

Contact Information:

Northwest District	888-275-6636
Northeast District	660-385-8245
Kansas City District	816-622-6500
Central District	573-751-3322
St. Louis District	314-301-1400
Southwest District	417-895-7645
Southeast District	573-472-5333
Central Office (Jefferson City)	573-526-0760



Please visit us on the web:
www.modot.mo.org

Additional Resources for Vendors

- "Open Records Law" - RSMo. 610. Requests for records will be provided in accordance with this statute and departmental procedure.
- Missouri Procurement Assistance Centers: PTAC, located in Columbia, MO, can provide additional resources to vendors interested in providing their commodities and services to MoDOT and other public entities. Their number is 573-882-8058. Visit them on the web at www.missouribusiness.net.
- Office of Equal Opportunity (OEO) located in Jefferson City, MO, promotes a diversified workforce within state government and assists women and minorities in developing opportunities to contract with the state. Their number is 573-751-8130. Visit them on the web at www.oa.mo.gov.



Missouri Department
of Transportation
GENERAL SERVICES

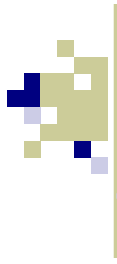
Mailing Address:
P.O. Box 270, Jefferson City, MO 65102

These are general guidelines; actual terms and conditions of each solicitation shall prevail.



Missouri Department
of Transportation
GENERAL SERVICES

Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.



Guidelines for Vendors

Purpose: General Services of the Missouri Department of Transportation Central Office is responsible for supporting MoDOT activities by providing services to all districts and the central office in the areas of facilities management, procurement, distribution center services, fleet management, equipment repair, travel services, mail/freight deliveries, facilities maintenance and specialized fleet equipment maintenance.

MoDOT's Purchasing Rules

MoDOT General Services Procurement is governed by specific sections in Chapter 34 of the Revised Missouri Statutes as described in the Code of State Regulations (7 CSR 10-11).

Additional information regarding these rules, regulations and statutes can be found on the State of Missouri web site at www.mo.gov.

Pre-qualification of Products or Services

Information on whether your product or service must be pre-qualified before offering it to MoDOT can be found at www.modot.org/business/contractor_resources/products.htm.

Types of Solicitations—Definitions

Request for Quotes & Bids (RFQ/RFB):

A quote (RFQ) or bid (RFB) is for specific products and/or services where cost is the only determining factor. Vendors must submit a bid meeting or exceeding the requirements published in the request. Price tabulation information is available for public review at the bid opening or receipt deadline date and time.

Request for Proposals (RFP):

A Request for Proposal (RFP) is used to purchase products and/or services using subjective evaluation criteria in addition to cost. The vendor formulates a response meeting MoDOT's needs, and MoDOT selects the best overall proposal. RFP response documents are not made available for public review until a final contract is awarded. The entire process can take up to twelve (12) weeks to complete.

GETTING STARTED: The Vendor Data Form and MoDOT's Statewide Vendor Database

The vendor database is used statewide by MoDOT General Services to notify all vendors of current bid opportunities. Vendors wishing to sign up as a MoDOT General Services' vendor should:

1. Log on to <https://www6.modot.mo.gov/gsv/Default.aspx>.
2. After completing the Vendor Data Form click the "Submit" button at the bottom of page. All commodities must be entered by their NIGP number.
3. Once a completed submission is received, your vendor information will be automatically listed in our database.
4. Any changes updates needed will need to be done through our office. Please call 573-526-0760 to request those updates.

BE ADVISED THIS IS NOT THE SAME AS REGISTERING WITH OTHER STATE GOVERNMENT OFFICES. This is a "stand alone" database and does not interact with other agencies' data systems. Additionally, there is no charge for this database or service.

Receiving and Responding to Solicitations

When you receive a quote, bid or proposal notification you will need to:

- Check the date and time the solicitation is due.
- Carefully note the correct address to which the solicitation must be submitted. (MoDOT General Service offices are located throughout the state.)
- Make sure all required pages are signed.
- Ensure any additional information being requested is included in the submittal response.
- All formal bids and proposals must be received in a sealed envelope/package clearly marked on the outside of the envelope/package with the vendor's name and address, specifically identifying the bid/proposal number and a description of the product/service to be purchased.
- *If you decide not to submit a response, send the bid page back to MoDOT with a "NO BID" note written on the page, along with your company's name and address. (This will let us know you are still interested in receiving future notifications.)*

Receipt and Review of Quotes/Bids/Proposals

The Buyer reviews all documents received to ensure they are "responsive" and comply with all solicitation requirements.

QUOTES & BIDS: Quotes and Bids determined to be "responsive" may be reviewed for award based upon using the "lowest and best" principle of award.

PROPOSALS: Proposals will be reviewed by the RFP evaluation team using the published subjective evaluation criteria to determine the best overall proposal.

Award Recommendations

A vendor must be in compliance with the established laws to conduct 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 correctly and accurately identifying the company name registered to do business in the State of Missouri) and proof of "no tax due." All vendors who are required to execute a contractual agreement MUST submit a copies of their certificates with the signed copies of the contract agreement before the purchasing department can proceed with MoDOT legal contract approval. After compliance, the Buyer may complete the award process.

Notification of Award

If awarded a MoDOT contract, you may be notified by:

- MoDOT issuing and mailing a purchase order.
- The issuance of contract agreement documents. (After signing, the Contractor returns the signed documents and it is sent to MHTC for signature. Upon MHTC approval the Contractor will receive a Notice to Proceed letter and/or a purchase order.)

Payment Information

The State is providing remittance information through the website at <https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx> as a convenience to payees for both check and Electronic Funds Transfer (EFT) payments. If you are interested in receiving your payments without mail delay and less time required for deposit preparation, consider receiving your payments via EFT. Just complete the Vendor Input/ACH-EFT Application found at: http://oa.mo.gov/sites/default/files/vendor_input_ach_eftd.pdf