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**REQUEST FOR PROPOSALS
6-130415CN
VENDOR MANAGED SERVICE AWARDS**

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LIST OF ACRONYMS

MHTC	Missouri Highways and Transportation Commission
MoDOT	Missouri Department of Transportation
RFP	Request for Proposals

INTRODUCTION

This Request For Proposals (**RFP**) seeks proposals from qualified organizations (**Offeror**) to furnish the described services to the Missouri Highways and Transportation Commission (**MHTC**). One original and three (3) copies of each proposal must be mailed in a sealed envelope to Cindy Norman, Senior General Services Technician, Missouri Department of Transportation, Post Office Box 270, Jefferson City, Missouri 65102, or hand-delivered/expressed delivered in a sealed envelope to the General Services Office in the Highway and Transportation Building at 830 MoDOT Drive, Jefferson City, Missouri, 65109. Proposals must be returned to the offices of Central Offices, General Services no later than 2:00 p.m. Local Time April 15, 2013.

MHTC reserves the right to reject any and all proposals for any reason whatsoever. Time is of the essence for responding to the RFP within the submission deadlines.

PROPOSAL

- (1) The Offeror shall provide a fee proposal to MHTC on the **PRICE PAGE** in accordance with the terms of this RFP.

- (2) The Offeror agrees to provide the services at the fees quoted, under the terms of this RFP.

Authorized Signature of Offeror: _____

Date of Proposal: _____

Printed or Typed Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Electronic Mail Address: _____

ACCEPTANCE

This proposal is accepted by MHTC.

(Name and Title)

Date

**SECTION (1):
GENERAL DESCRIPTION AND BACKGROUND**

- (A) **Request for Proposal:** This document constitutes a RFP from qualified organizations to provide a Vendor Managed Service Awards Program to MHTC and the Missouri Department of Transportation (MoDOT).
- (B) **Background:** MoDOT employs approximately 5,000 full time employees. MoDOT has statewide offices in seven identifiable regions and central office as identified on **Exhibit I**. On an annual basis, employees who have reached certain employment anniversary dates receive recognition for their service and dedication to the organization and citizens of Missouri. Service awards are presented to full time employees who have reached five years of service and thereafter in increments of five years up to fifty years of service.

- (1) The following table illustrates the number of recipients in calendar year 2011 and 2012.

Service Level:	5-YR	10-YR	15-YR	20-YR	25-YR	30-YR	35-YR	40-YR	45-YR	50-YR	Total
2011	269	231	191	145	101	11	15	3	0	0	966
2012	240	167	156	166	62	24	19	1	1	0	836

- (2) The following table illustrates the number of recipients estimated for calendar year 2013.

Service Level:	5-YR	10-YR	15-YR	20-YR	25-YR	30-YR	35-YR	40-YR	45-YR	50-YR	Total
2013	276	246	150	152	112	67	21	4	0	0	1028

- (C) **Fiscal Year:** The fiscal year runs from July 1-June 30.
- (D) **Contract Period:** The successful Offeror shall start after issuance of the Notice to Proceed and continue through December 31, 2013.
- (E) **Renewals/Extensions:** The contract shall not bind, nor purport to bind, MHTC for any contractual commitment in excess of the original contract period. The MHTC shall have the right, at its sole option, to extend the contract for four (4) additional one-year periods, or a portion thereof. In the event MHTC exercises its options, all terms, conditions, and provisions of the original contract shall remain the same and apply during the extension period. If the options are exercised, the Offeror shall agree the prices stated in the original contract shall not be increased in excess of the renewal periods' pricing, if any, stated on

the pricing page of the contract. If the pricing page does not include such renewal prices or if applicable, spaces are left blank, or are not completed, prices during extension periods shall be the same as during the original contract period. MHTC does not automatically exercise its' options based upon the maximum renewal price increase without documented justification supporting an increase and reserves the right to offer or to request an extension of the contract at a price less than the price derived from the Offeror's renewal amounts.

SECTION (2): SCOPE OF WORK

- (A) **Services:** The Offeror shall provide all products and services necessary for the Vendor Managed Service Award Program.
- (B) **Recipient Data:** During a standard service year, MoDOT shall provide the Offeror with the list of recipients no later than March 31st of each year. Due to the scheduling of this RFP, the list for calendar year 2013 will be provided upon contract execution. This list shall include the employees name, MoDOT organizational code, mailing address and the service award category (i.e. anniversary period). MoDOT will provide this data in an excel file format.
- (C) **Recipient Notification:** The Offeror is responsible for contacting each recipient identifying the service awards available to them based upon their anniversary service period. This communication shall also include instructions on how the recipient can place their order. This information shall also include instructions should the employee experience any difficulties in ordering or the receipt of their award.
- (1) MoDOT desires a program allowing employees to order their award from home or the office.
- (D) **Delivery of Awards:** MoDOT is requesting pricing for three delivery options. **Delivery Option #1** allows for direct delivery to the employees home. **Delivery Option #2** allows for delivery at each District Office as shown on **Exhibit I**, and Central Office at 830 MoDOT Drive, Jefferson City, MO 65109. **Delivery Option #3** allows for delivery to a single location at 830 MoDOT Drive, Jefferson City, Missouri, 65109. Offerors must submit pricing for all delivery options shown on the pricing page.
- (1) Products shall be packaged in a manner to reduce potential damage (free from scratches, cracks, etc) in shipping.
- (2) Each award must be marked with the Recipients Name, MoDOT Organizational Number, Years of Service and whether the award is 1 of 3, 2 of 3, 3 of 3, etcetera if the award is delivered to the regional location or a central MoDOT location. This is not required if the award is delivered to the employees home.
- (3) Awards must be delivered no later than August 31st of each year.

(E) **Service Award Products and Quality:** The Offeror shall provide items equal to or better than those described in each category as shown on **Exhibit II**. Offeror may suggest additional items for each service year category, however, a minimum of five product options per service year category is required. MoDOT reserves the right to request samples of new products offered prior to acceptance and approval of the example. MoDOT desires both traditional and non-traditional as well as both female and male items to meet the needs of our diverse work force. Historically employees have been allowed to order a combination of gifts meeting their total years of service (example, a ten year recipient could order two five year gifts or a single ten year gift.)

(F) **General Program Requirements**

1. **Employee Award Choice Notification:** Offer shall fully describe proposed awards offered for selection. This may include make, model, detailed specifications, colors and sizes available for order. The detailed description shall be enough information to ensure the employee knows what they will receive as their gift. MoDOT recommends this information be available in print and electronic format.
2. **MoDOT Logo/Emblem:** All service awards must have some form of MoDOT logo. For cloth items it is preferred the logo be embroidered in a complimentary color. MoDOT will provide the logo in JPG. file format. Logo/Emblem impressions shall be free from breaks or any imperfections. The Logo/Emblem shall be affixed to each award item where appropriate.
3. **Materials/Workmanship:** Materials and workmanship shall conform to the best commercial practice for the type of product offered. All items furnished shall be subject to inspection by MoDOT at MoDOT's discretion. If any items or articles are found not to meet the requirements, Offeror must replace all items deemed non-compliant and all costs are the responsibility of the Offeror. If items are successfully inspected and accepted by MoDOT, it does not relieve the Offeror of responsibility in case of later discovery of flaws or defects. An exception may be granted in the event an item(s) is damaged and/or broken due to mishandling and/or abuse by recipient. This exception is at the sole discretion of MoDOT.
4. **Warranty/Guarantee:** Offeror to provide a thirty day, no questions asked award exchange at no additional cost to MoDOT or the employee. Any item returned must be replaced in fourteen calendar days after receipt of returned item. Offeror must provide a product defect replacement warranty for a minimum of one (1) year after receipt. The Offeror must replace, fix or repair defective items to good working order. Offeror is responsible for any shipping/handling costs associated with returns.
5. **Customer Service:** Offeror shall provide a toll free telephone number for use during normal working hours (Monday through Friday 8:00 a.m. to 5:00 p.m. Central Time). MoDOT prefers a representative versus an automated system or voice mail.

6. **Product Substitutions:** If an item becomes obsolete any time during the Service Award campaign, Offeror must provide a substitution of equal or greater value. Substitutions must be approved by the MoDOT representative prior to any employee offering. If employees have ordered the obsolete item, Offeror is responsible for communicating this to the recipient prior to shipping of the award.
7. **Reporting:** At the end of each annual Service Award period, Offeror must provide reports that identify the total number of items ordered and delivered by location and award type as well as the total dollars spent.
8. **Invoicing:** Offeror shall provide a detailed invoice within thirty (30) days after receipt of all items. Each district and central office shall have a separate invoice. Each invoice must list each employee's name, item number, item description, years of service and cost of each item. Any credits for return of awards must be noted on the invoice.

SECTION (3): AGREEMENT REQUIREMENTS

This RFP shall be governed by the following contract provisions. The award of this RFP is subject to a post-award negotiated contract. These same contract provisions will appear in the post-award negotiated contract. If the parties are unable to agree to terms in the post-award contract, MHTC shall reserve the right to cancel the award of the RFP and contract and select a different offeror.

- (A) **MHTC's Representative:** MoDOT's General Services Director is designated as MHTC's representative for the purpose of administering the provisions of the Agreement as defined in Paragraph (E) of this section. MHTC's representative may designate by written notice other persons having the authority to act on behalf of MHTC in furtherance of the performance of the Agreement. The Offeror shall fully coordinate its activities for MHTC with those of the General Services Director. As the work of the Offeror progresses, advice and information on matters covered by the Agreement shall be made available by the Offeror to the General Services Director throughout the effective period of the Agreement.
- (B) **Release to Public:** No material or reports prepared by the Offeror shall be released to the public without the prior consent of MHTC's representative.
- (C) **Assignment:** The Offeror shall not assign or delegate any interest, and shall not transfer any interest in the services to be provided (whether by assignment, delegation, or novation) without the prior written consent of MHTC's representative.
- (D) **Status as Independent Contractor:** The Offeror represents itself to be an independent contractor offering such services to the general public and shall not represent itself or its employees to be an employee of MHTC or MoDOT. Therefore, the Offeror shall assume

all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, or other such benefits or obligations.

- (E) **Components of Agreement:** The Agreement between MHTC and the Offeror shall consist of: the RFP and any written amendments thereto, the proposal submitted by the Offeror in the response to the RFP and the post-award contract agreement signed between the parties. However, MHTC reserves the right to clarify any relationship in writing and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Offeror's proposal. The Offeror is cautioned that its proposal shall be subject to acceptance by MHTC without further clarification.
- (F) **Amendments:** Any change in the Agreement, whether by modification or supplementation, must be accompanied by a formal contract amendment signed and approved by the duly authorized representative of the Offeror and MHTC.
- (G) **MBE/WBE Participation Encouraged:**
1. Offerors are encouraged to submit copies of their existing affirmative action programs, if any. Offerors are also encouraged to directly hire minorities and women as direct employees of the Offerors.
 2. Offerors are encouraged to obtain minority business enterprise (MBE) and women business enterprise (WBE) participation in this work through the use of subcontractors, suppliers, joint ventures, or other arrangements that afford meaningful participation for M/WBEs. Offerors are encouraged to obtain 10% MBE and 5% WBE participation.
 3. Regardless of which persons or firms, if any, that the Offeror may use as subcontractors or suppliers of goods or services for the services to be provided, the Offeror ultimately remains responsible and liable to MHTC for the complete, accurate and professional quality/performance of these services.
- (H) **Nondiscrimination:** The Offeror shall comply with all state and federal statutes applicable to the Offeror relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000d and 2000e, *et seq.*); and with any provision of the “Americans with Disabilities Act” (42 U.S.C. Section 12101, *et seq.*).
- (I) **Executive Order:** The Offeror shall comply with all the provisions of Executive Order 07-13, issued by the Honorable Matt Blunt, Governor of Missouri, on the sixth (6th) day of March, 2007. This Executive Order, which promulgates the State of Missouri’s position to not tolerate persons who contract with the state engaging in or supporting

illegal activities of employing individuals who are not eligible to work in the United States, is incorporated herein by reference and made a part of this Agreement.

1. By signing this Agreement, the Offeror hereby certifies that any employee of the Offeror assigned to perform services under the contract is eligible and authorized to work in the United States in compliance with federal law.
2. In the event the Offeror fails to comply with the provisions of the Executive Order 07-13, or in the event the Commission has reasonable cause to believe that the Offeror has knowingly employed individuals who are not eligible to work in the United States in violation of federal law, the Commission reserves the right to impose such contract sanctions as it may determine to be appropriate, including but not limited to contract cancellation, termination or suspension in whole or in part or both.

(J) Incorporation of Provisions: The Offeror shall include the provisions of Section (3), paragraph I of this Agreement in every subcontract. The Offeror shall take such action with respect to any subcontract as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance.

(K) Non-employment of Unauthorized Aliens: Pursuant to Section 285.530, RSMo., no business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. As a condition for the award of any contract or grant in excess of five thousand dollars by the State or by any political subdivision of the State to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall:

1. By sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. E-Verify is an example of a federal work authorization program. The business entity must affirm its enrollment and participation in the E-Verify federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by providing acceptable enrollment and participation documentation consisting of **completed** copy of the E-Verify Memorandum of Understanding (MOU). For business entities that are not already enrolled and participating in a federal work authorization program, E-Verify is available at http://www.dhs.gov/files/programs/gc_1185221678150.shtm.
2. By sworn affidavit, affirm that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. A copy of the affidavit referenced herein is provided within this document, attached as **Exhibit III**.

- (L) **Proof of Lawful Presence For Sole Proprietorships and Partnerships:** If the business entity is a sole proprietorship or partnership, pursuant to Section 208.009, RSMo., each sole proprietor and each general partner shall provide affirmative proof of lawful presence in the United States. Such sole proprietorship or partnership is eligible for temporary public benefits upon submission by each sole proprietor and general partner of a sworn affidavit of his/her lawful presence on the United States until such lawful presence is affirmatively determined, or as otherwise provided by Section 208.009, RSMo. A copy of the affidavit reference herein is provided within this document, attached as **Exhibit IV**.
- (M) **Bankruptcy:** Upon filing for any bankruptcy or insolvency proceeding by or against the Offeror, whether voluntarily, or upon the appointment of a receiver, Offeror, or assignee, for the benefit of creditors, MHTC reserves the right and sole discretion to either cancel the Agreement or affirm the Agreement and hold the Offeror responsible for damages.
- (N) **Law of Missouri to Govern:** The Agreement shall be construed according to the laws of the state of Missouri. The Offeror shall comply with all local, state and federal laws and regulations relating to the performance of the Agreement.
- (O) **Cancellation:** MHTC may cancel this Agreement at any time for a material breach of contractual obligations or for convenience by providing the Offeror with written notice of cancellation. Should MHTC exercise its right to cancel the contract for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Offeror.
- (P) **Venue:** No action may be brought by either party concerning any matter, thing or dispute arising out of or relating to the terms, performance, nonperformance or otherwise of the Agreement except in the Circuit Court of Cole County, Missouri. The parties agree that the Agreement is entered into at Jefferson City, Missouri, and substantial elements of its performance will take place at or be delivered to Jefferson City, Missouri, by reason of which the Offeror consents to venue of any action against it in Cole County, Missouri.
- (Q) **Ownership of Reports:** All documents, reports, exhibits, etc. produced by the Offeror at the direction of MHTC's representative and information supplied by MHTC's representative shall remain the property of MHTC.
- (R) **Confidentiality:** The Offeror shall not disclose to third parties confidential factual matters provided by MHTC's representative except as may be required by statute, ordinance, or order of court, or as authorized by MHTC's representative. The Offeror shall notify MHTC immediately of any request for such information.
- (S) **Nonsolicitation:** The Offeror warrants that it has not employed or retained any company or person, other than a bona fide employee working for the Offeror, to solicit or secure

the Agreement, and that it has not paid or agreed to pay any percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of the Agreement. For breach or violation of this warranty, MHTC shall have the right to annul the Agreement without liability, or in its discretion, to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

- (T) **Conflict of Interest:** The Offeror covenants that it presently has no actual conflict of interest or appearance of conflict of interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services under this Agreement. The Offeror further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in this Agreement.

- (U) **Maintain Papers:** The Offeror must maintain all working papers and records relating to the Agreement. These records must be made available at all reasonable times at no charge to MHTC and/or the Missouri State Auditor during the term of the Agreement and any extension thereof, and for three (3) years from the date of final payment made under the Agreement.
 - 1. MHTC's representative shall have the right to reproduce and/or use any products derived from the Offeror's work without payment of any royalties, fees, etc.
 - 2. MHTC's representative shall at all times have the right to audit any and all records pertaining to the services.

- (V) **Indemnification:** The Offeror shall defend, indemnify and hold harmless the Commission, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the Offeror's performance of its obligations under this Agreement.

**SECTION (4):
PROPOSAL SUBMISSION INFORMATION**

(A) SUBMISSION OF PROPOSALS

- 1. **Pricing and Signature:** Proposals should be priced, signed and returned (with necessary attachments) to General Services Procurement as provided in this RFP. Specifically, any form containing a signature line in this RFP and any amendments, pricing pages, etc., must be manually signed and returned as part of the proposal.

2. **Submission of All Data Required:** The Offeror must respond to this RFP by submitting all data required in paragraph (B) below for its proposal to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of a proposal from further consideration.
3. **Public Inspection:** The Offeror is hereby advised that all proposals and the information contained in or related thereto shall be open to public inspection and that MHTC does not guarantee nor assume any responsibility whatsoever in the event that such information is used or copied by individual person(s) or organization. Therefore, the Offeror must submit its proposal based on such conditions without reservations.
4. Any and all questions regarding specifications, requirements, competitive procurement process, or other questions must be directed to Cindy Norman, Missouri Department of Transportation, P. O. Box 270, Jefferson City, Missouri, 65102, (573) 522-9746 (phone) or Cindy.Norman@modot.mo.gov (Email.) All written questions must be addressed to Cindy Norman no later than **2:00 p.m., Local Time, April 15, 2013**. Once all the questions are gathered, MoDOT will issue an addendum and post the responses to all questions on-line for vendors to retrieve. Responses to the questions will be posted on MoDOT's website at: http://www.modot.org/business/contractor_resources/g_s_bidding/CO/COcommodities.htm in the form of a written addendum. It is the sole responsibility for all Offerors to check the website for any and all addendums throughout the procurement process.

(B) REQUIRED ELEMENTS OF PROPOSAL

1. **Proposed Method of Performance.** The proposal must clearly identify the Offeror's approach to performing the Vendor Managed Service Award Program. This information should include but not be limited to the following:
 - a. Indicate the name, location, telephone number, fax number and email address of the primary contact person for the Offeror. Information presented in this section should highlight the Offerors previous experience, as well as any work with other state agencies or local governments in Missouri. Offeror must furnish a complete listing of each sub-Offeror, if any, and complete contact information for that sub-Offeror.
 - b. A description of the overall Vendor Managed Service Award program proposed.
 - c. Provide a full detailed description of the recipient notification process and include sample letters and documents to be used for this purpose. If proposing the use of a website, include copies of website screen shots, etcetera.

- d. Attach a time line identifying the dates and types of actions taken by the Offeror from the point of recipient notification through receipt of the award by the employee.
 - e. Attach samples of the logo/emblem Offeror intends to use and identify which products a particular logo/emblem medium will be used on. Example: Embroidered logo example to be used on the shirts, athletic bag, blanket, etc.
 - f. Attached sample reports available.
2. **Experience, Expertise and Reliability.** The proposal must clearly identify the Offeror’s experience in offering the services requested in this RFP during the past three (3) years. The description should include a list of the agencies which your institution has served or currently serves.
3. **Costs, Fees and Expenses.** The objective evaluation of cost shall be construed based upon a total cost of all line items for the original contract period. Award of this proposal shall be made on an “all or none” basis. Therefore, the Offeror must submit pricing for all line items on the pricing page of this document to be considered responsive.
- a. Utilizing the total cost determined from above, cost points shall be determined using a scale of 30 possible points and the following formula:

$$\frac{\text{Lowest Responsive Price}}{\text{Compared Price}} \times 30 = \text{Cost score points}$$
 - b. Renewal pricing shall not be included in the evaluation of cost but may be considered under the proposed method of performance.

(C) EVALUATION CRITERIA AND PROCESS

- 1. **Evaluation Factors:** Any agreement for services resulting from this RFP shall be awarded to the Offeror providing the best proposal to MHTC. After determining responsiveness, proposals will be evaluated in accordance with the following criteria:
 - A. Proposed Method of Performance (40 Points);
 - B. Experience, Expertise and Reliability (30 Points);
 - C. Cost, Fees and Expenses (30 Points);
- 2. **Historic Information:** MHTC reserves the right to consider historic information and facts, whether gained from the Offeror's proposal, question and answer conferences, references, or other sources, in the evaluation process.
- 3. **Responsibility to Submit Information:** The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories and that MHTC’s representative is under no obligation to solicit such

information if it is not included with the Offeror's proposal. Failure of the Offeror to submit such information may cause an adverse impact on the evaluation of the Offeror's proposal.

(D) PRICING

- 1. Fee Schedule:** The Offeror must submit a proposed fee for all services defined in the Scope of Work. This fee must be shown on Section (5), Price Page, of this proposal which must be completed, signed and returned with the Offeror's proposal.

**SECTION (5):
PRICE PAGE**

(A) **FEE SCHEDULE:** The Offeror shall provide firm, fixed prices in the following table to provide the Service Awards in accordance with the provisions and requirements specified herein.

Item #	Brief Product Description	Detailed Product Specifications	Delivery Option #1 FOB Employee Home	Delivery Option #2 FOB Regional Locations	Delivery Option #3 FOB Central Location
5 Year Service Awards					
<i>Example</i>	<i>Gildan T-Shirt #XXXX</i>	<i>100% pre-shrunk, 6 oz. Cotton t-shirt, short sleeve, double needle stitched neckline, shoulders, arm holes, cuffs and bottom hem.</i>	\$	\$	\$
001			\$	\$	\$
002			\$	\$	\$
003			\$	\$	\$
004			\$	\$	\$
005			\$	\$	\$

Item #	Brief Product Description	Detailed Product Specifications	Delivery Option #1 FOB Employee Home	Delivery Option #2 FOB Regional Locations	Delivery Option #3 FOB Central Location
10 Year Service Awards					
001			\$	\$	\$
002			\$	\$	\$
003			\$	\$	\$
004			\$	\$	\$
005			\$	\$	\$
15 Year Service Awards					
001			\$	\$	\$
002			\$	\$	\$
003			\$	\$	\$
004			\$	\$	\$
005			\$	\$	\$

Item #	Brief Product Description	Detailed Product Specifications	Delivery Option #1 FOB Employee Home	Delivery Option #2 FOB Regional Locations	Delivery Option #3 FOB Central Location
20 Year Service Awards					
001			\$	\$	\$
002			\$	\$	\$
003			\$	\$	\$
004			\$	\$	\$
005			\$	\$	\$
25 Year Service Awards					
001			\$	\$	\$
002			\$	\$	\$
003			\$	\$	\$
004			\$	\$	\$
005			\$	\$	\$

Item #	Brief Product Description	Detailed Product Specifications	Delivery Option #1 FOB Employee Home	Delivery Option #2 FOB Regional Locations	Delivery Option #3 FOB Central Location
30 Year Service Awards					
001			\$	\$	\$
002			\$	\$	\$
003			\$	\$	\$
004			\$	\$	\$
005			\$	\$	\$
35 Year Service Awards					
001			\$	\$	\$
002			\$	\$	\$
003			\$	\$	\$
004			\$	\$	\$
005			\$	\$	\$

Item #	Brief Product Description	Detailed Product Specifications	Delivery Option #1 FOB Employee Home	Delivery Option #2 FOB Regional Locations	Delivery Option #3 FOB Central Location
40 Year Service Awards					
001			\$	\$	\$
002			\$	\$	\$
003			\$	\$	\$
004			\$	\$	\$
005			\$	\$	\$
45 Year Service Awards					
001			\$	\$	\$
002			\$	\$	\$
003			\$	\$	\$
004			\$	\$	\$
005			\$	\$	\$

Item #	Brief Product Description	Detailed Product Specifications	Delivery Option #1 FOB Employee Home	Delivery Option #2 FOB Regional Locations	Delivery Option #3 FOB Central Location
50 Year Service Awards					
001			\$	\$	\$
002			\$	\$	\$
003			\$	\$	\$
004			\$	\$	\$
005			\$	\$	\$

(B) MAXIMUM PERCENTAGE INCREASE/DECREASE: Provide the maximum percentage increase or decrease at the time of renewal.

1ST RENEWAL
_____ %

2ND RENEWAL
_____ %

3RD RENEWAL
_____ %

4TH RENEWAL
_____ %

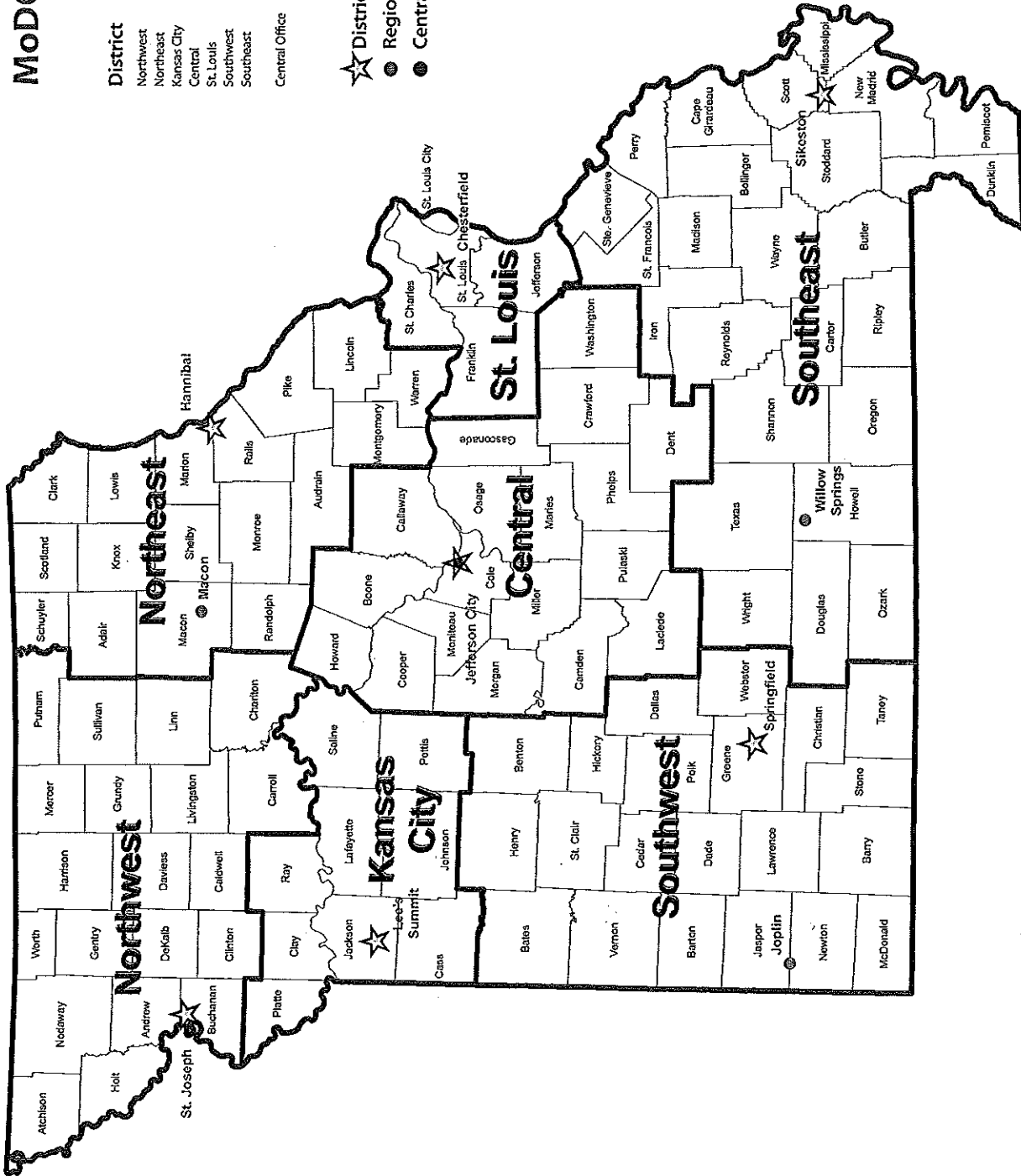
MoDOT Districts

District	District Engineer	Phone Number
Northwest	Don Wichern	(816) 387-2350
Northeast	Paula Gough	(573) 248-2490
Kansas City	Dan Nlec	(816) 622-6500
Central	Dave Silvester	(573) 751-3322
St. Louis	Ed Hasslinger	(314) 275-1500
Southwest	Becky Baltz	(417) 895-7600
Southeast	Mark Shelton	(573) 473-5333
Central Office		(573) 751-2840

- ★ District Offices
- Regional Offices
- Central Office



Missouri Department of Transportation
 1414 North Lincoln (202-4036)
 WWW.MODOT.ORG
 6/15/2011





Pre-Shrunk 100% 6.0 oz T-shirt
Double needle stitched neckline & sleeves
Shoulder to Shoulder taping
Color: Royal Sizes S-3XL
MoDOT logo embroidered



16 oz Stainless Steel Travel Mug
Dual wall 18/8 stainless steel construction
Non skid bottom for stability
Made with FDA compliant materials
Spill resistant lid with thumb slide closure
MoDOT logo imprinted



Multi Function Tool Kit
Stainless steel construction
25 functions including multi function tool,
driver adapter, driver bits & holster pack
MoDOT logo imprinted



600 denier soft side 12 -pack cooler
Front & Side Accessory pockets
Color: Navy
MoDOT logo imprinted



High Intensity LED flashlight
14 High-powered LED Bulbs
Push Button Design
Operates on 3 AAA batteries
Color: Blue
MoDOT logo imprinted



Long Sleeve Denim Shirt
Button down collar, left chest pocket
Adjustable cuffs with button placket
Easy Care 7.5 oz 100% Cotton Denim
Men's Color: Faded Blue Sizes: S-5XL
Women's Color: Dark Blue Sizes: S-2XL
MoDOT logo embroidered on both styles



Camping Chair
Enamel coated frame
900 denier nylon seat & arms
Cup/drink holder
Draw-string carry bag
Color: Navy
MoDOT logo imprinted



Traveler Deluxe Umbrella
Double Canopy
Wood Shaft Metal handle
Fabric sleeve with shoulder strap
Color: Navy/Khaki
MoDOT logo imprinted



Deluxe Briefcase
600 denier nylon w/adjustable shoulder strap
Deluxe Organizer Section
Padded laptop pocket
Color: Royal & Black
MoDOT logo imprinted



Reversible Blanket with Carry case
50" x 70" 260 gram Brushed Fleece
Water Resistant Coated Nylon Backside
Nylon Zippered Bag with Handle
Color: Royal with Gray case
MoDOT logo imprinted



Metal Sports Bottle
18/8 Stainless Steel Construction
20 oz capacity
Two lids: Flip Up Drink Spout & Twist Off Handle Lid
Large Opening for Ice & Easy Cleaning
MoDOT logo imprinted



Hooded Fleece Pullover
9.5 oz 50/50 cotton poly fleece
Two ply hood with grommets & drawcord
Front puch pocketj
Color: Navy Sizes: S-3XL
MoDOT logo embroidered



EDRY Performance Polo Shirt
5.3 oz 53% cotton / 47% polyester knit
Easy Care Moisture Wicking Fabric
Flat Knit Collar & Cuffs 3 button placket
Men's Color: Navy Sizes S-5XL
Women's Color: Ceramic Blue Sizes S-3XL
MoDOT logo embroidered on both styles



LED flashlight
Push Button design
Adjustable 3 watt spot to flood light beam
Includes 3 D batteries
Durable Anodized Finish
MoDOT logo imprinted



Sports Duffel Bag
600 denier nylon with contrast trim
Storage pockets on ends
Adjustable shoulder strap
Color: Royal with Black Trim
MoDOT logo imprinted



Mens/Ladies Watch
Analog movement
Calendar display White dial
Shock and Water resistant
Brown leather band
MoDOT logo imprinted



Wireless Rain & Temp Gauge
Receives Data from Remote Wireless Gauge
Displays accumulated rainfall & past 24 hours
Transmitter self empties via tipping bucket
Transmission Range: 300 Ft. open air
MoDOT logo imprinted



BBQ Tool Set
Deluxe set includes spatula, tongs, fork,
cutting knife, sauce brush and grate cleaner brush
Generous utensil size
Elegant metal carrying case
MoDOT logo imprinted



Fleece Jacket
14.5 oz Anti Pilling Fleece with Nylon insets
Full Zip Front
Three zippered pockets
Men's: Color Royal Blue Sizes: Small - 3XLarge
Ladies: Color Black Sizes: Small - 2XLarge
MoDOT logo embroidered



Five Tray Food Dehydrator
Dishwasher Safe Trays
Powerful heat coil and convection air flow
Make Jerky, Dried Fruits, Flowers & Herbs
MoDOT logo imprinted



Elements Jacket
Men: Micro fleece lined all seasons jacket w/ zip-off hood
Interior Zippered Pocket, Interior Cell Phone Pocket
Storm flap with hook & loop closure
Adjustable self fabric cuffs w/ hook & loop closure
Color: True Navy / Iron Gray Sizes: S-4XL
Women: Micro fleece lined nylon shell all seasons jacket
Full zip front, zip off hood, zippered pockets inside & out
Storm flap with hook & loop closure
Adjustable self fabric cuffs w/hook & loop closures
Color: Black / Black Size: S-4XL
MoDOT logo embroidered



Canvas Jacket with Hood
100% ring spun cotton duck
Water repellant, Polyester thermal lining
Front hand warmer pockets, Zipper front
Color: Brown Sizes: S-3XL
MoDOT logo embroidered



Outdoor Fire Bowl
30" diameter
Steel Spark Guard
Steel Wood Rack
Lid Lifting Tool
MoDOT logo imprinted



Electric Cooking Grill
72" cooking surface with drip tray
1" floating hinge lid accomodates thick items
Non stick, removable, dishwasher safe plates
Contemporary Platinum Finish
MoDOT logo imprinted



DVD Player / Tuner-Free VCR Combo
Plays these formats: DVD, CD, VHS video tapes
Front a/v input jacks
4 head VCR, remote control
MoDOT logo imprinted



Premium 7pc Knife Block
Paring, Filet, Bread, Carving & Chopping Blades
Blade Sharpener & Meat Shears
Manchurian Ash Handles & Wood Block Base
MoDOT logo imprinted



Pulsar Watch
English/Spanish calendar
Luminous hands & markers
Water resistant up to 30 meters
Day/Date calendar, Two tone bracelet band
MoDOT logo imprinted



Binoculars 12 x 42
100% waterproof & fogproof
Multi coated optics
Rubber armoring with textured grip pads
Large center focus knob of easy adjustment
MoDOT logo imprinted



Gourmet Electric Smoker/Grill
Twin Steel Grates Up to 367 sq. inch cooking area
Hinged side door for easy access to inside contents
1500 watt element with lava rock included
18" diameter
MoDOT logo imprinted



Kitchen CD Clock Radio
Sleek modern under cabinet design
Digital AM/FM tuner w/ 15 presets
CD player with CD-R/RW playback
Magnetic Remote Control
MoDOT logo imprinted



Oil-Less Turkey Fryer
Enclosed Burner Design with 16,000 BTU's
Cool Touch Handles
Infrared Cooking Technology
Stainless Steel Cooking Chamber
No hot oil to burn, splatter or spill
MoDOT logo imprinted

Outdoor Work Outfit



Canvas Jacket with Hood

Thermal Lined Water Repellant

100% Ring Spun Cotton Duck...Jacket & Pants

Work Pants have full seat & thigh....Multiple Pockets

Gloves feature cowhide leather palms

Color: Brown

MoDOT logo embroidered

Portable DVD Player w/7" Screen



Rechargeable battery, AC & vehicle power adaptor

AV output jacks & Remote Control

Plays DVD, CD's, MP3 & JPG CD's

Soft side case for automobile use

MoDOT logo imprinted

Digital Photo Frame



9" Widescreen LCD Display

Supports JPEG picture format

1GB Internal Memory

Infrared remote control

MoDOT logo imprinted

Handheld GPS Unit



5.3 oz

24 MB Internal Memory

LCD Display

Built-in basemap and celestial tables

MoDot logo imprinted

Compact Rotisserie & BBQ Oven



Baskets & Glass Door Dishwasher Safe

3 way control settings

Cooks up to a 10 pound turkey

MoDot logo imprinted



10 pcs Stainless Cookware set
Copper Bottom Finish
3 covered sauce pans 1 qt., 2 qt. & 3 qt.
Covered stockpot
8" & 10" Non Stick skillet
Modot logo imprinted



Digital Camera
10.3 megapixels, 3X optical zoom, 5X digital zoom
SD/SDHC card slot
Pictures available with 20 programmed scenes
2.7" Color LCD Screen
16MB memory
VGA video
MoDOT logo imprinted



Golf Cart Bag
14-way divider system & putter well
10 pockets include insulated cooler pocket
Valuables pocket & garment pocket
Patented ACS (Anti-Crush System)
Color: Navy/Royal or Black/Red
MoDOT logo imprinted



Heritage Home Stereo System
Full size 3 speed belt driven turntable
AM/FM Receiver with CD Player
USB player/recorder function
Full function remote control
MoDOT logo imprinted



Refractor Telescope
90mm Aperature
AutoStar Suite Edition Software
Red Dot Viewfinder
Two eyepieces- 9mm & 25mm
200x Magnification
MoDOT logo imprinted



Automotive GPS
Voice prompted directions & street names
4.3" wide color LCD touchscreen
FM traffic receiver
City Navigator Street Maps with 6,000,000 POI
Travel tools: World clock and currency converter
MoDOT logo imprinted



Widescreen Television
19" 720p LCD HDTV
Integrated Tuner
Energy Star compliant
VGA input for use as PC monitor
Dolby Digital & DTS sound
MoDOT logo imprinted



Binoculars 16 x 50
Waterproof & fogproof
Multi coated optics
Rubber armoring with polycarbonate body
Wide Angle optics
MoDOT logo imprinted



Digital Camera
12.1 Megapixels
15x optical wide-angle zoom NIKKOR glass lens
HD movie with HDMI Output 720p
5-way VR image stabilization system
MoDOT Logo Imprinted



Kindle Tablet
7 inch multi touch display with IPS technology
8 GB Internal Storage
Dual Core Processor
15,000+ apps available
8 hour battery life
MoDOT Logo Imprinted



Pocket Watch with chain
Gold plated with diamonds
Quartz Movement
Date window
Glass & Walnut display dome
MoDOT info engraved



Outdoor BBQ Gas Grill
Stainless Steel Control Panel & Hood
Integrated Igniter
Secondary Cooking/Warming Area
LP Tank not included
Some assembly required
MoDOT logo imprinted



Men / Ladies Watch
Gold Plated Stainless Steel
Sapphire Crystal
Water resistant 50 meters
Date Display
MoDOT logo imprinted



Automotive GPS
Voice prompted directions & street names
4.3" wide color LCD touchscreen
FM traffic receiver with lane assistance
Compatible with CityXplorer maps
Bluetooth Wireless Technology
MoDOT logo imprinted



Global Mantle Clock
Green Marble with Brass Accents
Quartz movement
World time zones reference
MoDOT logo imprinted

APPLICANT AFFIDAVIT FOR SOLE-PROPRIETORSHIP OR PARTNERSHIP
(a separate affidavit is required for each owner and general partner)

STATE OF _____)
) ss
COUNTY OF _____)

On this _____ day of _____, 20____, before me appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instruments, who being by me duly sworn, deposed as follows:

My name is _____, and I am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 208.009, RSMo, for failure to provide affirmative proof of lawful presence in the United States of America:

I am the _____ of _____, which is applying for a public benefit (grant, contract, and/or loan) administered/provided by the Missouri Highways and Transportation Commission (MHTC), acting by and through the Missouri Department of Transportation (MoDOT).

I am classified by the United States of America as: (check the applicable box)

- a United States citizen.
- an alien lawfully admitted for permanent residence.

I am aware that Missouri law provides that any person who obtains any public benefit by means of a willfully false statement or representation, or by willful concealment or failure to report any fact or event required to be reported, or by other fraudulent device, shall be guilty of the crime of stealing pursuant to Section 570.030, RSMo, which is a Class C felony for stolen public benefits valued between \$500 and \$25,000 (punishable by a term of imprisonment not to exceed 7 years and/or a fine not more than \$5,000 – Sections 558.011 and 560.011, RSMo), and is a Class B felony for stolen public benefits valued at \$25,000 or more (punishable by a term of imprisonment not less than 5 years and not to exceed 15 years – Section 558.011, RSMo).

I recognize that, upon proper submission of this sworn affidavit, I will only be eligible for temporary public benefits until such time as my lawful presence in the United States is determined, or as otherwise provided by Section 208.009, RSMo.

I understand that Missouri law requires MHTC/MoDOT to provide assistance in obtaining appropriate documentation to prove citizenship or lawful presence in the United States, and I agree to submit any requests for such assistance to MHTC/MoDOT in writing.

I acknowledge that I am signing this affidavit as a free act and deed and not under duress.

Affiant Signature

Affiant's Social Security Number or
Applicable Federal Identification Number

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

My commission expires: