**REQUEST FOR PROPOSALS NUMBER 23-004**

**JOB ORDER CONTRACTING**

**PROPOSAL FORM**

THE FULL LEGAL NAME OF THE FIRM OR ENTITY SUBMITTING THIS PROPOSAL MUST BE WRITTEN IN THE SPACE PROVIDED BELOW. THIS PROPOSAL FORM, AND ALL OTHER DOCUMENT(S) REQUIRED BY THE SOLICITATION TO BE SUBMITTED WITH THIS PROPOSAL FORM, INCLUDING, BUT NOT LIMITED TO ALL ISSUED ADDENDA, MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BY A PERSON AUTHORIZED TO LEGALLY AND CONTRACTUALLY BIND THE PROPOSER, OR THE PROPOSAL MAY BE REJECTED.

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| **SUBMITTED BY:** (Legal Name Of Entity) |  | | | |
| **CONTRACTOR LICENSE NUMBER:** |  | | | |
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| **AGE OF THE ENTITY:** How many Years this entity has been in business under the current name? |  | | | |
| **PRINCIPAL PLACE OF BUSINESS:** |  | | | |
| **LOCAL OFFICE ADDRESS/MAILING ADDRESS:** |  | | | |
| **NAME AND TITLE OF THE PERSON COMPLETING THE FORM:** |  | | | |
| **TELEPHONE NO**.  **CORPORATE WEBSITE** | **E-MAIL** | | | |
| **DUNS NUMBER:** |  | | | |
| **FORM OF ORGANIZATION:**  \_\_\_\_\_CORPORATION; \_\_\_\_\_\_\_\_GENERAL PARTNERSHIP; \_\_\_\_\_\_\_\_\_UNINCORPORATED ASSOCIATION; \_\_\_\_\_\_LIMITED LIABILITY COMPANY; \_\_\_\_\_\_\_LIMITED PARTNERSHIP; \_\_\_\_\_\_SOLE PROPRIETORSHIP | | | | |
| WHERE THE ENTITY WAS FORMED: (INSERT NAME OF STATE) | | |  | |
| **PROPOSER’S STATUS PLEASE INITIAL ONE:**  \_\_\_\_\_MINORITY OWNED; \_\_\_\_\_\_WOMAN OWNED; \_\_\_\_\_\_\_\_NEITHER | | | | |
| **IDENTIFICATION NO. ISSUED TO THE FIRM BY SCC:**  If Proposer is exempt from the SCC authorization requirement, the it shall include a statement on the entity‘s letterhead with its proposal certifying their exemption from this requirement. | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **NOTE:** If the answers to any questions below are yes, use additional pages to provide detailed description of the situation and or provide full documentation | | | | |
| **DEBARMENT, DISQUALIFICATION AND OR SUSPENSION:**  Is the entity or any of its principals are currently debarred, suspended or disqualified from submitting responses to the City, or any other state, local or federal entities? | | | \_\_\_\_\_\_**YES;** \_\_\_\_\_\_\_**NO** | |
| **CLAIMS/FINAL RESOLUTION/JUDGMENTS**  Have any of the following actions occurred on, or in conjunction with, any project(s) performed by the Proposer, any affiliate, or their officers, partners or directors in the last five (5) years? “Legal Actions” shall include civil or criminal litigation, administrative; Proceedings, indictments, arbitrations or the like | | | | \_\_\_\_\_\_**YES;** \_\_\_\_\_\_\_**NO** |
| **TERMINATION/FAILURE TO COMPLETE**  Has the Proposer ever been terminated for work awarded to it in the last five (5) years? This includes termination for default (or cause) or for the convenience of the Owner? Has Proposer for any other reason failed to complete a project? | | | | \_\_\_\_\_\_**YES;** \_\_\_\_\_\_\_**NO** |
| **BREACH, DEFAULT, DEBARRED**:  Within the last five (5) years, has Proposer been disqualified, removed, or otherwise declared in material breach or default of any contract by a public agency, or debarred from participating in the RFP process for any contract? If yes, please explain the circumstances: | | | | \_\_\_\_\_\_**YES;** \_\_\_\_\_\_\_**NO** |
| **RELEASE FROM CONTRACT PROPOSAL, PROPOSAL OR AWARD**:  Has the Proposer filed a request to be released from a Proposal, proposal, selection or award of any contract within the last five (5) years? If yes, please explain the circumstances. | | | | \_\_\_\_\_\_**YES;** \_\_\_\_\_\_\_**NO** |
| **FAILURE TO EXECUTE A CONTRACT:**  Within the last five (5) years, has the Proposer ever been selected for award or awarded a contract in which the entity failed to execute the contract? This would include: the entity not signing the contract Document(s); an inability of the company to obtain insurance requirements; or failure of the company to submit required forms and attestations. If yes, please explain the circumstances: | | \_\_\_\_\_\_**YES;** \_\_\_\_\_\_\_**NO** | | |
| **BANKRUPTCY:**  Has the Proposer filed for bankruptcy in the last seven (7) years or is your firm currently the debtor in a bankruptcy case? If yes, please explain the circumstances | | \_\_\_\_\_\_**YES;** \_\_\_\_\_\_\_**NO** | | |
| **CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES**  Provide the name and address of the person designated by the Proposer to receive notices and other communications (Refer to the Sample Agreement for further details): | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |

Proposer shall acknowledge receipt of all addenda.

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| Addendum Number | Addendum Date |
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**TRADE SECRETS OR PROPRIETARY INFORMATION:**

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| Proposer must identify any trade secrets or proprietary information submitted in connection with a procurement transaction that must remain confidential, and state the reasons why protection of this information is necessary. Please mark one: | |
| ( ) **Yes,** the Proposal I have submitted **does** contain trade secrets and/or proprietary information. | ( ) **No,** the Proposal I have submitted **does not** contain any trade secrets and/or proprietary information. |
| **If Yes,** you must clearly identify below the exact data or other materials to be protected and list all applicable page numbers of the Proposal containing such data or materials: | |
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| **STATE THE SPECIFIC REASON(S) WHY PROTECTION IS NECESSARY:** | |
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**NOTE**: If you fail to identify the data or other materials to be protected and state the reasons why such protection is necessary in the space provided above, you have not invoked the protection, accordingly, effectively the Proposal will be open for public inspection consistent with applicable law.

**CERTIFICATION OF NON-COLLUSION:**

The undersigned certifies that this Proposal is not the result of, or affected by, any act of collusion with another person (as defined in Code of Virginia Section 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under the Virginia Governmental Frauds Act (Code of Virginia §18.2-498.1 et seq.).

**CONFLICT OF INTEREST:**

The undersigned certifies and warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest, which is defined as a situation in which the nature or work under the contract and the Proposer’s organizational, financial, contractual or other interest are such that award of the contract may result in the Proposer receiving an unfair competitive advantage, or the Proposer’s objectivity in performing the contract work may be impaired. The Proposer agrees that if after being awarded it discovers an organizational conflict of interest with respect to the being awarded, it shall make an immediate and full disclosure in writing to AlexRenew which shall include a description of the action which the Proposer has taken or intends to take to eliminate or neutralize the conflict.

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS PROPOSAL (I.E. PROJECT MANAGER):

**NAME (PRINTED): TITLE:**

E-MAIL ADDRESS: TEL. NO.:

The undersigned swears or affirms under the penalty of perjury and upon personal knowledge that the contents of the Proposal are true and correct.

The undersigned swears or affirms under the penalty of perjury that the Proposer, its agents, servants and/or employees, to the best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the Proposer an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Proposer, or themselves, to gain any favoritism in the award of any contract resulting from this proposal.

**NAME OF AND TITLE PROPOSER’S REPRESENTATIVE**

**SIGNATURE OF PROPOSER’S REPRESENTATIVE**