

MISSOURI DEPARTMENT OF TRANSPORTATION
GENERAL SERVICES
P. O. BOX 270
JEFFERSON CITY, MO 65102

REQUEST NO.	5-150915RW
DATE	August 31, 2015

SEALED BIDS, SUBJECT TO THE ATTACHED CONDITIONS WILL BE RECEIVED AT THIS OFFICE UNTIL

2:00 p.m., Central Time, September 15, 2015

AND THEN PUBLICLY OPENED AND READ FOR FURNISHING THE FOLLOWING SUPPLIES OR SERVICES.

**BIDS TO BE BASED F.O.B.
MISSOURI DEPARTMENT OF TRANSPORTATION**

Statewide

THE BIDDER MUST SIGN AND RETURN BEFORE DATE AND TIME SET FOR OPENING.

BUYER: Robin Warren

BUYER TELEPHONE: 573-526-7929

BUYER EMAIL:

Robin.Warren@modot.mo.gov

SUPPLIES OR SERVICES

Weather Forecast Services

To establish a contract to furnish "Statewide Weather Forecast Services" with an effective date of Notice to Proceed and ending April 30, 2016 in accordance with the following pages.

(SEE ATTACHED FOR TERMS, CONDITIONS, AND INSTRUCTIONS)

In compliance with the above Request For Bid, and subject to all conditions thereof, the undersigned bidder agrees to furnish and deliver any or all the items on which prices were bid within the timeframe specified herein.

Date: _____

Firm Name: _____

Telephone No.: _____

Address: _____

Fax No.: _____

Email Address: _____

By (Signature): _____

Type/Print Name _____

Is your firm MBE certified? Yes No

Title:
Is your firm WBE certified? Yes No

1. INTRODUCTION

1.1 Introduction:

This Request for Bid seeks bids from qualified organizations to provide Weather Forecast Services throughout the State of Missouri with an effective contract period of Notice to Proceed through April 30, 2016, to the Missouri Highways and Transportation Commission (MHTC) and Missouri Department of Transportation (MoDOT). Each bid must be returned in a sealed envelope per section 3.1 Bid Submission. All questions regarding the RFB shall be submitted to the RFB Coordinator listed below. Bids must be returned no later than 2:00 p.m. Central Time, September 15, 2015.

RFB Coordinator:

Robin Warren
Sr. General Services Specialist

Phone: 573-526-7929
E-mail: Robin.Warren@modot.mo.gov

2. SCOPE OF WORK

2.1 General Requirements:

- 2.1.1 The Bidder shall provide weather forecast services and related reports for each of MoDOT's seven (7) Districts located throughout the state of Missouri in accordance with the provisions and requirements stated herein.
- 2.1.2 The Bidder shall provide all services to the sole satisfaction of the MoDOT.
- 2.1.3 MoDOT reserves the right to obtain "like or similar" services as specified herein from other providers, exclusive of the contract, when deemed in the best interest of the MoDOT.

2.2 Specific Requirements:

- 2.2.1 The weather forecast service is to be available to MoDOT twenty-four (24) hours a day, seven (7) days a week during the period starting November 1, 2015 through April 30, 2016.
- 2.2.2 The Bidder shall agree to furnish related meteorological services for the entire effective period of the contract. Such services are to conform to accepted standards and practices employed in the science of meteorology.
- 2.2.3 All weather forecasts shall be produced, reviewed, filtered and/or interpreted by a staff meteorologist prior to being distributed to each District office.
- 2.2.4 During the initial contract period, a representative of the Bidder will be required to visit each of the seven (7) District offices and the Central Office in Jefferson City, MO. The purpose of these visits will be to develop a professional working relationship between the Bidder and MoDOT to discuss special weather related problems in each District.

2.3 Communication Requirements:

- 2.3.1 Forecast advisories shall be classified as either "*Routine*" or "*Emergency*".
 - a. All weather advisories shall be transmitted to each District by email in a format approved by the MoDOT Representative. The required information shall be submitted in a paragraph format.
 - b. At any time other than the normally scheduled work days or work times, and in addition to the email advisories, the Bidder shall transmit the Emergency Weather Advisories directly to the person(s) designated by the MoDOT Representative. The MoDOT Representative will provide the Contractor with a list of normally scheduled workdays and work times, and the telephone numbers of personnel to contact during off-duty hours for each District.
 - c. Each District will provide an email distribution list of employees who are to receive the forecasts via email. *For informational purposes only, there may be up to 100 email addresses per district. This number will vary by district.*
 - d. The Bidder shall provide as part of the contract, a twenty-four (24) hour toll free "1-800, or equivalent, telephone service for use by MoDOT in obtaining weather information and forecast clarification from the Bidder.
 - e. The Bidder shall not limit the number of times MoDOT personnel can utilize the toll-free telephone during the contract period.

- f. The Bidder shall participate on statewide conference calls preceding and during winter events as deemed necessary by MoDOT. As much advance notice will be given for such conference calls as possible, typically not less than 4 hours prior to the start of the conference call. The purpose of this participation is to provide up to date weather information and answer site specific questions about the current weather.
- g. The Bidder shall provide a password protected Internet web page for the exclusive use of MoDOT personnel. The web page shall post the Routine and Emergency weather advisories by District in written form. The web page shall be updated within thirty (30) minutes after the Routine or Emergency weather advisory is transmitted to each District office. The Bidder shall also update the webpage to reflect any revised weather forecasts in addition to the original Routine or Emergency Weather Advisory.
- h. Additional detailed weather information should be included on the website. Such information may include, but is not limited to; county by county weather attributes such as temperatures, wind speed and direction, pavement and bridge temperatures, precipitation probability and type. Links to National Weather Service sites, future radar images or expected precipitation information should also be included on the website. Each district and Central Office will provide the Bidder with a list of employees that are to receive user id's and passwords to gain access to this web page.
- i. Access to the website from a smartphone or a smartphone application shall be provided to MoDOT for acquiring most of the weather attributes discussed above.
- j. A weather alert system shall be available to MoDOT employees to provide text, email or voice message alerts for the weather attributes the employee chooses.
- k. Other means of communicating forecast information to the Districts must be approved by the MoDOT Representative.
- l. All costs in transmitting weather forecasts to MoDOT must be included in the bid price.

2.3.2 Routine Weather Advisory

- a. Advisory shall be issued twice during each scheduled workday (Monday-Friday), utilizing the following schedule:
 - 1. The first forecast shall be issued between the hours of 6:00 a.m. and 7:00 a.m. Central Time.
 - 2. The second forecast shall be issued between the hours of 1:00 p.m. and 2:00 p.m. Central Time.
- b. Advisory shall be issued once each weekend/holiday, and shall be issued between the hours of 8:00 a.m. and 9:00 a.m. Central Time.
- c. Advisory shall include the forecast for the five (5) day period succeeding the time of issue, except that advisories issued on days preceding an official holiday, which result in an extended holiday weekend, shall include a general forecast for the entire weekend and/or holiday period, including the first normal workday following the extended holiday weekend.
- d. Advisory shall contain the following information:
 - 1. Sky Conditions
 - 2. Precipitation probability and type, beginning and ending times and amounts predicted
 - 3. Air temperatures, high and low
 - 4. Pavement temperatures, high and low and forecasted time below freezing
 - 5. Winds, direction speed and gusts

6. Storm moving in from (direction)
 7. Percent chance for frost on bridges and frost on pavements
 8. Dew points
 9. Drifting of snow, when applicable
 10. Refreeze of melted snow, when applicable
 11. Forecaster's comments
- e. Revisions shall be issued to the original forecast when there is a major change anticipated in the frost prediction, temperature, and/or precipitation as originally forecasted. Revision shall be issued to the appropriate District office during regularly scheduled work hours (7:30 a.m. to 4:00 p.m.), or as requested by the District personnel. MoDOT personnel may request updates to the advisory on an as needed basis.

2.3.3 Emergency Weather Advisory (Snow and/or Ice Warning)

- a. Advisory is to serve as a winter storm (snow and/or ice) warning and shall contain the following:
1. Detailed information on the type of precipitation expected
 2. Beginning time
 3. Ending time
 4. Amount of precipitation
 5. Wind speed and direction, during and after the storm
 6. Air and pavement temperature conditions, during and after storm, to include a statement on pavement conditions to expect during the storm and the area(s) of the District that will be affected, by county
 7. Direction storm is coming from and moving towards
 8. Amount of precipitation that has fallen along the path of the storm at the time of each forecast/update
 9. Forecaster's comments
- b. Advisory shall be issued whenever weather conditions are developing which may affect roadway pavement conditions within a District. The initial advisories should be issued at least four (4) hours prior to the start of the storm, as this may vary depending on the development of the storm.
- c. Once issued, the Bidder shall update the Emergency Weather Advisories throughout the course of the storm, a minimum of every four (4) hours, or more frequently, if conditions change from the previous forecast. Updates or revisions to the initial advisory shall be telephoned and emailed to each District affected by the change.
- d. The Bidder shall provide an "All Clear", or similar indication, to each district when the winter storm precipitation has ceased or if the predicted storm does not develop as anticipated.

2.4 Invoicing and Payment Requirements:

- 2.4.1 The Contractor shall submit an invoice to the State Maintenance Engineer, Missouri Department of Transportation, PO Box 270, Jefferson City, MO 65102 for services specified herein.
- 2.4.2 Payment shall be made on a monthly basis of actual contract services performed during the service period from November 1, 2105 through April 30, 2016.
- 2.4.3 The Bidder shall understand and agree MoDOT reserves the right to make contract payments to the Contractor through electronic funds transfer (EFT). Therefore, prior to any payments becoming due under the contract, the Contractor must return a completed state Vendor Input ACH/EFT Application, which is downloadable from the Vendor Services Portal at: <https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx>. Each contractor invoice must be on the Contractor's original descriptive business invoice form and must contain a unique invoice number.

- 2.4.4 The Bidder shall be paid in accordance with the firm, fixed prices stated on the pricing page of this document after completion of services specified herein and acceptance by MoDOT.
- 2.4.5 Other than the payment specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever.
- 2.4.6 Unless otherwise provided for in the solicitation documents, payment for all services required herein shall be made in arrears. MoDOT shall not make any advance deposits.
- 2.4.7 MoDOT is exempt from paying Missouri Sales Tax, Missouri Use Tax and Federal Excise.

2.5 Other Contractual Requirements:

- 2.5.1 Original Contract Period – The entire effective contract period begins the date of Notice to Proceed through October 31, 2016. The service period for the weather forecasting services described herein is from November 1, 2015 through April 30, 2016.
- 2.5.2 Renewal Periods – MoDOT shall have the right, at its sole option, to renew the contract for four (4) additional one-year periods, or any portion therein.
 - a. In the event MoDOT exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period.
 - b. The Bidder is advised that MoDOT does not automatically grant increases at the time of renewing the contract and if an increase is requested, supporting documentation of need must be provided at the time of renewal.
 - c. If renewal pricing is not provided on the pricing page, the prices during renewal shall be the same as during the current contract period.

2.6 Documentation Requirements:

- a. The following documentation shall be included in your bid response:
 - 1. *Experience.* Clearly identify the Bidder’s experience in offering, the services requested in this RFB, in the Midwestern United States, during the past twelve (12) months. The description shall include a list of the agencies that your company has served or currently serves.
 - 2. *Personnel.* The Bidder shall have a minimum of four (4) qualified, full time meteorologists on staff. A meteorologist shall be on duty twenty-four (24) hours per day for consultation during the time period(s) the contract is in effect. The Bidder shall submit documentation to verify the professional license/certifications of the four (4) qualified meteorologists heretofore mentioned.
 - 3. *References.* Provide the name, title and telephone number of at least two (2) clients within the past twelve (12) months.

4. PRICING

4.1 Pricing

4.1.1 The Bidder shall provide a firm, fixed price in the table below for the original contract period and renewal periods, for providing the services stated herein. All costs associated with providing the services shall be included in the price.

4.1.2 Pricing shall be based on the ***total cost for six (6) months*** of statewide weather forecast services.

Original Contract Period	1 st Renewal	2 nd Renewal	3 rd Renewal	4 th Renewal
\$	\$	\$	\$	\$

Hourly Rate: List the per hour rate for which payment would be sought for additional work requested by MoDOT that is outside the scope of services associated with the bid (weather diagram, maps, additional reports, etc.)

\$_____ per hour

Maximum percentage of increase per yearly renewal for the hourly rate _____%

Company Name

Signature

VENDOR INFORMATION & PREFERENCE CERTIFICATION FORM

Vendor Information

All bidders must furnish ALL applicable information requested below

Vendor Name/Mailing Address: Email Address:	Vendor Contact Information (including area codes): Phone #: Cellular #: Fax #:
Printed Name of Responsible Officer or Employee:	Signature:
For Corporations - State in which incorporated:	For Others - State of domicile:

If the address listed in the Vendor Name/Mailing Address block above is not located in the State of Missouri, list the address of Missouri offices or places of business:

*If additional space is required, please attach an additional sheet and identify it as **Addresses of Missouri Offices or Places of Business.***

M/WBE INFORMATION: List all certified Minority or Women Business Enterprises (**M/WBE**) utilized in the fulfillment of this bid. Include percentages for subcontractors and identify the M/WBE certifying agency:

<u>M/WBE Name</u>	<u>Percentage of Contract</u>	<u>M/WBE Certifying Agency</u>

*If additional space is required, please attach an additional sheet and identify it as **M/WBE Information***

Preference Certification

All bidders must furnish ALL applicable information requested below

GOODS/PRODUCTS MANUFACTURED OR PRODUCED IN USA: If any or all of the goods or products offered in the attached bid which the bidder proposes to supply to the MHTC are **not** manufactured or produced in the "United States", or imported in accordance with a qualifying treaty, law, agreement, or regulation, list below, by item or item number, the country other than the United States where each good or product is manufactured or produced.

Item (or item number)	Location Where Item is Manufactured or Produced

*If additional space is required, please attach an additional sheet and identify it as **Location Products are Manufactured or Produced.***

MISSOURI SERVICE-DISABLED VETERAN BUSINESS: Please complete the following if applicable. Additional information may be requested if preference is applicable. See below definitions for qualification criteria:

Service-Disabled Veteran is defined as any individual who is disabled as certified by the appropriate federal agency responsible for the administration of veterans' affairs.

Service-Disabled Veteran Business is defined as a business concern:

- a. Not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one or more service-disabled veterans; and
- b. The management and daily business operations of which are controlled by one or more service-disabled veterans.

<u>Veteran Information</u>	<u>Business Information</u>
Service-Disabled Veteran's Name (Please Print)	Service-Disabled Veteran Business Name
Service-Disabled Veteran's Signature	Missouri Address of Service Disabled Veteran Business

Missouri Highways and Transportation Commission
Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions

STANDARD SOLICITATION PROVISIONS

- a. The solicitation for the procurement of the supplies referenced therein, to which these "Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions" are attached, is being issued under, and governed by, the provisions of Title 7 – Missouri Department of Transportation, Division 10 – Missouri Highways and Transportation Commission, Chapter 11 – Procurement of Supplies, of the Code of State Regulations. The Missouri Highways and Transportation Commission (**MHTC**), acting by and through its operating arm, the Missouri Department of Transportation (**MoDOT**), draws the Bidder's attention to said 7 CSR 10-11 for all the provisions governing solicitation and receipt of bids and the award of the contract pursuant to this solicitation.
- b. All bids must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.

GENERAL TERMS AND CONDITIONS

Definitions

Capitalized terms as well as other terms used but not defined herein shall have the meaning assigned to them in section 7 CSR 10-11.010 Definition of Terms.

Nondiscrimination

- a. The Contractor shall comply with all state and federal statutes applicable to the Contractor 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.*)
- b. **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, MHTC shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - i. withholding of payments to the Contractor under the contract until the Contractor complies, and/or,
 - ii. cancellation, termination or suspension of the contract, in whole or in part.

Contract/Purchase Order

- a. By submitting a bid, the Bidder agrees to furnish any and all equipment, supplies and/or services specified in the solicitation documents, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the solicitation documents, amendments thereto, and/or Best and Final Offer (BAFO) request(s) with any changes/additions, (2) the Contractor's bid response, and (3) the MHTC's acceptance of the bid by post-award contract or purchase order.
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the Contractor must receive a properly authorized notice to proceed and/or purchase order.

Applicable Laws and Regulations

- a. The contract shall be construed according to the laws of the State of Missouri. The Contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract. The exclusive venue for any legal proceeding relating to or arising, out of the contract shall be in the Circuit Court of Cole County, Missouri.
- b. The Contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri, Missouri Department of Revenue, and other regulatory agencies, as may be required by law or regulations. Prior to the issuance of a purchase order and/or notice to proceed, the Contractor may be required to submit to MHTC a copy of their current Authority Certificate from the Secretary of State of the State of Missouri and/or a copy of their Certificate of No Tax Due from the Missouri Department of Revenue.
- c. Prior to the issuance of a purchase order and/or notice to proceed, all **out-of-state** Contractors **providing services** within the state of Missouri must submit to MHTC a copy of their current Transient Employer Certificate from the Missouri Department of Revenue, in addition to a copy of their current Authority Certificate from the Secretary of State of the State of Missouri.

Executive Order:

The Contractor 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 Contractor hereby certifies that any employee of the Contractor 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 Contractor 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 contractor 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.
- 3) The Contractor shall include the provisions of this paragraph in every subcontract. The Contractor 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.

Preferences

- a. In the evaluation of bids, preferences shall be applied in accordance with 7 CSR 10-11.020(7). Contractors should apply the same preferences in selecting subcontractors. The attached document entitled "**VENDOR INFORMATION AND PREFERENCE CERTIFICATION FORM**" must be completed and returned with the solicitation documents.
- b. Bidders 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. Bidders are encouraged to obtain 10% MBE and 5% WBE participation.

Cancellation of Contract

The MHTC may cancel the Contract at any time for a material breach of contractual obligations or for convenience by providing Contractor with written

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notice of cancellation. Should the 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 Contractor.

Bankruptcy or Insolvency

Upon filing for any bankruptcy or insolvency proceeding by or against the Contractor, whether voluntarily, or upon the appointment of a receiver, trustee, or assignee, for the benefit of creditors, the Commission reserves the right and sole discretion to either cancel the Agreement or affirm the Agreement and hold the Contractor responsible for damages.

Warranty

The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the MHTC, (2) be fit and sufficient for the purpose expressed in the solicitation documents, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.

Status of Independent Contractor

The Contractor 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 the MHTC. Therefore, the Contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save and hold the MHTC, its officers, agents and employees harmless from and against any and all losses (including attorney fees) and damage of any kind related to such matters.

Non-Waiver

If one of the parties agrees to waive its right to enforce any term of this Contract, that party does not waive its right to enforce such term at any other time or to enforce any or all other terms of this Contract.

Indemnification

The Contractor shall defend, indemnify and hold harmless MHTC, 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 Contractor's performance of its obligations under the contract awarded pursuant to this solicitation.

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SPECIAL TERMS AND CONDITIONS

Tax Exempt Status:

MHTC is exempt from paying Missouri Sales Tax, Missouri Use Tax and Federal Excise Tax.

Prohibition Of Employment Of Unauthorized Aliens:

- a. **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 A..
- b. **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 B.

Holidays

- a. The following days shall be construed as **official holidays** under the terms of the contract:

January 1	New Year's Day
Third Monday in January	Martin Luther King, Jr.'s Birthday
February 12	Lincoln's Birthday
Third Monday in February	Washington's Birthday
May 8	Truman's Birthday
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
Second Monday in October	Columbus Day
November 11	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
December 25	Christmas Day

- b. When any of the above **holidays falls** on a **Sunday**, the holiday will be observed on the following **Monday**; when any of the above **holidays falls** on a **Saturday**, the **holiday** will be observed on the immediately preceding **Friday**.

