

STATE OF NORTH CAROLINA  
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
PURCHASING DEPARTMENT  
1 SOUTH WILMINGTON STREET, ROOM 334B  
RALEIGH, NC 27601

**IMPORTANT BID ADDENDUM**

**March 19, 2024**

**THE CONTRACTOR MUST SIGN THE ADDENDUM SIGNATURE PAGE AND RETURN WITH THE BID PACKAGE. FAILURE TO RETURN THE EXECUTED SIGNATURE PAGE OF THE ADDENDUM MAY RESULT IN DISQUALIFICATION OF BID:**

Bid Number: **54-MKB-06-12115358**      Service/Commodity: **Custodial Operations & Maintenance of Rest Area**

Addendum Number: **4**      Using Agency: **Roadside Environmental**  
Purchaser: **Mike Beaver**      Opening Date/Time: **March 28, 2024 at 2:00 PM**

**INSTRUCTIONS:**    Please adhere to the following changes on the bid referenced above:

**THIS BID ADDENDUM MUST BE SIGNED AND RETURNED PRIOR TO MARCH 28, 2024 AT 2:00 PM.**

The following changes were made to the above referenced proposal for Custodial Operations and Maintenance of Rest Area – Robeson County:

- 1. PLEASE NOTE THE CHANGES IN THE BID OPENING DATE**  
Amend all references in bid document from original bid opening date of March 25, 2024 at 2:00 PM to **March 28, 2024 at 2:00 PM.**
  
- 2. REPLACE THE ORIGINAL BID SUBMITTAL PACKAGE WITH THE ATTACHED BID SUBMITTAL PACKAGE.**

**EXECUTE ADDENDUM:**

BIDDER: \_\_\_\_\_

ADDRESS (CITY & STATE): \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME and TITLE (Typed): \_\_\_\_\_

Deliver To:

**Bid No. 54-MKB-06-12115358**

**Attention: Mike Beaver**

**N.C. Department of Transportation**

**Purchasing Section**

**1 South Wilmington Street, Room 334B**

**Raleigh, N.C. 27601**

1. Check **ONLY** one of the following categories and return one (1) properly executed copy of this addendum and two (2) copies (**all pages**) **prior** to bid opening time and date.

- Bid has already been sent. Changes resulting from this addendum are as follows:
- Bid has already been sent. **NO CHANGES** resulted from this addendum.
- Bid has **NOT** been sent and **ANY CHANGES** resulting from this addendum are included in our bid.

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
PERFORMANCE MAINTENANCE CONTRACT**

**BID SUBMITTAL PACKAGE**

March 1, 2024

Solicitation RFP No. 54-MKB-06-12115358

NCDOT Highway Division 6

Robeson County

Rest Area Custodial Operation and Maintenance

**NOTE:**

**By submission of a bid package the bidder agrees that they shall provide sufficient labor, labor hours, supervision, training, materials, equipment and supplies to complete all requirements as listed in this contract to an acceptable level as determined in the discretion of the Engineer, regardless of the quantities estimated in their bid.**

**This entire package (Bid Submittal Pages 1 of 17 through 17 of 17, including attachments) is to be returned as the contractor's bid and received by the Department of Transportation's Purchasing Section prior to 2:00 PM, March 28, 2024.**

Failure to complete the bid submittal documents as indicated may be cause for rejection of the Contractor's bid.

Bidder/Offeror: \_\_\_\_\_

*Company Name*

**ATTENTION**

Federal Employer Identification Number or alternate identification number (e.g., Social Security Number) is used for internal processing, including bid tabulation.

Enter ID number here: \_\_\_\_\_

Pursuant to N.C.G.S. 132-2.10(b) this identification number shall not be released to the public.

This page will be removed and shredded, or otherwise kept confidential, before the procurement file is made available for public inspection.

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
CONTRACT BID FORM**

**PROPOSAL NO:** 54-MKB-06-12115358  
**WBS ELEMENT NO:** 6RE.107838  
**COUNTY:** ROBESON – DIVISION 6  
**LOCATION:** I-95, NORTHBOUND LANE, FIVE (5) MILES NORTH OF THE NC/SC STATELINE  
**TYPE OF WORK:** CUSTODIAL OPERATIONS AND MAINTENANCE OF REST AREA  
**PROJECT:** ROBESON COUNTY REST AREA/WELCOME CENTER (SINGLE)

The Contractor agrees to provide the services outlined in this proposal for the following fixed price:

**ITEM:** PROVIDE CUSTODIAL OPERATION AND MAINTENANCE (FOR ONE YEAR) LUMP SUM PRICE:

**TOTAL BID FOR PROJECT:** \$ \_\_\_\_\_

**ALTERNATE BID ITEM:** PROVIDE CUSTODIAL OPERATIONS AND MAINTENANCE WITH REDUCED STAFFING UNDER BUDGET RESTRICTIONS (FOR ONE MONTH) MONTHLY BID PRICE:

**PRICE PER MONTH:** \$ \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ FEDERAL ID: \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

AUTHORIZED AGENT \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

*This bid has been reviewed in accordance with Article 103-1 of the Standard Specifications for Roads and Structures 2024.*

*Reviewed by* \_\_\_\_\_ *(date)* \_\_\_\_\_

*Accepted by NCDOT* \_\_\_\_\_ *(date)* \_\_\_\_\_  
*Division Engineer*

**CONTRACTOR CONTACT INFORMATION**

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of individual authorized to answer questions concerning the information contained herein:

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

**CONTRACTOR'S OPERATIONS PLAN****Bidders shall provide the following information:**

**Personnel Plan:** As part of your bid submittal package, below or on an attached separate document, provide a Personnel Plan that (for full staffing and for reduced staffing) includes:

- 1) The total number of employees;
- 2) The total number of hours each employee works each week;
- 3) The yearly total number of hours.

**Materials Plan:** As part of your bid submittal package, on an attached separate document, provide a Materials Plan you propose to use to fulfill the requirements of this contract. The plan should include:

- 1) A complete listing of all materials, supplies and equipment you propose may be needed for the one year term of the contract;
- 2) The estimated quantities of each you propose may be needed for the one year term of the contract.  
*Please note, if awarded the contract, the successful Contractor will be required to provide all actual quantities required during the performance of the term of the contract, regardless of the estimated quantities in their bid.*

**The operations plan should be clear and legible in all respects without a need for additional explanation or information and should demonstrate that the bidder has a thorough understanding of the requirements of this contract. The Engineer reserves the right to request additional information or clarification if necessary, in his/her discretion.**

**CONTRACTOR'S LISTING OF MBE/WBE SUBCONTRACTORS**

Sheet of

Firm Name and Address	Circle One	Item No.	Item Description	* Agreed upon Unit Price	** Dollar Volume of Item
Name  Address	MBE  WBE				
Name  Address	MBE  WBE				
Name  Address	MBE  WBE				
Name  Address	MBE  WBE				

**\*\* Dollar Volume of MBE Subcontractor \$ \_\_\_\_\_**

**MBE Percentage of Total Contract Bid Price \_\_\_\_\_ %**

**\*\* Dollar Volume of WBE Subcontractor \$ \_\_\_\_\_**

**WBE Percentage of Total Contract Bid Price \_\_\_\_\_ %**

**\*The Dollar Volume shown in this column shall be the Actual Price Agreed Upon by the Prime Contractor and the MBE/WBE subcontractor, and these prices will be used to determine the percentage of the MBE/WBE participation in the contract.**

**\*\* Dollar Volume of MBE/WBE Subcontractor Percentage of Total Contract Bid Price.**

**If firm is a Material Supplier Only, show Dollar Volume as 60% of Agreed Upon Amount from Letter of Intent.**

**If firm is a Manufacturer, show Dollar Volume as 100% of Agreed Upon Amount from Letter of Intent.**

**CONTRACTOR'S WORK EXPERIENCE AND REFERENCES**

**Bidders shall supply a minimum of three (3) references covering work experience on a contract basis, related to janitorial maintenance services. These references are to include private commercial firms, governmental agencies (federal, state, county, city, etc.), and any other references related to janitorial maintenance services which this business or its supervisors, managers, owners or other persons with supervisory responsibility for performance of this contract have had within the last three (3) years, or longer if necessary to attain the required number of references. The references are one factor that will be used by the Engineer to determine whether a bidder is "responsible" and capable or able to perform the work necessary under the contract. The bidder may submit more than three (3) references using this same form. ALL REFERENCE CONTACT INFORMATION SHOULD BE CURRENT.**

1. Agency or Firm Name: \_\_\_\_\_  
 Physical Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Telephone(s): \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Type of Facility: \_\_\_\_\_  
 Square Footage Cleaned: \_\_\_\_\_  
 Man Hours of Service Provided Per Week: \_\_\_\_\_  
 Length of Contract: \_\_\_\_\_  
 Dates of Contract: \_\_\_\_\_

2. Agency or Firm Name: \_\_\_\_\_  
 Physical Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Telephone(s): \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Type of Facility: \_\_\_\_\_  
 Square Footage Cleaned: \_\_\_\_\_  
 Man Hours of Service Provided Per Week: \_\_\_\_\_  
 Length of Contract: \_\_\_\_\_  
 Dates of Contract: \_\_\_\_\_



- 3. Agency or Firm Name: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone(s): \_\_\_\_\_  
Email address: \_\_\_\_\_  
Type of Facility: \_\_\_\_\_  
Square Footage Cleaned: \_\_\_\_\_  
Man Hours of Service Provided Per Week: \_\_\_\_\_  
Length of Contract: \_\_\_\_\_  
Dates of Contract: \_\_\_\_\_
  
- 4. Agency or Firm Name: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone(s): \_\_\_\_\_  
Email address: \_\_\_\_\_  
Type of Facility: \_\_\_\_\_  
Square Footage Cleaned: \_\_\_\_\_  
Man Hours of Service Provided Per Week: \_\_\_\_\_  
Length of Contract: \_\_\_\_\_  
Dates of Contract: \_\_\_\_\_

**MANDATORY MINIMUM WAGE RATE REQUIREMENT**

**May 1, 2024**

The Contractor is required to compensate rest area employees at the following wage rate. This is the minimum hourly wage rate that employees shall be paid.

**Robeson County Rest Area**

**Rest Area Attendants: per hour \$13.06**

**Rest Area Assistant Supervisor: per hour \$16.06**

**Rest Area Daily Operations Supervisor: per hour \$18.06**

The above hourly rates are based on information from the Occupational Employment Statistics program produced by the North Carolina Department of Commerce in cooperation with the Bureau of Labor Statistics. The North Carolina Department of Labor should be notified by Contractor’s employees if the mandatory wage rate is not being paid by the Contractor.

**NOTE:** The Department reserves the right to audit the Contractor’s payroll records and proof of payment, including timing of payment, to employees, unannounced during the period of the contract and for ninety (90) days following contract expiration. Such audit shall be conducted during normal business hours. By signature below the Contractor agrees to release those records for review upon request.

\_\_\_\_\_  
Contractor’s Signature

\_\_\_\_\_  
Date

**NON-COLLUSION, DEBARMENT AND GIFT BAN CERTIFICATION**

**CORPORATION**

The prequalified bidder, declares (or certifies, verifies, or states) under penalty of perjury under the laws of the United States that neither he, nor any official, agent or employee has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the prequalified bidder has not been convicted of violating *N.C.G.S. §133-24* within the last three years, and that the prequalified bidder intends to do the work with his own bona fide employees or subcontractors and will not bid for the benefit of another contractor.

By submitting this non-collusion, debarment and gift ban certification, the Contractor is attesting his status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

*N.C.G.S. §133-32* and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

**SIGNATURE OF PREQUALIFIED BIDDER**

\_\_\_\_\_ Full name of Corporation

\_\_\_\_\_ Address as Prequalified

Attest \_\_\_\_\_ By \_\_\_\_\_  
Secretary/Assistant Secretary President/Vice President/Assistant Vice President  
(Select appropriate title) (Select appropriate title)

\_\_\_\_\_ Print or Type Signer's name Print or Type Signer's name



**NON-COLLUSION AFFIDAVIT, DEBARMENT CERTIFICATION AND GIFT BAN CERTIFICATION**

**PARTNERSHIP**

The bidder, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the bidder has not been convicted of violating *N.C.G.S. § 133-24* within the last three years, and that the bidder intends to do the work with its own bona fide employees or subcontractors and will not bid for the benefit of another contractor.

By submitting this non-collusion, debarment and gift ban certification, the Contractor is attesting his status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

*N.C.G.S. § 133-32* and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

**SIGNATURE OF BIDDER**

\_\_\_\_\_  
Full Name of Partnership

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Partner

\_\_\_\_\_  
Print or Type Signer's Name

\_\_\_\_\_  
Print or Type Signer's Name

**NON-COLLUSION, DEBARMENT AND GIFT BAN CERTIFICATION**

**LIMITED LIABILITY COMPANY**

The prequalified bidder, declares (or certifies, verifies, or states) under penalty of perjury under the laws of the United States that neither he, nor any official, agent or employee has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the prequalified bidder has not been convicted of violating *N.C.G.S. § 133-24* within the last three years, and that the prequalified bidder intends to do the work with its own bona fide employees or subcontractors and will not bid for the benefit of another contractor.

By submitting this non-collusion, debarment and gift ban certification, the Contractor is attesting his status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

*N.C.G.S. § 133-32* and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

**SIGNATURE OF PREQUALIFIED BIDDER**

\_\_\_\_\_  
Full Name of Firm

\_\_\_\_\_  
Address as Prequalified

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Member/Manager/Authorized Agent  
*(Select appropriate Title)*

\_\_\_\_\_  
Print or Type Signer's Name

\_\_\_\_\_  
Print or Type Signer's Name

**NON-COLLUSION, DEBARMENT AND GIFT BAN CERTIFICATION**

**JOINT VENTURE (2) or (3)**

The prequalified bidder, declares (or certifies, verifies, or states) under penalty of perjury under the laws of the United States that neither he, nor any official, agent or employee has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the prequalified bidder has not been convicted of violating N.C.G.S. § 133-24 within the last three years, and that the prequalified bidder intends to do the work with its own bona fide employees or subcontractors and will not bid for the benefit of another contractor.

By submitting this non-collusion, debarment and gift ban certification, the Contractor is attesting his status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

**SIGNATURE OF PREQUALIFIED BIDDER**

Instructions: **2 Joint Venturers** Fill in lines (1), (2) and (3) and execute. **3 Joint Venturers** Fill in lines (1), (2), (3) and (4) and execute. On Line (1), fill in the name of the Joint Venture Company. On Line (2), fill in the name of one of the joint venturers and execute below in the appropriate manner. On Line (3), print or type the name of the other joint venturer and execute below in the appropriate manner. On Line (4), fill in the name of the third joint venturer, if applicable and execute below in the appropriate manner.

(1) \_\_\_\_\_  
Name of Joint Venture

(2) \_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Address as Prequalified

\_\_\_\_\_  
Signature of Witness or Attest BY \_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Print or Type Signer's Name \_\_\_\_\_  
*If Corporation, affix Corporate Seal* AND \_\_\_\_\_  
Print or Type Signer's Name

(3) \_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Address as Prequalified

\_\_\_\_\_  
Signature of Witness or Attest BY \_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Print or Type Signer's Name \_\_\_\_\_  
*If Corporation, affix Corporate Seal* AND \_\_\_\_\_  
Print or Type Signer's Name

(4) \_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Address as Prequalified

\_\_\_\_\_  
Signature of Witness or Attest BY \_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Print or Type Signer's Name \_\_\_\_\_  
*If Corporation, affix Corporate Seal* AND \_\_\_\_\_  
Print or Type Signer's Name

Addendum 4



**NON-COLLUSION, DEBARMENT AND GIFT BAN CERTIFICATION**

**INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME**

The prequalified bidder, declares (or certifies, verifies, or states) under penalty of perjury under the laws of the United States that neither he, nor any official, agent or employee has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the prequalified bidder has not been convicted of violating *N.C.G.S. § 133-24* within the last three years, and that the prequalified bidder intends to do the work with its own bona fide employees or subcontractors and will not bid for the benefit of another contractor.

By submitting this non-collusion, debarment and gift ban certification, the Contractor is attesting his status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

*N.C.G.S. § 133-32* and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

**SIGNATURE OF PREQUALIFIED BIDDER**

Name of Prequalified Bidder

\_\_\_\_\_

Individual Name

Trading and Doing Business As

\_\_\_\_\_

Full name of Firm

\_\_\_\_\_  
Address as Prequalified

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Prequalified Bidder, Individual

\_\_\_\_\_  
Print or Type Signer's Name

\_\_\_\_\_  
Print or Type Signer's Name

**NON-COLLUSION, DEBARMENT AND GIFT BAN CERTIFICATION**

**INDIVIDUAL DOING BUSINESS IN HIS OWN NAME**

The prequalified bidder, declares (or certifies, verifies, or states) under penalty of perjury under the laws of the United States that neither he, nor any official, agent or employee has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the prequalified bidder has not been convicted of violating *N.C.G.S. § 133-24* within the last three years, and that the prequalified bidder intends to do the work with its own bona fide employees or subcontractors and will not bid for the benefit of another contractor.

By submitting this non-collusion, debarment and gift ban certification, the Contractor is attesting his status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

*N.C.G.S. § 133-32* and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

**SIGNATURE OF PREQUALIFIED BIDDER**

Name of Prequalified Bidder

\_\_\_\_\_

Print or Type Name

\_\_\_\_\_  
Address as Prequalified

\_\_\_\_\_  
Signature of Prequalified Bidder, Individually

\_\_\_\_\_  
Print or Type Signer's Name

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Print or Type Signer's name



**DEBARMENT CERTIFICATION**

Conditions for certification:

1. The prequalified bidder shall provide immediate written notice to the Department if at any time the bidder learns that his certification was erroneous when he submitted his debarment certification or explanation filed with the Department, or has become erroneous because of changed circumstances.
2. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this provision, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. A copy of the Federal Rules requiring this certification and detailing the definitions and coverages may be obtained from the Contract Officer of the Department.
3. The prequalified bidder agrees by submitting this form, that he will not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in NCDOT contracts, unless authorized by the Department.
4. For Federal Aid projects, the prequalified bidder further agrees that by submitting this form he will include the Federal-Aid Provision titled *Required Contract Provisions Federal-Aid Construction Contract (Form FHWA PR 1273)* provided by the Department, without subsequent modification, in all lower tier covered transactions.
5. The prequalified bidder may rely upon a certification of a participant in a lower tier covered transaction that he is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless he knows that the certification is erroneous. The bidder may decide the method and frequency by which he will determine the eligibility of his subcontractors.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this provision. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
7. Except as authorized in paragraph 6 herein, the Department may terminate any contract if the bidder knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available by the Federal Government.

**DEBARMENT CERTIFICATION**

The prequalified bidder certifies to the best of his knowledge and belief, that he and his principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records; making false statements; or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph b. of this certification; and
- d. Have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- e. Will submit a revised Debarment Certification immediately if his status changes and will show in his bid proposal an explanation for the change in status.

If the prequalified bidder cannot certify that he is not debarred, he shall provide an explanation with this submittal. An explanation will not necessarily result in denial of participation in a contract.

Failure to submit a non-collusion and debarment certification will result in the prequalified bidder's bid being considered non-responsive.

Check here if an explanation is attached to this certification.

**BID SUBMITTAL PACKAGE CHECKLIST**

This checklist has been provided for your benefit to assist you in completing your Bid Submittal Package to help ensure that all necessary items have been completed.

Check Box	Page Number	Description
	1	Cover Sheet.
	2	Contract Bid Form.
	3	Contractor Contact Information.
	4	Contractor’s Operations Plan.
		Attachment to Operations Plan including Materials List as specified.
		Attachment to Operations Plan including Personnel Plan as specified.
	5	Listing of MBE/WBE Subcontractors.
	6-7	Contractor’s Work Experience and References, with a minimum of three (3) references included.
	8	Mandatory Minimum Wage Rate Requirement.
	9-16	Execution of Bid Non-Collusion Affidavit, Debarment Certification and Gift Ban Certification, executed.
	17	Bid Submittal Package Checklist.
		Addenda, if applicable.
		<b>Submit original and one (1) duplicate copy.</b>
		<b>Mark the original as “Original” and the copy as “Copy”.</b>

**End of bid submittal package!**