Print Form

Submit Form

BID FORM OF PROPOSAL

Department of Procurement, Contracting, & Payment Services
PO Box 6024
One Waterfront Place
Morgantown, WV 26506

Issue Date: _____

CONTRACTOR ("BIDDER")	
Name	
Address	
Address	
City	State Zip Code

WVU PROCUREMENT OFFICER	
Name	
Phone Number	
Email	

Return your Bid in envelope, sealed and clearly marked on outside with Bid number and date shown below to:

West Virginia University
Department of Procurement, Contracting, & Payment Services
One Waterfront Place, 3rd Floor
Morgantown WV 26506

Bids must be received and logged in prior to the date and time indicated. Bids will not be accepted after 3:00 p.m. Eastern Standard Time
On:

_____

West Virginia Code §5-22-1

The apparent low bidder on a contract valued at more than $250,000 for the construction, alteration, decoration, painting or improvement of a new or existing building or structure shall submit a list of all subcontractors who will perform more than $25,000 of work on the project including labor and materials. This information shall be provided to the Procurement, Contracting and Payment Services within one business day of the opening of bids for review prior to the awarding of a construction contract. Failure to submit the subcontractor list within one business day after the deadline for submitting bids may result in disqualification of the bid. The list shall include the names of the bidders and the license numbers.

Special Instructions: The bid/proposal process is highly controlled. To protect the integrity of the process, any questions or clarifications regarding this Request for Bid/Proposal must be handled through the Department of Procurement, Contracting, & Payment Services.

BASE BID INFORMATION

The undersigned, hereinafter call the Bidder, being familiar with and understanding the Bidding documents and also having examined the project site and being familiar with all local conditions affecting the Project, hereby proposes to furnish all labor, material, equipment, supplies, and transportation, and to perform all Work in accordance with the Bidding Documents within the time set forth therein, for the sum of:

BASE BID _____

Written Amount

BASE BID (NUMERICAL) _____

(Amount to be shown in both words and numbers, In the event of a difference between the written amount and the number amount, the written amount shall prevail)

BID FORM OF PROPOSAL
(CONTINUED)

ALTERNATE BID INFORMATION

ALTERNATES: Bidder shall fill in the applicable blank with an increased or decreased bid amount and indicate which by **circling the word "ADD" or the word "DEDUCT" as applicable**. West Virginia University reserves the right to accept or reject any or all bid amounts for Alternates, in whole or in part, and in any order. Such acceptance may effect lowest responsible and responsive bid chosen by WVU.

If no change in the bid amount is required, indicate "No Change" or "$0."

Failure to make an entry or an entry of "No Bid," "N/A," or similar entry on any Alternate shall cause the Bid to be rejected as non-responsive if that Alternate is selected by WVU.

Any statement of an amount for an alternate which has not been identified by circling the word ADD or DEDUCT, as applicable, shall be considered an ADD.

WVU may request additional alternates to be priced by the Bidder, if applicable, WVU shall include an additional Attachment to this Bid Form of Proposal indicating the additional requested alternates.

WVU has initially requested _____ alternates relating to this project.

Description:

Alternate: CIRCLE ONE: ADD DEDUCT

_____
Written Amount

(Amount to be shown in both words and numbers, In the event of a difference between the written amount and the number amount, the written amount shall prevail)

_____
Numerical

Description:

Alternate: CIRCLE ONE: ADD DEDUCT

_____
Written Amount

(Amount to be shown in both words and numbers, In the event of a difference between the written amount and the number amount, the written amount shall prevail)

_____
Numerical

BID FORM OF PROPOSAL
(CONTINUED)

Description:

Alternate: CIRCLE ONE: ADD DEDUCT

Written Amount

(Amount to be shown in both words and numbers, In the event of a difference between the written amount and the number amount, the written amount shall prevail)

Numerical

Description:

Alternate: CIRCLE ONE: ADD DEDUCT

Written Amount

(Amount to be shown in both words and numbers, In the event of a difference between the written amount and the number amount, the written amount shall prevail)

Numerical

Description:

Alternate: CIRCLE ONE: ADD DEDUCT

Written Amount

(Amount to be shown in both words and numbers, In the event of a difference between the written amount and the number amount, the written amount shall prevail)

Numerical

Description:

Alternate: CIRCLE ONE: ADD DEDUCT

Written Amount

(Amount to be shown in both words and numbers, In the event of a difference between the written amount and the number amount, the written amount shall prevail)

Numerical

BID FORM OF PROPOSAL
(CONTINUED)

UNIT PRICE INFORMATION

If Unit Prices are requested on the Bid Form, the amount of the scheduled quantities identified on the Bid Form shall be included in the Base Bid amount. Unit prices shall be used solely for the purpose of determining the adjustment to the Contract Sum for the difference between the estimated quantities on the Bid Form and the actual quantities provided.

Unit Prices shall include all materials, equipment, labor, delivery, installation, overhead, profit, and any other cost or expense, in connection with, or incidental to, the performance of that portion of the Work. The Bidder shall submit Unit Prices for all items listed. Unit prices are not used to determine lowest responsive and responsible bidder.

WVU may request additional unit items to be priced by the Bidder, if applicable, WVU shall include an additional Attachment to this Bid Form of Proposal indicating the additional requested unit prices.

WVU has initially requested _____ unit prices relating to this project.

Description	Scheduled Quantity	Unit of Measure	Price/Unit of Measure

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(CONTINUED)

ALLOWANCES BID INFORMATION

The amount of each Allowance shall be included in the Base Bid amount. Allowances shall be used solely for the purpose of determining the adjustment to the Contract Sum for the difference between the amount of the Allowance and the actual cost of the related Work provided.

WVU may notify Bidder of additional Allowance to be included in the Base Bid amount, if applicable, WVU shall include an additional Attachment to this Bid Form of Proposal indicating the additional allowances to notify Bidder.

WVU has initially included _____ Allowances to be included by Bidder in the Base Bid Amount relating to this project.

Allowance Number	Description	Amount
	Enter Description of Allowance	
	Enter Description of Allowance	
	Enter Description of Allowance	
	Enter Description of Allowance	
	Enter Description of Allowance	
	Enter Description of Allowance	
	Enter Description of Allowance	

ADDENDA ACKNOWLEDGEMENT

ADDENDA NUMBER	DATE OF RECEIPT	INDICATE RECEIPT BY SIGNATURE BELOW
		Signed By
		Signed By
		Signed By
		Signed By
		Signed By
		Signed By
		Signed By
		Signed By

BID FORM OF PROPOSAL
(CONTINUED)

FAILURE TO SIGN THIS SECTION MAY DISQUALIFY YOUR RESPONSE

The undersigned offers and agrees to furnish all labor, materials, supplies, and services as specified in this Request for Bid/Proposal at the price as stated, subject to the terms and conditions of this Request for Bid/Proposal:

Firm/Company Name: _____

Phone Number _____ Fax Number _____

email _____ FEIN: _____

Printed Name of Authorized Signatory: _____ Title: (See III.5.3 instructions to Bidders) _____

Bidder's West Virginia Contractor's License Number: WV _____

West Virginia Contractor's License MUST be issued in the exact name of Bidder and Bidder MUST be licensed at the time of submission of Bid.

Authorized Signatory:

_____

Signed By (Must be in ink)

Note Bidder must submit with this Bid Form of Proposal the following documents:

Bid Security: Bid Bond for 5% of total base bid, Surety must have an A- or better rating
Purchasing Affidavit: Signed Original
West Virginia University Drug-Free Workplace Conformance Affidavit: Signed & Notarized Original (Applicable to bids exceeding One Hundred Thousand Dollars ($100,000.00)
Bid Breakdown by Division

WVU Bid Summary Sheet, (UniFormat)

MUST BE SUBMITTED WITH BIDS IF BOX IS CHECKED ☐ Check Box

RFB:

Project Name:

Trade Summary	Section Title	Proposed Cost
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Miscellaneous: Overhead & Profit, B&O Tax,….

TOTAL BASE BID