



MISSOURI  
HIGHWAYS and TRANSPORTATION  
COMMISSION  
JEFFERSON CITY, MISSOURI

**BID**  
OF

Name \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

FOR  
CONSTRUCTING OR IMPROVING

9-081203E

DISTRICT-5 AND CENTRAL OFFICE  
TIME AND MATERIAL PROJECT AND  
SERVICE CALL COMMERCIAL MECHANICAL SERVICES  
VARIOUS CENTRAL MISSOURI LOCATIONS

**INVITATION MISSOURI DEPARTMENT OF TRANSPORTATION  
FOR BID GENERAL SERVICES  
(IFB) FORM 1320 CREEK TRAIL DRIVE – P.O. BOX 270  
JEFFERSON CITY, MO 65102**

REQUEST NO.	9-081203M		
DATE	November 12, 2008		
PAGE NO.	1	NO. OF PAGES	7

SEALED BIDS, SUBJECT TO THE CONDITIONS ON ALL PAGES OF THIS IFB WILL BE RECEIVED AT THIS OFFICE UNTIL

**December 3, 2008 at 1:00 PM Local Time**

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

SIGN AND RETURN BEFORE TIME SET FOR OPENING.

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

F.O.B. Destinations  
Locations as Shown Below

**BUYER:** Clayton Hanks [Clayton.Hanks@modot.mo.gov](mailto:Clayton.Hanks@modot.mo.gov) **BUYER TELEPHONE:** 573-522-9565

**SUPPLIES OR SERVICES**

001 **The purpose of this solicitation is to establish a term time and materials price agreement for:**  
Project and service calls for commercial Mechanical services may be required in the MoDOT Central Office and Central District the Missouri Counties of: Cole, Moniteau, Morgan, Miller, Maries, Camden, Benton, Pettis, Cooper, Boone, Callaway, Osage, and Gasconade.

**Bids must include this form and the Attached Pricing Pages (3-pages).**

**Must comply with attached terms and conditions (6-pages).**

**Prices shall remain in effect through December 31, 2009.**

<b>Date:</b> _____	<b>Firm Name:</b> _____
<b>Telephone No.:</b> _____	<b>Address:</b> _____
<b>Fax No.:</b> _____	_____
<b>Federal I.D. No.</b> _____	<b>By (Signature):</b> _____
<b>Email:</b> _____	<b>Type/Print Name</b> _____
Form E-103 (Rev. 2-96)	<b>Title:</b> _____

**NEWSPAPER ADVERTISEMENT**

**Notice to Contractors**

MoDOT will receive bids for establishing Term Time & Material, Minor Commercial Mechanical Services Price Agreements for its Central Office and Central District at its One-Stop Office located at 1320 Creek Trail Drive, P.O. Box 270, Jefferson City, MO 65102, until 1:00 p.m. **December 3, 2008**. Bid forms and information may be obtained by contacting Clayton Hanks by at 573-522-9565 [Clayton.Hanks@modot.mo.gov](mailto:Clayton.Hanks@modot.mo.gov), or electronically download them at no charge from [http://www.modot.mo.gov/business/contractor\\_resources/FacilitiesConstructionandMaintenance.htm](http://www.modot.mo.gov/business/contractor_resources/FacilitiesConstructionandMaintenance.htm). Prevailing wage as established by the Missouri Department of Labor and Industrial Relations shall apply.

## **1.1. Requirements – General**

- 1.1.1. The contractor shall provide Mechanical work for the Department of Transportation (MoDOT) at various locations in Jefferson City and Central Missouri Counties which may include: Cole, Moniteau, Morgan, Miller, Maries, Camden, Benton, Pettis, Cooper, Boone, Callaway, Osage, and Gasconade in accordance with the provisions and requirements specified herein. The contractor shall provide Commercial Mechanical Services on an as-needed, if-needed basis for: (1) “hourly work” and/or (2) “Mechanical project” work basis as described below.
- 1.1.2. The contractor shall understand and agree that MoDOT cannot guarantee any amount of services that may be required.
- 1.1.3. “Mechanical Service Calls” shall be defined as “Hourly work” as occasional assistance of one (1) or more persons on a temporary basis in various Central Missouri locations.
- 1.1.4. “Mechanical Project” shall be defined as a project involving Mechanical services during the agreement period that shall include but may not be limited to relocation, renovation, and/or installation of Mechanical systems. Services provided may include adding service/components to accommodate relocation, reconfiguration of existing Mechanical systems, and providing testing and balancing associated Mechanical systems in MoDOT buildings located in the specified counties.
- 1.1.5. Complicated HVAC Control work may be required. It is understood that many well qualified mechanical contractors may not have the necessary experience, trained technicians, equipment, computer software, etc. to service and maintain sophisticated HVAC controls that are installed in some of the MoDOT Buildings located in Jefferson City. Therefore, a separate agreement may be awarded for such services that may be required in Jefferson City.
- 1.1.6. Some of MoDOT buildings located in Jefferson City are managed using Honeywell Excel 15B Building Manager software to support Honeywell control system which may include but may not be limited to XL15C and XL10. The apparent low bidder must demonstrate the requisites necessary to successfully manage, control, and repair installed Honeywell systems to the satisfaction of MoDOT’s designated representative. A minimum of 3-years of documented experience and technician training is required. MoDOT evaluation and contractor selection(s) shall be final.

## **1.2. Requirements – Performance**

- 1.2.1. The contractor must provide qualified personnel to provide Commercial Mechanical services in a manner satisfactory to and acceptable by MoDOT.
- 1.2.2. The contractor must provide skilled, experienced Mechanical craftsman directly employed and supervised by the contractor and shall agree and understand that any and all Mechanical services performed pursuant to the agreement must be performed by and under the supervision of such Mechanical craftsman.
- 1.2.3. Any person providing Mechanical services pursuant to the contract, including the Mechanical craftsman, shall be subject to the approval of MoDOT.
- 1.2.4. The contractor’s workmanship shall meet or exceed the current ASHRAE standards, BOCA codes, International Mechanical Codes, NEC, NFPA, SMACNA standards, manufacturer’s recommendations, and other current jurisdictional codes as required.
- 1.2.5. Since each Mechanical service may differ in specific detail, the contractor shall familiarize himself/herself and perform work in a professional manner, so as to coincide with each building system.
- 1.2.6. Unless otherwise specified herein, the contractor shall provide all tools, equipment, building materials, and supplies necessary for performing the Mechanical services specified herein. However, MoDOT reserves the right to furnish some building materials.
- 1.2.7. Prior to performing any Mechanical services pursuant to the contract, the contractor’s employees must sign-in/sign-out daily with the MoDOT Building Manager or his/her designated representative.
- 1.2.8. The MoDOT project coordinator or designee reserves the right to observe and witness any and/or all Mechanical work performed pursuant to the contract.
- 1.2.9. The contractor shall provide services during regular time as well as overtime.

- 1.2.10. Hourly Work Requirements: If requested by MoDOT, the contractor shall provide one (1) or more persons to provide “Mechanical Services” on a temporary, hourly work basis.
- 1.2.11. The contractor must provide Mechanical services **within ten (10) working days** after receiving notification from MoDOT of the need for such services.
- 1.2.12. In cases that are identified as an **emergency** by the Building Manager of his/her representative, Mechanical service response shall be **within four (4) hours** after receiving notification. This response time is required around the clock every day of every year.
- 1.2.13. Contractor may not assign their obligation to another company.
- 1.2.14. MoDOT reserves the right to perform any of the work described in this agreement with its own employees.
- 1.2.15. This shall not restrict MoDOT to use this particular contractor in subsequent projects bid out to General Contractors. MoDOT reserves the right to bid out service projects, based on project size, cost effectiveness, time-constraints, etc. when necessary to obtain best value.

### **1.3. Mechanical Project Requirements (less than \$25,000)**

- 1.3.1. If an Mechanical service need is considered an “Mechanical Project”, MoDOT shall notify the contractor of the Mechanical work required and of a general description of the project. The contractor shall agree and understand that service projects may include but not necessarily be limited to, any of the services described in the general requirements and/or any of the following requirements:
  - Remove/add/relocate/extend diffusers/grilles/troffers and associated ductwork as required.
  - Remove/add/relocate thermostats/controls and associated wiring/tubing as required.
  - Remove/add/relocate/repair other mechanical services as required.
  - Remove/add/relocate/repair domestic water lines/sanitary sewer lines.
  - Remove/add/relocate/repair plumbing fixtures.
  - Remove/add/relocate/repair other plumbing services as required.
- 1.3.2. By no later than 10-calendar days after notification by MoDOT, the contractor must inspect the job site of the service project and must provide MoDOT with a written work plan which, at a minimum, contains the following information:
  - The services and materials required to complete the service project.
  - The number of hours required to complete the service project.
  - A guaranteed not-to-exceed price for completing the service project utilizing the firm, fixed prices stated on the Pricing Page and the applicable classifications.
  - A complete list of parts and/or materials (not including tools and equipment) needed to complete the service project.
  - The contractor may be required to provide design documentation (blueprints) as a portion of the written work plan and “as built” drawings.
  - MoDOT will supply recommended form.
- 1.3.3. MoDOT shall review the work plan and shall have the right to request modifications, changes, or additional elaboration to the written work plan in order to ensure successful completion of the service project according to MoDOT’s needs. MoDOT reserves the right to accept or reject all or any portion of the contractor’s written work plan. In addition, MoDOT reserves the right, after viewing the contractor’s written work plan, to bid out the “service project” when necessary to obtain best value.
- 1.3.4. If the contractor’s written work plan is accepted, the MoDOT Building Manager or his/her designated representative shall sign the work order releasing the contractor approval to proceed with the service project. The contractor shall not begin providing the Mechanical services until written approval to proceed is received from MoDOT.
- 1.3.5. By no later than 10-calendar days after receiving written approval to proceed from MoDOT, the contractor shall provide the Mechanical services as approved in the written work plan and as necessary for completing the service project within the time frames approved in the written work plan.

- 1.3.6. The contractor shall agree and understand that MoDOT shall have the right to make changes in the requirements of a service project (size, configuration, etc.) prior to and during the contractor's work on the service project.
- 1.3.7. If MoDOT notifies the contractor of such changes, the contractor must submit a written change order to MoDOT if there are any changes to the approved written work plan as a result of MoDOT's changes in the requirements of the service project (e.g. types of Mechanical services, number of hours of each type of Mechanical service, the guaranteed not-to-exceed price, parts and/or materials, time frames for completion of the service project).
- 1.3.8. The contractor must again receive MoDOT's written approval signature on the change order before proceeding with the changes specified in the change order before deviations from the approved written work plan on that particular service project shall be allowed.
- 1.3.9. Upon completion of a service project, MoDOT project coordinator shall inspect the service project and notify the contractor of the acceptability of the completed service project and verify the completion date. If the service project is not acceptable to MoDOT, the contractor shall take corrective action as determined necessary by MoDOT project coordinator.

#### **1.4. Requirements – Other**

- 1.4.1. Binding agreements shall consist of: (1) this IFB and any amendments thereto, (2) the contractor's response (bid) to the IFB, (3) clarification of the bid, if any, and (4) MoDOT's acceptance of the bid by "notice of award" or by "purchase order". All Exhibits and Attachments included in this IFB shall be incorporated into the agreement by reference.
- 1.4.2. The notice of award does not constitute a directive to proceed. Before providing equipment, supplies, and/or services, the contractor must receive authorization from the MoDOT Building Manager or his/her designated representative prior to any services being performed.
- 1.4.3. The agreement expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein.
- 1.4.4. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal change order signed and approved by and between the duly authorized representative of the contractor and MoDOT or by a field work-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 from MoDOT, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.
- 1.4.5. Agreement Period: The agreement shall remain in effect through **December 31, 2009**. The agreement shall not bind, nor purport to bind, MoDOT for any contractual commitment in excess of the original agreement terms. If agreed upon by both parties, the agreement may be extended for up to two, one-year periods. If extended, all terms and conditions, requirements, pricing, and specifications of the agreement shall remain the same and apply during the renewal period.

**SECTION (5): PRICE PAGES**

Mechanical Service Work - The bidder shall provide a firm fixed price in the tables below, for regular time, overtime and mileage rates, for providing Mechanical services Cole, Moniteau, Morgan, Miller, Maries, Camden, Benton, Pettis, Cooper, Boone, Callaway, Osage, and Gasconade Counties. All costs associated with providing the required services shall be included in the stated price(s).

Work hours will include, travel time to the work site only, with no travel time allowed on the return trip. Travel time will begin when contractor leaves for proposed work site.

The Offeror shall provide a single firm fixed price for each of the Mechanical services classifications of position/trade stated in the tables below for providing Mechanical services in accordance with the requirements of this document. All costs associated with providing the required services shall be included in the stated prices.

**Pettis County**

<b>Work Classification/Trade</b>	<b>“Maintenance” Regular -Time</b>	<b>“Maintenance” Overtime</b>	<b>Major Repair &amp; Construction – Regular-Time</b>	<b>Major Repair &amp; Construction – Overtime</b>
Sheet Metal Worker	\$	\$	\$	\$
Pipefitter	\$	\$	\$	\$
Plumber	\$	\$	\$	\$

**Benton County**

<b>Work Classification/Trade</b>	<b>“Maintenance” Regular -Time</b>	<b>“Maintenance” Overtime</b>	<b>Major Repair &amp; Construction – Regular-Time</b>	<b>Major Repair &amp; Construction – Overtime</b>
Sheet Metal Worker	\$	\$	\$	\$
Pipefitter	\$	\$	\$	\$
Plumber	\$	\$	\$	\$

**Cooper County**

<b>Work Classification/Trade</b>	<b>“Maintenance” Regular -Time</b>	<b>“Maintenance” Overtime</b>	<b>Major Repair &amp; Construction – Regular-Time</b>	<b>Major Repair &amp; Construction – Overtime</b>
Sheet Metal Worker	\$	\$	\$	\$
Pipefitter	\$	\$	\$	\$
Plumber	\$	\$	\$	\$

**Morgan County**

<b>Work Classification/Trade</b>	<b>“Maintenance” Regular -Time</b>	<b>“Maintenance” Overtime</b>	<b>Major Repair &amp; Construction – Regular-Time</b>	<b>Major Repair &amp; Construction – Overtime</b>
Sheet Metal Worker	\$	\$	\$	\$
Pipefitter	\$	\$	\$	\$
Plumber	\$	\$	\$	\$

**Camden County**

<b>Work Classification/Trade</b>	<b>“Maintenance” Regular -Time</b>	<b>“Maintenance” Overtime</b>	<b>Major Repair &amp; Construction – Regular-Time</b>	<b>Major Repair &amp; Construction – Overtime</b>
Sheet Metal Worker	\$	\$	\$	\$
Pipefitter	\$	\$	\$	\$
Plumber	\$	\$	\$	\$

**PRICE PAGES Continued**

**Moniteau County**

<b>Work Classification/Trade</b>	<b>“Maintenance” Regular -Time</b>	<b>“Maintenance” Overtime</b>	<b>Major Repair &amp; Construction – Regular-Time</b>	<b>Major Repair &amp; Construction – Overtime</b>
Sheet Metal Worker	\$	\$	\$	\$
Pipefitter	\$	\$	\$	\$
Plumber	\$	\$	\$	\$

**Miller County**

<b>Work Classification/Trade</b>	<b>“Maintenance” Regular -Time</b>	<b>“Maintenance” Overtime</b>	<b>Major Repair &amp; Construction – Regular-Time</b>	<b>Major Repair &amp; Construction – Overtime</b>
Sheet Metal Worker	\$	\$	\$	\$
Pipefitter	\$	\$	\$	\$
Plumber	\$	\$	\$	\$

**Boone County**

<b>Work Classification/Trade</b>	<b>“Maintenance” Regular -Time</b>	<b>“Maintenance” Overtime</b>	<b>Major Repair &amp; Construction – Regular-Time</b>	<b>Major Repair &amp; Construction – Overtime</b>
Sheet Metal Worker	\$	\$	\$	\$
Pipefitter	\$	\$	\$	\$
Plumber	\$	\$	\$	\$

**Callaway County**

<b>Work Classification/Trade</b>	<b>“Maintenance” Regular -Time</b>	<b>“Maintenance” Overtime</b>	<b>Major Repair &amp; Construction – Regular-Time</b>	<b>Major Repair &amp; Construction – Overtime</b>
Sheet Metal Worker	\$	\$	\$	\$
Pipefitter	\$	\$	\$	\$
Plumber	\$	\$	\$	\$

**Osage County**

<b>Work Classification/Trade</b>	<b>“Maintenance” Regular -Time</b>	<b>“Maintenance” Overtime</b>	<b>Major Repair &amp; Construction – Regular-Time</b>	<b>Major Repair &amp; Construction – Overtime</b>
Sheet Metal Worker	\$	\$	\$	\$
Pipefitter	\$	\$	\$	\$
Plumber	\$	\$	\$	\$

**Maries County**

<b>Work Classification/Trade</b>	<b>“Maintenance” Regular -Time</b>	<b>“Maintenance” Overtime</b>	<b>Major Repair &amp; Construction – Regular-Time</b>	<b>Major Repair &amp; Construction – Overtime</b>
Sheet Metal Worker	\$	\$	\$	\$
Pipefitter	\$	\$	\$	\$
Plumber	\$	\$	\$	\$

**PRICE PAGES Continued**

**Gasconade County**

Work Classification/Trade	“Maintenance” Regular -Time	“Maintenance” Overtime	Major Repair & Construction – Regular-Time	Major Repair & Construction – Overtime
Sheet Metal Worker	\$	\$	\$	\$
Pipefitter	\$	\$	\$	\$
Plumber	\$	\$	\$	\$

**Cole County**

Work Classification/Trade	“Maintenance” Regular -Time	“Maintenance” Overtime	Major Repair & Construction – Regular-Time	Major Repair & Construction – Overtime
Sheet Metal Worker	\$	\$	\$	\$
Pipefitter	\$	\$	\$	\$
Plumber	\$	\$	\$	\$

**Jefferson City**

Work Classification/Trade	“Maintenance” Regular -Time	“Maintenance” Overtime	Major Repair & Construction – Regular-Time	Major Repair & Construction – Overtime
* <u>HVAC Controls</u>	\$	\$	\$	\$
Sheet Metal Worker	\$	\$	\$	\$
Pipefitter	\$	\$	\$	\$
Plumber	\$	\$	\$	\$

\* Denotes an Optional Line Item for experienced Honeywell Control Technicians.

**Shop Fabrication Work**

Work Classification/Trade	Regular -Time	Overtime
Sheet Metal Worker	\$	\$
Pipefitter	\$	\$
Plumber	\$	\$

Parts and Materials - The Offeror shall provide a single firm fixed percentage over the actual net cost for any parts and materials required for Service Calls.

% Over actual net cost for parts/materials	_____ %
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Parts and Materials - The Offeror shall provide a single firm fixed percentage over the actual net cost for any parts and materials required for Mechanical Project work.

% Over actual net cost for parts/materials	_____ %
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**This line item will be heavily weighted in determining the lowest best price principal of award; up to 50%.**

Development of a Work Plan – The Offeror shall state the firm fixed price for development of a work plan pursuant to the requirements of this document where approval to proceed is not provided within sixty calendar days. Such price shall not exceed \$100.00.

Development of Work Plan	\$ _____ per work plan
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Prices and percentages bid on in the pricing pages shall remain in effect until December 31, 2009.

Authorized Signature of Offeror: \_\_\_\_\_