

**BID FORM**

MISSOURI DEPARTMENT OF TRANSPORTATION  
GENERAL SERVICES  
830 MoDOT DRIVE – P.O. BOX 270  
JEFFERSON CITY, MO 65102

REQUEST NO. 5-090924FR  
DATE SEPTEMBER 3, 2009  
PAGE NO. 1 NO. OF PAGES 13

SEALED BIDS, SUBJECT TO THE ATTACHED CONDITIONS WILL BE RECEIVED AT THIS OFFICE UNTIL

**BIDS TO BE BASED F.O.B. MISSOURI DEPARTMENT OF TRANSPORTATION**

Submit net bid as cash discount stipulations will not be considered

**2:00 P.M., CDST, SEPTEMBER 24, 2009**

Various locations throughout the state:

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

**See Exhibit A**

(SIGN AND RETURN BEFORE TIME SET FOR OPENING.)

**BUYER:** FRANKIE RYAN

**BUYER TELEPHONE:** 573-522-9481

**SUPPLIES OR SERVICES**

Contract for furnishing **“PRESCRIPTION SAFETY EYEWEAR PROGRAM”** with an effective date of contract issuance through September 30, 2010.

**SEE ATTACHED SPECIFICATIONS, PRICING PAGE, AND EXHIBITS FOR ADDITIONAL INFORMATION**

**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.

**(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 bid no later than identified on the Pricing Page of this document.*

**Date:**  
**Telephone No.:**  
**Fax No.:**  
**Federal I.D. No.**  
**Email:** \_\_\_\_\_

**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.**

\_\_\_\_\_  
\_\_\_\_\_

## **INTRODUCTION**

This Request For Bids (**RFB**) seeks bids from qualified organizations (**Bidder**) to furnish the described services to the Missouri Highways and Transportation Commission (**MHTC**).

## **BID SUBMISSION**

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 the **RFB Coordinator**:

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

All documents must be sealed and the outermost wrapping should be clearly marked "**Bid for Prescription Safety Eyewear Program**". **All questions regarding the RFB shall be submitted to Ms. Frankie Ryan.**

MHTC reserves the right to reject any and all bids for any reason whatsoever. Time is of the essence for responding to the RFB within the submission deadlines.

**Additional documents to be signed and submitted with the bid form and pricing page:**

**Exhibit B**: Preference in Purchasing Products

**Exhibit C**: Missouri Domestic Products Procurement Act

**Exhibit D**: Missouri Service-Disabled Veteran Business Preference

**Exhibit E**: Notice of Cooperative Procurement

## **PRICE ESCALATION CLAUSE**

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.

## **I. GENERAL DESCRIPTIONS & BACKGROUND**

- A. Background:** The Missouri Department of Transportation (MoDOT) operates under a decentralized organization with headquarters in Jefferson City, and is governed by the MHTC, a six (6) member bi-partisan Commission appointed by the Governor. The Central Office provides staff assistance and functional control for the various departmental tasks in ten (10) geographical districts. Each district contains approximately ten percent (10%) of the total road mileage in the state highway system.

MoDOT employs approximately 6,000 full-time employees. About eighty percent (80%) of those employees work in the ten (10) districts with the remainder working in the various functional units of the Central Office.

- B. Fiscal Year:** The fiscal year runs from July 1- June 30.
- C. Contract Period:** Date of contract issuance through September 30, 2010.
- D. Renewals:** The MHTC 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 the MHTC exercises such right, all terms and conditions, requirements and specifications of the contract, including all prices, shall remain the same and apply during the renewal period.

If the pricing page does not include such renewal prices or **if applicable spaces are left blank**, or are not completed, prices during extension periods shall be considered the same as during the original contract period. The MHTC does not automatically exercise its options based upon the maximum renewal price of increase without documented justification supporting an increase and reserves the right to offer or to request an extension of the contract at a price less than that price derived from the Bidder's renewal amounts, if any.

## II. SCOPE OF WORK

- A. Services:** The Bidder shall provide Prescription Safety Eyewear meeting the criteria stated herein.

1. Introduction/Purpose – The purpose of the Prescription Safety Eyewear Program is to improve the work environment, reduce eye injuries and provide employees with a simple and economical method for purchasing quality prescription protective eyewear.

2. Employee Eligibility Requirements – This is a non-mandatory program, all safety sensitive, full time employees, who require prescription eyewear, that are routinely exposed to flying debris or other eye hazards are eligible to participate in the Prescription Safety Eyewear Program. The employees are allowed to purchase prescription eyewear through this program on a bi-annual basis, therefore, one (1) year there may be a large amount of employees utilizing this service, however, the next year there may not be many employees participating.

3. Contractor's Responsibility – Participating vendors shall provide employees with all frame and lens information. All frames and lenses must be offered in a wide variety of types, sizes and colors to suit the participating employees' needs.

## **B. Specifications**

- 1) Employees will be allowed to select any safety frame in their choice of color providing the glasses meet the below standards.
- 2) Acceptable prescription protective eyewear shall meet or exceed the ANSI Z87.1-2004 (American National Standard for Personal Protective Eyewear) Standard.
- 3) All metal or plastic frames will be approved safety designs and stamped with a Z87.1 label on both frame front and temples.
- 4) All lenses are tested for impact resistance using ANSI testing standards before being dispensed to the employee and shall have high impact resistance.
- 5) All lenses will be no less than 3.0 mm thick at their thinnest points for the greatest impact resistance. The only exception being polycarbonate lenses that by ANSI standards can be 2.0 mm thick.
- 6) All lenses shall have permanent side shields or be of the type offering non-removable full side protection for use in a wide variety of job categories.
- 7) Frames – must be offered in all of the groups listed below:
  - a. Metal
  - b. Plastic
  - c. Titanium
- 8) Lens Styles – must be offered in all of the below strengths:
  - a. Single vision
  - b. Bifocal
  - c. Trifocal
  - d. Progressive Lenses
- 9) Lens Options – must be offered in all of the below options:
  - a. Photochromics
  - b. Transitions

- c. Polarized
- 10) Lens Materials – must be offered in all of the below options:
  - a. Polycarbonate
  - b. Plastic CR39
  - c. Glass
- 11) Tints and Coatings – must be offered in all of the below options:
  - a. Two (2) levels of shading
  - b. UV protection
  - c. Scratch resistant coating

**C. Warranty Information:** A minimum of a free, one (1) year warranty must be provided. Longer warranty periods are encouraged. This warranty shall include repair or replacement of frames and lenses due to breakage. There will be no limit on the number of incidents or any extra charges for repairs or replacements during the warranty period.

**D. Service Specifications:** The Bidder must be able to provide a network of service providers located throughout the state of Missouri. In order to submit a response, **the Bidder must offer a minimum of ten (10) service providers within each district.** Please refer to Exhibit A “District Map” for district locations. The ten (10) service areas must be evenly distributed throughout the district to offer service locations in close proximity to maintenance locations.

**E. Estimated Bi-Annual Quantities:** The below quantities are simply estimated quantities per district. **This program will be used on an as needed, when needed basis by the participating employees located statewide.** The employees are allowed to purchase prescription eyewear through this program on a bi-annual basis, therefore, one (1) year there may be a large amount of employees utilizing this service, however, the next year there may not be many employees participating. Additionally, it is at each participating employee’s discretion as to which approved service provider he/she will utilize within the network.

District	Est. # Participating	District	Est. # Participating
D1	75	D7	100
D2	100	D8	150
D3	200	D9	100
D4	225	D10	75
D5	150	Central Office	125
D6	225	<b>Totals</b>	<b>1,525</b>

**F. Payment:** MoDOT will pay an allotted subsidy per employee for prescription safety glasses. Employees will be responsible for all costs exceeding the initial MoDOT subsidy. **Cost of eye exams will be the sole responsibility of the employee.** Detailed invoices shall be submitted monthly to the employee’s respective District at the following address:

Location	Address	City/State/Zip	Phone Number
<b>District 1</b> Diane Sipes	3602 N. Belt Hwy.	St. Joseph, Mo. 64506	(816) 387-2471
<b>District 2</b> Shari Dye	902 .N. Missouri	Macon, Mo. 63552	(660) 385-8258
<b>District 3</b> April Fohey	P.O. Box 1067	Hannibal, Mo. 63401	(573) 248-2423
<b>District 4</b> Joe Jarboe	600 N.E. Colbern Rd.	Lee's Summit, Mo. 64086	(816) 622-0300
<b>District 5</b> Chris Engelbrecht	P.O. Box 718 1511 Missouri Blvd.	Jefferson City, Mo. 65102	(573) 751-6549
<b>District 6</b> Joe Kleinschmidt	1590 Woodlake Drive	Chesterfield, Mo. 63017	(314) 340-4208
<b>District 7</b> Gary Clinton	P.O. Box 1445 3901 E. 32 <sup>nd</sup> Street	Joplin, Mo. 64802	(417) 629-3317
<b>District 8</b> Gary McLarry	P.O. Box 868 3025 E. Kearney St.	Springfield, Mo. 65801	(417) 895-7618
<b>District 9</b> Darren Petrus	910 Springfield Rd.	Willow Springs, Mo. 65793	(417) 469-6226
<b>District 10</b> Enos Criddle	P.O. 160 2675 N. Main St.	Sikeston, Mo. 63801	(573) 472-5263
<b>Central Office</b> Steve Patterson	P.O. Box 270 105 W. Capitol	Jefferson City, Mo. 65102	(573) 751-8610

**G. Delivery:** Glasses will be shipped to the District/Central Office Safety Manager at the above noted addresses. **The glasses are not to be shipped to the employee's home address or work location.**

### III. BID SUBMISSION

**ADDITIONAL INFORMATION TO SUBMIT:** In addition to pricing, the bidder should supply the following information with his/her bid:

- a. Literature on prescription eyewear to include the following information:
  - i. Color selection of frames
  - ii. Types of frames
  - iii. Brands of frames and lenses
  - iv. Frame material

- b. Literature on network of service providers to include the following information:
  - i. Name of service provider
  - ii. Address and location of service provider
  - iii. Contract information of service provider

MoDOT does not guarantee a contract award will result in MoDOT using the services provided by the bidder.

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IV. **PRICING PAGE:** Please complete, **sign and date where indicated below**, and return with the signed bid page (front page of the bid).

(A) **FEE SCHEDULE:** The Bidder shall provide a firm, fixed price per pair of Prescription Safety Eye Glasses for the original contract period for providing the commodity in accordance with the provisions and requirements of this RFB. **All costs associated with providing the required products shall be included in the price stated below.**

**Prescription Eye Glasses - Price Per Pair:**            \$ \_\_\_\_\_

**Delivery After Receipt of Purchase Order:**            \_\_\_\_\_ Calendar Days

(B) **RENEWAL INFORMATION** - In the event MHTC exercises its options to renew the contract for three (3) additional one-year periods, or any portion therein, pursuant to the applicable provisions outlined in this document, the Bidder shall provide below the maximum percentage of increase for each renewal period. The Bidder is cautioned the percentages shall be computed against the **CURRENT** contract prices in effect during **renewal periods**. Furthermore, the Bidder is advised **the MHTC does not automatically grant increases at the time of renewing the contract** and if an increase is requested, documentation of need must be provided at the time of renewal.

**1<sup>ST</sup> Renewal Period**            \_\_\_\_\_ **% of maximum increase**

**2<sup>nd</sup> Renewal Period**            \_\_\_\_\_ **% of maximum increase**

**3<sup>rd</sup> Renewal Period**            \_\_\_\_\_ **% of maximum increase**

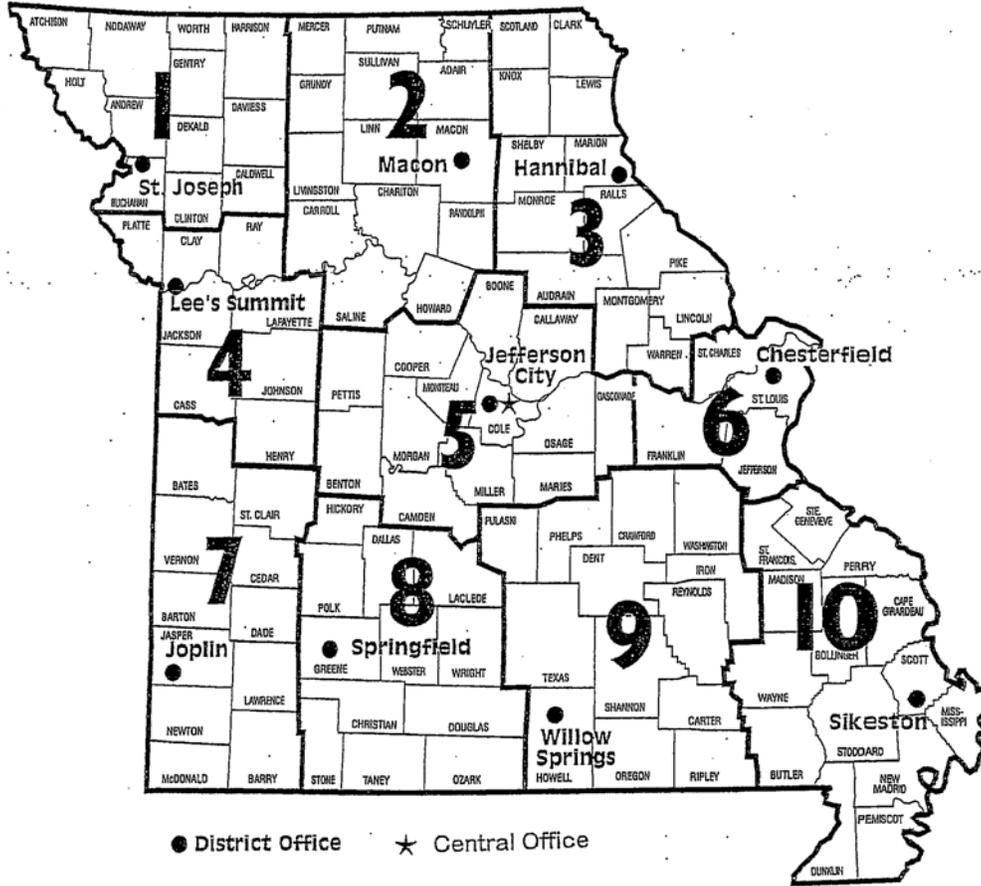
**Name of the Bidders Firm:** \_\_\_\_\_

\_\_\_\_\_  
**Name & Signature of Contractor's Authorized Representative**            **Date Signed**

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**EXHIBIT A**  
(1 page)

Missouri Department of Transportation  
District Outline Map



COUNTY	DIST.	COUNTY	DIST.	COUNTY	DIST.	COUNTY	DIST.	COUNTY	DIST.
Adair.....	2	Cedar.....	7	Greene.....	8	Linn.....	2	Ozark.....	8
Andrew.....	1	Chariton.....	2	Grundy.....	2	Livingston.....	2	Pemiscot.....	10
Atchison.....	1	Christian.....	8	Harrison.....	1	McDonald.....	7	Perry.....	10
Audrain.....	3	Clerk.....	3	Henry.....	4	Macon.....	2	Pettis.....	5
Barry.....	7	Clay.....	4	Hickory.....	8	Madison.....	10	Phelps.....	9
Barton.....	7	Clinton.....	1	Holt.....	1	Marion.....	3	Pike.....	3
Bates.....	7	Cole.....	5	Howard.....	2	Mercer.....	2	Platte.....	4
Benton.....	5	Cooper.....	5	Howell.....	9	Monroe.....	3	Folk.....	8
Bollinger.....	10	Crawford.....	9	Iron.....	9	Miller.....	5	Pulaski.....	9
Boone.....	5	Dade.....	7	Jackson.....	4	Mississippi.....	10	Ralls.....	3
Buchanan.....	1	Dallas.....	8	Jasper.....	7	Monroe.....	3	Randolph.....	2
Butler.....	10	Davies.....	1	Jefferson.....	6	Morgan.....	3	Ray.....	4
Caldwell.....	1	DeKalb.....	1	Johnson.....	4	Montgomery.....	3	Reynolds.....	9
Callaway.....	5	Dent.....	9	Knox.....	3	New Madrid.....	10	Ripley.....	9
Camden.....	5	Douglas.....	8	Laclede.....	8	Newton.....	7	St. Charles.....	6
Cape Girardeau.....	10	Dunklin.....	10	Lafayette.....	4	Nodaway.....	1	St. Clair.....	7
Carroll.....	2	Franklin.....	6	Lawrence.....	7	Oregon.....	9	St. Francois.....	10
Carter.....	9	Gasconade.....	5	Lewis.....	3	Osage.....	5	St. Genevieve.....	10
Cass.....	4	Gentry.....	1	Lincoln.....	3				

**EXHIBIT B**  
**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. # then 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.

**EXHIBIT C: 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

\_\_\_\_\_  
Firm’s Name

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

**EXHIBIT D**

**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 a bidder 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 bidder **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 bidder's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty) from the branch of service the bidder was in, stating that the bidder 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 bidder'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

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

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*Service-Disabled Veteran's Signature*

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Service-Disabled Veteran Business Name

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Missouri Address of Service-Disabled Veteran Business

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**EXHIBIT E**

**NOTICE OF COOPERATIVE PROCUREMENT**

The Department is interested in assisting Missouri governmental entities, etc. in purchasing equipment, various materials, and supplies that meet the MISSOURI DEPARTMENT OF Transportation specifications.

Each bidder is asked to indicate below whether they would be willing to offer the **Prescription Safety Eyewear Program** listed in the attached "Request for Bid" for sale to these local political entities at the same bid price offered to this Department.

It is understood the Department 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 **Prescription Safety Eyewear Program** meeting the Department 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 Department 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 Highways and Transportation Commission  
Standard Bid/Proposal Provisions, General Terms and Conditions and Special Terms and Conditions

**STANDARD SOLICITATION PROVISIONS**

- a. The Missouri Department of Transportation (MoDOT) reserves the right to reject any or all bids/quotes/proposals, and to accept or reject any items thereon, and to waive technicalities. In case of error in the extension of prices in the bid/quote/proposal, unit prices will govern.
- b. All bids/quotes/proposals must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
- c. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown, within the State of Missouri.
- d. Time of delivery is a part of the consideration and, if not otherwise stated in the solicitation documents, must be stated in definite terms by the Bidder/Offeror and must be adhered to. If time varies on different items, the Bidder/Offeror shall so state.
- e. If providing bids/quotes/proposals for commodities, the Bidder/Offeror will state brand or make on each item. If bidding or proposing other than the make, model or brand specified, the manufacturer's name, model number or catalog number must be given.
- f. **For bids/proposals of \$25,000 or more**, no bids/proposals by telephone, telegram or telefax will be accepted.
- g. The date specified for the returning of bids/quotes/proposals is a firm deadline and all bids/quotes/proposals must be received at the designated office by that time. The Department does not recognize the U.S. Mail, Railway Express Agency, Air Express, or any other organization, as its agent for purposes of accepting proposals. All proposals arriving at the designated office after the deadline specified will be rejected.

**GENERAL TERMS AND CONDITIONS**

**General Performance**

- a. This work is to be performed under the general supervision and direction of the Missouri Department of Transportation (MoDOT) and, if awarded any portion of the work, the Contractor agrees to furnish at his own expense all labor and equipment required to complete the work, it being expressly understood that this solicitation is for completed work based upon the price(s) specified and is not a solicitation for rental of equipment or employment of labor by MoDOT, and MoDOT is to have no direction or control over the employees used by the Contractor in performance of the work.

**Deliveries**

- a. Unless otherwise specified on the solicitation documents or purchase order, suppliers shall give at least 24 hours advance notice of each delivery. Delivery will only be received between the hours of 8:00 a.m. to 3:00 p.m., Monday through Friday. Material arriving after 3:00 p.m. will not be unloaded until the following workday. No material will be received on Saturday, Sunday or state holidays.
- b. If the prices bid herein include the delivery cost of the material, the Contractor agrees to pay all transportation charges on the material as FOB - Destination. Freight costs must be included in the unit price bid and not listed as a separate line item.
- c. Any demurrage is to be paid by the Contractor direct to the railroad or carrier.

**Nondiscrimination**

- a. The Contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- b. All solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials or leases of the Contractor's obligations under this contract and the Regulations, will be relative to nondiscrimination on the grounds of race, color, or national origin.
  - 1) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, MoDOT 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/proposal, the Bidder/Offeror 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 proposal and/or submitted pricing, and (3) the MHTC's acceptance of the proposal and/or bid by purchase order or post-award contract.
- 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 purchase order and/or notice to proceed.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the Contractor and the duly authorized representative of the MHTC, by a modified purchase order prior to the effective date of such modification. The Contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification.

**Subcontracting**

- a. It is specifically understood that no portion of the material or any interest in the contract, shall be subcontracted, transferred, assigned or otherwise disposed of, except with the written consent of MoDOT. Request for permission to subcontract or otherwise dispose of any part of the work shall be in writing to MoDOT and accompanied by documentation showing that the organization which will perform the work is particularly experienced and equipped for such work.

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- b. Consent to subcontract or otherwise dispose of any portion of the work shall not be construed to relieve the Contractor of any responsibility for the production and delivery of the contracted work and the completion of the work within the specified time.
- c. All payments for work performed by a subcontractor shall be made to the Contractor to whom the contract was awarded and the purchase order issued.

**Invoicing and Payment**

- a. 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 Project Tax Exemption Certificate will be furnished to the successful Bidder/Offeror upon request if applicable.
- b. 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.
- c. 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.
- d. 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.
- e. The MHTC reserves the right to purchase goods and services using the state-purchasing card.

**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.
- b. The Contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri 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 MoDOT a copy of their current Authority Certificate from the Secretary of State of the State of Missouri.
  - 1) 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 MoDOT a copy of their current Transient Employer Certificate from the Department of Revenue, in addition to a copy of their current Authority Certificate from the Secretary of State of the State of Missouri.
- c. 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.

**Executive Order**

- a. 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 (6<sup>th</sup>) 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/proposals, preferences shall be applied in accordance with Chapter 34 RSMo. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, RSMo. 34.076 and 34.350 to 34.359, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri. Such preference shall be given when quality is equal or better and delivered price is the same or less.
  - 1) If attached, the document entitled "**PREFERENCE IN PURCHASING PRODUCTS**" should be completed and returned with the solicitation documents.
  - 2) If attached, the document entitled "**MISSOURI DOMESTIC PRODUCTS PROCUREMENT ACT**" should be completed and returned with the solicitation documents. **Applies if bid is Twenty-Five Thousand Dollars (\$25,000.00) or more.**
- c. 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.

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1) If attached, the document entitled "**MISSOURI SERVICE-DISABLED VETERAN PREFERENCE**" should be completed and returned with the solicitation documents.

d. In the event of a tie of low bids, the MHTC reserves the right to establish the method to be used in determining the award

**Remedies and Rights**

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the MHTC of any existing or future right and/or remedy available by law in the event of any claim by the MHTC of the Contractor's default or breach of contract.
- b. The Contractor agrees and understands that the contract shall constitute an assignment by the Contractor to the MHTC of all rights, title and interest in and to all causes of action that the Contractor may have under the antitrust laws of the United States or State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or produced by the Contractor in the fulfillment of the contract with the MHTC.
- c. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request MoDOT to enter into such litigation to protect the interests of the MHTC, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

**Cancellation of Contract**

- a. The MHTC may cancel the contract at any time for a material breach of contractual obligations or for convenience by providing the 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.
- b. If the MHTC cancels the contract for breach, the MHTC reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the MHTC deems appropriate and charge the Contractor for any additional costs incurred thereby.

**Bankruptcy or Insolvency**

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the Contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assigned the benefit or creditors, the Contractor must notify MoDOT immediately. Upon learning of any such actions, the MHTC reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the Contractor responsible for damages.

**Inventions, Patents, and Copyrights**

- a. The Contractor shall defend, protect, and hold harmless the MHTC, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the Contractor's performance or products produced under the terms of the contract.

**Inspection and Acceptance**

- a. No equipment, supplies, and/or services received by MoDOT pursuant to a contract shall be deemed accepted until MoDOT has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the Contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- c. The MHTC reserves the right to return any such rejected shipment at the Contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The MHTC's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the MHTC may have.

**Warranty**

- a. 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 MoDOT, (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.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the MHTC's acceptance of or payment for said equipment, supplies, and/or services.

**Status of Independent Contractor**

- a. 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.

**Indemnification**

- a. The Offeror shall defend, indemnify and hold harmless the Commission, 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 Offeror's performance of its obligations under this Agreement.