



**MISSOURI DEPARTMENT OF TRANSPORTATION
GUIDELINES AND DOCUMENTATION
FOR PRICE AGREEMENT SERVICES**

THIS IS NOT AN ORDER

REQUEST FOR BID

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: NOVEMBER 30, 2015	<u>DUE BY:</u> 10:00 AM CST DECEMBER 18, 2015	<u>FOB REQUIREMENTS:</u> DESTINATION
AGREEMENT PERIOD: ON-CALL AS NEEDED, IF NEEDED MULTIPLE AWARD OPEN ENROLLMENT PERIOD	<u>Bid #:</u> SEW16-1199RY THIS BID # SHOULD BE REFERENCED ON ALL MAILING LABELS, ENVELOPES, AND ANY OTHER CORRESPONDENCE.	BUYER: Gloria Bunch PHONE NUMBER: 417-469-6256 FAX NUMBER: 417-469-3449 Email: gloria.bunch@modot.mo.gov
<u>Mailing Address:</u> Mo Department of Transportation Southeast Procurement 3956 E. Main Willow Springs, MO 65793		<u>Service Locations:</u> Various Throughout District

On-Call Snow Removal Assistance Services

The Southeast District may require **Snow Removal Assistance** during the 2015-2016 winter season. This agreement will establish fixed pricing for **Equipment & Operator Services** with contractors who may be able to assist with on-call snow removal operations on an as-needed basis throughout our district. Contractors will be contacted by MoDOT when and if services are needed during the winter season.

Provide pricing for the following types of equipment with operators:

- Item #1 (pricing page 3): Motorgraders
- Item #2 (pricing page 4): Loaders
- Item #3 (pricing page 5): Dump Trucks
- Item #4 (pricing page 6): Tractor-Trailer Units (Low Boy Trailers)
- Item #5 (pricing page 7): Escort Vehicles

Tire chains (Contractor provided) and/or 4-wheel drive may be required for mobility so equipment will be effective when maneuvering or pushing snow.

SPECIAL TERMS AND CONDITIONS

OPERATOR TRAINING: All operators shall undergo snow removal operations safety training, provided by MoDOT at no cost to Contractor. Minimum training will include up to 16 hours of training on snow removal operations, safety, and communications. Additional training for Cargo Securement, shall be provided (up to 8 hours) for tractor/trailer operators who will be transporting MoDOT equipment. MoDOT will pay the hourly Operator Training Rate per contracted operator. If contracted trained operator is replaced prior to contract expiration, replacement operators must complete the required training at no cost to MoDOT (i.e. no payment of the hourly rate for Operator Training). The minimum training hours required for each operator will be determined based upon a MoDOT risk based assessment of the operator's skill-level and experience.

FUEL: Fuel will be furnished by MoDOT for equipment engaged in snow removal operations. Equipment shall arrive at each assignment fully fueled, and MoDOT will provide fuel as required for operations, such that each piece of equipment leaves their assignment fully fueled. As external parties do not have a fuel card that will be recognized by MoDOT's automated fuel system, in order for these agencies to obtain fuel at a MoDOT facility, a MoDOT staff member must be present during fueling to use their PIN# to authorize the transaction.

BLADES: Carbide steel cutting edges for snow removal operations will be supplied by MoDOT for motorgraders. These will be Contractor installed at no additional cost. All blades supplied by MoDOT must be un-installed by Contractor and returned to MoDOT at no additional cost when worn down or when work is completed. Refer to Attachment One (page 9) for details on the carbide blades which may be provided.

LIGHTING: At MoDOT's discretion, an escort vehicle may be required to accompany slow moving equipment units (motorgraders, etc.) while performing snow removal operations on an active highway. Escort vehicles shall be equipped with protective lighting equal to "Level 4" MoDOT Fleet Lighting requirements: 1 amber or amber/white flasher LED mini lightbar (24" maximum) or 2 amber flashers with 360 degree visibility. All lighting should meet SAEJ595 or SAE J845 Class 1 standard, verified by an AMECA (Automotive Manufacturers Equipment Compliance Agency) certified lab.

INSURANCE: The Contractor shall maintain or cause to be maintained at Contractor's own expense commercial general liability, automobile liability, workers 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.

The Contractor must provide a copy of their Certificate of Insurance showing coverage, in the amounts required above. MoDOT reserves the right, at its sole discretion, to determine the date by which this documentation must be provided. The Contractor's inability to provide this documentation may result in their bid being rejected.

MoDOT shall be listed as a "Certificate Holder" on the Certificate of Insurance with the following address:

Missouri Department of Transportation
Southeast District
3956 E. Main
Willow Springs, MO. 65793

AWARD & PAYMENT: MoDOT reserves the right to a multiple contract award based upon contractor location, equipment availability, and contract costs. Contractor selection at the time of an event shall be made on a "Case By Case/Item By Item/County By County" basis using the "lowest and best" principle of award based on MoDOT needs, equipment availability, and the situation at the time services may be required. There is no guarantee any work will be awarded under this RFB. **Since mobilizations costs are to be included in the hourly rates bid, payment for services will be computed based upon the time of arrival at the designated work location and time of departure from the site at the completion of all requested work.**

E-VERIFY: Due to the possibility that the cost of services will exceed \$5,000, vendors must comply with the requirements of, complete the forms for, and provide related to, the federal E-Verify program.

VENDOR NOTES

Vendors may attach other pertinent/supporting data along with their response to this solicitation. All responses to this solicitation should be submitted on this form and returned to the buyer listed above at the district address shown.

Responses must be mailed, or hand-delivered. Sealed bid responses may NOT be faxed or emailed.

PRICING PAGE

ITEM #1: Motorgraders

For each maintenance area you plan to offer service, provide information on each piece of equipment that could be made available when called upon for snow removal assistance. It is not necessary to bid all work areas. **Copy this page and submit separate responses if multiple pieces of equipment are available.**

Hourly Rates are to include mobilization costs (the cost of getting to and from the work area).

VENDOR NAME:

(Please enter your company name in this block)

TYPE OF EQUIPMENT:

(Make, Model, Size of Motorgrader)

Please indicate if the motorgrader could have a wing plow available, and if that could be a right wing or left wing.

County	Maintenance Bldg. Work Area	Zip Code	Hourly Rate (with operator)	Response Time Length of time required to get to the maintenance area after being called.
Bollinger	Patton	63662	\$	
Butler	Poplar Bluff	63901	\$	
Cape Girardeau	Jackson	63775	\$	
Carter	Van Buren	63965	\$	
Dent	Bunker	63629	\$	
Douglas	Ava	65608	\$	
Dunklin	Malden	63863	\$	
Howell	Willow Springs	65793	\$	
Iron	Bellevue	63623	\$	
Madison	Fredericktown	63645	\$	
Mississippi	Charleston	63834	\$	
New Madrid	Kewanee	63869	\$	
Oregon	Alton	65606	\$	
Ozark	Gainesville	65655	\$	
Pemiscot	Hayti	63851	\$	
Perry	Perryville	63775	\$	
Reynolds	Centerville	63654	\$	
Ripley	Doniphan	63935	\$	
Scott	Sikeston	63801	\$	
Shannon	Winona	65588	\$	
St. Francois	Park Hills	63601	\$	
St. Genevieve	St. Genevieve	63670	\$	
Stoddard	Dexter	63841	\$	
Texas	Houston	65483	\$	
Wayne	Silva	63964	\$	
Wright	Mountain Grove	65711	\$	

Provide an hourly **Standby Rate**, payable after call-out, if and when staging of equipment is required in anticipation of upcoming winter weather.

\$

Provide an hourly rate for **Operator Training**.

\$

PRICING PAGE

ITEM #2: Loaders

For each maintenance area you plan to offer service, provide information on each piece of equipment that could be made available when called upon for snow removal assistance. It is not necessary to bid all work areas. **Copy this page and submit separate responses if multiple pieces of equipment are available.**

Hourly Rates are to include mobilization costs (the cost of getting to and from the work area).

VENDOR NAME:

(Please enter your company name in this block)

TYPE OF EQUIPMENT:

(Make, Model, Size of Loader)

County	Maintenance Bldg. Work Area	Zip Code	Hourly Rate (with operator)	Response Time Length of time required to get to the maintenance area after being called.
Bollinger	Patton	63662	\$	
Butler	Poplar Bluff	63901	\$	
Cape Girardeau	Jackson	63775	\$	
Carter	Van Buren	63965	\$	
Dent	Bunker	63629	\$	
Douglas	Ava	65608	\$	
Dunklin	Malden	63863	\$	
Howell	Willow Springs	65793	\$	
Iron	Bellevue	63623	\$	
Madison	Fredericktown	63645	\$	
Mississippi	Charleston	63834	\$	
New Madrid	Kewanee	63869	\$	
Oregon	Alton	65606	\$	
Ozark	Gainesville	65655	\$	
Pemiscot	Hayti	63851	\$	
Perry	Perryville	63775	\$	
Reynolds	Centerville	63654	\$	
Ripley	Doniphan	63935	\$	
Scott	Sikeston	63801	\$	
Shannon	Winona	65588	\$	
St. Francois	Park Hills	63601	\$	
St. Genevieve	St. Genevieve	63670	\$	
Stoddard	Dexter	63841	\$	
Texas	Houston	65483	\$	
Wayne	Silva	63964	\$	
Wright	Mountain Grove	65711	\$	

Provide an hourly **Standby Rate**, payable after call-out, if and when staging of equipment is required in anticipation of upcoming winter weather.

\$

Provide an hourly rate for **Operator Training**.

\$

PRICING PAGE

ITEM #3: Dump Trucks

For each maintenance area you plan to offer service, provide information on each piece of equipment that could be made available when called upon for snow removal assistance. It is not necessary to bid all work areas. **Copy this page and submit separate responses if multiple pieces of equipment are available.**

Hourly Rates are to include mobilization costs (the cost of getting to and from the work area)

VENDOR NAME:

(Please enter your company name in this block)

TYPE OF EQUIPMENT:

(Make, Model, Size of Dump Truck)

County	Maintenance Bldg. Work Area	Zip Code	Hourly Rate (with operator)	Response Time Length of time required to get to the maintenance area after being called.
Bollinger	Patton	63662	\$	
Butler	Poplar Bluff	63901	\$	
Cape Girardeau	Jackson	63775	\$	
Carter	Van Buren	63965	\$	
Dent	Bunker	63629	\$	
Douglas	Ava	65608	\$	
Dunklin	Malden	63863	\$	
Howell	Willow Springs	65793	\$	
Iron	Bellevue	63623	\$	
Madison	Fredericktown	63645	\$	
Mississippi	Charleston	63834	\$	
New Madrid	Kewanee	63869	\$	
Oregon	Alton	65606	\$	
Ozark	Gainesville	65655	\$	
Pemiscot	Hayti	63851	\$	
Perry	Perryville	63775	\$	
Reynolds	Centerville	63654	\$	
Ripley	Doniphan	63935	\$	
Scott	Sikeston	63801	\$	
Shannon	Winona	65588	\$	
St. Francois	Park Hills	63601	\$	
St. Genevieve	St. Genevieve	63670	\$	
Stoddard	Dexter	63841	\$	
Texas	Houston	65483	\$	
Wayne	Silva	63964	\$	
Wright	Mountain Grove	65711	\$	

Provide an hourly **Standby Rate**, payable after call-out, if and when staging of equipment is required in anticipation of upcoming winter weather.

\$

Provide an hourly rate for **Operator Training**.

\$

PRICING PAGE

ITEM #4: Tractor-Trailer Units (Lowboy Trailers)

For each maintenance area you plan to offer service, provide information on each piece of equipment that could be made available when called upon for snow removal assistance. It is not necessary to bid all work areas. **Copy this page and submit separate responses if multiple pieces of equipment are available.**

Hourly Rates are to include mobilization costs (the cost of getting to and from the work area).

VENDOR NAME:

(Please enter your company name in this block)

TYPE OF EQUIPMENT:

(Make, Model, Size of Tractor-Trailer)

County	Maintenance Bldg. Work Area	Zip Code	Hourly Rate (with operator)	Response Time Length of time required to get to the maintenance area after being called.
Bollinger	Patton	63662	\$	
Butler	Poplar Bluff	63901	\$	
Cape Girardeau	Jackson	63775	\$	
Carter	Van Buren	63965	\$	
Dent	Bunker	63629	\$	
Douglas	Ava	65608	\$	
Dunklin	Malden	63863	\$	
Howell	Willow Springs	65793	\$	
Iron	Bellevue	63623	\$	
Madison	Fredericktown	63645	\$	
Mississippi	Charleston	63834	\$	
New Madrid	Kewanee	63869	\$	
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Scott	Sikeston	63801	\$	
Shannon	Winona	65588	\$	
St. Francois	Park Hills	63601	\$	
St. Genevieve	St. Genevieve	63670	\$	
Stoddard	Dexter	63841	\$	
Texas	Houston	65483	\$	
Wayne	Silva	63964	\$	
Wright	Mountain Grove	65711	\$	

Provide an hourly **Standby Rate**, payable after call-out, if and when staging of equipment is required in anticipation of upcoming winter weather.

\$

Provide an hourly rate for **Operator Training**.

\$

PRICING PAGE

ITEM #5: Escort Vehicles (Follow Trucks)

For each maintenance area you plan to offer service, provide information on each piece of equipment that could be made available when called upon for snow removal assistance. It is not necessary to bid all work areas. **Copy this page and submit separate responses if multiple pieces of equipment are available.**

Hourly Rates are to include mobilization costs (the cost of getting to and from the work area).

VENDOR NAME:

(Please enter your company name in this block)

TYPE OF EQUIPMENT:

(Make, Model, Size of Escort Vehicle)

County	Maintenance Bldg. Work Area	Zip Code	Hourly Rate (with operator)	Response Time Length of time required to get to the maintenance area after being called.
Bollinger	Patton	63662	\$	
Butler	Poplar Bluff	63901	\$	
Cape Girardeau	Jackson	63775	\$	
Carter	Van Buren	63965	\$	
Dent	Bunker	63629	\$	
Douglas	Ava	65608	\$	
Dunklin	Malden	63863	\$	
Howell	Willow Springs	65793	\$	
Iron	Bellevue	63623	\$	
Madison	Fredericktown	63645	\$	
Mississippi	Charleston	63834	\$	
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Ripley	Doniphan	63935	\$	
Scott	Sikeston	63801	\$	
Shannon	Winona	65588	\$	
St. Francois	Park Hills	63601	\$	
St. Genevieve	St. Genevieve	63670	\$	
Stoddard	Dexter	63841	\$	
Texas	Houston	65483	\$	
Wayne	Silva	63964	\$	
Wright	Mountain Grove	65711	\$	

Provide an hourly **Standby Rate**, payable after call-out, if and when staging of equipment is required in anticipation of upcoming winter weather.

\$

Provide an hourly rate for **Operator Training**.

\$

Southeast District
Facility Addresses & Physical Locations

Facility	County	Address	Location
Advance	Stoddard	28275 Highway 25, Advance, MO 63730	Jct 25 & 91
Alton	Oregon	Rt 1 Box 1822, Alton, MO 65606	Rt 160, 1 Mi E of Rt 19
Ava	Douglas	Rt 3 Box 23B, Ava, MO 65608	Rt 5, 0.5 Mi S of Rt 14
Bellevue	Iron	2633 Highway 21, Bellevue, MO 63623	Jct 21 & Rt O
Bunker	Dent	409 Highway A, Bunker, MO 63629	Rt A, 0.4 Mi W of Rt 72
Cape Girardeau	Scott	3359 E Outer Road, Scott City, MO 63780	I-55 EOR, S of Rt AB
Centerville	Reynolds	36620 Highway 21, Lesterville, MO 63654	Jct 21 & N
Charleston	Mississippi	6712 N Outer Road, Charleston, MO 63834	I-57 SOR, 0.2 Mi S of Rt 60
Dexter	Stoddard	1111 Hickory Log Drive, Dexter, MO 63841	Rt 60, 0.5 Mi E of Bus Rt 60
Doniphan	Ripley	Rt 3 Box 2277, Doniphan, MO 63935	Jct 21 & 160 East Junction
Dora	Ozark	Rt 1 Box 3830, Dora, MO 65637	Rt 181, 0.2 Mi N of Rt H
Ellington	Reynolds	605 N Second Street, Ellington, MO 63638	Rt 21, 0.2 Mi N of Rt 106
Ellsinore	Carter	Rt 2 Box 2198, Ellsinore, MO 63937	Jct 60 & 21 East Junction
Fredericktown	Madison	1001 County Rd 200, Fredericktown, MO 63645	Rt 67, 1 Mi S of Rt E
Gainesville	Ozark	Rt 1 Box 1C, Gainesville, MO 65655	Rt. MM, 500 Ft W of Rt 5
Hartville	Wright	5804 Highway 5, Hartville, MO 65667	Rt 5, 0.5 Mi N of Rt Z
Hayti	Pemiscot	492 N Outer Road, Hayti, MO 63851	I-55 EOR, 1.2 Mi N of Rt 84
Houston	Texas	1540 N Highway 63, Houston, MO 65483	Rt 63, 1 Mi N of Houston on Rt B
Jackson	Cape Girardeau	200 Highway Y, Jackson, MO 63755	Jct Y & 61
Kennett	Dunklin	1600 Southwest Drive, Kennett, MO 63857	Rt O, 0.5 Mi S of Rt 84
Kewanee	New Madrid	86 Highway W, New Madrid, MO 63869	Rt W, 0.2 Mi W of Rt 61
Malden	Dunklin	4005 N Douglas Street, Malden, MO 63863	Rt 25, 0.2 Mi S of Rt D
Marble Hill	Bollinger	Rt 2 Box 1655, Marble Hill, MO 63764	Rt 51, 1.5 Mi N of Rt FF
Mountain Grove	Wright	8675 Old Highway 60, Mountain Grove, MO 65711	Old Rt 60, 0.4 Mi W of Bus 60
Park Hills	St Francois	2240 Conway Road, Park Hills, MO 63601	Rt 67, 1.5 Mi S of Rt 8
Patton	Bollinger	Rt 1 Box 2490, Patton, MO 63662	Rt 72, 0.25 Mi E of Rt 51
Perryville	Perry	754 Lake Drive, Perryville, MO 63775	I-55 WOR, 1 Mi N of Rt 51
Piedmont	Wayne	Rt 2 Box 2636A, Piedmont, MO 63957	Rt 49, 0.5 Mi N of Rt 34
Poplar Bluff	Butler	3568 Highway 67 North, Poplar Bluff, MO 63901	Rt 67, 0.5 Mi N of Rt W
Puxico	Stoddard	240 Highway 51 South, Puxico, MO 63960	Rt 51, 0.5 Mi S of Rt PP
Qulin	Butler	13148 Highway 53, Qulin, MO 63961	Rt 53, 0.2 Mi N of Rt N
Sikeston	Scott	111 Edwards Street, Sikeston, MO 63801	Rt 62, 1.25 Mi W of I-55
Silva	Wayne	301 Main Street, Silva, MO 63964	Rt 67, 0.2 Mi S of Rt 34
St Genevieve	St Genevieve	17651 Highway 32, St Genevieve, MO 63670	Rt 32, 0.5 Mi W of I-55
Summersville	Texas	235 S Highway 17, Summersville, MO 65571	Rt 17, 0.3 Mi S of Rt 106
Van Buren	Carter	HCR 1 Box 99, Van Buren, MO 63965	Rt 60, 1 Mi E of Rt C
West Plains	Howell	1287 County Road 8690, West Plains, MO 65775	Rt 63, 0.5 Mi S of Rt ZZ
Willow Springs	Howell	3956 E. Main, Willow Springs, MO 65793	Rt 60, 0.5 M E of Rt 60/63 South Jct
Winona	Shannon	106 Industrial Drive, Winona, MO 65588	Rt 19, 1 Mi N of Rt 60

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.

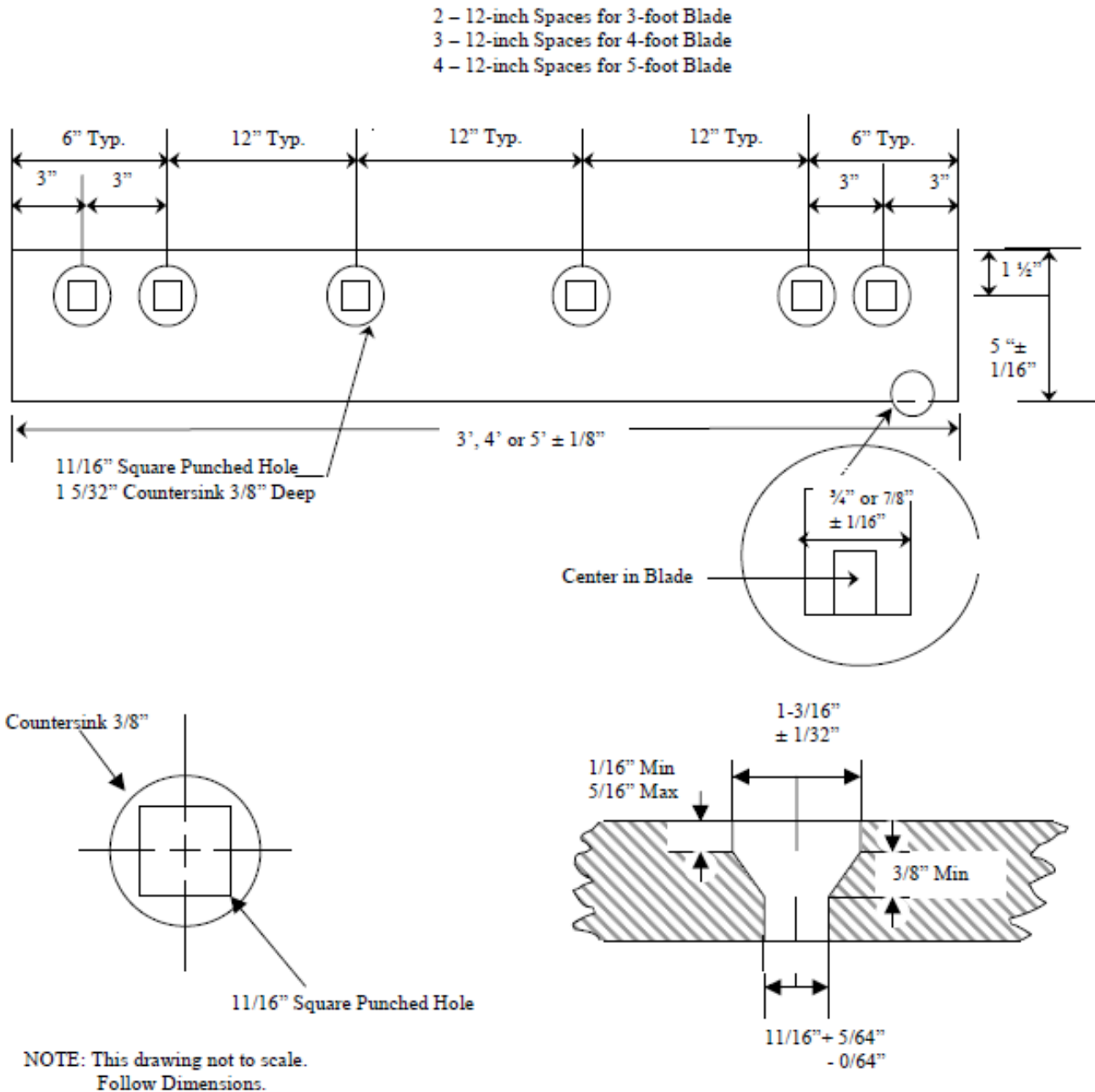
Veteran Information

Business Information

Service-Disabled Veteran's Name (Please Print)	Service-Disabled Veteran Business Name
_____	_____
Service-Disabled Veteran's Signature	Missouri Address of Service Disabled Veteran Business
_____	_____

ATTACHMENT ONE - BLADES

The following, from MoDOT Specification MGS-91-01Q, is a schematic showing the measurements of MoDOT's standard carbide-tipped blades, which may be supplied for use on motorgraders (Bid Item # 1):



Note: The following pages detail further terms and conditions which apply to this solicitation document. However, it is not necessary to return these pages with your bid submission. If any “Standard Solicitation Provisions” and “General Terms and Conditions” below conflict with any requirements outlined on previous pages, the requirements above take precedence.

Tax Exempt Status

The Missouri Highways and Transportation Commission (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.

Right of Acceptance/Rejection

MoDOT reserves the right to reject any or all bids/quotes/proposals, and to accept or reject any items thereon, and to waive technicalities. In case of error in the extension of prices in the solicitation response, unit prices will govern.

General Performance

This work is to be performed under the general supervision and direction of MoDOT and, if awarded any portion of the work, the Contractor agrees to furnish at his/her own expense all labor and equipment required to complete the work, it being expressly understood that this solicitation is for completed work based upon the price(s) specified according to the scope of work and the requirements and specifications detailed within the solicitation documents.

Invoicing and Payment

Each invoice should be itemized in accordance with items listed on the purchase order and/or contract. The statewide financial management system has been designed to capture certain receipt and payment information. Therefore, each invoice submitted must reference the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment. Unless otherwise provided for in the solicitation documents, payment for all equipment, supplies, and/or services required herein shall be made in arrears. The MHTC shall not make any advance deposits. The MHTC assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Authorized quantity is subject to the MHTC's rejection and shall be returned at the Contractor's expense. The MHTC reserves the right to purchase goods and services using the state-purchasing card.

Inspection and Acceptance

No equipment, supplies, and/or services received by MoDOT pursuant to a contract shall be deemed accepted until MoDOT has had reasonable opportunity to inspect said equipment, supplies, and/or services. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the Contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected. The MHTC reserves the right to return any such rejected shipment at the Contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received. The MHTC's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the MHTC may have.

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.

By responding to this RFB, the vendor certifies their company is in compliance with E-Verify requirements and will provide requested documentation upon request, to include a copy of their completed E-Verify Memorandum of Understanding (from the link below) along with a completed Signature and Identity of Bidder form and the appropriate affidavit form from the following pages.

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.

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.

ADDITIONAL INFORMATION FOR VENDORS:

To begin participation in the federal program takes some time on the internet (at the link above). Once the registration, tutorial and test on this site is passed, an electronically signed Memorandum of Understanding verifying program participation will be given. **Documentation of E-Verify participation will be requested by MoDOT, when applicable. Therefore, it is important that the vendor prints the Memorandum of Understanding (MOU) and keeps a copy for their use in this, as well as future RFB submissions.**

A vendor may submit **EITHER** a page from the E-Verify MOU listing the vendor's name and the MOU signature page completed and signed, at a minimum, by the vendor and Department of Homeland Security – Verification Division (electronic signature is acceptable) **OR** the E-Verify Employment Eligibility Verification (EEV) page. If the signature page of the MOU lists the vendor name and company ID, then no additional pages of the MOU are required. A vendor can obtain a copy of the EEV page by accessing the vendor's "Maintain Company" page in E-Verify and printing the screen.

SIGNATURE AND IDENTITY OF BIDDER

The undersigned states that the correct LEGAL NAME and ADDRESS of (1) the individual Bidder, (2) each partner or joint venture (whether individuals or corporations, and whether doing business under a fictitious name), or (3) the corporation (with the state in which it is incorporated) are shown below; that (if not signing with the intention of binding himself to become the responsible and sole contractor) he is the agent of, and duly authorized in writing to sign for the Bidder or Bidders; and that he is signing and executing this (as indicated in the proper spaces below) as the proposal of a

() sole individual () partnership () joint venture

() corporation, incorporated under laws of state of _____

Dated _____.

Name of individual, all partners,
or joint ventures:

Address of each:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

doing business under the name of:

Address of principal place of business in Missouri

(If using a fictitious name, show
this name above in addition
to legal names)

(If a corporation, show its name above)

ATTEST: (SEAL)

Secretary

Title

(NOTE: If the Bidder is doing business under a FICTITIOUS NAME, the Proposal shall be executed in the legal name of the individual, partners, joint ventures, or corporation, with the legal address shown, and REGISTRATION OF FICTITIOUS NAME filed with the Secretary of State, as required by Sections 417.200 to 417.230, RS Mo. If the Bidder is a CORPORATION NOT ORGANIZED UNDER THE LAWS OF MISSOURI, it shall procure a CERTIFICATE OF AUTHORITY TO DO BUSINESS IN MISSOURI, as required by Section 351.570 and following, RS Mo. A CERTIFIED COPY of such Registration of Fictitious Name or Certificate of Authority to do Business in Missouri shall be filed with the Missouri Highways and Transportation Commission, as required by the Standard specifications, Sec 102.6.6 and 102.6.7.

IF YOUR BUSINESS IS A SOLE-PROPRIETORSHIP OR PARTNERSHIP, THIS AFFIDAVIT FORM SHOULD BE COMPLETED AND RETURNED WITH YOUR RESPONSE TO THIS SOLICITATION.

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:

**IF YOUR BUSINESS IS NOT A SOLE-PROPRIETORSHIP OR PARTNERSHIP,
THIS AFFIDAVIT FORM SHOULD BE COMPLETED AND RETURNED WITH
YOUR RESPONSE TO THIS SOLICITATION.**

**WORKER ELIGIBILITY VERIFICATION AFFIDAVIT FOR ALL
MHTC/MODOT CONTRACT AGREEMENTS IN EXCESS OF \$5,000**
(for joint ventures, a separate affidavit is required for each business entity)

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 a person whose name is subscribed to this affidavit, 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 285.530, RSMo, to enter into any contract agreement with the state to perform any job, task, employment, labor, personal services, or any other activity for which compensation is provided, expected, or due, including but not limited to all activities conducted by business entities:

I am the _____ of _____, and I am duly authorized, directed, and/or empowered to act officially and properly on behalf of this business entity.
title business name

I hereby affirm and warrant that the aforementioned business entity is enrolled in a federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, and the aforementioned business entity shall participate in said program with respect to all employees working in connection to work under the within state contract agreement with the Missouri Highways and Transportation Commission (MHTC). I have attached documentation to this affidavit to evidence enrollment/participation by the aforementioned business entity in a federal work authorization program, as required by Section 285.530, RSMo.

In addition, I hereby affirm and warrant that the aforementioned business entity does not and shall not knowingly employ, in connection to work under the within state contract agreement with MHTC, any alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. § 1324a(h)(3).

I am aware and recognize that, unless certain contract and affidavit conditions are satisfied pursuant to Section 285.530, RSMo, the aforementioned business entity may be held liable under Sections 285.525 through 285.550, RSMo, for subcontractors that knowingly employ or continue to employ any unauthorized alien to work within the state of Missouri.

I acknowledge that I am signing this affidavit as a free act and deed of the aforementioned business entity and not under duress.

Affiant Signature

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

Notary Public

My commission expires:

[documentation of enrollment/participation in a federal work authorization program attached]