not completed, the Bid will not be considered responsive and may be rejected by the Owner.
- J. **Unit Prices shall completely cover all costs, expenses, overhead and profit for such work. Agency shall not be liable for any additional costs including but not limited to taxes, shipping, handling, freight, insurance, interest or penalties.**
- K. Bidders **shall not include sales or use taxes** in their bid. Boone County Family Resources is a sales tax exempt entity.
- L. Bidders must complete and submit with their bids the following:
 1. Bid Response Form
 2. Signature and Identity of Bidder
 3. Debarment Form
 4. Bidder's Acknowledgment
- M. Submit the Bid Proposal in a sealed envelope bearing the name of the Bidder addressed to:

Boone County Family Resources
RE: Appliances
1209 E. Walnut
Columbia, Missouri 65201
- N. Any bid received after the due date stated in the Notice to Bidders will be rejected.
- O. By submitting a Bid, each Bidder agrees to waive any claim it has or may have against the Owner, its Board of Directors, and its respective employees, arising out of or in connection with the administration, evaluation or recommendation of any Bid.
- P. Bids shall be firm and fixed for acceptance within a minimum of (45) forty five days from the bid due date. Failure to provide the minimum quotation validity period may result in the Bidder's proposal being non-responsive and forfeiture of submitted Bid Bonds.
- Q. A Bidder may, without prejudice to itself, modify or withdraw its bid from consideration if such a request is made in writing with the signature of the bidder and received by Boone County Family Resources prior to the due date and time for submission of bids stated in the Notice to Bidders.
- R. Agency shall have the right to reject any or all bids, to reject a bid not accompanied by data required by the Bid Documents, or to reject a bid which is in any way incomplete or irregular and to rebid the work at a later date if all bids are rejected. Agency also reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Response.

Note: Written requirements in the Bid or Amendments are binding, but any oral communications between Agency and Bidder are not considered binding.
- S. It is the intent of Agency to award the Contract to the lowest and best bidder; however Agency reserves the right to accept the bid which, in Agency's judgment, is in the best interest of and most advantageous to the Agency.

- T. The Agency maintains the following rights and considerations:
 1. To reject any or all bids and, in particular, to reject a bid not accompanied by all the bid information required by the Bid Documents or a bid that is in any way incomplete or irregular.
 2. To waive any minor informality or irregularity in any Bid received and to accept the bid or bids which, in its judgment is in the Agency's best interest.
 3. To award a Contract, based on the bids received, without any further discussion of such bids.
 4. To determine whether the good and/or services offered are acceptable for Agency's use.
 5. To award bids to bidder(s) **per appliance**.
- U. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
- V. The Contract shall be awarded within a reasonable length of time after opening of bids.
- W. Bid evaluation will be based on quality, reliability, warranty, estimated delivery period, and cost. Quality and reliability may be determined by using information contained in product reviews from established publications.
- X. Agency may by written notice terminate the Contract in whole or in part when in the best interest of Agency.

II. CONTRACTUAL AND PERFORMANCE REQUIREMENTS

- A. General
 1. All items of standard equipment and/or hardware which are normally provided with each appliance by the manufacturer shall be furnished unless such items are expressly deleted or are specified to be other than standard.
 2. Each appliance shall be new and ready for immediate use. This shall include placement of all appliances and connection of the applicable options and accessories.
- B. Agency shall provide a project exempt certificate to Contractor to effect tax exempt purchases.
- C. Warranty

Each appliance shall include all inspection coupons, certificates, or warranty identification cards furnished in accordance with standard warranty policies.
- D. Order Documentation Requirements

Contractor must provide the Agency with a copy of the order documentation submitted to the manufacturer when ordering the appliances if they are not currently in stock.
- E. Delivery
 1. Delivery must be made between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, Central Time.
 2. The appliances shall be delivered with the operator's manual, product literature for each proposed piece of equipment, inspection coupons, certifications, rebate information if applicable and warranty identification cards.
 3. In the event the Contractor fails to deliver the appliances by the agreed upon delivery date, the Agency reserves the right to find the same or similar appliances from another source and cancel the order from Contractor. In assessing the applicability of this provision, the Agency will consider the degree of contractor responsibility in the delay.
- F. Placement & Connection
 1. Placement of appliances shall be coordination in advance with the Agency. Contractor shall be responsible for providing all labor and materials necessary to complete the connection, which shall include delivery of items to their placement and connection site, unpacking, inspection for damage, assembly as shown on instructional drawings, and removal of packing material from the premises.
 1. All appliances shall be in a clean and operating condition, with no scratches, dents or damage, before acceptancy by the Agency.

2. The Agency will not be responsible for receiving or storing appliances destined for delivery unless prior arrangements are made and agreed to in writing.
 3. Subcontracting the delivery, placement and connection of the appliances is permissible; Contractor shall be responsible to the Agency for all acts, defaults, and omission of his/her subcontractors.
 4. Delivery personnel must be trained and approved for placement and applicable connection of quoted manufacturer's products. All damage or loss to any property caused in whole or in part by the Contractor or any Subcontractors shall be remedied by Contractor.
- G. Potential Recall or Manufacturer Initiated Customer Service Action/Notification Requirement
1. The Contractor shall be responsible for accessing potential recall notices as well as any manufacturer initiated customer service actions prior to delivering the appliances to the agency location.
 2. If a recall or customer service action is found for the appliance/s being delivered to the agency, the contractor should notify the agency prior to delivery; the agency shall then have the option to cancel the order.
- H. Replacement of Damaged Product or Inadequate Connection of Product
1. The Contractor shall be responsible for replacing appliance/s that are received in damaged condition at no additional cost to the Agency. Risk of loss or damage shall remain in and be the responsibility of the Contractor prior to delivery/placement/connection and acceptance by the Agency. This includes all delivery/transportation costs for returning non-functional items to the Contractor for replacement. The Agency will refuse shipments received with visible damage. The Agency will report shipments received with concealed damage to the carrier within fifteen (15) business days. The inspection report and delivery receipt will then be forwarded to the contractor. Replacement of all damaged items shall be handled on an immediate turnaround basis by the Contractor.
 2. If required by Owner, Contractor shall promptly, as directed, either correct all defective appliances, whether or not delivered, placed, connected or completed, or if the connection of such appliance has been rejected by Owner, remove it from the site and replace it with non-defective connection of such appliance. Contractor shall bear all direct, indirect, and consequential costs of such correction or removal.
- I. Contractor shall comply with all applicable federal, state and local laws and failure to do so shall give the Agency the right to terminate this Contract.
- J. Satisfaction of Agency
The appliances and placement and connection of such appliances shall be done to complete satisfaction of the Agency.
- K. Billing and Payment
Payment shall be made at the contract unit price for each appliance selected by Agency and will be considered full compensation for such appliance.
- L. Employment of Unauthorized Aliens Prohibited
1. Contractor agrees to comply with Section 285.530 RSMo, which requires that Contractor not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.
 2. As a condition for the award of this Contract, Contractor shall by sworn affidavit affirm its enrollment and participation in a federal work authorization program with respect to employees working in connection with the contracted services. The Contractor shall also sign an Affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.
- M. Indemnity Agreement - To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend Boone County Family Resources, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning

anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend Boone County Family Resources from its own negligence.

- N. Domestic Products – By submission of this Bid, Bidder certifies that it is in compliance with Section 23.242 and if applicable, Section 34.359 (Missouri Domestic Products Procurement Act) of the Revised Statutes of Missouri.

III. TECHNICAL SPECIFICATIONS

A. General – Bidder may propose any manufacturer of appliances that conform to dimension and capacity specifications and may submit more than one brand of conforming appliances that meet the specified dimensions and capacities for the Agency’s consideration. The use of specific requirements/descriptions are not intended to preclude equivalent products that meet the specified dimensions and capacities, but are given to establish a standard of design and quality for materials, construction, and workmanship. Bidder may choose to provide bid responses to certain appliances to the exclusion of others (for example, if a Bidder does not sell washers or dryers but would like to respond to the refrigerator/freezer combinations section, a Bidder may choose to respond to those aspects of this bid packet).

B. Appliance Specifications

- a. REFRIGERATOR FREEZER COMBINATION APPLIANCES – seven (7) total refrigerator freezer combination appliances that comply with the dimensions and capacities indicated below.
 - Two (2) of such refrigerator freezer combination appliances must be a maximum of 34” wide and should have a minimum of 21 cubic feet capacity; both French door and bottom freezer refrigerator combinations will be considered for these two appliances. Ice and water dispensers are not required.
 - The remaining five (5) refrigerator freezer combination appliances should have a capacity of 22-24 cubic feet and should include options for side-by-side as well as top freezer refrigerator combinations. Ice and water dispensers are not required.
 - Note that pricing options that are being bid should allow for BCFR to purchase all of one type of appliance, purchase only one type of such appliance, or any numerical combination of such appliances that may or may not equal seven (7) total appliances.
- b. MICROWAVE OVENS –eight (8) total microwaves with a minimum of 900 watts of power and maximum height of 12”. Additional features including but not limited to cooking presets and turntable diameter should also be noted in the bid response.
- c. DOUBLE WALL OVEN- one (1) 30” double wall oven with five (5) cubic foot capacity in each oven. Additional features including but not limited to convection heating or other capacities should be noted in the bid response.
- d. RANGE – one (1) 30” electric range with front controls and radiant electric cooktop, self-cleaning.
- e. RANGE HOOD- one (1) 30” wide range hood.
- f. DISHWASHERS – six (6) ADA compliant built-in dishwashers with dimensions of 24”(W) x 32” (H) and drying process. Additional features including but not limited to delayed wash, energy qualified ratings, sanitation cycles, and information regarding interior tubs should be noted in the bid response.
- g. ICE & WATER DISPENSERS – five (5) air cooled countertop ice and water dispensers. One free standing ice maker with approximately 90 pound storage capacity.

- h. MINI-REFRIGERATOR – one (1) refrigerator with a maximum width of 2’ and to fit under a 34” countertop.
- i. TOP-LOADING WASHING MACHINE – one (1) 4.0-4.5 cubic foot capacity top-loading washing machine and water hoses.
- j. ELECTRIC DRYER – one (1) 7.0 -7.5 cubic foot capacity electric dryer and all venting materials.

C. Bidder should provide the following information and materials:

- Manufacturer’s published specification sheets including but not limited to complete descriptive literature and detailed specifications, current catalog/price lists, finish/fabric charts and delivery schedules
- Warranty information
- Estimated delivery date subsequent to placed order
- Estimated time required for placement and connection of all appliances onsite following delivery
- Cost of materials, delivery, assembly, and connection charges should all be included in bid price
- Indicate availability of rebates, discounts, incentives or other benefits
- Instructions, including tools needed, to re-configure, disassemble and reassemble appliances
- Length of time Bidder will honor prices quoted in this bid
- If requested by Agency, Bidder will be required to provide within seven (7) days, complete technical specifications and actual standard finish samples for appliances.
- For all bid responses, if any manufactured good or commodities proposed with Response/bid are manufactured or produced outside the United States, this must be noted on the Bidder Response Form

The Agency reserves the right to examine samples of appliances in any way it may see fit to determine whether they meet the specifications.

It is the Bidder’s responsibility to submit a bid that meets all mandatory specifications stated herein for the appliance Bidder is responding to, or identify any deviations. Failure to properly identify deviations may render the Bidder’s proposal non-responsible and not capable of consideration of award. The Agency reserves the right to reject all submitted bids and choose government pricing available from a vendor. The Agency reserves the right to obtain “like or similar” products of the chosen manufacturer when use of such products is deemed to be in the best interest of the Agency.

BID RESPONSE FORM

The prices stated herein are firm and exclude Missouri Sales and Use Tax.

Vendors may provide bids for some or all of the products listed below.

Refrigerator/Freezer Combinations	Manufacturer, Model Number, Features	Cost Per Appliance
Two (2) refrigerator freezer combination appliances with a maximum width of 34" and minimum of 21 cubic feet capacity. Ice and water dispensers are not required. Cost should include delivery and placement onsite		\$ _____ Per Unit (Appliance)
Five (5) refrigerator freezer combination appliances with a capacity of 22-24 cubic feet and should include options for side-by-side as well as top freezer refrigerator combinations. Ice and water dispensers are not required. Cost should include delivery and placement onsite.		Side-by-side: \$ _____ Per Unit (Appliance) Freezer top: \$ _____ Per Unit (Appliance)
ALTERNATIVE BID ITEMS – please note if discount available for purchase of multiples		
MICROWAVE OVENS	Manufacturer, Model Number, Features	Cost Per Appliance
Eight (8) microwave ovens with a minimum of 900 watts of power and maximum height of 12". Cost should include delivery onsite.		\$ _____ Per Unit (Appliance)
ALTERNATIVE BID ITEMS – please note if discount available for purchase of multiples		
DOUBLE WALL OVEN	Manufacturer, Model Number, Features	Cost Per Appliance
One (1) 30" double wall oven with minimum of five (5) cubic foot capacity in each oven. Cost should include delivery, placement and connection onsite.		\$ _____ Per Unit (Appliance)
RANGE	Manufacturer, Model Number, Features	Cost Per Appliance
One (1) 30" range with front controls and radiant electric cooktop, self-cleaning. Cost should include delivery and placement onsite.		\$ _____ Per Unit (Appliance)
RANGE HOOD	Manufacturer, Model Number, Features	Cost Per Appliance
One (1) 30" wide range hood. Cost should include delivery, placement and connection onsite.		\$ _____ Per Unit (Appliance)

DISHWASHERS	Manufacturer, Model Number, Features	Cost Per Appliance
Six (6) ADA compliant built-in dishwashers with dimensions of 24”(W) x 32” (H) and drying process. Cost should include delivery, placement and connection onsite.		\$ _____ Per Unit (Appliance)
ALTERNATIVE BID ITEMS – please note cost for single of each item and note if discount available for purchase of multiples		
ICE & WATER DISPENSERS & ICE MAKER	Manufacturer, Model Number, Features	Cost Per Appliance
Five (5) air cooled countertop ice and water dispensers. One free standing ice maker with approximately 90-pound storage capacity. Cost for both should include delivery, placement and connection onsite.		Ice and water dispenser: \$ _____ Per Unit (Appliance) Free standing ice maker: \$ _____ Per Unit (Appliance)
ALTERNATIVE BID ITEMS – please note if discount available for purchase of multiples		
SMALL REFRIGERATOR	Manufacturer, Model Number, Features	Cost Per Appliance
One (1) refrigerator with a maximum width of 2’ and to fit under a 34” countertop. Cost should include delivery onsite.		\$ _____ Per Unit (Appliance)
TOP LOADING WASHING MACHINE	Manufacturer, Model Number, Features	Cost Per Appliance
One (1) 4.0-4.5 cubic foot capacity top-loading washing machine. Cost should include water hoses, delivery, placement and connection onsite.		\$ _____ Per Unit (Appliance)
ELECTRIC DRYER	Manufacturer, Model Number, Features	Cost Per Appliance
One (1) 7.0 -7.5 cubic foot capacity electric dryer. Cost should include all dryer vent materials, delivery, placement and connection onsite.		\$ _____ Per Unit (Appliance)

Bidder agrees to hold open the Bid for forty-five (45) days from the date shown above.

Bidder agrees to accept and accomplish the Work in accordance with the Bid Documents, including the Specifications and any Addenda issued, receipt of which is hereby acknowledged.

Addendum # _____ Date _____

Addendum # _____ Date _____

BID SUBMITTED BY:

Company Name: _____

By: _____
(Signature)

(Print or Type Name)

Title: _____

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

Date: _____

STATEMENT OF BIDDER'S QUALIFICATIONS

Each bidder shall submit with the bid the data requested in the following schedule of information. Failure to comply with this instruction may be regarded as justification for rejecting the Contractor's proposal.

1. Name of Bidder: _____
2. Business Address: _____

3. When Organized: _____
4. When Incorporated: _____
5. If not incorporated, state type of business and provide your federal tax identification number:

6. Number of years engaged in contracting business under present firm name:

7. If you have done business under a different name, please give name and location:

8. Percent of work done by own staff: _____
9. Have you ever failed to complete any work awarded to your company? If so, where and why?: _____
10. Have you ever defaulted on a contract? _____
11. List of contracts completed within the last four years, including value of each: _____

12. List of projects currently in progress: _____

* Attach additional sheets as necessary *

The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Owner to verify the recitals comprising this Statement of Bidder's Qualifications.

Name of Bidder _____ Date _____

By _____ Title _____

ANTI-COLLUSION STATEMENT

STATE OF MISSOURI
COUNTY OF BOONE

_____, being first duly sworn, deposes and states:

That in connection with this procurement:

1. The bidder has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with said bid or any contract which may result from its acceptance.
2. Bidder is not financially interested in, or financially affiliated with, any other bidder for the above project.

The undersigned further states that:

1. He/she is the person in the bidder's organization responsible within that organization for the decision as to the prices being bid herein and that he/she has not participated and will not participate in any action contrary to the statements set forth above; OR
2. He/she is not the person in the bidder's organization responsible for the decision as to the prices being bid herein but that he/she has been authorized in writing to act as agent for the person responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to the above statements.

It is expressly understood that the foregoing statements and representations are made as a condition to the right of the bidder to receive payment under any award made hereunder.

Name of Firm _____

Signature of Bidder _____

Title of Bidder _____

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

Notary Public: _____

SIGNATURE AND IDENTITY OF BIDDER

The undersigned states that the correct LEGAL NAME and ADDRESS of (1) the individual Bidder, (2) each partner or joint venture (whether individuals or corporations, and whether doing business under fictitious name), or (3) the corporation (with the state in which it is incorporated) are shown below; that (if not signing with the intention of binding himself to become the responsible and sole Contractor) he is the agent of, and duly authorized in writing to sign for the Bidder or Bidders; and that he is signing and executing this (as indicated in the proper spaces below) as the proposal of a:

sole individual partnership joint venture
 corporation, incorporated under laws of the state of _____

Dated _____, 20_____

Name of individual, all partners, or joint venturers:

Address of each:

doing business under the name of:

Address of principal place of business in Missouri:

(If using a fictitious name, show this name above in addition to legal names.)

(If a corporation - show its name above)

ATTEST:

(Secretary)

(Title)

NOTE: If the Bidder is doing business under a FICTITIOUS NAME, the Proposal shall be executed in the legal name of the individual, partners, joint venturers, or corporation, with the legal address shown, and the REGISTRATION OF FICTITIOUS NAME filed with the Secretary of State, as required by Section 417.200 to 417.230, RSMo. shall be included. If the Bidder is a CORPORATION NOT ORGANIZED UNDER THE LAWS OF MISSOURI, it shall procure a CERTIFICATE OF AUTHORITY TO DO BUSINESS IN MISSOURI, as required by Section 351.570 and following, RSMo. A CERTIFIED COPY of such Registration of Fictitious Name or Certificate of Authority to do Business in Missouri shall be filed with the Owner.

BIDDER'S ACKNOWLEDGMENT

(Completely fill out all parts applicable, and strike out all parts not applicable.)

State of _____

County of _____

On this _____ day of _____, 20 _____

before me appeared _____ to me personally known, who, being by me first duly sworn, did say that he executed the foregoing Proposal with full knowledge and understanding of all its terms and provisions and of the plans and specifications; that the correct legal name and address of the Bidder (including those of all partners of joint ventures if fully and correctly set out above; that all statements made therein by or for the Bidder are true; and

(if a sole individual) acknowledged that he executed the same as his free act and deed.

(if a partnership or joint venture) acknowledged that he executed same, with written authority from, and as the free act and deed of, all said partners or joint ventures.

(if a corporation) that he is the _____
President or other agent

of _____; that the above Proposal was signed and sealed on behalf of said corporation by authority of its board of directors; and he acknowledged said proposal to be the free act and deed of said corporation.

Witness my hand and seal at _____, _____ the day and year first above written.

Notary Public

My Commission expires _____, 20 _____.

INSTRUCTIONS FOR COMPLIANCE WITH VERIFICATION OF EMPLOYMENT ELIGIBILITY

Missouri law requires that Boone County Family Resources (BCFR) verify that a contractor of the agency has a program to verify the lawful presence of its employees when the contract exceeds \$5,000, and to verify the lawful presence in the U.S. of individuals when contracting for work/services. BCFR is required to obtain a sworn affidavit and documentation affirming the contractor's enrollment and participation in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<http://www.uscis.gov/e-verify>

If you are a business entity as defined in Section 285.525 RSMo, please complete and return form *Affidavit of Participation in Work Authorization Program and Verification of Employment Eligibility Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000.

If you are a self-employed individual with no employees, please complete *Certification of Individual Bidder/Contractor and Affidavit*. A parent or guardian applying for a public benefit on behalf of a child who is a citizen or permanent resident need not comply.

