



**MISSOURI DEPARTMENT OF TRANSPORTATION  
INFORMAL QUOTE GUIDELINES AND DOCUMENTATION FOR  
PURCHASES FROM \$3,000 TO \$24,999.99**

***THIS IS NOT AN ORDER***

**REQUEST FOR QUOTATION**

It is the vendor's responsibility to read and comply with all conditions, specifications, and instructions outlined in this document. This document and any subsequent attachments, shall supersede all confirmation forms, receipts, or any other paperwork needed to secure materials, equipment, or services.

|                                                                                                                                                                                                          |                                                                                                                                               |                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| TODAY'S DATE:<br>NOVEMBER 25, 2014                                                                                                                                                                       | QUOTE DUE BY (DATE AND TIME):<br><b>DECEMBER 4, 2014 10:00 AM</b>                                                                             | F.O.B. REQUIREMENTS:<br><b>DESTINATION</b>                                                                                          |
| TO BE DELIVERED / COMPLETED:<br>BEST DATE                                                                                                                                                                | QUOTATION #: <b>SL15-059-R7</b><br>THIS QUOTATION # SHOULD BE<br>REFERENCED ON ALL MAILING LABELS,<br>ENVELOPES, AND OTHER<br>CORRESPONDENCE. | BUYER NAME/TELEPHONE NUMBER:<br>STEPHANIE AUSTIN RASHID, CPPB<br>(314) 301-1439<br>STEPHANIE.AUSTINRASHID@MODOT.MO.GOV              |
| Procurement Mailing Address #:<br>MISSOURI DEPT. OF TRANSPORTATION<br>STL DISTRICT PROCUREMENT OFFICE<br>2309 BARRETT STATION RD.<br>BALLWIN, MO. 63021<br><br>Facsimile #: 314-301-1437 or 573-526-0016 |                                                                                                                                               | Delivery Locations:<br><br>MoDOT – St. Louis<br>St. Charles Maintenance Bldg.<br>2360 Old Highway 94 South<br>St. Charles, MO 63303 |

**ALL QUOTATIONS MUST BE EXTENDED AND TOTALED. DELIVERY TIME MUST BE LISTED.**

| QTY | U/M | DESCRIPTION<br>(including size and/or part #'s)                                                                                               | TOTAL<br>UNIT COST | DELIVERY<br>TIME |
|-----|-----|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|
| 1   | Ea  | Loader Scale functionally equivalent to Loadrite Model L2180 System w/Rotary Trigger and MMS 5 software kit                                   |                    |                  |
| 1   | Ea  | Complete and Full Installation                                                                                                                |                    |                  |
|     |     | <b><u>INDICATE MODEL /BRAND:</u></b><br><br>Please include specification sheets, product literature, and warranty information with quotation. |                    |                  |

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.

**Notification of award will be at the time the tabulation is posted to the Internet. It is the sole responsibility for all bidders to check the website for bid results, and or addendums.**

**VENDOR NAME:**

**Note to Respondent:** A vendor must be in compliance with the laws regarding conducting 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/proposal that correctly and accurately identifies the company name that is registered to do business in the State of Missouri. The Missouri Department of Transportation reserves the right to reject any or all bids, and to accept or reject any items thereon and to waive technicalities. All bids must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.

**THIS IS NOT A SEALED BID. QUOTATIONS CAN BE E-MAILED OR FAXED TO EITHER FAX NUMBER ABOVE.**

### VENDOR INFORMATION

|                                                                                        |                                                                                                     |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Vendor Name/Mailing Address:                                                           | Vendor Contact Information (including area codes):<br><br>Phone #:<br><br>Fax #:<br><br>Cellular #: |
| Printed Name and Title of Responsible Officer or Employee:                             | Signature:                                                                                          |
| Is your company registered/certified with the State of Missouri as a (please circle):  |                                                                                                     |
| MINORITY BUSINESS ENTERPRISE (MBE) ?                                                   | YES                      NO                                                                         |
| WOMEN BUSINESS ENTERPRISE (WBE) ?                                                      | YES                      NO                                                                         |
| Would your company like information on becoming a registered/certified MBE/WBE vendor? | YES                      NO                                                                         |

**MISSOURI DEPARTMENT OF TRANSPORTATION  
SPECIFICATIONS FOR LOADER SCALES**

It is the intent of this specification to describe a weighing system that will eliminate overloads and keeps track of daily production of material. This system will be mounted in cab on a wheel loader.

| <b>Specifications</b>                                                    | <b>Meets Or Exceeds Spec.</b> | <b>Comments</b> |
|--------------------------------------------------------------------------|-------------------------------|-----------------|
| Display: Shall be backlit LCD with 2 lines                               |                               |                 |
| Multi directional mounting bracket for the monitor                       |                               |                 |
| Rubber suspension on monitor to dampen vibrations                        |                               |                 |
| Manage up to 20 product names                                            |                               |                 |
| Load ID for direct entry (SHD, truck plate, driver name                  |                               |                 |
| Records Running Total                                                    |                               |                 |
| Records Bucket Total                                                     |                               |                 |
| Provide Product Grand Totals                                             |                               |                 |
| Weighing on the move with +/- 1% accuracy                                |                               |                 |
| Real time tip off to adjust the last bucket in real time with accuracy   |                               |                 |
| Operate on 12 or 24 volt system                                          |                               |                 |
| Keyboard Alphanumeric, waterproof tactile membrane                       |                               |                 |
| Zero capability                                                          |                               |                 |
| Must have a Stand-by-function                                            |                               |                 |
| Must have 2 electronic direct pressure transducers preferred under cover |                               |                 |
| Dual magnetic proximity switch that is 100% dust, salt and water proof   |                               |                 |
| Provide a Shielded power supply cable                                    |                               |                 |
| USB or equivalent down load capability                                   |                               |                 |

| <b>Specifications</b>                                                   | <b>Meets Or Exceeds Spec.</b> | <b>Comments</b> |
|-------------------------------------------------------------------------|-------------------------------|-----------------|
| Compatible to MoDOT new operating system Windows 7 and Office 2007      |                               |                 |
| Provide customizable reports                                            |                               |                 |
| On site operating training                                              |                               |                 |
| Provide training DVD's as needed                                        |                               |                 |
| Provide full 3 year warranty for parts and service                      |                               |                 |
| ISO 9001:2000 quality certification                                     |                               |                 |
| Provide on call service as needed within 24 hours of notification.      |                               |                 |
| Delivery of replacement parts or units within 24 hours of notification. |                               |                 |

**MoDOT reserves the right to determine the significance and/ or value of a line item specification in the event a submission does not meet the exact line item description as pertinent to the overall functionality and value as related to final cost.**

# VENDOR INFORMATION & PREFERENCE CERTIFICATION FORM

## Vendor Information

All bidders must furnish **ALL** applicable information requested below

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

**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:

- 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
- 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 |

### COOPERATIVE AGREEMENT NOTICE

The Department is interested in assisting Missouri governmental entities, etc. in purchasing equipment, various materials and supplies that meet the Highway and Transportation Department specifications.

Each bidder is asked to indicate below whether they would be willing to offer **Loader Scale** listed in the attached "Request for Quotation" for sale to these local political entities at the same bid price offered to this Department.

It is understood the Department will not issue purchase orders, accept delivery nor make payment for these items ordered by any of these agencies. It is further understood the price is based on the **Loader Scale** meeting the Department specifications. Any added options, deletions, or extra freight costs would be negotiated between the local agency and the successful vendor.

Indicate below whether your company is willing to offer such cooperative purchasing for Missouri counties, cities or other political entities.

YES \_\_\_\_\_

NO \_\_\_\_\_

If the price varies throughout the state on Department bids because of different delivery destinations, please indicate the price f.o.b. your location that would be offered as described.

F.O.B. Location \_\_\_\_\_

Indicate the deadline date that orders will be accepted. \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

(Each vendor should complete the appropriate sections of their form and submit with their bid.)

## **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/quotes and the award of the contract pursuant to this solicitation.
- b. All bids/quotes 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/quote, 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 (6<sup>th</sup>) 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/quotes, 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 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.

## **SPECIAL TERMS AND CONDITIONS**

### **Award**

- a. Award of this bid/quote/proposal will be made on an "All Or Nothing" basis using the "lowest and best" principle of award.

### **Delivery – Additional Requirements**

1. 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                      |

2. 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**.