

UNIVERSITY SYSTEM OF NEW HAMPSHIRE

USNH Purchasing & Contract Services
11 Brook Way
Durham, NH 03824-3509
Phone: 603/862-2896
Fax: 603/862-3390
Web Site: www.unh.edu/purchasing

This page MUST be faxed to the USNH Purchasing Office IMMEDIATELY!

REQUEST FOR BID

REGISTRATION FORM

December 10, 2008

Bid Number: 6269-0001

Due Date & Time: 12/22/2008 at 11:00 a.m.

Project Description: Term Agreement - General Construction Trades (Time and Materials)

Returning this form will indicate your intention on submitting a bid and ensure we have correct information for future correspondence regarding this project. If a mandatory site inspection or meeting is required, bids from Firms that did not attend will not be considered.

Will Submit Bid ☐ Will Not Submit Bid ☐

If your firm is not submitting a bid, briefly state why? _____

The Information below applies to: This bid only ☐ All bids ☐

(Please Type/Print Legibly)

Firm _____
Contact Person _____
Email _____
Business Address _____
Phone _____
Fax _____

Please fax this page to: 603/862-3390.

/do

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11 Brook Way
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Phone: 603/862-2896
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Today's Date: December 10, 2008

Bid Number: 6269-0001

Due Date & Time: 12/22/2008 at 11:00 a.m.

Term Agreement - General Construction Trades (Time and Materials)

Request for Bid. This is not an order. The University System of New Hampshire reserves the right to reject any or all bids and to waive any formalities in the bid process.

Bids are to be sealed with the bid number clearly marked on the outside of your envelope. Bids must be received by the USNH Purchasing Office prior to the date and time. Firms are encouraged to confirm the receipt of their bid submission prior to the due date.

Bids will be opened in the USNH Purchasing Office and read aloud at the time and date indicated above.

Responses may be transmitted to the USNH Purchasing Office by fax. The originals of such transmission must be received within two (2) business days. The transmission must be cleared from the memory, physically received on paper and date stamped prior to the due date and time. We are not responsible for a busy or malfunctioning fax machine.

Summary of Bid Results:

If your company is interested in receiving a summary of the responses to this bid, please visit our web site at www.unh.edu/purchasing/bid-results.html. A summary will be available three (3) business days after the due date. This time frame may vary depending on the complexity of the bid and number of responses.

UNH Inclement Weather Policy:

It is the University's policy to declare curtailed operations when the most severe weather conditions are expected or experienced. You may call the UNH Storm Hotline at 603/862-0000 to learn if the University is open or if curtailed operations are in effect. Any events scheduled for a day when curtailed operations have been declared will be postponed until the next business day at the same time as originally scheduled.

Holiday Closing:

The University System of New Hampshire will be closed for the holidays from December 24, 2008 to January 2, 2009 and will reopen for business on January 5, 2009.

Linda St. Cyr
Purchasing Agent

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REQUEST FOR BID
Term Agreement - General Construction Trades (Time and Materials)
for the
University System of New Hampshire

I. INTRODUCTION

A. Purpose

The University System of New Hampshire (hereafter referred to as USNH or Owner) representing UNH Operations and Maintenance Division and UNH Energy and Campus Development Division is requesting bids for a general construction trade services contract. It is the University's intent to award to a minimum of two (2) contractors per discipline.

B. Contract Period

It is USNH's intent that any contract resulting from this request for bid will be for seven (7) years. However, the initial contract period will be for three (3) years with the option for one, two (2) year renewal with the mutual consent of USNH, and Contractor. The effective date for the initial contract period will be 02/01/2009 through 01/31/2012.

C. Contact(s)

The contact for this request for bid is Linda St. Cyr. All questions concerning this request for bid must be submitted in writing via email to linda.stcyr@unh.edu or faxed to 603-862-3390. Any communication regarding this bid between firms and University personnel and/or evaluation committee members is prohibited, unless previously authorized by the aforementioned agent or his/her designee.

D. Definition of Terms

Terms and conditions are available on the USNH Purchasing & Contract Services web site: www.unh.edu/purchasing/forms.html. If you do not have access to the Internet, contact Purchasing for a copy.

E. Department/Campus Information

Please visit the following site for department information: www.unh.edu/ecd

USNH and UNH Operations and Maintenance Division and UNH Energy and Campus Development Division strive to conduct business in a sustainable and energy efficient manner. This is an effort to balance economic priorities with environmental health and human health. USNH will, when economically feasible, do business with companies that can further our sustainable objectives. We are interested in receiving environmental mission statements or information about any programs or policies that have to do with sustainable issues. These programs or policies can be, but are not limited to, reducing, reusing and recycling resources, disposal of organic and other solid waste, conservation efforts in regards to transportation, energy and water, disposal of hazardous waste, and/or giving back to the community. USNH also prefers to purchase items with Energy Star™ ratings. If applicable, please include, as part of your proposal, any pertinent information in reference to any sustainable and/or energy efficient practices and products offered by your Firm.

II. SCOPE OF WORK/TECHNICAL SPECIFICATIONS

A. Scope

UNH Operations and Maintenance Division and UNH Energy and Campus Development Division require general construction trade services on a time and materials basis. Services will include carpentry, mechanical and electrical. It is

the University's intent to establish a term agreement with interested firms of these disciplines to provide these services on an as needed basis..

B. General Specifications

The scope of this contract includes, but is not limited to, the following capabilities:

1. Carpentry

- Rough Carpentry
- Miscellaneous Carpentry
- Exterior And Interior Finish Carpentry
- Bituminous Damp proofing
- Self-Adhering Sheet Waterproofing
- Building Insulation
- Asphalt Shingles
- Siding
- Sheet Metal Flashing And Trim
- Joint Sealants
- Steel And Wood Doors And Frames
- Windows
- Unit Skylights
- Door Hardware
- Non-Load-Bearing Steel Framing
- Gypsum Board
- Acoustical Tile Ceilings
- Exterior And Interior Painting
- Staining And Transparent Finishing

2. Mechanical

- Plumbing Insulation
- HVAC Insulation
- Valves For Plumbing Piping
- Valves For HVAC Piping
- Meters And Gages For Plumbing Piping And HVAC Piping
- Domestic Water Piping And Specialties
- Sanitary Waste And Vent Piping
- Drainage Piping
- Storm Drainage Piping
- Hydronic Piping
- Refrigerant Piping
- Hydronic Pumps
- Plumbing Fixtures
- Domestic Water Pumps
- Electric, And Fuel-Fired Domestic Water Heaters
- Heating Boilers And Accessories
- Cast-Iron Boilers
- Condensing Boilers
- Direct-Fired H&V Units
- Indirect-Fired H&V Units
- Condensing Units
- Packaged Terminal Air-Conditioners
- Rooftop Air Conditioners
- Unit Heaters
- Fan-Coil Units
- Radiant Heating Piping

- Ducts And Accessories
- Power Ventilators
- Air Terminal Units
- Diffusers, Registers, And Grilles
- HVAC Instrumentation And Controls
- Testing, Adjusting, And Balancing

3. Electrical

- Electrical Identification
- Conductors And Cables
- Raceways And Boxes
- Wiring Devices
- Lighting Control Devices
- Electricity Metering
- Transient Voltage Suppression
- Enclosed Switches And Circuit Breakers
- Enclosed Controllers
- Switchboards
- Panel boards
- Dry-Type Transformers (600 V And Less)
- Fuses
- Lighting
- Conductors And Cables For Electronic Safety And Security

C. Conditions

1. When submitting a bid on any construction work at the University of New Hampshire, contractors must familiarize themselves with the “UNH Construction and Renovation Standards”, which may be accessed via the internet at <http://facilities.sr.unh.edu/project/standards>, and which shall be considered a part of the requirements for this Contract.
2. The USNH General Conditions for the Contract for Construction Section 00700 (Rev 11/06/2008), herein after referred to as USNH General Conditions, will be part of this contract and is available at the following web site: <http://www.unh.edu/purchasing/forms.html> in the Other Forms section.
3. Project value will be up to \$100,000.00 and USNH reserves the right to bid projects over \$35,000.00.
4. USNH does not guarantee any minimum commitment

III. REQUEST FOR BID INSTRUCTIONS/INFORMATION

A. Overview of Bid Process/Timeline

1. Bid packages shall be available by 12/10/2008.
2. **All questions concerning this request for bid must be submitted in writing via email to linda.stcy@usnh.edu or fax to 603-862-3390.** All questions must be received by noon on 12/15/2008. Questions will be answered via written addenda. Questions received after this date will not be answered.
3. Bids are due no later than 12/22/2008 at 11:00 a.m. Bids will be opened and read aloud at that time. Firms and the general public are welcome to attend. Late bids will not be considered.
4. All bids will be read, reviewed and evaluated by the evaluation committee, which will consist of members from UNH Operations and Maintenance and USNH Purchasing.
5. Finalists may be asked to come to Durham to discuss their bids further with the evaluation committee. The evaluation committee will decide if such presentations are necessary.

6. The evaluation committee shall make its selection in January 2009.
7. It is expected that a contract will be signed and become effective 02/01/2009 or another mutually agreeable date.

B. General Instructions

1. Contact with or visitation to personnel at any campus regarding this request for bid may not be made by the Firm's personnel without the prior approval of the USNH Agent/Manager or his/her designee.
2. Any oral information received from the evaluation committee or any other USNH personnel will not alter or change this request for bid.
3. Bids may be hand delivered or mailed. Responses may be transmitted to the USNH Purchasing Office by fax. The originals of such transmission must be mailed within two (2) business days. The transmission must be cleared from the memory, physically received on paper and date stamped prior to the due date and time. We are not responsible for a busy or malfunctioning fax machine.
4. Submit one original in a sealed package by 12/22/2008 at 11:00 a.m. Package should be clearly marked "Bid# 6269-0001, Term Agreement – General Construction Trades (Time and Materials)". **Package must be marked "Official Bid" and shall be submitted in an "unbound" format** to accommodate electronic imaging. Package should be addressed as follows:

Linda St. Cyr
Purchasing Agent
USNH Purchasing and Contract Services
11 Brook Way
Durham, NH 03824

5. By responding to this request for bid the Firm acknowledges that s/he has read and understands the information contained within this request for bid and has taken the contents into account in the preparation of the bid amount(s) as well as any alternate prices.
6. The cost for developing the bids shall be absorbed by the Firm.
7. USNH considers all terms and conditions to be accepted unconditionally by a Contractor unless written exceptions are made to specific clauses of this request for bid. Such exceptions may, however, be used as a basis for rejection of the bid.
8. Failure of a Firm to follow the instructions of this request for bid may result in rejection of the Firm's bid.
9. The contractor certifies, by submitting this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, have been declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the contractor cannot certify this statement, attach a written explanation for review by the University.
10. Unit Price Prevails-In the case of a discrepancy between the unit price and the extended price, the unit price shall prevail.
11. Vendors may bid on one (1) or more disciplines. It is not required that vendors bid on all items.

C. Format & Contents of Bid

1. Clearly identify the Firm submitting the bid. Bids must follow the same sequence and numbering scheme used in this request for bid.
2. Executive Summary signed by an authorized officer or other authorized personnel of your Firm. (no more than three pages).
3. Acknowledge receiving any and all addenda.

4. Provide a description of the Firm's organization and staffing including the names and titles of all personnel who would be assigned to the USNH contract.
5. Provide a detailed plan for fulfilling the contract. Include a description of what your Firm views as its responsibilities as well as a complete pricing structure for products and/or services to be provided.
6. Provide complete information for any services, information, equipment, or space to be provided by Owner.
7. Provide any other information, which Firm may choose to reveal to the evaluation committee.
8. Statement of Qualifications, to be completed in its entirety.

D. Evaluation Committee Rights/Rules of Conduct

1. The evaluation committee expressly reserves the right to reject any and all bids without penalty, to waive all technicalities and irregularities and deviations of bids from this request for bid, to decide whether a bid does or does not substantially comply with the requirements of this request for bid, to be the final judge as to which is the best overall bid, and to award a contract to the Firm whose bid it considers to be in the best interest to USNH.
2. The evaluation committee reserves the right to award a contract without discussion or negotiation if it determines that such an award will result in fair and reasonable prices and would be the most advantageous to USNH.
3. In the event that the awarded Firm refuses to enter into a contract, his/her bid will be rejected.
4. The evaluation committee will treat all bids received prior to the due date and time as confidential. The committee may disseminate information to others whom the committee deems in its sole discretion to have an interest in the bid. In no event shall the committee be liable for any breach of confidentiality. All materials submitted, with the exception of any materials that both the Firm and committee deem as confidential (and so marked by the Firm) will become the property of the committee and will become part of the public record. Pricing may not be considered confidential information.
5. The content of the evaluation committee's working papers and discussions relating to the bids will be considered confidential.
6. The evaluation committee will evaluate all bids against the evaluation criteria listed in this request for bid and determine which Firm will best meet the needs of USNH.
7. In the event that a contract acceptable to the committee cannot be executed with the top Firm, the committee may eliminate that Firm from further consideration. The committee may then proceed to conduct negotiations and planning sessions with the Firm next preferred among the Firms who have not been eliminated. Such processes will be continued until either an acceptable contract is executed or all bids have been eliminated.
8. USNH reserves the right to negotiate simultaneously with more than one Firm.

E. Evaluation Factors

1. Bid

Each bid should address all sections of this request for bid. The submission must be in sufficient detail to allow the evaluation committee the ability to evaluate the bid.

2. Evaluation criteria will be based on, but not necessarily limited to the following factors (listed in rank of importance):
 - a. The following criteria shall be employed in the evaluation of bids and the concurrent decision to award the contract to the successful Firm.
 1. Overall suitability of the bid for current and future needs of USNH
 2. Ability to deliver service in as short a time as possible

3. Competitiveness and stability of pricing
4. Response to Section II. Scope of Work/Technical Specifications
5. Financial stability and ability of Firm to fulfill the contract
6. Proposed approach
7. Services offered
8. Support
9. Incentives offered
10. References from other companies/institutions (particularly those in higher education) for which your Firm has provided similar programs
11. Comprehensiveness of bid
12. Innovativeness of bid
13. Conformance of bid to instructions for format and contents of bid
14. Environmental impact and cost to the institution

- b. Negative findings or judgments on the basis of any one of the above criteria may result in elimination of a given bid from further consideration.

IV. INSTRUCTIONS TO SUCCESSFUL FIRM(S) FOR EXECUTION OF A CONTRACT

A. Contract

1. The Owner's Agent (or the USNH Agent) listed in III.B.4 will work with the selected Firm's representative(s) to develop a mutually agreeable contract.
2. All terms and conditions (see section I.D.) will be taken into consideration when developing the contract as will the specific tasks and deliverables outlined in Section II, Scope of Work/Technical Specifications.

B. Contract Terms and Conditions (See also Section I. D.)

1. Contractor shall guarantee their pricing structure for a specific period of time. If pricing changes, Contractor must request increase in writing, with a minimum of thirty (30) days notice, and all increases must be documented.

2. Extensions

The intent to renew or not to renew the contract by either party shall be filed in writing with the Owner's Agent by November 1st of the current contract year for the succeeding contract year. The Owner's Agent is to be advised if that is not possible.

3. It is USNH's intent that the required negotiation and approvals for any extension will be completed by December 1st of the current contract year for the succeeding contract year. The Owner's Agent will represent USNH during negotiations.

C. Contract Termination

1. The Owner may without prejudice to any right or remedy, and after giving the Contractor and his sureties written notice, terminate the contract forthwith if any of the following conditions (a.-d.) exist:
 - a. If the Contractor should be adjudged bankrupt;
 - b. If the Contractor shall make a general assignment for the benefit of his creditors, or a receiver should be appointed over the property;
 - c. If the work under this contract shall be abandoned or for deficiencies not corrected within a reasonable time; and,

- d. If this contract or any part hereof shall be subcontracted without previous written consent of USNH and the Owner.
2. The Owner reserves the right to cancel the contract awarded to the Contractor, if in USNH's judgment performance under the contract is unsatisfactory. It is understood, however, that if at any time during the term of the contract performance hereunder is deemed to be unsatisfactory, USNH shall so notify the Contractor and demand that the Contractor shall correct such unsatisfactory conditions immediately but not more than ten (10) days from such notification. If such corrections are not made within the allotted time period, USNH may terminate the contract within thirty (30) days of the initial notification date.
3. The contract will automatically terminate at the end of the initial contract period unless both parties agree to a renegotiated optional extension as stated in Section I.B.
4. Either party may without prejudice to any right or remedy, and after giving the other party thirty (30) calendar days written notice, terminate the contract.

D. USNH's Rights and Responsibilities

1. USNH reserves the right to audit those financial records of the Contractor, which pertain to Contractor operations at UNH.
2. USNH reserves the right not to enter into a contract if, after reviewing all bids received, it is determined such a contract would not be in the best interest of the USNH.
3. USNH intends to meet its contract obligations and to treat all Firms fairly.

E. Contractor's Rights and Responsibilities

1. The Contractor agrees to maintain records arising from the operation of this contract for a period of two (2) years following its termination or expiration date, unless permission to the contrary is given by the USNH in writing. The Contractor agrees to provide access to its accounting information pertaining to this USNH contract in the event an audit is requested.
2. Linda St. Cyr will be the designated representative for this contract and shall be the official operational contact for the Contractor. Questions of conduct, methods, quantity, quality, scheduling, etc. are to be directed to this individual during the term of the contract, unless stated otherwise upon award.
3. The Contractor will be responsible for purchasing merchandise and services and executing contracts in its own name and at its own cost and expense and on its own credit.
4. The Contractor shall comply with all applicable government regulations related to the employment, compensation, and payment of personnel. A list of employees shall be furnished to the University
5. The University may request removal and/or reassignment, for cause, of Contractor personnel. The Contractor agrees to comply with such requests within ten days of receipt of the request. The University shall pre-approve all new and re-hired Contractor personnel.
6. The contractor, subcontractor and their employees, shall observe all the University rules and regulations that are applicable to the University employees while on campus
7. The Contractor shall not offer employment to members of the University Staff without first notifying the University twenty-four hours in advance of the offer.
8. The Contractor shall be responsible to the University for the acts and omissions of all persons directly or indirectly employed by him.
9. The contractor agrees that all employees will be neatly attired and will wear nametags at all times.

10. The Contractor shall provide adequate supervision. The Contractor or his authorized agent will make sufficient daily inspections to insure that the work is performed as required by this contract.
11. Persons employed shall be at least 18 years of age and not have a criminal conviction, unless a written waiver is granted by the University.

F. Rights Afforded To Both Parties

1. Each party shall indemnify and hold harmless the other party and its affiliates, trustees, officers, directors, employees and agents from and against any and all liabilities, claims, damages, awards, judgments, costs and expenses (including reasonable attorneys' fees) arising out of its negligent acts or omissions of the negligent acts or omissions of its employees, agents, contractors or affiliates. This section shall survive termination of the contract.
2. If, because of riots, war, public emergency or calamity, fire, earthquake, Acts of God, government restriction, labor disturbance or strike, business operations at the University/College shall be interrupted or stopped, performance of this contract, with the exception of moneys already due and owing shall be suspended and excused to the extent commensurate with such interfering occurrence, and the expiration date of the contract may be extended for a period of time equal to the time that such default in performance is excused.
3. Choice of law and legal remedies: The contract shall be governed by and construed in accordance with the laws of the State of New Hampshire. In the event any provision of these terms and conditions shall be declared illegal or unenforceable by a competent court within this jurisdiction the remaining provisions shall remain in full force and effect. Any litigation related to this agreement will be brought and maintained in courts within the State of New Hampshire.
4. This contract is one of specialized service. Neither party may assign this contract without the written consent of the other party; and any assignment attempted without such consent shall give the other party the immediate right to cancel this contract except that the Contractor may assign this contract with the consent of Owner to any subsidiary or affiliate of the Contractor or any corporation into which the Contractor or its successor may be merged, converted or consolidated, or which may otherwise succeed to substantially all of its assets; but the Contractor shall during the term hereof remain liable for its obligation hereunder.

G. Insurance Requirements

Within ten (10) business days after the Owner mails, sends a fax transmission or delivers a Notice of Acceptance, Agreement or Purchase Order, or prior to beginning work on campus, whichever is sooner, the successful Firm shall deliver to the Owner the Certificate of Insurance specified on the attached documents entitled "Insurance Requirements." **Refer to www.unh.edu/purchasing/forms/html, in the Other Forms section, for USNH Insurance Requirements.**

STATEMENT OF QUALIFICATIONS

*** FAILURE TO REPLY MAY RESULT IN DISQUALIFICATION OF BID ***

1. Firm _____
2. Address, Telephone Numbers and Fax Numbers (toll-free if available) for:
 - a. Principal Place of Business

 - b. Principal Mgr. or Sales Rep.

 - c. Bids

 - d. Order Placement

 - e. Accounts Receivable

3. Employer ID/SSN Number _____
4. Are you registered with the NH Secretary of State? Yes ☐ No ☐ Date _____
Do you have a current Certificate of Authority? Yes ☐ No ☐ Date _____
5. General Classification of Business or Character of Work Performed _____
6. Doing Business as:

☐ Contractor	☐ Manufacturer	☐ Wholesaler	☐ Distributor
☐ Dealer	☐ Individual	☐ Partnership	☐ Corporation

in State of _____ Year Organized _____
7. Does the Contractor or any owner, sales/service representative, or employee, have a personal relationship with any USNH employee (includes all campus locations) (student relationships are not considered)? Yes ☐ No ☐
8. Number of years engaged in this business under present business name _____
If another name, supply details _____
9. Standard Condition of Order:
 - a. Minimum Amount, if any: \$ _____
 - b. Terms: _____
 - c. FOB: _____

10. If a Contractor, what categories of work do you perform with your own forces?

11. Major current projects (Include name of project, owner, contract amount, percent complete, and scheduled completion date. Attach separate sheet if necessary.)

12. List any projects completed for the University System within the last five years. (Include name, gross amount, completion date, and owner representative.)

13. Has this business ever defaulted on a contract? _____ If "yes", state circumstances.

14. Has this business ever failed to complete any project awarded to it? _____ If "yes", state circumstances.

15. List your major equipment available.

16. List and provide brief resume of key personnel available to manage and supervise.

17. Trade References.

18. List bank with which your company does business. Do you grant permission to a responsible USNH Administrator to contact these banks? Yes ☐ No ☐

19. Name of bonding company and address of agent.

20. If submitted with a bid, list projects that are similar to this project and/or the major projects completed by this business in the past five years. (Include name of project, owner, contract amount, and completion date. Attach separate sheet if necessary.)

21. Number of full-time employees _____ AA/EEO Employer? _____

22. Does your Concern meet any of the following US Government criteria?

- a. ☐ Minority enterprise Concern. A minority enterprise is one that is at least fifty percent owned by minority group members, or in the case of publicly owned businesses at least fifty-one percent of the stock is owned by minority group members. (If checked, indicate ethnic group below)

☐ Black American (not of Hispanic origin)

☐ Hispanic American

☐ Asian American

☐ American Indian/Alaskan Native

- b. ☐ Women Owned and Operated Concern. A business that, regardless of ethnic background is at least fifty percent owned by women members, or in the case of publicly owned businesses at least fifty-one percent of the stock is owned by women.
- c. ☐ Small Business Concern. A business independently owned and operated, not dominant in its field and meets employment and/or sales standards developed by the Small Business Administration.
- d. ☐ Labor Surplus Area Concern. A business located in an area (designated by the US Government, Department of Labor) in which unemployment exceeds the national average.

23. While furnishing goods and services to any unit of the University System of New Hampshire pursuant to any purchase order, contract, or agreement, whether written or oral, the undersigned certifies that his/her company or organization will comply with the provisions of Executive Order 11246, as amended, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 and Section 503 of the Rehabilitation Act of 1973, as well as all regulations and orders of the Secretary of Labor pursuant to these provisions. Further, the undersigned certifies that his/her company or organization will incorporate by reference in each contract, purchase order or agreement with the University System meeting the appropriate jurisdictional limits the equal employment and affirmative action clauses contained in 41 CFR 60-1.4, 41 CFR 60-250.4, and 41 CFR 60-741.4. The undersigned also certifies that employees of the company or organization have been instructed not to engage in any acts of sexual harassment against students or employees of the University System.

Will this organization act as guarantor of the contract for construction? _____

I certify the above information to be correct and authorize the University System of New Hampshire to investigate all facts contained herein, including facility visitation.

DEBARMENT: The firm certifies, by submitting this Statement of Qualifications, that neither it nor its principals are presently debarred, suspended, proposed for debarment, have been declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the firm cannot certify this statement, attach a written explanation for review by the University.

Firm _____

By _____ Date _____

Printed Name

Title _____

APPENDIX A – BID FORM**Term Agreement - General Construction Trades (Time and Materials)****Bid Number:** 6269-0001**Due Date & Time:** December 22, 2008 at 11:00 a.m.

ITEM	DESCRIPTION	COST
Discipline 1 - Carpentry		
1	Labor Rate Per Hour Per - Regular Rate	/Hr
2	Labor Rate Per Hour Per - Overtime Rate	/Hr
3	Labor Rate Per Hour Per helper - Regular Rate	/Hr
4	Labor Rate Per Hour Per helper - Overtime Rate	/Hr
5	Material Cost Plus Percentage	%
State regular working hours:		
State normal response time:		
Discipline 2 - Mechanical		
1	Labor Rate Per Hour Per - Regular Rate	/Hr
2	Labor Rate Per Hour Per - Overtime Rate	/Hr
3	Labor Rate Per Hour Per helper - Regular Rate	/Hr
4	Labor Rate Per Hour Per helper - Overtime Rate	/Hr
5	Material Cost Plus Percentage	%
State regular working hours:		
State normal response time:		
Discipline 3 - Electrical		
1	Labor Rate Per Hour Per - Regular Rate	/Hr
2	Labor Rate Per Hour Per - Overtime Rate	/Hr
3	Labor Rate Per Hour Per helper - Regular Rate	/Hr
4	Labor Rate Per Hour Per helper - Overtime Rate	/Hr
5	Material Cost Plus Percentage	%
State regular working hours:		
State normal response time:		

ACKNOWLEDGE ADDENDUM RECEIPT: Addendum Number(s): _____

THIS BID IS VALID FOR _____ DAYS

FIRM: _____ CONTACT PERSON: _____

ORDER ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____ TERMS: _____

FOB: DESTINATION, PP & ALLOW

AUTHORIZED SIGNATURE _____