**THIS SAMPLE BID FORM IS PROVIDED WITH THE PROJECT MANUAL AS A PLACEHOLDER ONLY – SUBMIT YOUR BID USING THE ELECTRONIC BID FORM ON** [**HTTPS://BIDEXPRESS.COM**](https://BIDEXPRESS.COM)

|  |  |
| --- | --- |
| ◘ General Info |  Alt Total: Bid Total: |
| **Deadline****«mm/dd/yyyy hh:mm AM/PM EDT/EST»** | **Description**«insert project name and location (this should be a brief description)» |
| **Advertised**«mm/dd/yyyy» |
| **Number**«insert bid number» |
| **Business Name**Bowling Green State University |

|  |  |
| --- | --- |
|  ◘ Procurement Documents |  |
| «insert Public Bid Advertisement file name»→ Public Bid Advertisement |
| «insert Solicitation file name»→ Notice to Bidders |
| «insert Project Manual file name»→ Procurement & Contracting Requirements and Specifications |
| «insert Drawings file name»→ Plans, elevations, sections, details, and schedules |
|  «4» Attachments |

|  |  |
| --- | --- |
|  ◘ Contract Times and Addenda |  |
|  |  |  |
|  |  | Contract Times |  |  |
|  |  |
|  | **The time for Substantial Completion of all Work is «NNN» consecutive days from the Notice to Proceed.** |  |
|  |  |  |
|  |  | Acknowledgement of receipt of Addenda |  |  |
|  |  |
|  |  | **Date Addendum****#1 Received** |  | **Date Addendum****#2 Received** |  | **Date Addendum****#3 Received** |  | **Date Addendum****#4 Received** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

*Revise this Bid Form to be Project-specific, the items listed below and their titles; approved Alternates, their numbers and titles. List each approved Allowance and Unit Price.*

|  |  |
| --- | --- |
| ◘ Allowance Instructions |  |
| Allowance amounts are fixed and no entry of data is required by the Bidder. This solicitation will include each and every Allowance amount in the overall bid electronically. If a Bidder’s Fee (overhead and profit) is expected, that amount must be included in the Base Bid and isn’t included in the Allowance amount(s). This applies to the costs for unloading and handling on the Site, labor, installation costs, and other expenses contemplated for the Allowance as well. |

|  |  |
| --- | --- |
|  ◘ Allowances (General Contract) |  |
| **Item** | **Description** | **Allowance Amount\*** | **Extension** |
| Allowance A-«1» | «enter description of allowance item» | «$NN.NN» | «$NN.NN» |
| Allowance A-«2» | «enter description of allowance item» | «$NN.NN» | «$NN.NN» |
| Allowance A-«3» | «enter description of allowance item» | «$NN.NN» | «$NN.NN» |
| Allowance A-«4» | «enter description of allowance item» | «$NN.NN» | «$NN.NN» |
| Allowance A-«5» | «enter description of allowance item» | «$NN.NN» | «$NN.NN» |
| «**5**» Items |  | **Total:** |  |

|  |  |
| --- | --- |
| ◘ Unit Price Instructions |  |
| Enter the price per unit of measure in the Bid Form and the extension will automatically calculate. Include the Unit Price Item List Total in the Base Bid.Unit prices will be used solely for the purpose of determining the adjustment to the Contract Sum for differences between the estimated quantities on the electronic Bid Form and the actual quantities provided. |

|  |  |
| --- | --- |
|  ◘ Unit Prices (General Contract) |  |
| **Item** | **Description** | **Quantity** | **Unit Price\*** | **Unit of Measure** | **Extension** |
| Unit Price U-«1» | «enter description of unit price item» | «NNN.N» | \_\_\_\_\_\_\_\_\_\_ | Square Feet |  |
| Unit Price U-«2» | «enter description of unit price item» | «NNN.N» | \_\_\_\_\_\_\_\_\_\_ | Cubic Yards |  |
| Unit Price U-«3» | «enter description of unit price item» | «NNN.N» | \_\_\_\_\_\_\_\_\_\_ | Each |  |
| Unit Price U-«4» | «enter description of unit price item» | «NNN.N» | \_\_\_\_\_\_\_\_\_\_ | Each |  |
| Unit Price U-«5» | «enter description of unit price item» | «NNN.N» | \_\_\_\_\_\_\_\_\_\_ | Lump Sum |  |
| «**5**» Items |  |  |  | **Total:** |  |

|  |  |
| --- | --- |
| ◘ Base Bid Instructions |  |
| Enter the amount of the Base Bid for ALL LABOR AND MATERIALS to complete the scope of Work.*Remember, allowances are automatically added into the overall bid total electronically. Only include the amount of the subtotal of the Unit Price Item List Total (if applicable) in the Base Bid amount.* ***Do not*** *include Alternates (if applicable) in the Base Bid amount.***Failure to handle Allowances, Unit Prices, and Alternates correctly in the overall bid total is the responsibility of the Bidder and will not be a sufficient reason for adjustment of the Bid amount after the Bid deadline.** |

|  |  |
| --- | --- |
|  ◘ Base Bid (General Contract) |  |
| **Item** | **Description** | **Base Bid Amount\*** | **Extension** |
| Base Bid | All Labor and Materials (include Allowances and Unit Price Extensions above) | \_\_\_\_\_\_\_\_\_\_ |  |
|  **1** Item |  | **Total:** |  |

|  |  |
| --- | --- |
| ◘ Alternate Instructions |  |
| Enter the amount of each and every Alternate to ADD TO or DEDUCT FROM the Base Bid. Indicate amounts to DEDUCT FROM the Base Bid by entering a minus sign (-) before the amount entered. Do not include Alternate amounts in the Base Bid.***Do not include Alternate amounts in the Base Bid.*** |

|  |  |
| --- | --- |
|  ◘ Alternates (General Contract) |  |
| **Item** | **Description** | **Alternate Amount\*** | **Extension** |
| \_**!**\_ Alternate: Owner-agency may award independently from entire bid. |
| \_**!**\_ Alternates are not included in bid total. |
| Alternate «1» | «enter description of alternate item» | \_\_\_\_\_\_\_\_\_\_ |  |
| Alternate «2» | «enter description of alternate item» | \_\_\_\_\_\_\_\_\_\_ |  |
| Alternate «3» | «enter description of alternate item» | \_\_\_\_\_\_\_\_\_\_ |  |
| Alternate «4» | «enter description of alternate item» | \_\_\_\_\_\_\_\_\_\_ |  |
| Alternate «5» | «enter description of alternate item» | \_\_\_\_\_\_\_\_\_\_ |  |
| «**5**» Items | **Alternate Total:** |  | **Total:** |  |

|  |  |
| --- | --- |
|  ◘ Bidder Affirmation and Disclosure |  |
| The Bidder acknowledges that by submitting its Bid, the Bidder affirms, understands, and will abide by the requirements of Executive Order 2019-12D. If awarded a Contract, the Bidder will become the Contractor and affirms that both the Contractor and its Subcontractors shall perform no services requested under this Contract outside of the United States. |
| The Bidder shall provide the locations where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information as part of its Bid may cause the Bidder to be deemed non-responsive and no further consideration will be given to its Bid. If the Bidder will not be using Subcontractors, indicate "Not Applicable" in the appropriate spaces. |
|  |  | 1. Principal business location of Contractor |  |  |  |
|  |  |  |
|  |  | **Address\*** |  | **City\*** |  | **State\*** |  | **Zip\*** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |
|  |  | 2. Locations where services will be performed by Contractor and Subcontractor (Project Sites) |  |  |  |
|  |  | + |
|  |  | **Address\*** |  | **City\*** |  | **State\*** |  | **Zip\*** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |
|  |  | 3. Location where state data will be accessed, tested, maintained, or backed-up by Contractor |  |  |  |
|  |  |  |
|  |  | **Address\*** |  | **City\*** |  | **State\*** |  | **Zip\*** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |
|  |  | Locations where state data will be accessed, tested, maintained, or backed-up by Subcontractors if known at time of Bid deadline |  |  |  |
|  |  | + |
|  |  | **Address** |  | **City** |  | **State** |  | **Zip** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
|  ◘ EDGE Program Commitment to Participate |  |
|  |  |  |
|  |  | Option A |  |  |
|  |  |
|  | The Bidder commits to meet or exceed the advertised EDGE Participation Goal of the Contract award amount, calculated as a portion of the Base Bid plus all accepted Alternates, by using EDGE-certified Business(es). |  |
|  | The Bidder agrees that if selected for consideration of the Contract, it shall provide (if not provided with the Bidder's Bid) to the Contracting Authority, at the location required and within 3 business days after receiving notice from the Contracting Authority, its fully-completed Bidder's Qualification Form, including an EDGE Affidavit form for each EDGE-certified Business proposed for use by the Bidder if awarded the Contract for this Project. |  |
|  |  |  |
|  |  | Option B (indicate percentage of participation below) |  |  |
|  |  |
|  | The Bidder declares that it does not meet the advertised EDGE Participation Goal percentage, but, if awarded the Contract for this Project, commits to provide the percentage of the Contract award amount, indicated above, calculated as a portion of the Base Bid plus all accepted Alternates, by using EDGE-certified Business(es). |  |
|  | The Bidder acknowledges it understands the requirement for it to provide and agrees to provide to the Contracting Authority, if selected for consideration of the Contract, within 3 business days after notice from the Contracting Authority, a detailed Demonstration of Good Faith form describing its efforts undertaken prior to submitting its Bid to meet the advertised EDGE Participation Goal percentage for the Contract for this Project. |  |
|  | The Bidder commits to provide to the Contracting Authority at the location required, and within 3 days after receiving notice from the Contracting Authority, its fully-completed Bidder's Qualifications Form, including an EDGE Affidavit form for each EDGE-certified Business proposed for use by the Bidder if awarded the Contract for this Project. |  |
|  |  |  |
|  |  | Option C |  |  |
|  |  |
|  | The Bidder declares that the Bidder is an EDGE-certified Business and that if awarded this Contract, the EDGE Participation percentage will be 100 percent of the Contract award amount. |  |
|  |  |  |
|  | **Select EDGE option above\*** |  | **If option B selected, enter percentage** |  |
|  | Choices… |  |  |  |
|  |  |  |

|  |  |
| --- | --- |
|  ◘ Certifications (State Prevailing Wages) |  |
| 1. The Bidder has read and understands the proposed Contract Documents and agrees to comply with all requirements of the proposed Contract Documents, regardless of whether the Bidder has actual knowledge of the requirements and regardless of any statement or omission made by the Bidder, which might indicate a contrary intention. |
| 2. The Bidder represents that the Bid is based upon the Basis of Design and Acceptable Components specified by the proposed Contract Documents. |
| 3. The Bidder has visited the Site, become familiar with local conditions, and has correlated personal observations about the requirements of the proposed Contract Documents. The Bidder has no outstanding questions regarding the interpretation or clarification of the proposed Contract Documents. |
| 4. The Bidder understands that the execution of the Project will require sequential, coordinated, and interrelated operations, which may involve interference, disruption, hindrance, or delay in the progress of the Bidder's Work. The Bidder agrees that the Contract Sum, as amended from time to time, shall cover all amounts due from the State resulting from interference, disruption, hindrance, or delay that is not caused by the State or its agents and employees. The Bidder agrees that any such interference, disruption, hindrance, or delay is within the contemplation of the Bidder and the State and that the Contractor's sole remedy from the State for any such interference, disruption, hindrance, or delay shall be an extension of time in accordance with the proposed Contract Documents. |
| 5. During the performance of the Contract, the Bidder agrees to comply with Ohio Administrative Code ("OAC") Chapters 123:2-3 through 123:2-9 and agrees to incorporate the monthly reporting provisions of OAC Section 123:2-9-01 into all subcontracts on the Project, regardless of tier. The Bidder understands the State's Equal Opportunity Coordinator or the Contracting Authority may conduct pre-award and post-award compliance reviews to determine if the Bidder maintains nondiscriminatory employment practices, maintains an affirmative action program, and is exerting good faith efforts to accomplish the goals of the affirmative action program. For a full statement of the rules regarding Equal Employment Opportunity in the Construction Industry, see OAC Chapters 123:2-1 through 123:2-9. |
| 6. The Bidder and each Person submitting a Bid on behalf of the Bidder certifies, and in the case of a Bid by a joint venture each member thereof certifies as to such member's entity, under penalty of perjury, that to the best of the undersigned's knowledge and belief: (a) the Base Bid, any Unit Prices, and any Alternate bid in the Bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such Base Bid, Unit Prices or Alternate bid with any other Bidder; (b) unless otherwise required by law, the Base Bid, any Unit Prices and any Alternate bid in the Bid have not been knowingly disclosed by the Bidder and shall not knowingly be disclosed by the Bidder prior to the bid opening, directly or indirectly, to any other Bidder who would have any interest in the Base Bid, Unit Prices, or Alternate bid; (c) no attempt has been made or shall be made by the Bidder to induce any other Person to submit or not to submit a Bid for the purpose of restricting competition. |
| 7. The Bidder shall execute the Agreement with the Contracting Authority, if a Contract is awarded on the basis of this Bid, and if the Bidder does not execute the Agreement for any reason, other than as authorized by law, the Bidder and the Bidder's Surety are liable to the State as provided in Article 5 of the Instructions to Bidders. |
| 8. The Bidder certifies that the upon the award of a Contract, as the Contractor it shall make a good faith effort to ensure that all of the Contractor's employees, while working on the Site, shall not purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way. |
| 9. The Bidder acknowledges that it read all of the Instructions to Bidders, and in particular, Section 2.10 - Submittals With Bid Form, and by submitting its Bid certifies that it has read the Instructions to Bidders and it understands and agrees to the terms and conditions stated in them. |
| 10. The Bidder agrees to furnish any information requested by the Contracting Authority or the Architect/Engineer to evaluate the responsibility of the Bidder. |
| 11. The Bidder agrees to furnish the submittals required by Section 6.1 of the Instructions to Bidders for execution of the Agreement within 10 days of the date of the Notice of Intent to Award. |
| 12. When the Bidder is a corporation, partnership or sole proprietorship, an officer, partner or principal of the Bidder, as applicable, shall enter the legal name of the Bidder and the name of the officer, partner or principal of the Bidder (in lieu of signing the Bid Form) in the data fields provided. |
| 13. When the Bidder is a joint venture, an officer, partner or principal, as applicable, of each member of the joint venture shall enter the legal name of the applicable member and the name of the officer, partner or principal (in lieu of signing the Bid Form) in the data fields provided. |
| 14. The Bidder understands that the Contract is subject to all the provisions, duties, obligations, remedies and penalties of Ohio Revised Code Chapter 4115 and that the Bidder shall pay any wage increase in the locality during the term of the Contract. |
| 15. The Bidder represents that the individual that is submitting and digitally signing the electronic Bid is legally authorized to do so. |
| 16. Bidder acknowledges that by the act of submitting an electronic Bid that it is digitally signing the actual Bid, which shall serve as the Bidder's authorization for the further consideration and activity in the bidding and contract process. |
| The Bidder hereby acknowledges that the above representations in this Bid are material and not mere recitals.\* |

|  |  |
| --- | --- |
| ◘ Procurement Forms |  |
| Document 00 43 13 - Bid Security Form→ Upload below and provide original document within 3 days |
| Document 00 45 13 - Bidder’s Qualifications→ Upload below or provide within 3 days of request |
| Document 00 45 39 - EDGE Affidavit→ Upload below or provide within 3 days of request |
|  3 Attachments |

|  |  |
| --- | --- |
|  ◘ Instructions for Providing Bid Submittals |  |
| **Submission of Electronic Facsimile of Bid Guaranty with Electronic Bid**The Bidder SHALL UPLOAD and ATTACH TO ITS BID an ELECTRONIC FACSIMILE (scanned PDF document) OF ITS BID GUARANTY, payable to the Contracting Authority, in the form of either: (1) the signed and sealed Document 00 43 13 - “Bid Security Form” contained in the Contract Documents (and provided for the Bidder's convenience in the block above) for the amount of the Base Bid plus all additive Alternates; or (2) a certified check, cashier's check, or letter of credit, for 10 percent of the Base Bid, plus all additive Alternates – a letter of credit shall expressly provide that it is revocable only by the Contracting Authority. Refer to Sections 2.10.1.1 and 5.1 of Document 00 21 13 - "Instructions to Bidders." |
| **Submission of Original Bid Guaranty**In addition to the Electronic Facsimile above, the Bidder SHALL DELIVER ITS ORIGINAL UNALTERED BID GUARANTY to the Project Coordinator at the address identified below WITHIN 3 BUSINESS DAYS AFTER THE BID DEADLINE as provided in Ohio Administrative Code Section 153:1-8-01(H). THIS REQUIREMENT APPLIES TO ALL BIDDERS. Refer to Section 2.10.1.2 of the Instructions to Bidders. |
| Jacob KonecnyProcurement SpecialistBowling Green State University1851 N. Research Dr.Bowling Green, OH 43403 |
| **Non-responsive Bid for Failure to Submit Bid Guaranty**Each Bidder MUST SUBMIT BOTH THE ELECTRONIC FACSIMILE AND THE ORIGINAL UNALTERED BID GUARANTY as described above. The Contracting Authority SHALL REJECT A BID AS NON-RESPONSIVE if the Bidder fails to submit BOTH elements of the Bid Guaranty. The checkboxes below are to identify that you have uploaded the other form of Bid Guaranty. DO NOT CHECK ALL BOXES. Refer to Section 2.10.1 of the Instructions to Bidders. |
| **Submission of Bidder's Qualifications and EDGE Affidavit**The Bidder is encouraged to submit background information with its Bid using Document 00 45 13 - "Bidder’s Qualifications" and Document 00 45 39 - "EDGE Affidavit" with the EDGE-certified Business(es) the Bidder proposes to use on the Project (forms provided for the Bidder's convenience in the block above). If the Bidder does not submit the Bidder's Qualifications form and/or the EDGE Affidavit form and related information attached to the electronic Bid Form, the Bidder shall provide it within 3 days of request. Refer to Sections 2.10.3 and 3.5.4 of the Instructions to Bidders. |

|  |  |
| --- | --- |
|  ◘ Required Bid Guaranty Upload |  |
| **Name** | **File\*** |
| Document 00 43 13 - Bid Security Form→ Upload a scan of the fully executed Bid Security Form AND submit the original document to the Contracting Authority within 3 days of the bid deadline | **\_Select file...\_** no file selectedI am NOT enclosing this document because the omission terms have been met. (Bidder submitted a Cashier’s check below) |
| Power of Attorney→ Upload a scan of the fully executed Power of Attorney AND submit the original document to the Contracting Authority within 3 days of the bid deadline | **\_Select file...\_** no file selectedI am NOT enclosing this document because the omission terms have been met. (Bidder submitted a Cashier’s check below OR included with the Bid Security Form above) |
| Cashier’s Check for 10% of the Bid→ Upload a scan of the Cashier’s Check AND submit the original check to the Contracting Authority within 3 days of the bid deadline | **\_Select file...\_** no file selectedI am NOT enclosing this document because the omission terms have been met. (Bidder submitted the Bid Security Form AND Power of Attorney above) |
|  3 Required Documents |  |

|  |
| --- |
|  ◘ Bidder’s Qualifications and EDGE Affidavit Upload |
| **Name** | **File\*** |
| Document 00 45 13 - Bidder’s Qualifications→ Upload fully completed form and attachments | **\_Select file...\_** no file selectedI am NOT enclosing this document because the omission terms have been met. (Must be submitted to the Contracting Authority within 3 days of request) |
| Document 00 45 39 - EDGE Affidavit→ Upload a completed form for each EDGE business | **\_Select file...\_** no file selectedI am NOT enclosing this document because the omission terms have been met. (Must be submitted to the Contracting Authority within 3 days of request) |
|  2 Required Documents |  |

|  |
| --- |
|  ◘ Bidder Signatory Information |
|  | **Name of Bidder’s Authorized Signatory\*** |  |  |  |
|  |  |  |  |  |
|  | **Title\*** |  | **Company Name\*** |  |
|  |  |  |  |  |
|  | **Mailing Address\*** |  |
|  |  |  |
|  | **Telephone Number\*** |  | **Facsimile Number** |  | **E-Mail Address\*** |  |
|  |  |  |  |  |  |  |
|  | **Where Incorporated\*** |  | **Federal Tax Identification Number\*** |  |
|  |  |  |  |  |
|  | **Date enrolled in an OBWC-approved DFSP (month/date/year)** |  |  |  |
|  |  |  |  |  |
|  | **Contact person for Contract processing\*** |  |  |  |
|  |  |  |  |  |
|  | **President or Chief Executive Officer’s Name / Title\*** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |
| --- |
|  ◘ Joint Venture Bidder Signatory Information |
| \_**!**\_ **Optional Component:** I am NOT bidding on Joint Venture Bidder Signatory Information **□** |
|  | **Name of Bidder’s Authorized Signatory\*** |  |  |  |
|  |  |  |  |  |
|  | **Title\*** |  | **Company Name\*** |  |
|  |  |  |  |  |
|  | **Mailing Address\*** |  |
|  |  |  |
|  | **Telephone Number\*** |  | **Facsimile Number** |  | **E-Mail Address\*** |  |
|  |  |  |  |  |  |  |
|  | **Where Incorporated\*** |  | **Federal Tax Identification Number\*** |  |
|  |  |  |  |  |
|  | **Date enrolled in an OBWC-approved DFSP (month/date/year)** |  |  |  |
|  |  |  |  |  |
|  | **Contact person for Contract processing\*** |  |  |  |
|  |  |  |  |  |
|  | **President or Chief Executive Officer’s Name / Title\*** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**END OF DOCUMENT**