



**MISSOURI DEPARTMENT OF TRANSPORTATION
INFORMAL QUOTE GUIDELINES AND DOCUMENTATION
FOR PURCHASES \$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: 05/05/14	QUOTE DUE BY: MAY 20, 2014 @ 1:00 PM CENTRAL TIME	F.O.B. REQUIREMENTS: DESTINATION
SERVICES NEEDED: WEDNESDAY, JUNE 25, 2014 6:00 AM TO 9:00 PM	RFQ # SE14-Q488-RJ THIS QUOTATION NUMBER SHOULD BE REFERENCED ON ALL MAILING LABELS, ENVELOPES, AND ANY OTHER CORRESPONDENCE ABOUT THIS SOLICITATION. (QUOTATION MAY BE FAXED OR EMAILED)	BUYER NAME: TAMMY BAKER PHONE NUMBER: 573-472-5369 FAX NUMBER: 573-472-5890 EMAIL: TAMMY.BAKER@MODOT.MO.GOV
Mailing Address: Missouri Department of Transportation Southeast District Office 2675 N. Main Sikeston, MO 63801		Delivery Location(s): See Description

ALL QUOTATIONS SHOULD BE EXTENDED & TOTALED. DELIVERY TIME SHOULD BE LISTED

Quantity	U/M	DESCRIPTION	TOTAL PRICE
		The Missouri Department of Transportation is seeking quotes for providing Traffic Control Services for a bike ride event called "Ride the Fault Line."	
		Date: Wednesday, June 25, 2014	
		Time Lane Closure: 6:00 am through 9:00 am CST	
		Location Begins: Rt. 84 and I-155	
		Location Ends: TN-181 & I-155	
		Please see the attachments for full details.	
		NOTES: Typical Applications (TA) for utilization of traffic control.	
		Reduce the speed to 60 mph. (Fig. 616.29.3.1)	
		Provide a shoulder taper of 235 ft. with channelizers @ 60 ft. spacing (TA-33) – (At the beginning of the lane taper there will be an arrow board on shoulder).	
		Provide a lane taper of 840 ft. with channelizers @ 60 ft. spacing.	
		Provide a buffer space before the I-155 on ramp of 800 ft.	
		Continue land drop to exit into TN with channelizers @ 100 ft. spacing.	
		Utilize TA-44 for the entrance ramp in MO.	
		Utilize TA-42 for the exit ramp in TN.	
		ENTER TOTAL PRICE	

VENDOR NAME

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:

- 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

SPECIAL TERMS AND CONDITIONS

Tax Exempt Status:

MHTC is exempt from paying Missouri Sales Tax, Missouri Use Tax and Federal Excise Tax. However, the Contractor may themselves be responsible for the payment of taxes on materials they purchase to fulfill the contract. A Project Tax Exemption Certificate will be furnished to the successful Bidder upon request if applicable.

Insurance

The Contractor shall maintain or cause to be maintained at Contractor's own expense commercial general liability, automobile liability, worker's compensation insurance against negligent acts, errors or omissions of the Contractor, or its subcontractors and anyone directly or indirectly employed by any of them. Any insurance policy required as specified in this Section shall be written by a company that is licensed and authorized to issue such insurance in the state of Missouri and shall provide insurance coverage for not less than the following limits of liability:

- 1) General Liability: Not less than \$500,000 for any one person in a single accident or occurrence, and not less than \$3,000,000 for all claims arising out of a single occurrence;
- 2) Automobile Liability: Not less than \$500,000 for any one person in a single accident or occurrence, and not less than \$3,000,000 for all claims arising out of a single occurrence;
- 3) Missouri State Workmen's Compensation policy or equivalent in accordance with state law.

Upon request from the Commission, the Contractor shall provide the Commission with certificates of insurance evidencing the required coverage and that such insurance is in effect.

Permits, Licenses and Safety Issues

The contract price shall include any necessary permits and licenses required by law incidental to the work. Local ordinances requiring building permits are not applicable to state agencies.

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 (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/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.

(T&C's Version May 2011)

Figure 616.29.3.1 Work Zone "Speed Limit" Locations within the Advance Warning Area

Table 1. Sign Spacing, Device Spacing and Channelizing Taper Lengths

SPEED	SIGN SPACING (ft.)		TAPER LENGTH (ft.)		OPTIONAL BUFFER LENGTH (ft.)	CHANNELIZER SPACING (ft.)	
	Undivided (S)	Divided (S)	Shoulder (T1)	Lane (T2)		Tapers	Buffer/ Work Areas
0-35	200	200	This typical application provides guidelines for the sequencing and location of the work zone speed limit signs. Review appropriate typical applications for signs, sign spacing, taper length, buffer length, channelizer spacing, TMA's, channelizers, etc.				
40	350	500					
45	350	500					
50-55	500	1000					
60-70	SA = 1000, SB = 1500, and SC = 2640						

Notes:

For speed limit guidance, refer to EPG 616.29 Work Zone Speed Limit.

This typical application may be appropriate for single location work, per example, bridge work, culvert repair, localized pavement repair.

This typical application may be appropriate for work zone that may require a decrease of speed throughout the entire work zone, per example, head-to-head on multilane applications.

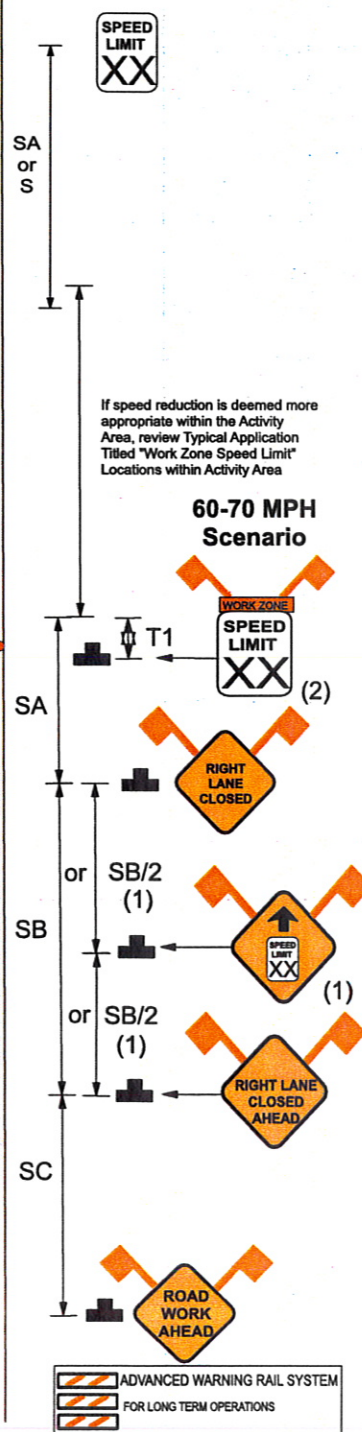
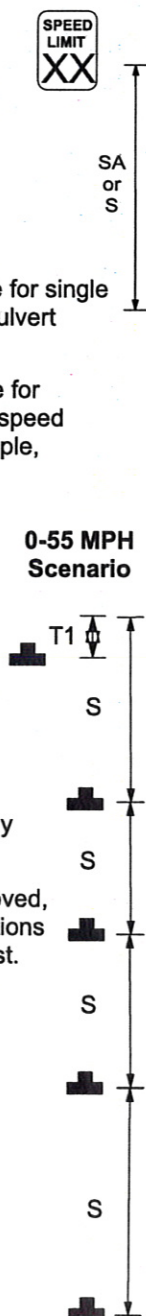
(1) W03-5 (SPEED LIMIT XX AHEAD).

This sign is used when the approved speed reduction for an immediate location is greater than 10 mph below the existing or posted speed limit.

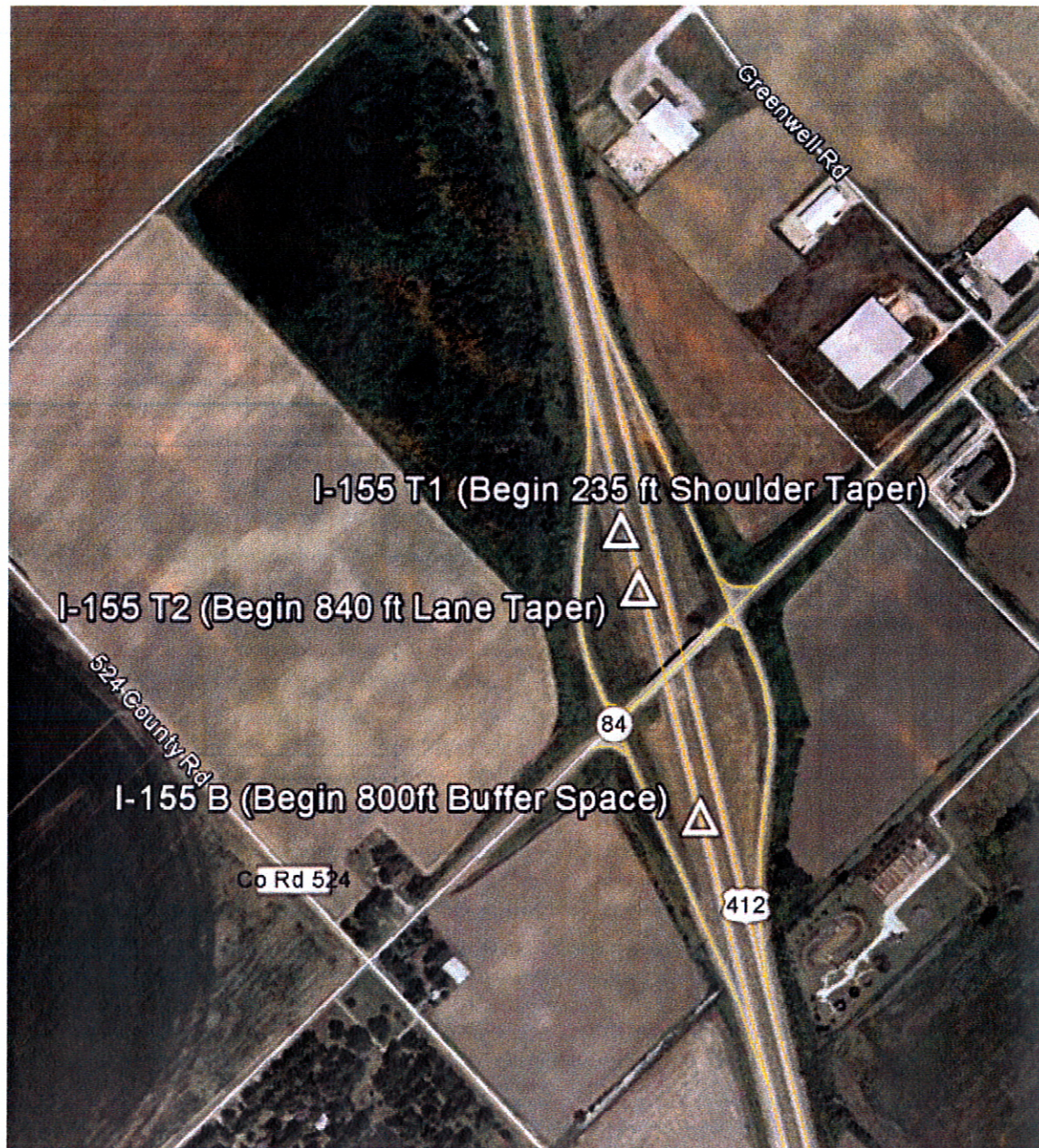
(2) The speed limit sign may be moved upstream, if the district deems the work zone requires advance speed limit notification.

For undivided roadways, provide signs only on the right side of each direction.

Reduced speed limit signing shall be removed, covered, or turned from traffic when conditions requiring the reduced speed no longer exist.

0-55 MPH Scenario

Location of Shoulder Taper, Lane Taper and Beginning of lane closure.
Arrow Panel installed on shoulder at beginning of lane taper.
Channelizers used at 100 ft spacing through lane closure.



The Work Zone Signing leading into the Lane and Ramp Closure
(TA-33 with Speed Reduction to 60 mph)
(TA-44 used at entrance ramp)









616.8.33 (TA-33) Lane Closure on Left or Right Lane on Divided Highway- MT

SPEED	SIGN SPACING (ft.)		TAPER LENGTH (ft.)		OPTIONAL BUFFER LENGTH (ft.) (B)	CHANNELIZER SPACING (ft.)	
	Undivided (S)	Divided (S)	Shoulder ¹ (T1)	Lane ² (T2)		Tapers	Buffer/ Work Areas
0-35	-	200	70	245	250	35	50
40	-	500	90	320	305	40	100
45	-	500	150	540	360	45	100
50-55	-	1000	185	660	495	50	100
60-70	SA - 1000, SB - 1500, and SC - 2640		235	840	730	60	100

1 Shoulder taper length based on 10 ft. (standard shoulder width) offset 2 Lane taper length based on 12 ft. (standard lane width) offset

ROADWAY TYPE	SIGN HEIGHT	MAXIMUM WORK ZONE LENGTH (L)
URBAN	1' Portable 7' Post	1 Mi.
RURAL DIVIDED	1' Portable 7' Post	2 Mi.

	Channelizer		Truck Mounted Attenuator (TMA)
	Truck or Trailer Mounted Arrow Panel		Protective Vehicle
	Sign		Work Space

A protective vehicle **shall** be used while work is in progress. The protective vehicle **shall** be equipped with a TMA and flashing arrow panel and positioned at least 150 ft. in advance of the work space. The protective vehicle **may** be eliminated if the roadway is posted at 45 mph or below, the work vehicle is positioned in advance of the work space, and the work vehicle is equipped with a flashing arrow panel and uses activated rotating lights or strobe lights.

All vehicles, equipment, workers and their activities **should** be restricted to one side of the pavement.

The open lane **shall** be provided with a 10 ft. minimum driving surface at all times. This **may** include a portion of the shoulder, provided the shoulder is of adequate strength to handle traffic.

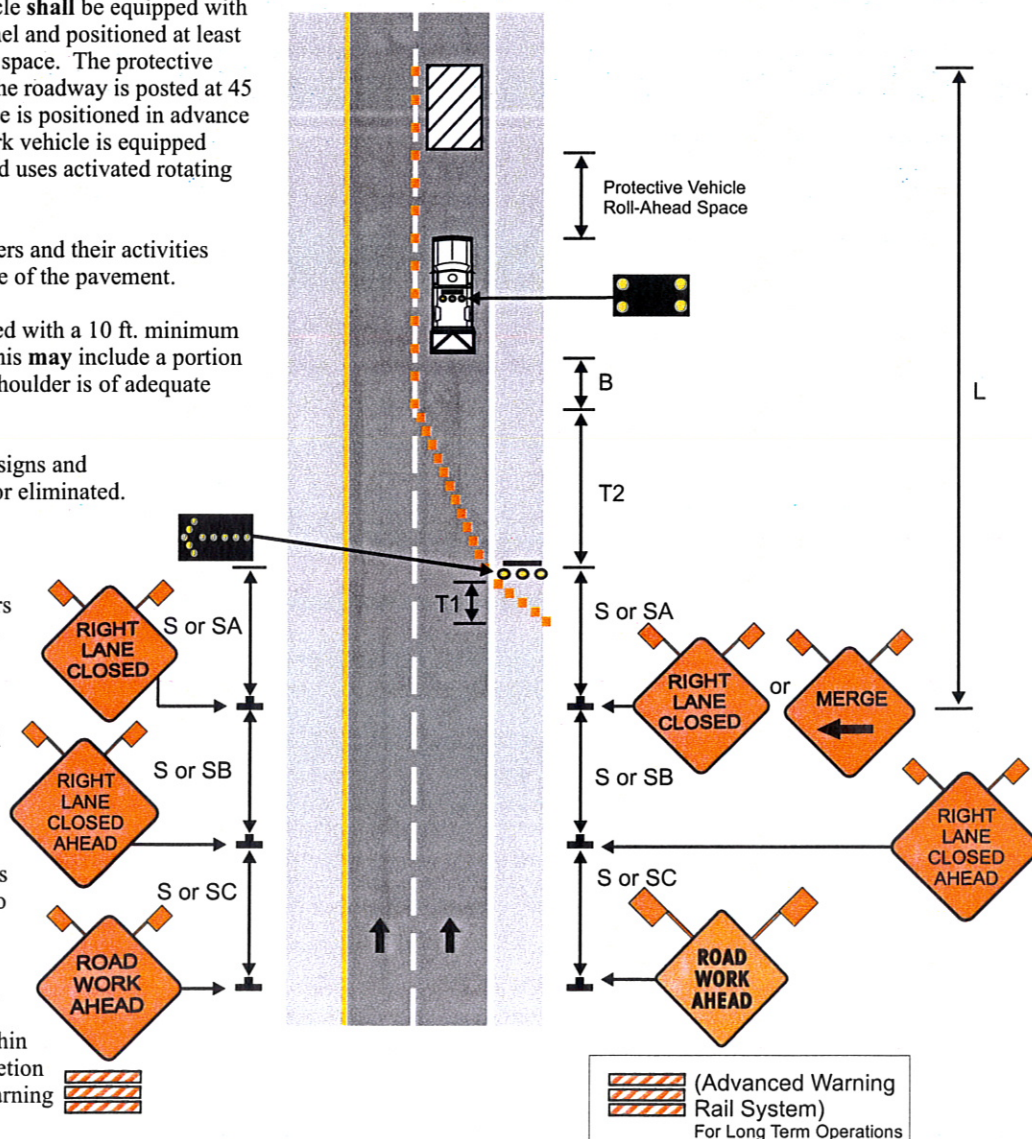
For short duration operations, signs and channelizers **may** be reduced or eliminated.

For mobile operations where workers are on foot and move with the operation, channelizers **may** be reduced or eliminated.

For operations in which channelizers are not used, the arrow mode **shall** be displayed on any flashing arrow panel located downstream of the taper.

Supplemental warning methods **may** be used to call attention to the work zone.

Additional warning signs **shall** be erected at each intersection with another state highway within the work zone. Upon the discretion of the supervisor, additional warning signs **may** be erected at other intersections within the work zone.







For long-term operations, EPG 616.6.2.2
Flags and Advance Warning Rail System.

616.8.44 (TA-44) Work in Vicinity of Entrance Ramp - MT

SPEED	SIGN SPACING (ft.)		TAPER LENGTH (ft.)		OPTIONAL BUFFER LENGTH (ft.) (B)	CHANNELIZER SPACING (ft.)	
	Undivided (S)	Divided (S)	Shoulder ¹ (T1)	Lane ² (T2)		Tapers	Buffer/ Work Area
0-35	-	200	70	245	250	35	50
40-45	-	500	150	540	360	40	100
50-55	-	1000	185	660	495	50	100
60-70	SA - 1000, SB - 1500, and SC - 2640		235	840	730	60	100

¹ Shoulder taper length based on 10 ft. (standard shoulder width) offset
 ² Lane taper length based on 12 ft. (standard lane width) offset

ROADWAY TYPE	SIGN HEIGHT	MAXIMUM WORK ZONE LENGTH (L)
URBAN	1' Portable 7" Post	1 Mi.
RURAL DIVIDED	1' Portable 7" Post	2 Mi.

 Channelizer	 Sign
 Truck or Trailer Mounted Arrow Panel	 Work Space

A protective vehicle **shall** be used when work is in progress. The protective vehicle **shall** be equipped with a TMA and positioned at least 150 ft. in advance of the work space.

Where inadequate acceleration distance exists for the temporary entrance shown on the right diagram, the YIELD sign **may** be replaced with STOP signs (one on each side of the approach).

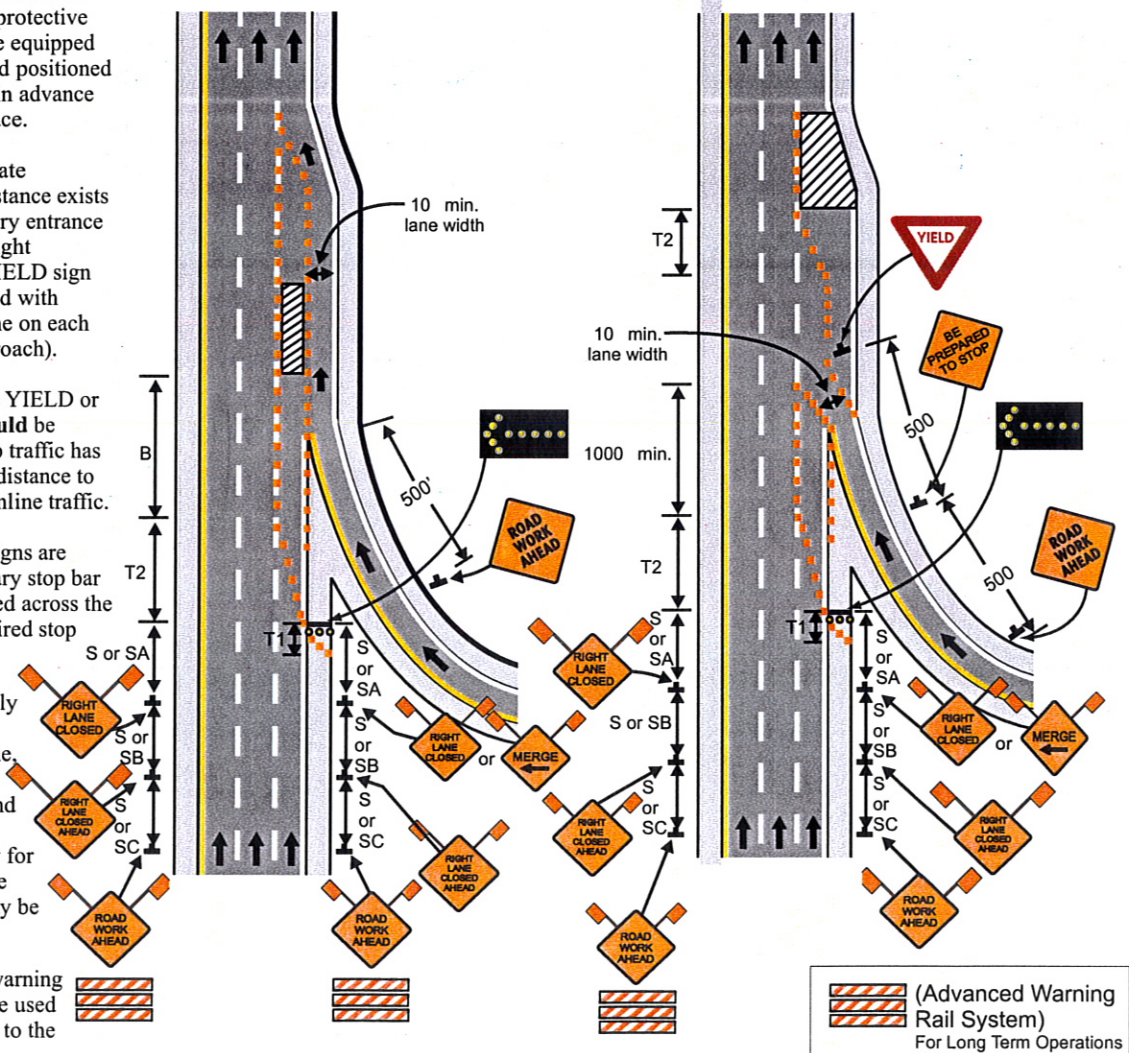
When used, the YIELD or STOP sign **should** be located so ramp traffic has adequate sight distance to merge into mainline traffic.

Where STOP signs are used, a temporary stop bar **should** be placed across the ramp at the desired stop location.

For work entirely within the acceleration lane, the signs, channelizers, and flashing arrow panel necessary for the through-lane lane closure may be eliminated.

Supplemental warning methods **may** be used to call attention to the work zone.

For long-term operations, refer to EPG 616.6.2.2 Flags and Advance Warning Rail System.



The Work Zone Signing of Lane Closure leading into the Exit Ramp.
(TA-42 used at exit ramp)



616.8.42 (TA-42) Work in Vicinity of Exit Ramp - MT

SPEED	SIGN SPACING (ft.)		TAPER LENGTH (ft.)		OPTIONAL BUFFER LENGTH (ft.) (B)	CHANNELIZER SPACING (ft.)	
	Undivided (S)	Divided (S)	Shoulder ¹ (T1)	Lane ² (T2)		Tapers	Buffer/ Work Areas
0-35	-	200	70	245	250	35	50
40-45	-	500	150	540	360	40	100
50-55	-	1000	185	660	495	50	100
60-70	SA - 1000, SB - 1500, and SC - 2640		235	840	730	60	100

¹ Shoulder taper length based on 10 ft. (standard shoulder width) offset ² Lane taper length based on 12 ft. (standard lane width) offset

ROADWAY TYPE	SIGN HEIGHT	MAXIMUM WORK ZONE LENGTH (L)
URBAN	1' Portable 7' Post	1 Mi.
RURAL DIVIDED	1' Portable 7' Post	2 Mi.

	Channelizer Cone or Drum		Sign
	Truck or Trailer Mounted Arrow Panel		Work Space

A protective vehicle, not shown, **shall** be used when work is in progress. The protective vehicle **shall** be equipped with a TMA and positioned at least 150 ft. in advance of the work space.

A temporary EXIT sign **shall** be located in the temporary gore to indicate that the ramp is open, and where the temporary ramp is located. This sign **shall** be mounted at 7 ft. However, if the ramp is closed, guide signs **should** indicate this condition. A black on orange EXIT CLOSED panel **should** be placed diagonally across the advance EXIT guide signs.

Channelizers immediately in advance of and after the temporary EXIT **should** be spaced at 1/2 spacing.

For work entirely within the deceleration lane, the signs, channelizers, and flashing arrow panel necessary for the through-lane lane closure **may** be eliminated.

Supplemental warning methods **may** be used to call attention to the work zone.

For long-term operations, refer to EPG 616.6.2.2 Flags and Advance Warning Rail System.

