



## Missouri Highways and Transportation Commission Policies

**Category:** HIGHWAYS  
**Subcategory:** Construction  
**Sub-Subcategory:** Bidding Process

### ESCROWING BID DOCUMENTS

#### When Applicable

The Commission recognizes the unique, difficult, and costly task required of contractors to prepare bids for road and bridge improvements, and, therefore, directs the staff to put in place all processes necessary to preserve the confidentiality of the contractors' bid documents. Escrowing of bid documents will apply for major projects as determined by the Deputy Director/Chief Engineer or Assistant Chief Engineer. When used, the request for proposal will include instructions regarding this requirement.

#### Execution of Documents

A member of the Executive Committee or the State Design Engineer may execute agreements, affidavits, and related documents and expend funds for costs associated with the rental of safe deposit boxes, and for the opening and closing of escrow accounts using those safe deposit boxes or other secure storage facilities, for the escrow of contractors' and Departmental bidding records, in accordance with the contract language. These staff members may delegate to others under their supervision by written advisory filed with the State Design Engineer.

#### Executive Committee

For purposes of this policy the term Executive Committee includes the individuals who fill the positions of Director, Deputy Director/Chief Engineer, Assistant Chief Engineer, Chief Safety and Operations Officer, Chief Administrative Officer, and Chief Financial Officer.

Effective Date: October 2, 2019  
Supersedes Policy Dated: November 7, 2013  
Last Reaffirmed:  
Date of Origin: July 7, 1995

Related Commission Minutes: July 7, 1995; July 10, 2001; \_\_\_\_ January 12, 2011-EOD; April 3, 2012-EOD; November 7, 2013 – Comprehensive Policy Review; October 2, 2019 – Comprehensive Policy Review.