

KEENE STATE COLLEGE

Purchasing Office
Keene State College
229 Main Street
Keene, NH 03435-1601
Phone: (603) 358-2493; 358-2494
Fax: (603) 358-2495
Web Site: [www.keene.edu /purchasing](http://www.keene.edu/purchasing)

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

PROPOSER INFORMATION FORM

May 25, 2017

Bid Number: 14459-0001

Due Date: 6/19/2017 at Noon

Project Description: Thorne-Sagendorph Roof Replacement

Returning this form will indicate your intention on submitting a bid and ensure we have correct information for future correspondence regarding this project.

The Information below applies to:

| | |
|--|--|
| Will Submit Bid <input type="checkbox"/> | Will Not Submit Bid <input type="checkbox"/> |
| This bid only <input type="checkbox"/> | All bids <input type="checkbox"/> |

(Please type)

Company Name: _____

Contact Person: _____

Email: _____

Address: _____

Phone: _____

Fax: _____

Please fax this page to: (603) 358-2495.

KEENE STATE COLLEGE
KSC Purchasing Office
229 Main Street
Keene, NH 03435-1601
Phone: 603/358-2493//358-2494
Fax: 603/385-2495

Bid Number: 14459-0001

Due Date & Time: 6/19/17 Noon

PROPOSER STATEMENT OF QUALIFICATIONS

FAILURE TO REPLY MAY RESULT IN DISQUALIFICATION OF BID

1. Business Name: _____
2. Addresses, Telephone Numbers and Fax Numbers (800/888 if available) for:
 - a. Principal Place of Business

 - b. Principal Mgr. or Sales Rep.

 - c. Bids

 - d. Order Placement

 - e. Accounts Receivable

3. Federal 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:

| | | | |
|-------------------------------------|---------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Contractor | <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Wholesaler | <input type="checkbox"/> Distributor |
| <input type="checkbox"/> Dealer | <input type="checkbox"/> Individual | <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation |

in State of _____
7. Year Organized _____

8. Number of years engaged in this business under present business name
If another name, supply details _____
9. Standard Conditions of Order: a. Minimum \$ Amount, if any: \$_____
b. Terms:_____ c. F.O.B. _____
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 firm does business. Do you grant permission to a responsible KSC Administrator to contact these banks? Yes ☐ No ☐ Banks: _____

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)
- _____ Asian American
- _____ Hispanic 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 firm 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 firm 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 firm 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 this contract? _____

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.

Name of organization _____

By _____ Date _____

Printed Name _____

Title _____

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 USNH.

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

Dated at _____ this _____ day of _____, _____.

Name of Organization By: _____

Title:

State of

County of

_____, being duly sworn, deposes and says that he

is _____ of _____ and that the

(Title)

(Name of Organization)

answers to the foregoing questions and all statements contained

therein are true and correct. Sworn to before me this _____ day of _____.

Notary Public

My commission expires _____.

BID FORM

Bid of: _____,

Bidder For: Thorne-Sagendorph Roof Replacement

To: Renee Harlow, Purchasing Director

Keene State College
229 Main Street
Keene, NH 03435-1603

The undersigned, hereinafter referred to as the Bidder, in compliance with the INVITATION TO BID for the above project to be undertaken by the Keene State College of the University System of New Hampshire, hereinafter referred to as the Owner, has examined the Bid Form, Instructions to Bidders, the General Conditions, the Supplemental General Conditions, the Specifications, the Drawings, and all other related documents including Addenda as listed (hereinafter called the Contract Documents). The contract documents together with either the agreement or the Owner's purchase order shall form the contract, and all are fully a part of this contract as if attached to said agreement or purchase order. In addition, the Bidder has examined the site and is familiar with all the conditions surrounding the work contemplated.

Submitted hereby is the following:

1. BID SECURITY (See Paragraph 13, Instructions to Bidders) – **Not required for this project**

2. BASE BID

2.1 The Bidder hereby proposes to furnish all plant, erection equipment, labor, materials, supplies, services, equipment, and other facilities required, necessary, or incidental to the work required or contemplated for the completion of this project (hereinafter called the Work) in strict conformity with the bidding and contract documents, of which this Bid is a part, for the sum of

_____ Dollars (\$ _____), hereinafter

_____ referred to as the base bid.

2.2 All allowances (quantity and cash allowances) if any, listed in any part of the Contract Documents are included in the base bid.

2.3 Costs for receiving, handling, storage, and installation of Owner-furnished/purchased equipment, if any, listed in any part of the contract documents are included in the base bid.

