

Contact Information:

Northwest District	816-387-2466
Northeast District	660-385-8274
Kansas City District	816-347-4101
Central District	573-751-3360
St. Louis District	314-439-6294
Southwest District	417-829-8033
Southeast District	417-469-6251
Central Office (Jefferson City)	573-526-7930



Please visit us on the web:
www.modot.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 or 573-882-4321. 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.
- State of Missouri eProcurement System, MissouriBUYS. MoDOT requires vendors wanting to do business with Missouri state agencies to visit <https://missouribuys.mo.gov/> and register. If you have any problems registering, contact Perfect Commerce at 866-889-8533 or WebProcure.Support@perfect.com.



Missouri Department
of Transportation
GENERAL SERVICES

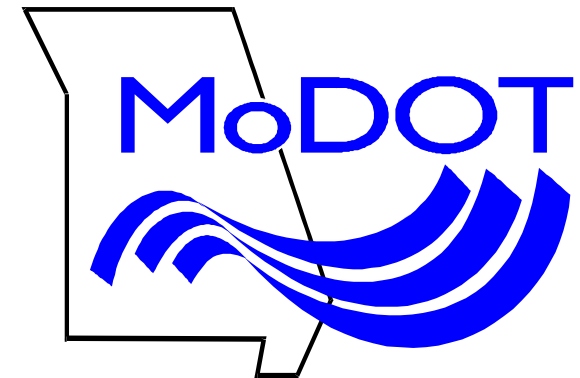
Mailing Address:
P.O. Box 270, Jefferson City, MO 65102

Physical Address:
830 MoDOT Drive, Jefferson City, MO 65109

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

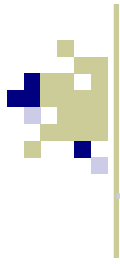


*Doing
Business
with MoDOT*



Missouri Department
of Transportation
GENERAL SERVICES

*Our mission is to provide a world-class
transportation system that is safe, innovative,
reliable and dedicated to 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 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 (IFQ/IFB):

A quote (IFQ) or bid (IFB) 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 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.

GETTING STARTED:

To get registered as a vendor for the State of Missouri (which includes MoDOT and all other Missouri state agencies, visit <https://missouribuys.mo.gov>.

Registration must be completed to be established as a vendor for the State of Missouri and before any payment for goods or services can be made.

Prior to starting the registration, please make sure to have the following information available:

- Organization's Taxpayer ID Number (TIN)
- Business Type (Corporation, LLC, etc.)
- Email Address
- ACH-EFT Payment Information
- Internal Revenue Service W-9 Form, Request for Taxpayer Identification Number (TIN) and Certification

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 will be reviewed to determine the lowest, responsive vendor.

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. That includes but is not 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."

Notification of Award

If awarded a MoDOT bid, you will be notified via the State of Missouri's MissouriBUYS system, or you will be contacted by the buyer of record.