

BID FORMMISSOURI DEPARTMENT OF TRANSPORTATION
GENERAL SERVICESPO Box 270, Jefferson City, MO 65102(Mailing Address)
830 MoDOT Drive, Jefferson City, MO 65109 (Physical Address)

REQUEST NO.	2-141118RW
DATE	November 4, 2014

SEALED BIDS, SUBJECT TO THE ATTACHED CONDITIONS WILL
BE RECEIVED AT THIS OFFICE UNTIL**2:00 PM, Local Time, November 18, 2014**AND THEN PUBLICLY OPENED AND READ FOR FURNISHING
THE FOLLOWING SUPPLIES OR SERVICES.**BID TO BE BASED F.O.B. MISSOURI DEPARTMENT OF
TRANSPORTATION**Submit net bid as cash discount stipulations will not be considered
F.O.B. Destinations

Locations as Shown on Attachment

SIGN AND RETURN BEFORE TIME SET FOR OPENING

BUYER:	Robin Warren, Sr. General Services Specialist	BUYER TELEPHONE:	(573) 526-7929
BUYER EMAIL:	Robin.Warren@modot.mo.gov		

SUPPLIES OR SERVICES**WET REFLECTIVE BEADS**To establish a contract to furnish "Wet Reflective Beads" with an effective date of Notice to Proceed and
ending December 31, 2015 in accordance with the following pages.*****NOTE: It is the responsibility of the Bidder to access MoDOT's website in order to obtain any
and all addenda(s) issued during the course of this RFB process.****All questions regarding this RFB shall be submitted to the RFB Coordinator/Contact.****(SEE ATTACHED FOR CONDITIONS AND INSTRUCTIONS)***In compliance with the above Request For Bid, and subject to all conditions thereof, the undersigned bidder agrees to furnish and deliver
any or all the items on which prices were bid within the timeframe specified herein, after receipt of formal purchase order.*

Date: _____	Firm Name: _____
Telephone No.: _____	Address: _____
Fax No.: _____	_____
Email Address: _____	By (Signature): _____
	Type/Print Name _____
	Title: _____

Is your firm MBE certified? Yes NoIs your firm WBE certified? Yes No

1. INTRODUCTION AND GENERAL INFORMATION

1.1 Introduction:

- 1.1.1 This Request for Bid seeks bids from qualified organizations to provide **Wet Reflective Beads** with an effective contract period of Notice to Proceed through December 31, 2015, to the Missouri Highways and Transportation Commission (MHTC) and Missouri Department of Transportation (MoDOT). All questions regarding the RFB shall be submitted to the RFB Coordinator listed below. Bids must be returned to the office of General Services Procurement no later than 2:00 p.m., Local Time, November 18, 2014.

RFB Coordinator:

Robin Warren
Missouri Department of Transportation
General Services - Procurement

Phone: 573-526-7929

E-mail: Robin.Warren@modot.mo.gov

2. SCOPE OF WORK

2.1 General Requirements:

- 2.1.1 The contractor shall provide Wet Reflective Beads on an as needed, if needed basis for the Missouri Highway and Transportation Commission (MHTC) and Missouri Department of Transportation (MoDOT), hereinafter referred to as the MoDOT, in accordance with the provisions and requirements stated herein.
- 2.1.2 The contractor shall provide all deliverables to the sole satisfaction of the MoDOT.
- 2.1.3 The MoDOT reserves the right to obtain “like or similar” products as specified herein from other manufacturers, exclusive of the contract, when use of such products is deemed in the best interest of the MoDOT.
- 2.1.4 Unless otherwise specified herein, the contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to provide the deliverables required herein.

2.2 Specific Requirements:

- 2.2.1 The contractor shall insure all materials, equipment, and/or services comply with the provisions outlined in the solicitation document.
- 2.2.2 The contractor shall agree and understand the wet reflective beads shall be inspected at delivery site.
- 2.2.3 The contractor shall remove all rejected wet reflective beads from MoDOT property immediately upon notification of rejection.
 - a. The contractor shall agree and understand that if the wet reflective beads are rejected due to not meeting specifications, all cost associated with returning the product to the contractor shall be paid by the contractor, at no additional cost to MoDOT.
 - b. The contractor shall agree and understand that MoDOT personnel shall not reload or assist with the reloading of the rejected wet reflective beads.
- 2.2.4 The contractor shall agree and understand that the following wet reflective beads have been approved for use and are the only wet reflective beads that will be accepted in a contract award resulting from this solicitation.

Manufacturer	Product Name	Color
3M, Inc.	Series 50S	White
Potters Industries LLC	Visimax	White
Swarco America, Inc.	plus9spots	White

2.3 Delivery Requirements:

- 2.3.1 The contractor shall deliver wet reflective beads as specified herein to all MoDOT Districts located throughout the State of Missouri (See attached District Map). The contractor shall deliver such wet reflective beads F.O.B. destination.
- 2.3.2 The contractor shall not deliver any wet reflective beads to MoDOT until being notified by MoDOT by telephone or purchase order.
- 2.3.3 The contractor shall deliver wet reflective beads within fifteen (15) working days from the date order is placed, excluding Saturday, Sunday, Holidays, and days whereas MoDOT has suspended work.

a. In the event wet reflective beads are not delivered within the 15 working day period, MoDOT shall be compensated at a rate of \$500 per day until the wet reflective beads are delivered.

2.3.4 The contractor shall deliver wet reflective beads in 35 pound bags, 50 pound bags, or 525 pound drums as requested by MoDOT.

2.3.5 The contractor should deliver wet reflective beads on flatbed trailers. In the event there are no flatbed trailers readily available, the contractor shall deliver the wet reflective beads with a van trailer.

2.3.6 The contractor shall deliver the wet reflective beads on pallets.

a. For the purpose of unloading with a forklift, the contractor's driver shall insure the pallets are sitting to the side or rear of the transporting vehicle.

b. The contractor shall provide the contractor's driver with a hand-operated dolly for this purpose.

2.4 Liquidated Damage Requirements:

2.4.1 The contractor shall agree and understand that providing wet reflective beads in accordance with the requirements stated herein is considered critical to the efficient operations of the MoDOT. However, since the amount of actual damages would be difficult to establish in the event the contractor fails to comply with the contractual requirements, the contractor shall agree and understand that the percentages identified below as liquidated damages shall be reasonable and fair under the circumstances.

a. In the event the contractor fails to provide wet reflective beads in accordance with the contractual requirements specified herein, the contractor shall agree and understand that MoDOT shall solely determine which of the following percentages of deduction shall be assessed against the contractor for the contractor's noncompliance, and such shall be final and without recourse.

b. The contractor shall agree and understand the following table of deductions is cumulative. In the event more than one parameter is out of specification the sum of the percentages shall be assessed against the contractor for noncompliance. MoDOT shall determine the parameter out of specification percentages.

1) Deductions shall be accessed on a per truckload lot basis.

Deduction Rate Table

<u>Deduction</u>	<u>Percent out of Specification</u>
Minor 5%	< 5%
Slight 10%	5 to 7%
Moderate 25%	7 to 10%
Severe 50%	> 10%

c. The contractor shall agree and understand that in the event 5 or more truckload lots in a contract year are determined not to comply with the contractual requirements, MoDOT reserves the right to increase the percentages listed above.

d. The contractor shall agree and understand that such liquidated damages shall either be deducted from the total amount due the contractor or paid by the contractor as a direct payment to the MoDOT, at the sole discretion of the MoDOT.

- e. The contractor shall understand that the liquidated damages described herein shall not be construed as a penalty.
- f. The contractor shall agree and understand that all assessments of liquidated damages shall be in addition to, not in lieu of, the rights of the State of Missouri to pursue other appropriate remedies.
- g. The contractor shall understand and agree that all assessments of liquidated damages shall be within the discretion of each District as a separate entity, and shall be in addition to, not in lieu of, the rights of the State of Missouri to pursue other appropriate remedies. The contractor shall understand and agree that each District's decision shall be individual, final, and without recourse.

2.5 Invoicing and Payment Requirements:

- 2.5.1 The contractor shall submit an itemized invoice to the applicable requesting address for the completion of deliverables, as specified herein.
- 2.5.2 Each invoice should be itemized in accordance with items listed on the purchase order and/or contract. The statewide financial management system has been designed to capture certain receipt and payment information. Therefore, each invoice submitted must reference the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- 2.5.3 The contractor shall be paid in accordance with the firm, fixed price stated on the pricing page of this document, after completion of deliverables specified herein and acceptance by the MoDOT.
- 2.5.4 In the event the contractor uses drums for the delivery of the wet reflective beads, the contractor shall provide MoDOT with a credit for returning the drums in reusable condition.
- 2.5.5 Other than the payment specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever.
- 2.5.6 MoDOT is exempt from paying Missouri Sales Tax, Missouri Use Tax and Federal Excise Tax. However, the contractor may themselves be responsible for the payment of taxes on materials they purchase to fulfill the contract. A Federal Excise Tax Exemption Certificate will be furnished to the successful bidder upon request.
- 2.5.7 Unless otherwise provided for in the solicitation documents, payment for all equipment, supplies, and/or services required herein shall be made in arrears. The Missouri Highways and Transportation Commission (MHTC) shall not make any advance deposits.
- 2.5.8 The MHTC assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any authorized quantity is subject to the MHTC's rejection and shall be returned at the contractor's expense.
- 2.5.9 The MHTC reserves the right to purchase goods and services using the state-purchasing card.

2.6 Other Contractual Requirements:

- 2.6.1 Contract Period - The contract shall commence from the date of award until December 31, 2015 with up to three (3) one-year renewal option periods. If the option for renewal is exercised by MoDOT, the contractor shall agree to all terms and conditions of the RFB and all subsequent amendments. Renewal options are at the sole discretion of MoDOT.

- 2.6.2 Renewal Periods - If the option for renewal is exercised by MoDOT, the contractor shall agree that the percentages for the renewal period shall not exceed the maximum percentage for the applicable renewal period stated herein.
- a. If renewal percentages are not provided, the prices during renewal periods shall be the same as during the original contract period.
 - b. MoDOT does not automatically exercise its option for renewal based upon the maximum percentage of increase without documented justification supporting an increase, and reserves the right to offer or to request renewal of the contract at a percentage less than the maximum percentage stated.
 - c. In the event MoDOT exercises its option(s) to renew the contract, the requirements for future years shall be basically similar.
- 2.6.3 Escalation Clause - In the event the contractor requests a price increase during the contract period (original contract period or contract renewal period), the contractor must provide a written request and documentation justifying the need for a price increase, and the amount of such price increase. MoDOT will review the contractor's written request and documentation, and decide if a price increase is to be granted at that particular time. The contractor shall understand and agree that MoDOT's decision shall be final and without recourse.
- a. No price increase shall be granted during the first 3 months of the original contract period, or if applicable, first 3 months of a contract period for a renewal.
 - b. In the event a price increase is granted due to an approved escalation, the renewal percentage shall be based upon the current contract value.
- 2.6.4 Contract Bond - In the event a price increase is granted due to an approved escalation, the contractor shall increase their 100% contract bond, as specified elsewhere herein, to reflect the current contract value.
- 2.6.5 Inspection Specifications - MoDOT reserves the right to inspect the material at the point of manufacture, intermediate storage point, or at a destination which shall be at the discretion of MoDOT.

an amount equal to One Hundred (100%) of the contract price.

- b. If a BID BOND is used (in lieu of a certified check, cashier's check, or bank money order), it must be in the form provided and executed by the bidder as principal and by a surety company authorized to do business in the MoDOT as surety. The agent executing the same on behalf of the surety company must attach a current Power of Attorney setting forth his authority to execute the bond involved.
- c. Certified Checks, Cashier's Checks or Bank Money Orders of unsuccessful bidders will be returned as soon as the award is made. The checks or bank money orders of the successful bidder(s) will be retained until the contract is executed and a satisfactory Performance and Payment (Contract Bond) is furnished. Bid Bonds will not be returned except on specific request of the bidder.

3.1.6 Bids will be reviewed to determine if the bid complies with the mandatory requirements, and to determine the lowest and best bid.

3.1.7 Cost Determination - The low bid shall be determined by multiplying the estimated quantity with the applicable unit price to obtain a total price.

- a. Pricing for potential renewal periods shall not be included in the evaluation of cost.

3.1.8 *Contract Award* – The contract will be awarded to the lowest responsive bidder determined as specified above.

- a. Award of this bid will be made on a “District-by-District” basis using the “lowest and best” principle of award.

- 1) Line items with multiple locations within a District will be added together to obtain a total price for that District.

- b. MoDOT reserves the right to reject any or all bids, and no award is final until formally approved.

4. PRICING PAGE

4.1 Wet Reflective Beads - The bidder shall provide a firm, fixed price in the table below for the original contract period and a maximum price for each potential renewal period for providing the deliverables in accordance with the provisions and requirements of this RFB. All costs associated with providing the required deliverables shall be included in the prices stated below.

WET REFLECTIVE BEADS - C/S Code: 5500500101					
<i>Line Item #</i>	<i>District and Destination</i>	<i>Estimated Quantity - Pounds</i>	<i>Original Contract Period Firm, Fixed Price</i>	<i>1st Renewal Period Maximum Price</i>	<i>2nd Renewal Period Maximum Price</i>
001	Northwest – St. Joseph	6,000	\$ _____ <i>per pound</i>	\$ _____ <i>per pound</i>	\$ _____ <i>per pound</i>
002	Northeast - Macon	2,000	\$ _____ <i>per pound</i>	\$ _____ <i>per pound</i>	\$ _____ <i>per pound</i>
003	Northeast - Hannibal	2,000	\$ _____ <i>per pound</i>	\$ _____ <i>per pound</i>	\$ _____ <i>per pound</i>
004	Kansas City – Kansas City	2,000	\$ _____ <i>per pound</i>	\$ _____ <i>per pound</i>	\$ _____ <i>per pound</i>
005	Central – Jefferson City	7,760	\$ _____ <i>per pound</i>	\$ _____ <i>per pound</i>	\$ _____ <i>per pound</i>
006	St. Louis - Ballwin	4,000	\$ _____ <i>per pound</i>	\$ _____ <i>per pound</i>	\$ _____ <i>per pound</i>
007	Southwest - Springfield	10,000	\$ _____ <i>per pound</i>	\$ _____ <i>per pound</i>	\$ _____ <i>per pound</i>
008	Southeast – Willow Springs	2,000	\$ _____ <i>per pound</i>	\$ _____ <i>per pound</i>	\$ _____ <i>per pound</i>
009	Southeast – Sikeston	2,000	\$ _____ <i>per pound</i>	\$ _____ <i>per pound</i>	\$ _____ <i>per pound</i>
010	Southeast – Park Hills	2,000	\$ _____ <i>per pound</i>	\$ _____ <i>per pound</i>	\$ _____ <i>per pound</i>

4.2 The bidder shall state the credit to be given to MoDOT for drums when returned in reusable condition:

\$ _____ per drum.

4.3 Renewal Periods: The bidder shall provide below the maximum percentage of increase or decrease for the renewal periods. The percentage shall be computed against the current contract period prices for each renewal period. If a renewal percentage is not provided, the prices for the renewal periods shall be the same as the current contract price.

1st Renewal Period _____% of maximum increase and/or _____% of maximum decrease.

2nd Renewal Period _____% of maximum increase and/or _____% of maximum decrease.

3rd Renewal Period _____% of maximum increase and/or _____% of maximum decrease.

Signature

Date

ANTI-COLLUSION STATEMENT

STATE OF _____)

_____)

COUNTY OF _____)

SS.

_____ being first

duly sworn, deposes and says that he is _____
Title of Person Signing

of _____

Name of Bidder

that all statements made and facts set out in the bid for the above project are true and correct; and that the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such bid or any contract which may result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the above project.

By _____

By _____

By _____

Sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires _____

VENDOR INFORMATION & PREFERENCE CERTIFICATION FORM

Vendor Information

All bidders must furnish ALL applicable information requested below

Vendor Name/Mailing Address: Email Address:	Vendor Contact Information (including area codes): Phone #: Cellular #: Fax #:									
Printed Name of Responsible Officer or Employee:	Signature:									
For Corporations - State in which incorporated:	For Others - State of domicile:									
If the address listed in the Vendor Name/Mailing Address block above is not located in the State of Missouri, list the address of Missouri offices or places of business: If additional space is required, please attach an additional sheet and identify it as <u>Addresses of Missouri Offices or Places of Business.</u>										
M/WBE INFORMATION: List all certified Minority or Women Business Enterprises (<u>M/WBE</u>) utilized in the fulfillment of this bid. Include <u>percentages</u> for subcontractors and identify the M/WBE certifying agency: <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: center; border: none;"><u>M/WBE Name</u></th> <th style="text-align: center; border: none;"><u>Percentage of Contract</u></th> <th style="text-align: center; border: none;"><u>M/WBE Certifying Agency</u></th> </tr> </thead> <tbody> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </tbody> </table> If additional space is required, please attach an additional sheet and identify it as <u>M/WBE Information</u>		<u>M/WBE Name</u>	<u>Percentage of Contract</u>	<u>M/WBE Certifying Agency</u>	_____	_____	_____	_____	_____	_____
<u>M/WBE Name</u>	<u>Percentage of Contract</u>	<u>M/WBE Certifying Agency</u>								
_____	_____	_____								
_____	_____	_____								

Preference Certification

All bidders must furnish ALL applicable information requested below

GOODS/PRODUCTS MANUFACTURED OR PRODUCED IN USA: If any or all of the goods or products offered in the attached bid which the bidder proposes to supply to the MHTC are <u>not</u> manufactured or produced in the "United States", or imported in accordance with a qualifying treaty, law, agreement, or regulation, list below, by item or item number, the country other than the United States where each good or product is manufactured or produced.	
Item (or item number)	Location Where Item is Manufactured or Produced
If additional space is required, please attach an additional sheet and identify it as <u>Location Products are Manufactured or Produced.</u>	
MISSOURI SERVICE-DISABLED VETERAN BUSINESS: Please complete the following if applicable. Additional information may be requested if preference is applicable. See below definitions for qualification criteria: Service-Disabled Veteran is defined as any individual who is disabled as certified by the appropriate federal agency responsible for the administration of veterans' affairs. Service-Disabled Veteran Business is defined as a business concern: <ol style="list-style-type: none"> a. Not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one or more service-disabled veterans; and b. The management and daily business operations of which are controlled by one or more service-disabled veterans. 	
<u>Veteran Information</u>	<u>Business Information</u>
_____ Service-Disabled Veteran's Name (Please Print)	_____ Service-Disabled Veteran Business Name
_____ Service-Disabled Veteran's Signature	_____ Missouri Address of Service Disabled Veteran Business

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we _____

as Principal and _____, as Surety are held and firmly bound unto the **STATE OF MISSOURI** (acting by and through the **Missouri Highways and Transportation Commission**) in the penal sum of:

_____ **Dollars** (\$_____) to be paid to the **State of Missouri or to the Missouri Highways and Transportation Commission**, to be credited to the State Road Fund, the Principal and Surety binding themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

Sealed with our seals and dated this _____

THE CONDITION OF THIS OBLIGATION is such that:

WHEREAS, the Principal is submitting herewith a bid to the Missouri Highways and Transportation Commission for furnishing Wet Reflective Beads as set out in the bid to which this bond is attached.

NOW THEREFORE, if the Missouri Highways and Transportation Commission shall accept the bid of the Principal and if said Principal shall properly execute and deliver to the Missouri Highways and Transportation Commission the contract and contract bond in compliance with the requirements of the bid, the specifications and the provisions of law, to the satisfaction of the Highways and Transportation Commission, then this obligation shall be void and of no effect, otherwise to remain in full force and effect.

In the event the said Principal shall, in the judgment of the Missouri Highways and Transportation Commission, fail to comply with any requirement as set forth in the preceding paragraph, then the State of Missouri acting through the Missouri Highways and Transportation Commission shall immediately and forthwith be entitled to recover the full penal sum above set out, together with court costs, attorney's fees and any other expense of recovery.

(SEAL)

Principal

By

Signature

(SEAL)

Surety

By

Attorney-in-Fact

NOTE: This bond must be executed by the **PRINCIPAL** and by a **CORPORATE SURETY** authorized to conduct surety business in the State of Missouri.

Cooperative Procurement

MoDOT is interested in assisting Missouri governmental entities, etc. in purchasing equipment, various materials, and supplies that meet MoDOT specifications.

Each bidder is asked to indicate below whether they would be willing to offer Wet Reflective Beads listed in the attached "Request for Bid" for sale to these local political entities at the same bid price offered to MoDOT.

It is understood MoDOT will not issue purchase orders, accept delivery nor make payment for these items ordered by any of these agencies. It is further understood the price is based on the Wet Reflective Beads meeting MoDOT specifications. Any added options, deletions, or extra freight costs would be negotiated between the local agency and the successful vendor.

Indicate below whether your company is willing to offer such cooperative purchasing for Missouri counties, cities or other political entities.

YES _____ NO _____

If the price varies throughout the state on MoDOT bids because of different delivery destinations, please indicate the price f.o.b. your location that would be offered as described.

F.O.B. Location _____

Indicate the deadline date that orders will be accepted. _____

COMPANY NAME _____

ADDRESS _____

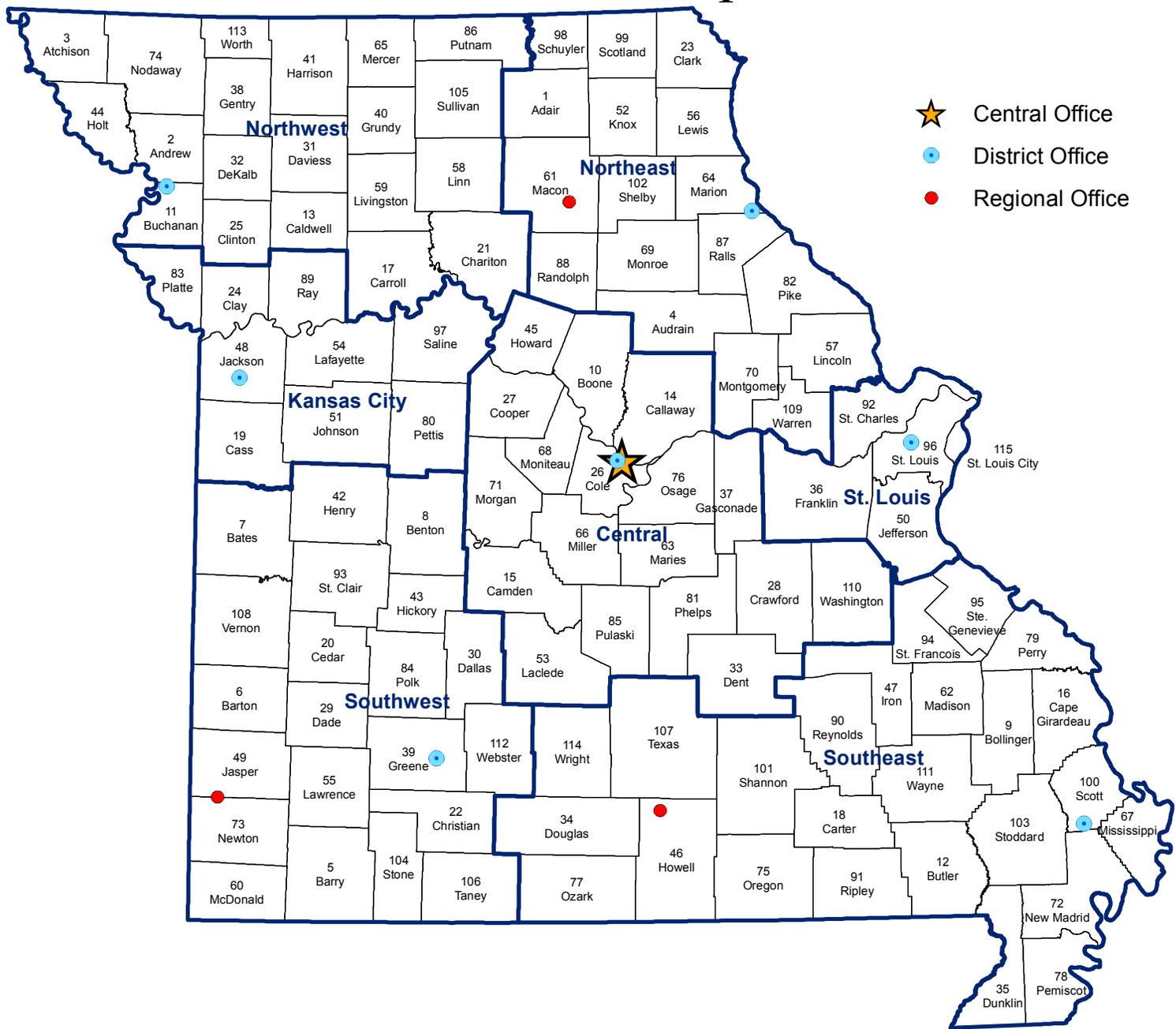
PHONE NUMBER _____

SIGNATURE _____

TITLE _____

DATE _____

Missouri Department of Transportation District Map



County	No. Dist.	County	No. Dist.	County	No. Dist.	County	No. Dist.	County	No. Dist.	County	No. Dist.
Adair	1 .. NE	Chariton	21 .. NW	Harrison	41 .. NW	Macon	61 .. NE	Phelps	81 .. C	Shannon	101 .. SE
Andrew	2 .. NW	Christian	22 .. SW	Henry	42 .. SW	Madison	62 .. SE	Pike	82 .. NE	Shelby	102 .. NE
Atchison	3 .. NW	Clark	23 .. NE	Hickory	43 .. SW	Maries	63 .. C	Platte	83 .. KC	Stoddard	103 .. SE
Audrian	4 .. NE	Clay	24 .. KC	Holt	44 .. NW	Marion	64 .. NE	Polk	84 .. SW	Stone	104 .. SW
Barry	5 .. SW	Clinton	25 .. NW	Howard	45 .. C	Mercer	65 .. NW	Pulaski	85 .. C	Sullivan	105 .. NW
Barton	6 .. SW	Cole	26 .. C	Howell	46 .. SE	Miller	66 .. C	Putnam	86 .. NW	Taney	106 .. SW
Bates	7 .. SW	Cooper	27 .. C	Iron	47 .. SE	Mississippi	67 .. SE	Ralls	87 .. NE	Texas	107 .. SE
Benton	8 .. SW	Crawford	28 .. C	Jackson	48 .. KC	Moniteau	68 .. C	Randolph	88 .. NE	Vernon	108 .. SW
Bollinger	9 .. SE	Dade	29 .. SW	Jasper	49 .. SW	Monroe	69 .. NE	Ray	89 .. KC	Warren	109 .. NE
Boone	10 .. C	Dallas	30 .. SW	Jefferson	50 .. SL	Montgomery	70 .. NE	Reynolds	90 .. SE	Washington	110 .. C
Buchanan	11 .. NW	Davies	31 .. NW	Johnson	51 .. KC	Morgan	71 .. C	Ripley	91 .. SE	Wayne	111 .. SE
Butler	12 .. SE	Dekalb	32 .. NW	Knox	52 .. NE	New Madrid	72 .. SE	St. Charles	92 .. SL	Webster	112 .. SW
Caldwell	13 .. NW	Dent	33 .. C	Laclede	53 .. C	Newton	73 .. SW	St. Clair	93 .. SW	Worth	113 .. NW
Callaway	14 .. C	Douglas	34 .. SE	Lafayette	54 .. KC	Nodaway	74 .. NW	St. Francois	94 .. SE	Wright	114 .. SE
Camden	15 .. C	Dunklin	35 .. SE	Lawrence	55 .. SW	Oregon	75 .. SE	Ste. Genevieve	95 .. SE	St. Louis City	115 .. SL
Cape Girardeau	16 .. SE	Dunklin	35 .. SE	Lewis	56 .. NE	Ozark	77 .. SE	St. Louis	96 .. SL		
Carroll	17 .. NW	Gasconade	37 .. C	Lincoln	57 .. NE	Pemiscot	78 .. SE	Saline	97 .. KC		
Carter	18 .. SE	Gentry	38 .. NW	Linn	58 .. NW	Perry	79 .. SE	Schuyler	98 .. NE		
Cass	19 .. KC	Greene	39 .. SW	Livingston	59 .. NW	Pettis	80 .. KC	Scotland	99 .. NE		
Cedar	20 .. SW	Grundy	40 .. NW	McDonald	60 .. SW			Scott	100 .. SE		



Missouri Highways and Transportation Commission
Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions

STANDARD SOLICITATION PROVISIONS

- a. The solicitation for the procurement of the supplies referenced therein, to which these "Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions" are attached, is being issued under, and governed by, the provisions of Title 7 – Missouri Department of Transportation, Division 10 – Missouri Highways and Transportation Commission, Chapter 11 – Procurement of Supplies, of the Code of State Regulations. The Missouri Highways and Transportation Commission (**MHTC**), acting by and through its operating arm, the Missouri Department of Transportation (**MoDOT**), draws the Bidder's attention to said 7 CSR 10-11 for all the provisions governing solicitation and receipt of bids/quotes and the award of the contract pursuant to this solicitation.
- b. All bids/quotes must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.

GENERAL TERMS AND CONDITIONS

Definitions

Capitalized terms as well as other terms used but not defined herein shall have the meaning assigned to them in section 7 CSR 10-11.010 Definition of Terms.

Nondiscrimination

- a. The Contractor shall comply with all state and federal statutes applicable to the Contractor relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000d and 2000e, *et seq.*); and with any provision of the "Americans with Disabilities Act" (42 U.S.C. Section 12101, *et seq.*)
- b. **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, MHTC shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - i. withholding of payments to the Contractor under the contract until the Contractor complies, and/or,
 - ii. cancellation, termination or suspension of the contract, in whole or in part.

Contract/Purchase Order

- a. By submitting a bid/quote, the Bidder agrees to furnish any and all equipment, supplies and/or services specified in the solicitation documents, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the solicitation documents, amendments thereto, and/or Best and Final Offer (BAFO) request(s) with any changes/additions, (2) the Contractor's bid response, and (3) the MHTC's acceptance of the bid by post-award contract or purchase order.
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the Contractor must receive a properly authorized notice to proceed and/or purchase order.

Applicable Laws and Regulations

- a. The contract shall be construed according to the laws of the State of Missouri. The Contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract. The exclusive venue for any legal proceeding relating to or arising, out of the contract shall be in the Circuit Court of Cole County, Missouri.
- b. The Contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri, Missouri Department of Revenue, and other regulatory agencies, as may be required by law or regulations. Prior to the issuance of a purchase order and/or notice to proceed, the Contractor may be required to submit to MHTC a copy of their current Authority Certificate from the Secretary of State of the State of Missouri and/or a copy of their Certificate of No Tax Due from the Missouri Department of Revenue.
- c. Prior to the issuance of a purchase order and/or notice to proceed, all **out-of-state** Contractors **providing services** within the state of Missouri must submit to MHTC a copy of their current Transient Employer Certificate from the Missouri Department of Revenue, in addition to a copy of their current Authority Certificate from the Secretary of State of the State of Missouri.

Executive Order:

The Contractor shall comply with all the provisions of Executive Order 07-13, issued by the Honorable Matt Blunt, Governor of Missouri, on the sixth (6th) day of March, 2007. This Executive Order, which promulgates the State of Missouri's position to not tolerate persons who contract with the state engaging in or supporting illegal activities of employing individuals who are not eligible to work in the United States, is incorporated herein by reference and made a part of this Agreement.

- 1) "By signing this Agreement, the Contractor hereby certifies that any employee of the Contractor assigned to perform services under the contract is eligible and authorized to work in the United States in compliance with federal law."
- 2) In the event the Contractor fails to comply with the provisions of the Executive Order 07-13, or in the event the Commission has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States in violation of federal law, the Commission reserves the right to impose such contract sanctions as it may determine to be appropriate, including but not limited to contract cancellation, termination or suspension in whole or in part or both.
- 3) The Contractor shall include the provisions of this paragraph in every subcontract. The Contractor shall take such action with respect to any subcontract as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance.

Preferences

- a. In the evaluation of bids/quotes, preferences shall be applied in accordance with 7 CSR 10-11.020(7). Contractors should apply the same preferences in selecting subcontractors. The attached document entitled "**VENDOR INFORMATION AND PREFERENCE CERTIFICATION FORM**" must be completed and returned with the solicitation documents.
- b. Bidders are encouraged to obtain minority business enterprise (MBE) and women business enterprise (WBE) participation in this work through the use of subcontractors, suppliers, joint ventures, or other arrangements that afford meaningful participation for M/WBEs. Bidders are encouraged to obtain 10% MBE and 5% WBE participation.

Missouri Highways and Transportation Commission
Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions

Cancellation of Contract

The MHTC may cancel the Contract at any time for a material breach of contractual obligations or for convenience by providing Contractor with written notice of cancellation. Should the MHTC exercise its right to cancel the contract for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Contractor.

Bankruptcy or Insolvency

Upon filing for any bankruptcy or insolvency proceeding by or against the Contractor, whether voluntarily, or upon the appointment of a receiver, trustee, or assignee, for the benefit of creditors, the Commission reserves the right and sole discretion to either cancel the Agreement or affirm the Agreement and hold the Contractor responsible for damages.

Warranty

The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the MHTC, (2) be fit and sufficient for the purpose expressed in the solicitation documents, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.

Status of Independent Contractor

The Contractor represents itself to be an independent Contractor offering such services to the general public and shall not represent itself or its employees to be an employee of the MHTC. Therefore, the Contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save and hold the MHTC, its officers, agents and employees harmless from and against any and all losses (including attorney fees) and damage of any kind related to such matters.

Non-Waiver

If one of the parties agrees to waive its right to enforce any term of this Contract, that party does not waive its right to enforce such term at any other time or to enforce any or all other terms of this Contract.

Indemnification

The Contractor shall defend, indemnify and hold harmless MHTC, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the Contractor's performance of its obligations under the contract awarded pursuant to this solicitation.

**Missouri Highways and Transportation Commission
Standard Bid/Proposal Provisions, General Terms and Conditions and Special Terms and Conditions**

SPECIAL TERMS AND CONDITIONS

Delivery

- a. The following shall be construed as official holidays under the terms of the contract:

January 1	New Year's Day
Third Monday in January	Martin Luther King, Jr.'s Birthday
February 12	Lincoln's Birthday
Third Monday in February	Washington's Birthday
May 8	Truman's Birthday
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
Second Monday in October	Columbus Day
November 11	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
December 25	Christmas Day

- b. When any of the above **holidays falls** on a **Sunday**, the holiday will be observed on the following **Monday**; when any of the above **holidays falls** on a **Saturday**, the **holiday** will be observed on the immediately preceding **Friday**.