

BID FORM

MISSOURI DEPARTMENT OF TRANSPORTATION
GENERAL SERVICES
1320 CREEK TRAIL DRIVE – P.O. BOX 270
JEFFERSON CITY, MO 65102

REQUEST NO.	5-091201FR		
DATE	November 3, 2009		
PAGE NO.	1	NO. OF PAGES	8

SEALED BIDS, SUBJECT TO THE ATTACHED CONDITIONS
MUST BE RECEIVED AT THIS OFFICE ON OR BEFORE

2:00 PM, C.S.T., DECEMBER 1, 2009

AND THEN PUBLICLY OPENED AND READ FOR FURNISHING
THE FOLLOWING SUPPLIES OR SERVICES.

**QUOTATIONS TO BE BASED F.O.B. MISSOURI
DEPARTMENT OF TRANSPORTATION**
Submit net bid as cash discount stipulations will not be considered

Various Locations

SIGN AND RETURN BEFORE TIME SET FOR OPENING. **ALL BIDS SHOULD BE EXTENDED AND TOTALED.**

BUYER: Frankie Ryan

BUYER TELEPHONE: 573-522-9481

ITEM NO.	SUPPLIES OR SERVICES				
	<p>Bid for various products to “Oil Spill Kit Supplies” for the period beginning date of contract execution through December 31, 2010.</p> <p>PLEASE SEE ATTACHED SPECIFICATION, PRICING PAGES AND DELIVERY REQUIREMENTS</p> <p>Note to Respondent: A vendor must be in compliance with the laws regarding conducting business in the State of Missouri. The compliance to conduct business in the state shall include but may not be limited to: Registration of business name, vendors MUST submit a bid/proposal that correctly and accurately identifies the company name that is registered to do business in the State of Missouri. All vendors who are required to execute a contractual agreement MUST submit a copy of their certificate with the signed copy of the contract agreement before the purchasing department can proceed with MoDOT legal contract approval.</p>				

(SEE ATTACHED FOR CONDITIONS AND INSTRUCTIONS)

In compliance with the above invitation for bids, and subject to all conditions thereof, the undersigned bidder agrees to furnish and deliver any or all the items on which prices were quoted within (SEE PRICING PAGES) days after receipt of formal purchase order.

Date: _____
Telephone No.: _____
Fax No.: _____
Federal I.D. No. _____

Firm Name: _____
Address: _____

By (Signature): _____
Type/Print Name _____
Title: _____

Is your firm MBE certified? Yes No

Is your firm WBE certified? Yes No

List all agencies your firm is currently certified with. _____

PRICING PAGES

Pricing Page 1 of 2

Bid for furnishing “Oil Spill Kit Supplies”. Complete both pages, sign where indicated on the second page, and submit with the other signed bid documents. AWARD is all or none.

Item #:	Description:	Mfg. No. or Brand	Qty:	Unit of Issue:	Unit Price:	Extended Total:
001	Oil-Only Absorbent Pads – Heavy Weight, Approximate size: 15” x 19” - Minimum 100 per package - Maximum 200 per package. VENDOR MUST INDICATE SIZE AND QUANTITY OF PADS BEING SUBMITTED PER PACKAGE Size: _____ # per package: _____		1500	Pkg.		
002	Oil-Only Absorbent Pads - Light Weight, Approximate size: 15” x 19” - Minimum 200 per package - Maximum 300 per package VENDOR MUST INDICATE SIZE AND QUANTITY OF PADS BEING SUBMITTED PER PACKAGE Size: _____ # per package: _____		3000	Pkg.		
003	Oil-Only Absorbent Socks – 3” x 96” - Minimum 5 socks per package - Maximum 10 socks per package VENDOR MUST INDICATE SIZE AND QUANTITY OF PADS BEING SUBMITTED PER PACKAGE Size: _____ # per package: _____		500	Pkg.		
004	Oil-Only Absorbent Socks – 3” x 48” - Minimum 5 socks per package - Maximum 10 socks per package VENDOR MUST INDICATE SIZE AND QUANTITY OF PADS BEING SUBMITTED PER PACKAGE Size: _____ # per package: _____		500	Pkg.		

Pricing Page 2 of 2

Item #	Description:	Mfg. No. or Brand	Qty:	Unit of Issue:	Unit Price:	Extended Total:
005	Oil-Only Absorbent Pillows – Approximate size 18”x 18” - Minimum 10 pillows per package - Maximum 20 pillows per package VENDOR MUST INDICATE SIZE AND QUANTITY OF PADS BEING SUBMITTED PER PACKAGE Size: _____ # per package: _____		500	Pkg.		
006	Oil-Only Absorbent Pillows – Approximate size 18” x 24” - Minimum 10 pillows per package - Maximum 20 pillows per package VENDOR MUST INDICATE SIZE AND QUANTITY OF PADS BEING SUBMITTED PER PACKAGE Size: _____ # per package: _____		500	Pkg.		
007	Nitrile Gloves – 1 Pair of Gloves Per Package – Size 10 1/2, Thickness: 18 mil; Length: 13 Inches; Lining: flocked lined; Color: green; Grip: Z-pattern; Cuff: flat		300	Pkg.		
008	Safety Goggles – 1 Per Package		300	Pkg.		
TOTAL:						\$

RENEWAL PERIOD: The bidder shall provide below the maximum percentage of increase for the renewal periods. The percentage shall be computed against the **current contract price** during the renewal period. *If renewal percentage is not provided, the prices during renewal periods shall be the same as during the current contract period.*

First Year Renewal Period _____ **% of maximum increase**
Second Renewal Period _____ **% of maximum increase**
Third Renewal Period _____ **% of maximum increase**

Name of the Bidders Firm: _____

Name & Signature of Contractor’s Authorized Representative

Date Signed

LOCATION ADDRESSES: Kits are to be delivered to the following locations **within thirty (30) calendar days from receipt of the purchase order**. The purchase order will indicate the delivery location:

DISTRICT	ADDRESS
1	3602 North Belt Highway; St. Joseph, MO 64502
2	902 North Missouri Street, Macon, MO 63552
3	1711 S. Hwy 61; Hannibal, MO 63401
4	600 Northeast Colbern Rd; Lee's Summit, MO 64086
5	1511 Missouri Blvd.; Jefferson City, MO 65109
6	1590 Woodlake Drive; Chesterfield, MO 63017
7	3901 East 32 nd Street; Joplin, MO 64804
8	3025 E. Kearney; Springfield, MO 65801
9	910 Springfield Road; Willow Springs, MO 65793
10	2675 North Main Street; Sikeston, MO 63801
Central Office – Warehouse	830 MoDOT Drive; Jefferson City, MO 65109

BID SUBMITTAL:

Your written bid must be mailed in a sealed envelope or box, or else delivered by hand or courier service (UPS, Federal Express, etc.) to be *received on or before the date and time specified on the front page of this bid document*, at the office of:

Ms. Frankie Ryan
Missouri Department of Transportation
General Services - Procurement
1320 Creek Trail Drive; P.O. Box 270
Jefferson City, MO 65102

All documents must be sealed and the outermost wrapping should be clearly marked "Bid for Oil Spill Kit Supplies".

PRICE ESCALATION:

In the event the contractor requests a price increase during the contract 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 contract period.
- 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.

ALL ORDERS PLACED WILL BE VALUED AT \$250 OR MORE

AWARD:

For the purpose of this bid, items will be awarded on an "ALL OR NONE" basis.

DELIVERY:

Bids shall be quoted with delivery F.O.B Missouri Department of Transportation at Various Locations in Missouri. Bidder agrees to furnish and deliver any or all the items on which prices were quoted within THIRTY (30) calendar days after receipt of formal purchase order.

COMPLIANCE WITH BID REQUIREMENTS:

Failure to comply with the requirements published in this bid may result in the bid being subject to rejection. Product that does not meet specifications will cause all of the shipments to be returned at the bidders expense. *Failure to comply with the specification requirements may result in bid being subject to rejection.*

VENDOR NAME REGISTRATION:

On all bid documents, the bidder must use the firm name under which he/she is registered to do business in the state of Missouri. The bidder must ensure that his/her firm name is registered with the office of the Secretary of State. Failure to use the correct firm name on all bid documents will result in delaying the contract award.

NON-EXCLUSIVITY:

The Missouri Department of Transportation reserves the right to obtain like or similar products of this or other manufacturers when use of such products is deemed in the best interest of MoDOT.

RENEWALS:

The MoDOT shall have the right, at its sole option, to renew the contract for three (3) additional one-year periods, or any portion thereof. In the event MoDOT exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period.

ADDITIONAL DOCUMENT SUBMITTAL REQUIREMENTS:

For the bid to be considered the three (3) attachments noted below must be submitted prior to any contract being awarded:

1. Preference in Purchasing Products (sign and submit with your bid)
2. Missouri Domestic Product Procurement Act (sign and submit with your bid)
3. Missouri Service-Disabled Veteran Business Preference (sign and submit with your bid)

~ This section of the page intentionally left blank. ~

PREFERENCE IN PURCHASING PRODUCTS

DATE: _____

The bidders attention is directed to Section 34.076 RSMo 2000 which gives preference to Missouri corporations, firms, and individuals when letting contracts or purchasing products.

Bids/Quotations received will be evaluated on the basis of this legislation.

All vendors submitting a bid/quotation must furnish ALL information requested below.

FOR CORPORATIONS:

State in which incorporated: _____

FOR OTHERS:

State of domicile: _____

FOR ALL VENDORS:

List address of Missouri offices or places of business:

THIS SECTION MUST BE COMPLETED AND SIGNED:

FIRM NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

BY (signature required): _____

Federal Tax I.D. #: _____ **if no Federal Tax I.D. # - list Social Security #:** _____

NOTE: For bid/quotation to be considered, the "Preference in Purchasing Products" form must be on file in the General Services (Procurement) Division and must be dated in the current calendar year.

MISSOURI DOMESTIC PRODUCTS PROCUREMENT ACT

The bidder's attention is directed to the Missouri Domestic Products Procurement Act, Sections 34.350 to 34/359, RsMO, which requires all manufactured goods or commodities used or supplied in the performance of this contract or any subcontract to be manufactured or produced in the United States.

Section 34.355, RsMO, requires the vendor or contractor to certify his compliance with Section 34.353 and, if applicable, Section 34.359, RsMO, at the time of bidding **and** prior to payment. Failure to comply with Section 34.353, RsMO, during the performance of the contract **and** to provide certification of compliance prior to payment will result in nonpayment for those goods or commodities.

Section 34.353.2, RsMO, specifies that it does not apply where the total contract is less than Twenty-Five Thousand Dollars (\$25,000.00). If your total bid is Twenty-Five Thousand Dollars (\$25,000.00) or more, you **must** complete this form as directed below.

Failure to complete and return this document with this bid will cause the State to presume the manufactured goods or products listed in the bid are not manufactured or produced in the United States, and the bid will be evaluated on that basis. Please read the certification appearing below on this form.

[] If all the goods or products specified in the attached bid which the bidder proposes to supply to the State shall be manufactured or produced in the "United States" as defined in Section 34.350, RsMO, check the box at left.

[] If only one item of any particular goods or products specified in the attached bid is manufactured or produced in the "United States" as defined in Section 34.350, RsMO, check the box at left and list the items (or item number) here:

[] If any or all of the goods or products specified in the attached bid which the bidder proposes to supply to the State are **not** manufactured or produced in the "United States" as defined in Section 34.350, RsMO, then: (a) check the box at left; (b) list below, by item (or item number), the country other than the United States where each good or product is manufactured or produced; and (c) check the boxes to the left of the paragraphs below if applicable and list the corresponding items (or item numbers) in the spaces provided.

Item (or item number)	Location Where Item Manufactured or Produced

(attach an additional sheet if necessary)

[] The following specified goods or products cannot be manufactured or produced in the United States in sufficient quantities or in time to meet the contract specifications. Items (or item numbers): _____

[] The following specified goods or products must be treated as manufactured or produced in the United States, in accordance with an existing treaty, law, agreement, or regulation of the United States, including a treaty between the United States and any foreign country regarding export-import restrictions or international trade. Items (or item numbers): _____

CERTIFICATION

By submitting this document, completed as directed above, with a bid, the bidder certifies under penalty of making false declaration (Section 575.060, RsMO) that the information contained in this document is true, correct and complete, and may be relied upon by the State in determining the bidders qualifications under and in compliance with the Missouri Domestic Products Procurement Act.

The bidder's failure to complete and return this document with the bid as directed above will cause the State to presume the manufactured goods or products listed in the bid are not manufactured or produced in the United States, and the bid will be evaluated on that basis pursuant to Section 34.353.3(2), RsMO.

Name of the Bidders Firm: _____

Name & Signature of Contractor's Authorized Representative

Date Signed

MISSOURI SERVICE-DISABLED VETERAN BUSINESS PREFERENCE

By virtue of statutory authority, RSMo 34.074, a preference will be given all contracts for the performance of any job or service to service-disabled veteran business either doing business as Missouri firms, corporations, or individuals; or which maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing bids, in their entirety, are comparable.

Definitions:

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:

- 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.

If an offeror meets the definitions of a service-disabled veteran and a service-disabled veteran business as defined in 34.074 RSMo and is either doing business as a Missouri firm, corporation, or individual; or maintains a Missouri office or place of business, the offeror **must** provide the following with the proposal in order to receive the Missouri service-disabled veteran business preference over a non-Missouri service-disabled veteran business when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing proposals, in their entirety, are comparable:

- a. A copy of a letter from the Department of Veterans Affairs (VA), or a copy of the offeror's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty) from the branch of service the offeror was in, stating that the offeror has a service-connected disability rating ranging from 0 to 100% disability; and
- b. A completed copy of this exhibit

(NOTE: For ease of evaluation, please attach copy of the above-referenced letter from the VA or a copy of the offeror's discharge paper to this Exhibit.)

By signing below, I certify that I meet the definitions of a service-disabled veteran and a service-disabled veteran business as defined in 34.074 RSMo and that I am either doing business as a Missouri firm, corporation, or individual; or maintain Missouri offices or places of business at the location(s) listed below.

Veteran Information

Business Information

Service-Disabled Veteran's Name, (Please Print)

Service-Disabled Veteran Business Name

Service-Disabled Veteran's Signature

Missouri Address of Service-Disabled Veteran Business