

Missouri  
Department  
of Transportation



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Kevin Keith, Director

Missouri Department of Transportation  
Terms and Conditions of Sealed Bids

**SB 5-101130CN: 3-Ring Binders, Various Sizes & Colors**

Your written bid must be mailed in a sealed envelope or box, or else delivered by hand or courier service (UPS, Federal Express, DHL, etc.) **to be received on or before 2:00 p.m., local time, November 30, 2010**, at the office of:

Ms. Cindy Norman  
Missouri Department of Transportation  
General Services - Procurement  
830 MoDOT Drive; P.O. Box 270  
Jefferson City, MO 65109

All documents must be sealed and the outermost wrapping should be clearly marked "**Bid for 3-Ring Binders**". **FAXED BIDS WILL NOT BE ACCEPTED.**

This is a sealed bid for 3-Ring Binders located at Missouri Department of Transportation, 830 MoDOT Drive, Distribution Center, Jefferson City, Missouri:



**AWARD, PICKUP AND REMOVAL:**

Any tie bids received between bidders for the same lot will be settled using the process outlined in 7 CSR 10-11.020. Awarded lot(s) **must be removed no later than Friday, December 10, 2010, 2:30 PM (local time).**

Please contact the same individual listed above *at least 24 hours in advance* to coordinate the removal of the items. The Missouri Department of Transportation reserves the right to accept or reject any or all bids.

**PAYMENT FOR LOTS**

Payment shall be made to: “Director of Revenue, Credit State Road Fund”, within 5 days of notification of award, and mailed to (or hand delivered) to:

Missouri Department of Transportation (**Mailing Address**)  
General Services-Procurement  
Attn: Cindy Norman  
P.O. Box 270  
Jefferson City, MO 65102

Missouri Department of Transportation (**Physical Address**)  
General Services-Procurement  
Attn: Cindy Norman  
830 MoDOT Drive  
Jefferson City, MO 65109

The following methods will be accepted as payment for the awarded items:

1. Personal or Business Check
2. Cashier Check or Money Order.

**NOTE: CASH WILL NOT BE ACCEPTED**

It is the Buyer’s responsibility to remove their awarded lot(s), the Department is not responsible in helping to load or remove any lot. The Buyer indemnifies the Department from any liability when removing items.

**PRICING SUBMITTAL**

Please complete this pricing sheet, sign where indicated, and return on or before the date and time referenced herein for the receipt of sealed bids.

<b>Quantity</b>	<b>Description</b>	<b>Bid Price</b>
Lot #1	3-Ring Binders, Various Sizes	\$ _____
Lot #2	3-Ring Binders, Various Sizes	\$ _____

**The Missouri Department of Transportation reserves the right to accept or reject any or all bids.**

Bidders Name (Printed): \_\_\_\_\_

Telephone Number (with area code): \_\_\_\_\_

Bidders Signature: \_\_\_\_\_

**ADDRESS:**

Street/Rt. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_