

MISSOURI DEPARTMENT OF TRANSPORTATION  
 DISTRICT 6- ST. LOUIS METRO AREA  
 DISTRICT 6 –PROCUREMENT OFFICE (D6PRO)  
 REQUEST FOR PROPOSAL (RFP)

RFP NO.: D606-021-RW  
 TITLE: District 6 Office Supplies  
 ISSUE DATE: August 5, 2005

REQ NO.: N/A  
 BUYER: Teresa (Terri ) Mount  
 PHONE NO.: (314) 301-1431  
 E-MAIL: Teresa.Mount@modot.mo.gov

RETURN PROPOSAL NO LATER THAN: September 8, 2005 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type RFP Number and Return Due Date on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in D6PRO office (2309 Barrett Station Rd, Ballwin, MO. 63021) by the return date and time. Note: Vendor must submit four (4) copies of proposal.

RETURN PROPOSAL TO: D6 Procurement Office  
 2309 Barrett Station Rd.  
 Ballwin, MO. 63021

CONTRACT PERIOD: Date of Award through June 30, 2006

DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS:

Various MoDOT District Locations

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal . The offeror further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of an authorized purchase order from the District 6 Purchasing and Materials Management or when a Notice of Award is signed and issued by an authorized official of District 6, a binding contract shall exist between the offeror and the State of Missouri.

SIGNATURE REQUIRED

LEGAL NAME OF ENTITY/INDIVIDUAL		
MAILING ADDRESS		
CITY, STATE, ZIP CODE		
CONTACT PERSON	EMAIL ADDRESS	
PHONE NUMBER	FAX NUMBER	
TAXPAYER ID NUMBER (TIN)	TAXPAYER ID (TIN) TYPE (CHECK ONE) ___ FEIN ___ SSN	VENDOR NUMBER (IF KNOWN)
VENDOR TYPE (CHECK ONE) ___ Corporation ___ Individual ___ State/Local Government ___ Partnership ___ Sole Proprietor ___ Other		
AUTHORIZED SIGNATURE	DATE	

**TABLE OF CONTENTS**

1. MISSOURI DEPT. OF TRANSPORTATION TERMS AND CONDITIONS .....3

2. PREFERENCE IN PURCHASING PRODUCTS ATTACHMENT.....7

3. SCOPE OF WORK.....8

4. EXHIBITS:

    A. COMPANY INFORMATION.....17

    B. ESSENTIALS LIST.....20

    C. DISCOUNTS LIST.....22

    D. DISTRICT 6 DELIVERY LOCATIONS.....23

## **STANDARD SOLICITATION PROVISIONS**

- a. The Missouri Department of Transportation (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 bid/quote/proposal, unit prices will govern.
- b. All bids/quotes/proposals must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
- c. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown, within the State of Missouri.
- d. Time of delivery is a part of the consideration and, if not otherwise stated in the solicitation documents, must be stated in definite terms by the Bidder/Offeror and must be adhered to. If time varies on different items, the Bidder/Offeror shall so state.
- e. If providing bids/quotes/proposals for commodities, the Bidder/Offeror will state brand or make on each item. If bidding or proposing other than the make, model or brand specified, the manufacturer's name, model number or catalog number must be given.
- f. **For bids/proposals of \$25,000 or more**, no bids/proposals by telephone, telegram or telefax will be accepted. If provided, these bids/proposals should be returned in the MoDOT solicitation return envelope.
- g. If a solicitation return envelope is provided by MoDOT, the bid/quote/proposal should be returned in the envelope provided with the Bid/RFO/RFP Request Number plainly indicated thereon.
- h. The date specified for the returning of bids/quotes/proposals is a firm deadline and all bids/quotes/proposals must be received at the designated office by that time. The Department does not recognize the U.S. Mail, Railway Express Agency, Air Express, or any other organization, as its agent for purposes of accepting proposals. All proposals arriving at the designated office after the deadline specified will be rejected.

## **GENERAL TERMS AND CONDITIONS**

### **General Performance**

- a. This work is to be performed under the general supervision and direction of the Missouri Department of Transportation (MoDOT) and, if awarded any portion of the work, the Contractor agrees to furnish at his 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 and is not a solicitation for rental of equipment or employment of labor by MoDOT, and MoDOT is to have no direction or control over the employees used by the Contractor in performance of the work.

### **Deliveries**

- a. Unless otherwise specified on the solicitation documents or purchase

order, suppliers shall give at least 24 hours advance notice of each delivery. Delivery will only be received between the hours Of 8:00 a.m. to 3:00 p.m., Monday through Friday. Material arriving after 3:00 p.m. will not be unloaded until the following workday. No material will be received on Saturday, Sunday or state holidays.

- b. If the prices bid herein include the delivery cost of the material, the Contractor agrees to pay all transportation charges on the material as FOB - Destination. Freight costs must be included in the unit price bid and not listed as a separate line item.
- c. Any demurrage is to be paid by the Contractor direct to the railroad or carrier.

### **Nondiscrimination**

- a. The Bidder/Offeror understands that this project involves state funds and the Bidder/Offeror awarded the contract will be required to comply with the Executive Order 94-03 of the Governor of the State of Missouri dated January 14, 1994. This order stipulates that there shall be no discriminatory employment practices by the Contractor or his subcontractors, if any, based on race, sex, religion, national origin, age, color, disability, or veteran status. The undersigned Contractor or his subcontractors, if any, shall give written notice of their commitments under this clause to any labor union with which they have bargaining or other agreements.
- b. The Contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- c. All solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials or leases of the Contractor's obligations under this contract and the Regulations, will be relative to nondiscrimination on the grounds of race, color, or national origin.

- 1) Sanctions for Noncompliance: In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, MoDOT 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/proposal, the Bidder/Offeror 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 proposal and/or submitted

pricing, and (3) the MHTC's acceptance of the proposal and/or bid by 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 purchase order and/or notice to proceed.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the Contractor and the duly authorized representative of the MHTC, by a modified purchase order prior to the effective date of such modification. The Contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification.

#### Subcontracting

- a. It is specifically understood that no portion of the material or any interest in the contract, shall be subcontracted, transferred, assigned or otherwise disposed of, except with the written consent of MoDOT. Request for permission to subcontract or otherwise dispose of any part of the work shall be in writing to MoDOT and accompanied by documentation showing that the organization which will perform the work is particularly experienced and equipped for such work.
- b. Consent to subcontract or otherwise dispose of any portion of the work shall not be construed to relieve the Contractor of any responsibility for the production and delivery of the contracted work and the completion of the work within the specified time.
- c. All payments for work performed by a subcontractor shall be made to the Contractor to whom the contract was awarded and the purchase order issued.

#### Invoicing and Payment

- a. MoDOT 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 Federal Excise Tax Exemption Certificate will be furnished to the successful Bidder/Offeror upon request.
- b. 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.
- c. Unless otherwise provided for in the solicitation documents, payment for all equipment, supplies, and/or services required herein shall be made in arrears. The Missouri Highways and Transportation Commission (MHTC) shall not make any advance deposits.
- d. The MHTC assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any

authorized quantity is subject to the MHTC's rejection and shall be returned at the Contractor's expense.

#### 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.
- b. The Contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri 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 MoDOT a copy of their current Authority Certificate from the Secretary of State of the State of Missouri.
  - 1) 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 MoDOT a copy of their current Transient Employer Certificate from the Department of Revenue, in addition to a copy of their current Authority Certificate from the Secretary of State of the State of Missouri.
- c. 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.

#### Preferences

- a. In the evaluation of bids/quotes/proposals, preferences shall be applied in accordance with Chapter 34 RSMo. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, RSMo. 34.076 and 34.350 to 34.359, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri. Such preference shall be given when quality is equal or better and delivered price is the same or less.
  - 1) If attached, the document entitled **"PREFERENCE IN PURCHASING PRODUCTS"** should be completed and returned with the solicitation documents.
  - 2) If attached, the document entitled **"MISSOURI DOMESTIC PRODUCTS PROCUREMENT ACT"** should be completed and returned with the solicitation documents. **Applies if bid is Twenty-Five Thousand Dollars (\$25,000.00) or more**
- c. In the event of a tie of low bids, the MHTC reserves the right to establish the method to be used in determining the award

#### Remedies and Rights

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the MHTC of any existing or future right and/or remedy available by law in the event of any claim by the MHTC of the Contractor's default or breach of contract.
- b. The Contractor agrees and understands that the contract shall constitute an assignment by the Contractor to the MHTC of all rights, title and interest in and to all causes of action that the Contractor may have under the antitrust laws of the United States or State of Missouri for which causes of action have accrued or will accrue as the result of or in relation

to the particular equipment, supplies, and/or services purchased or produced by the Contractor in the fulfillment of the contract with the MHTC.

- C. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request MoDOT to enter into such litigation to protect the interests of the MHTC, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

#### **Cancellation of Contract**

- a. The MHTC may cancel the contract at any time for a material breach of contractual obligations or for convenience by providing the 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.
- b. If the MHTC cancels the contract for breach, the MHTC reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the MHTC deems appropriate and charge the Contractor for any additional costs incurred thereby.

#### **Bankruptcy or Insolvency**

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the Contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assigned the benefit or creditors, the Contractor must notify MoDOT immediately. Upon learning of any such actions, the MHTC reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the Contractor responsible for damages.

#### **Inventions, Patents, and Copyrights**

- a. The Contractor shall defend, protect, and hold harmless the MHTC, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the Contractor's performance or products produced under the terms of the contract.

#### **Inspection and Acceptance**

- a. 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.
- b. 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.
- c. 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.

- d. 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.

#### **Warranty**

- a. 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 MoDOT, (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.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the MHTC's acceptance of or payment for said equipment, supplies, and/or services.

#### **Status of Independent Contractor**

- a. 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.

#### **Indemnification**

- a. The Contractor shall be responsible for injury or damages as a result of any services and/or goods rendered under the terms and conditions of this Agreement.
- b. In addition to the liability imposed upon the Contractor on the account of personal injury, bodily injury, including death, or property damage, suffered as a result of the Contractor's performance under this Agreement, the Contractor assumes the obligation to save harmless the Commission, including its agents, employees and assigns, and to indemnify the Commission, including its agents, employees and assigns, from every expense, liability or payment arising out of such wrongful or negligent act or omission, including legal fees.
- c. The Contractor also agrees to hold harmless the Commission, including its agents, employees and assigns, from any wrongful or negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the Contractor for any purpose under this Agreement, and to indemnify the Commission, including its agents, employees and assigns, from every expense, liability or payment arising out of such wrongful or negligent act or omission.

### **SPECIAL TERMS AND CONDITIONS**

#### **Information and Reports**

- a. The Contractor shall provide all information and reports required by the Regulations, or Directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Missouri Department of

Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or Directives. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the Missouri Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

**Notice to Proceed**

- a. Within **30 days** after the execution of the contract, a "**Notice to Proceed**" will be issued by the Department. A purchase order will be attached to the "Notice to Proceed," which will specify the date or dates that the Contractor can start delivery, roadway or stockpile delivery and will also include the completion dates. These dates will be in accordance with the dates shown in the proposal.

**Delivery – Additional Requirements**

- a. No deliveries will be made during the period from **30 minutes before sundown to sunrise**. No deliveries will be made on **Saturdays, Sundays and holidays** unless specifically authorized by the engineer.

- b. 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

- c. 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**.
- d. Contractor will not be required to provide dozers, loaders, motorgraders, or other equipment for shaping of stockpiles, constructing ramps or runways, or leveling of the top of a completed lift, unless otherwise noted herein.

# PREFERENCE IN PURCHASING PRODUCTS

**DATE:** \_\_\_\_\_

The bidder's attention is directed to Section 34.076 RSMo. 1986 which gives preference to Missouri corporations, firms, and individuals when letting contracts or purchasing products.

Bids received will be evaluated on the basis of this legislation.

**All bidders must furnish the information requested below.**

FOR CORPORATIONS:

State in which incorporated \_\_\_\_\_

FOR OTHERS:

State of domicile \_\_\_\_\_

FOR ALL BIDDERS:

List address of Missouri offices or places of business

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(MUST BE COMPLETED AND SIGNED)

**FIRM NAME:**

\_\_\_\_\_

**ADDRESS:**

\_\_\_\_\_

**CITY:**

**STATE:**

**ZIP:**

\_\_\_\_\_

**BY:**

\_\_\_\_\_

**NOTE:** For bid to be considered, the attachment entitled "Preference in Purchasing Products" must be on file in this office and must be dated in the current calendar year.

**OFFICE SUPPLIES- SCOPE OF WORK  
D606-021-RW**

**Introduction**

**Purpose:**

**This document constitutes a Request for Proposal (RFP) from prospective offerors to establish a contract for office supplies on an as needed, if needed basis in accordance with the requirements and provisions stated herein for District 6 of the Missouri Department of Transportation.**

**Background:**

**The estimated total of District 6 is expected to be approximately \$50,000 per fiscal year on office supplies.**

**Offeror's Contacts:**

**Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.**

**General contractual requirements:**

**Definitions:**

**For purposes of the contract, the following definitions, in addition to those in the Terms and Conditions of this RFP, shall apply and govern the contract.**

**CONTRACT USER(S):** This term is used synonymously with the term "District 6, Missouri Department of Transportation"

**ESSENTIALS:** Also referred to as the Essentials List. "Essentials" shall refer to the lowest and best priced items listed explicitly on the pricing grids - See Exhibit A.

**NON-ESSENTIALS:** "Non-Essentials" shall refer to all other items found in the contractor's catalog not identified in the Essentials List.

**SKU:** A stock keeping unit is a specific product item that has a unique number associated with it for inventory purposes.

**Contract:**

**A binding contract shall consist of: (1) the RFP, amendments thereto, request(s) with RFP changes/additions, (2) the contractor's proposal (3) the District 6 MoDOT acceptance of the proposal by "notice of award" or by "purchase order". All Exhibits included in the RFP shall be incorporated into the contract by reference.**

- a. The notice of award does not constitute a directive to proceed. Before providing equipment, supplies and/or services, the contractor must receive a properly authorized purchase order unless the purchase is less than \$3,000. Purchases less than \$3,000 may be processed with a purchase order or other method at the discretion of District 6, MoDOT.

- b. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein.

**Coordination:**

The contractor shall fully coordinate all contract activities with those activities of the Contract User. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to District 6, MoDOT throughout the effective period of the contract.

**Contract Period:**

The original contract period shall be as stated on page 1 of the Request for Proposal (RFP). The contract shall not bind, nor purport to bind, the state for any contractual commitment in excess of the original contract period. District 6, of the Missouri Department of Transportation has the right, at its sole option, to renew the contract for two (2) additional one-year periods, or any portion thereof. In the event the District 6 of MoDOT exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period, pursuant to applicable option clauses of this document.

**Recycled Products:**

Any product on the Essentials List containing recycled or post-consumer material must have the internationally recognized recycled logo on the product or product packaging.

The contractor must identify in its catalog which products are made from recycled or post-consumer material for the Contract User's ability to identify recycled content products prior to order. All such products must have the internationally recognized recycled logo on the product or product packaging.

**Price:**

All prices shall be as indicated on Exhibit B. The state shall not pay nor be liable for any other additional costs including but not limited to taxes, packing, handling, shipping and freight charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc. Additionally, District 6 shall not be subject to any minimum order quantities or total prices.

If at the time of any purchase a Contract User identifies a lower publicly available price from the contractor for an Essentials Item (including, but not limited to: special promotions, close-outs, loss leaders etc.), the contractor must invoice the Contract User that lower price for that particular purchase, regardless of ordering method.

It is highly desirable that the contractor should guarantee that the fixed prices offered for Essentials Items (Exhibit B) shall be lower than the price would be if the Non-Essentials discount were applied to the list price for any given item on the Essentials List at the time of purchase of the Non-Essential item.

In the event a Contract User is overcharged, the contractor shall refund the amount paid in excess of the lower price by crediting that amount on the next invoice.

The contractor shall extend any and all special promotional sale prices or discounts on office supplies immediately to the District during the term of the contract. These prices shall be honored for the duration of the specific sale or discount period. Special pricing shall be communicated to the District in the monthly reports as indicated herein. If the contractor has retail stores then all office supplies sales pricing available at the retail stores shall be extended to the District customer. In addition, if the contractor has an Internet catalog, then all sales and promotions available to the on-line

customer shall be extended to the District customer.

The contractor's Essential list prices must be the lowest offered to any governmental or commercial consumer, under the same terms and conditions.

Pricing for Non-Essential Items shall be determined by applying the quoted discount applicable for the category of item to the current price for the item listed in the contractor's current product catalog. The discount for the item shall remain firm for the duration of the contract period, but the base product price is allowed to change based on the current published pricing in the contractor's comprehensive product catalog. It is preferred that the contractor's current product catalog not change more often than every twelve months.

The discount shall apply as quoted to all items in the catalog category. The contractor shall not impose a discount "floor." Example: An offeror has \$1.00 list price item which costs \$0.70. The offeror claims a gross profit floor of 10%. A 50% discount yields a calculation of \$0.50 for this item, but the gross profit floor would raise the price of the item to \$0.77.

All prices shall include all packing, handling, shipping and freight charges *FOB Destination, Freight Prepaid and Allowed*. The State of Missouri shall not make additional payments or pay add-on charges for freight or shipping unless specifically described and firm, fixed priced in the proposal, or as otherwise specifically stated and allowed by the RFP.

#### **Renewal Periods:**

The unit prices for Essentials items shall remain fixed for the identified original contract period. If the District 6 Missouri Department of Transportation exercises the option for renewal, the contractor shall agree that the prices for Essentials items shall not increase by more than the maximum percent indicated in Exhibit B of the contract. The quoted discount(s) for Non-Essentials shall remain as originally quoted for the contract period during each subsequent renewal period.

If renewal percentages are not provided, then prices during renewal periods shall be the same as during the original contract period.

The District 6 Missouri Department of Transportation does not automatically exercise its option for renewal based upon the maximum percent of increase, and reserves the right to offer or to request renewal of the contract at a price less than the maximum percent of increase stated.

Pricing for Non-Essentials shall be allowed to adjust based on price changes published in the contractor's comprehensive product catalog. However, the contractor's discount(s) off list price for Non-Essentials shall be fixed throughout all contract periods.

#### **Minimum Order Quantity:**

The contractor shall not impose a minimum order quantity for any item listed in the contract or otherwise available to the District through the contractor's catalog.

#### **Replacement of Damaged Product:**

The contractor shall be responsible for replacing any item received in damaged condition at no cost to the District. This includes all shipping costs for returning non-functional and/or damaged items to the contractor for replacement.

#### **Payment Terms:**

All payment terms shall be as stated in the Terms and Conditions of the contract unless otherwise addressed in the RFP, or mutually agreed to by the district and the contractor. Payment terms should be net 30 days unless otherwise stated in the RFP. Invoicing shall be a monthly summary indicating/identifying the contract user with organization or unit number. No late charges shall be applied which are not in compliance with Chapter 34.055 RSMo. This statute may be found at <http://www.moga.state.mo.us/STATUTES/STATUTES.HTM>.

**Termination:**

District 6 of the Missouri Department of Transportation reserves the right to terminate the contract at any time, for the convenience of the State of Missouri, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. The contractor shall be entitled to receive just and equitable compensation for services and/or supplies delivered to and accepted by District 6, MoDOT pursuant to the contract prior to the effective date of termination.

**Scope of work**

**Product Availability and Limitations:**

The contractor shall agree to provide office supplies products on an as needed if needed basis as ordered. The contractor shall agree that the contractor may not cancel any item from the Essentials List unless the manufacturer has discontinued that item. The contractor must communicate the manufacturer discontinuation of any product under the contact to the District 6 Procurement Office Buyer in writing on a monthly basis. In such instances, the contractor shall work with the buyer to identify and implement alternative options that shall maintain or reduce costs associated with the replacements while maintaining established quality levels.

The contractor shall understand and agree that the proposed Essentials List for the next 6-month period is subject to final approval of the District, and that the decision of the District shall be final regarding items listed on the Essentials List. To the greatest extent possible, SKUs added to replace discontinued SKUs must be equivalent and have unit pricing equal to or lower than the SKUs they are replacing. The Essentials List for each subsequent 6-month period must have the same or similar number of items as the original list.

**Quality Assurance Guarantee:**

The contractor shall guarantee its products to be free from defects in materials and workmanship, given normal use and care, over the period of the manufacturer warranty. The terms of the contract shall supersede any language to the contrary on invoices or other documents provided by the contractor, manufacturer(s) or other sources. The contractor shall agree to repair and/or immediately replace without charge (including freight both ways) any product or part thereof, which proves to be defective or fails within the warranty period as specified as determined by the State.

In cases where a product order cannot be filled by the contractor's stock, but a close substitute is available (e.g. different brand of functional and quality equivalent); a substitute item may be shipped only with the District's approval. The contractor's shall be responsible for obtaining and documenting such approval if requested. This shall be only done on a case-by case basis as a temporary resolution. The contractor should make a best effort to locate a substitute item with a price less than or equal to the original item. The contractor's repeated failure to be out of stock for items on the Essentials List shall be considered a breach of contract that may result in contract cancellation. Additionally, out of stock situations shall warrant a non-mandatory use of contract situation in which agencies shall be authorized to procure the needed item outside contract.

**In the event a temporary substitute proves to be of inferior quality compared to the product originally ordered, the contractor shall replace the substitute item with the product originally ordered at the contract price for the original item or the actual price of the temporary substitute, whichever price is lower.**

**Reporting Requirements:**

The contractor must provide quarterly reports that both summarize and accurately break out the amount spent by District Locations, as well as the departmental and/or divisional level making purchases under the contract. Reports must be provided by the third week of subsequent quarter, reporting transactions that took place in the previous quarter. Said reports must be submitted to the District 6 Procurement Office. At minimum, reports shall itemize the following types of information:

Location Organization Number  
Contractor Item Number  
Manufacturer Name  
Manufacturer Item Number  
Item Description  
Quantity  
Unit Price Paid  
Extended Price  
Delivery Location  
Order Date  
Essentials Item (Yes or No)  
Special Price (Yes or No)

Summary reports shall detail the District's spending for the reporting period, for all Contract Users for both the reporting month, and then year-to-date. Additionally, the contractor shall provide ad hoc reports on an as requested basis by the District at no additional cost to the district.

Reports provided by the contractor must enable the District to verify whether or not contract pricing is being charged, whether discounts have been appropriately applied and whether or not promotional pricing has been made available. The reporting format is at the contractor's discretion, although the contractor shall modify said format to accommodate requests from the District at no additional charge.

**Ordering Methods:**

**Catalog Requirements:** The contractor shall provide a customized catalog in a downloadable, electronic format that contains a section that identifies only the items on the Essentials List. For each Essentials item in this section, the catalog description must include the manufacturer's SKU, the contractor's product or identification code, a brief item description, the unit of measure, a picture (as appropriate), and the firm, fixed contract price.

In addition, a separate section must identify Non-Essentials, i.e., all other items available but sold to the District at the quoted discount(s).

Hard copies of current catalogs shall be available upon request. These catalogs must be delivered to location requesting the hard-copy catalog(s) within five (5) business days of the request at no additional charge.

**Performance Standards and Reviews:**

The contractor's performance and compliance under the contract shall be assessed as follows:

Delivery shall include unloading shipments at the state agency's dock or other designated unloading site as requested by the state agency which may include delivery to an office within a building. All deliveries must be coordinated with the District. The contractor must maintain 96% shipping accuracy.

Any errors in billing must be immediately corrected, and the difference credited back to the agency within two (2) working days.

The above list shall not be limiting. The contractor's success under the contract shall be measured and assessed in ways other than solely those described above.

**Packaging & Marking:**

A packing label must be on each packaging box and include the following items, visible on the outside of the packaging box:

Contract User name  
Address  
Department and Floor (if provided)  
Contact Name Telephone Number

A packing slip must also be included with each shipment, which will include at least the following information in no particular order:

Line Item Description  
Quantity Ordered  
Quantity Included in Shipment  
Any Back Order Items  
Unit Price  
Number of Parcels  
Purchase Order  
Agency Name and Department  
F.O.B. (Destination)  
All Information Contained on the Packing Label

**Customer Service and Support:**

The contractor must provide contract user training as necessary on all aspects of ordering, delivery, return, and customer service processes. Said training may be provided on-site at the state agency location, or via some other appropriate method as deemed reasonable in the opinion of the MoDOT management. Said training and support shall be provided by the contractor at no additional charge to the District.

The contractor must provide a single point of contact including a contact backup assigned to the District 6 contract. The contact and backup must answer questions and resolve problems that arise. In addition, at least one Customer Service Representative must be available to the State during the contractor's regular operating hours. All service representatives must have on-line access to information to provide immediate response to inquiries concerning the status of orders (shipped or pending), delivery information, back order information, contract pricing, contracted product offerings/exclusions, billing questions or issues, contract compliance requirements, and general product information. Representatives shall be available by phone (toll free number preferred), fax, or e-mail.

**Delivery:**

The contractor must provide next-day delivery on all office supply orders placed by 4:00 p.m. for the following delivery areas. For the purposes of the contract, "next-day" shall mean the next business day:

St. Louis City , St. Louis County , St. Charles County, and most locations in Jefferson and Franklin Counties and within a 35-mile radius of county border

**The contractor must provide second-day delivery( or third day from time of order if shipping via UPS) on all office supply orders placed by 4:00 p.m. for other rural locations within the District. For the purposes of the contract “second-day” shall mean two (2) business days:**

Beaufort, St. Clair Locations

**In individual instances where the contractor fails to provide said delivery, the contractor shall expedite delivery of the order at no additional cost to the state. However, the contractor’s continued failure to provide said delivery shall be considered a material breach of contract.**

**If agreeable to the ordering department partial delivery may be allowed; however, it will be the contractor’s responsibility to contact the department to determine if partial delivery is accepted.**

**Scope of Service:**

**The contractor is advised that other contracts are in place for some items that may be also available from the contractor, e.g., fax machines, computer supplies and peripherals, envelopes, paper, printer toner, food items, etc. In addition, some supplies available under contract are also available from Missouri Vocational Enterprises (MVE), e.g., furniture, award plaques/trophies, some promotional items and clothing, etc. The contractor shall understand and agree that District 6 Contract Users may be required to use existing contracts or MVE to obtain some items instead of the office supplies contract that may also be available from the subject contract.**

**Retail Sites:**

**If the contractor has retail sites, then the contractor must extend contract pricing to Missouri contract users buying products at the retail sites. The contractor shall understand and agree that the State cannot use store-cards, and that only authorized State procurement cards and purchase orders can be used at retail sites.**

**Offeror’s Instructions and Requirements**

**Exhibits:**

**The offeror is advised that exhibits exist to this document which provide additional information and instruction. The offeror shall not be relieved of any responsibility for performance under the contract due to the failure of the offeror to obtain a copy of the exhibits.**

**Compliance with Terms and Conditions:**

**The offeror is cautioned when submitting pre-printed terms and conditions or other type material to make sure such documents do not contain other terms and conditions which conflict with those of the RFP and its contractual requirements. The offeror agrees that in the event of conflict between any of the offeror's terms and conditions and those contained in the RFP that the RFP shall govern. Taking exception to the State's terms and conditions may render an offeror's proposal unacceptable and remove it from consideration for award.**

Offerors are cautioned that the State of Missouri will not award a non-compliant proposal and, as a result, any offeror indicating non-compliance with any requirements, terms, conditions and provisions of the RFP will be eliminated from further consideration for award unless the District exercises its sole option to competitively negotiate the respective quotation(s) and the offeror resolves the noncompliant issues.

**Competitive Negotiation of Proposals:**

The offeror is advised that under the provisions of this Request for Proposal, the District Procurement Office reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

Negotiations may be conducted in person, in writing, or by telephone.

Negotiations will only be conducted with potentially acceptable proposals. District 6 Procurement Office reserves the right to limit negotiations to those proposals which received the highest rankings during the initial evaluation phase. All offerors involved in the negotiation process will be invited to submit a best and final offer.

Terms, conditions, prices, methodology, or other features of the offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the District 6 Procurement Office determines that a change in such requirements is in the best interest of the District 6 Department of Transportation.

**Evaluation:**

After determining that a proposal satisfies the mandatory requirements, the evaluator(s) shall use both objective and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

Cost.....	50'
<ul style="list-style-type: none"><li>• Essentials List Pricing will be weighted 25%</li><li>• Market Basket Pricing will be weighted 25%</li></ul>	
Experience & Reliability .....	20'
Proposed Method of Performance, Product Quality, Catalog Breadth.....	30'

**Cost Evaluation:**

In the evaluation of Essential Items, the evaluation shall cover the original contract period plus the renewal periods. The cost evaluation shall include all mandatory requirements. However, D6 Missouri Department of Transportation reserves the right to evaluate optional items, if deemed necessary.

The offeror must respond on the Office Supplies Essentials (Exhibit B) pricing pages with a firm, fixed price for all items.

Price increases for renewal periods, beyond the contract period, will be factored into the calculation for office supplies. This total will be weighted 25% of the total cost evaluation.

To evaluate Non-Essential items, a Market Basket shall be developed by the District 6 Purchasing . Items will be chosen from each of the discount categories on Exhibit B; the same or similar items will be chosen between offerors to comprise the Market Basket. The current list price in the offeror's catalog will be used for applying the quoted discount for that category of item. The resulting discounted price will comprise the "Market Basket" price. All items in the Market Basket will be considered at a quantity of "one," and will be totaled. This total price shall then be weighted 25% of the total cost evaluation. The offeror shall understand that the district reserves the right to determine Market Basket items as well as the numbers of items per discount category.

Weighted results will be added together to form a total that will be used to assess cost points. The responsive offeror with the lowest total price shall receive maximum cost points. All competing offerors' cost points shall be prorated on the basis of the lowest total price. Points may be adjusted to compensate for no one offeror receiving the maximum points because of the weighting factors. In this case, all offerors shall receive the same number of adjustment points.

#### **Evaluation of Offeror's Experience and Reliability:**

The offeror should describe the length of time the offeror has been in the office supplies business and where the offeror fits within the overall national market, citing national ranking if applicable, or affiliation with nationally ranked office supplies companies.

The offeror should provide references from accounts that possess similar characteristics to the District 6 office supply needs. For each reference, please specify if the business relationship is the result of a formal contract, and if the business relationship is exclusive or non-exclusive. It is preferred that the offeror provide references from accounts that are either state governments or municipalities when possible. Exhibit I is provided for the offeror's use in presenting this information.

#### **Evaluation of Proposed Method of Performance, Product Quality, Catalog Breadth:**

The offeror should describe how it intends to satisfy the requirements of the Scope of Work. Some, but not necessarily all, features that will be considered in this component of the subjective evaluation include offered enhancements to required service, delivery time enhancements, the breadth of electronic catalog ordering and payment capabilities, back order processing procedures, return process, return pick-up time, rate of damaged goods returned, average replacement time for damaged goods, invoicing capabilities, procurement-card processing level, product breadth and other additional guarantees and services the offeror proposes to distinguish their service delivery and support capabilities.

In addition, the brand and quality of office supplies offered will receive special consideration in this part of the evaluation.

Catalog breadth shall be evaluated based on the number of total items available to District 6 in the offerors current full line catalog. More items will receive better consideration.

The offeror can propose either an exact match for a line item on the Essentials List, or a comparable match. The offeror shall not propose both an exact match and a comparable product for the same line item. If the offeror is unable to provide a cited SKU, then the offeror should propose the item as a "comparable" product. Any reference on the pricing to a specific brand for office supplies shall not be construed as a preference for that brand.

The offeror must respond on the Office Supplies Essentials (Exhibit B) pricing pages with a firm, fixed price for all items.

#### **Product Quality, Catalog Breadth, and Contract :**

The offeror can propose either an exact match for a line item on the Essentials List, or a comparable match. The offeror

shall not propose both an exact match and a comparable product for the same line item. If the offeror is unable to provide a cited SKU, then the offeror should propose the item as a “comparable” product. Any reference on the pricing to a specific brand for office supplies shall not be construed as a preference for that brand.

Although not required as part of the quotation submission, the offeror may be required to submit samples as part of the evaluation phase. If the offeror is proposing a comparable product then it is highly desirable that the offeror include a sample of each comparable product, identifying the line-item number from the Essential Items list that corresponds to the comparable product offered. The offeror must submit requested samples if requested and not previously submitted with the offer. Failure to submit samples may result in a negative evaluation of the offer and may lead to disqualification of the offer. The offeror may propose “house brands, “i.e., their own labeled items, in lieu of a referenced brand so long as the quality of the item is the same or better. House brand items must be clearly labeled on the pricing page. Information relevant to the State’s ability to assess the item is necessary in order to evaluate the quality of the item. Product sheets for samples are also desired and should be submitted with the sample.

The offeror should provide information necessary to view a sample web-site established for organization similar in scope and size, and sample customer training literature.

The offeror should describe the kind and level of support they propose to provide to the District while under contract.

#### **Unit of Measure:**

If the unit of measure specified on the attached pricing pages is different than the manner in which the offeror proposes that item, then the unit of measure being proposed by the offeror must be clearly identified on the pricing page.

In the cost evaluation, a unit price conversion will be done to fairly evaluate quotation prices. However, for any resulting contract, the unit of measure proposed will be the unit of measure awarded. Offerors are encouraged to contact the Buyer prior to submission of their quotation to discuss anticipated unit modifications. The offeror is cautioned that District 6 reserves the right to clarify the unit of measure modification or to disqualify the quotation for that line item if the unit of measure modification is not deemed appropriate or in the best interests of the District.

If the offeror cannot supply the specified unit of measure, then any unit modifications must be noted in Exhibit B. Any unreasonable change of the published unit of measure in a price quote that impedes the District’s ability to make accurate product comparisons may result in an adverse evaluation of the offeror’s quotation.

#### **Open Competition:**

Any manufacturer’s name, trade names, brand names, information and/ or SKU catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition.

The offeror may offer any brand of product that meets or exceeds the specifications. In addition to identifying the manufacturer’s name and model number, the offeror must explain in detail how their product meets or exceeds the specifications. Proposals, which do not comply with the requirement and the specifications, are subject to rejection without clarification.

#### **Business Compliance:**

The offeror must be in compliance with the laws regarding conducting business in the State of Missouri. The offeror certifies by signing the signature page of this original document and any amendment signature page(s) that he/she and any proposed subcontractors are presently in compliance with such laws. The offeror shall provide documentation of compliance upon request by District 6. The compliance to conduct business in the state shall include but may not be limited to:

- Registration of business name (if applicable)
- Certificate of authority to transact business/certificate of good standing (if applicable)
- Taxes (e.g., city/county/state/federal)
- State and local certifications (e.g., professions/occupations/activities)
- Licenses and permits (e.g., city/county license, sales permits)

**Proposal Detail Requirements and Deviations:**

**It is the offeror's responsibility to submit a proposal that meets all mandatory specifications stated herein. The offeror should clearly identify any and all deviations from both the mandatory and desirable specifications stated in the RFP. Any deviation from a mandatory requirement may render the proposal non-responsive. Any deviation from a desirable specification may be reviewed by the District as to its acceptability and impact on competition.**

**EXHIBIT- A- Company Information**

**Offeror Information:**

2 How many years has your company been in operation? \_\_\_\_\_  
\_\_\_\_\_

3 What is your company’s main line of business? \_\_\_\_\_  
\_\_\_\_\_

4 Please answer the following questions about your company locations and employee base.

Number of U.S. Locations: \_\_\_\_\_

Number of Locations within Missouri: \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_

Number of Employees in Missouri: \_\_\_\_\_

Number of Administrative/Office Employees: \_\_\_\_\_

Number of Sales/Service Employees: \_\_\_\_\_

Average Number of Employees per Location: \_\_\_\_\_

5 Indicate with an “X” your current or future capabilities for serving the ordering and return needs for the State.

	<b>Currently Able to Provide</b>	<b>Guarantee to Provide by (Indicate date)</b>	<b>Unable to Provide or Do Not Plan to Provide</b>	<b>Comments</b>
<b>Ordering</b>				
Proprietary Online Ordering				
Dedicated Customer Service Phone Ordering				
Shared Customer Service Phone Ordering				
E-mail Confirmation of Order Placed				
Other Confirmation of Order Placed				
Online Order Tracking				
<b>Billing/Invoicing</b>				
Provide Order Invoice				
Provide Monthly Invoice by Ordering Customer				
Provide Weekly Invoice by General Account				
Provide Monthly Invoice by General Account				
<b>Returns/Damaged Orders</b>				
Return Authorization				
Account Credit				
Pick-Up Request				
Request Pick-Up for Time of Next				

Delivery				
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5. Does your company have the capability to link all purchases to a master Missouri Department of Transportation , District 6 account?

6 Indicate with an "X" in which of the following formats you can provide usage information:

	Can Currently Provide	Guarantee to Provide (Indicate date)	Not Able to Provide	Comments
Hard Copy				
Fixed Width Text File				
Delimited Text File				
Microsoft Access				
Microsoft Excel				

7 Indicate with an "X" which of the following fields can be included in your usage reports:

Customer Name	
Customer Number	
Your Item Number	
Manufacturer	
Manufacturer Item Number	
Item Description	
Quantity	
Unit Price Paid	
Manufacturer Suggested Unit Price	
Extended Price	
Delivery Location	
Order Date	
Purchasing Card Use	

8 How many items appear in your proprietary catalog? \_\_\_\_\_

9 What is your submitted catalog date of validity? \_\_\_\_\_

10 How often do you update/change your list prices? \_\_\_\_\_

11 How do you communicate list price changes to customers? \_\_\_\_\_

12 In which months(s) do you publish your catalog? \_\_\_\_\_

13. What will you require from the District to implement this contract? \_\_\_\_\_

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13 How long will it take from the time of award to provide delivery to the District? Explain time table for implementation.

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**OFFICE SUPPLIES- ESSENTIALS LIST**

**EXHIBIT B  
D606-021-RW**

<u>ITEM/BRAND#</u> <u>SKU</u>	<u>UNIT/MEASURE</u>	<u>DESCRIPTION</u>	<u>PAGE #</u> <u>OF</u> <u>CATALOG</u>	<u>PRICE</u>
	EACH	DESK STAPLER		
	EACH	STAPLE PULLER		
	BOX OF 5000	STAPLES		
	EACH	8" SCISSORS		
	12 BOTTLES	CORRECTION FLUID		
	BOX OF 12	LARGE BINDER CLIPS		
	BOX OF 12	MEDIUM BINDER CLIPS		
	BOX OF 12	SMALL BINDER CLIPS		
	BOX	JUMBO PAPER CLIPS		
	PACK OF 10 BOXES	#1 REGULAR PAPER CLIPS		
	ROLL	TRANSPARENT TAPE		
	EACH	TAPE DISPENSERS		
	BOX OF 10	3.5 " DISKETTES		
	PAD	SELF STICK-NOTES 3"X3" YELLOW		
	PAD	SELF STICK NOTES 3"X5" YELLOW		
	PAD	SELF STICK NOTES 4"X6" YELLOW		
	CARTON OF 2 PADS	EASEL PADS		
	BOX OF 12	BLACK MED. PT STICK PENS		
	BOX OF 12	BLUE MED.PT STICK PENS		
	BOX OF 12	GREEN MED. PT STICK PENS		
	BOX OF 12	RED MED. PT STICK PENS		
	BOX OF 12	BLACK FINE PT. STICK PENS		
	BOX OF 12	BLUE FINE PT STICK PENS		
	BOX OF 12	RED FINE PT STICK PENS		
	BOX OF 12	BLACK FLAIR POINT PENS		
	BOX OF 12	BLUE FLAIR POINT PENS		
	BOX OF 12	RED FLAIR POINT PENS		
	BOX OF 12	GREEN FLAIR POINT PENS		
	DOZEN	YELLOW HIGHLIGHTERS		
	DOZEN	ORANGE HIGHLIGHTERS		
	BOX OF 12	#2 PENCILS		
	PACK OF 24	AA BATTERIES(AKALINE)		
	PACK OF 24	AAA BATTERIES(AKALINE)		
	EACH	12" RULER		
	EACH	1" 3 RING BINDER(WHITE)		

	EACH	1" 3-RING BINDER (BLACK)		
	EACH	1.5" 3-RING BINDER (BLACK)		
	EACH	2" 3-RING BINDER		
	EACH	3" 3-RING BINDER		
	BOX OF 100	LETTER SIZE MANILLA FOLDERS		
	REAM	BLUE LETTER COPY PAPER		
	ROLL	2 ¼" ADDING MACHINE TAPE		
	PACK OF 12 PADS	LETTER SIZE RULED PAD		
	PAD	DATA PADS		
	DOZEN	3"X5" SCRATCH PADS		
	DOZEN	5"X8" SCRATCH PADS		
	PAD	STENO PADS		
	BOX OF 100	12"X15.5" ENVELOPES( #110)		
	BOX OF 100	10"X13" MANILLA ENVELOPES(#97)		
	PACK OF 12 PADS	WHILE YOU WERE OUT PADS		
	EACH	LETTER SIZE CLIPBOARDS		

FIRST YEAR RENEWAL, MAXIMUM % INCREASE: \_\_\_\_\_

SECOND YEAR RENEWAL, MAXIMUM % INCREASE: \_\_\_\_\_

COMPANY \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**OFFICE SUPPLIES- DISCOUNTS LIST  
EXHIBIT C  
NON-ESSENTIALS  
D606-021-RW**

**DIFFERENT BRANDS/TYPE NOT  
ON ESSENTIALS LIST**

**Offeror Name:** \_\_\_\_\_

Office Supply Category	Discount off List Price	Current Full Line Catalog Pages for Category
ADHESIVES/TAPES		
BATTERIES		
BINDERS/REPORT COVERS/INDEXES		
BREAKROOM/JANITORIAL SUPPLIES		
CALCULATOR		
CORRECTION SUPPLIES		
DESK TOP ESSENTIALS		
ELECTRONIC MEDIA SUPPLIES		
FILES		
FILES AND NON-ELCTRONIC STORAGE		
FURNITURE		
LABELS/PACKAGING		
OFFICE EQUIPMENT		
SELF SICK PADS		
STATIONARY/PAPER		
WRITING INSTRUMENTS AND SUPPLIES		

**COMPANY:** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**EXHIBIT D- DISTRICT 6 DELIVERY LOCATIONS**

Organization	Name	Address	City, State, Zip
3600	DISTRICT OFFICE - MAINTENANCE	1590 WOODLAKE	CHESTERFIELD, MO 63017
4694	TRAFFIC MANAGEMENT CENTER (TMC)	14301 SOUTH OUTER FORTY	CHESTERFIELD, MO 63017
36AC	DISTRICT OFFICE-SAFETY OFFICER	1590 WOODLAKE	CHESTERFIELD, MO 63017
36CA	DISTRICT OFFICE - CONSTRUCTION	1590 WOODLAKE	CHESTERFIELD, MO 63017
36X1	DISTRICT OFFICE-ADMINISTRATION	1590 WOODLAKE	CHESTERFIELD,MO 63017
36X2	DISTRICT GARAGE-GEN SERVICES	2309 BARRETT STATION RD	BALLWIN MO 63021
36X5	DISTRICT OFFICE - DESIGN	1590 WOODLAKE	CHESTERFIELD, MO 63017
36X6	DISTRICT OFFICE - R/W	1590 WOODLAKE	CHESTERFIELD, MO 63017
36X7	DISTRICT OFFICE - MATERIALS	1590 WOODLAKE	CHESTERFIELD, MO 63017
4603	BALLAS MAINT BLDG	12001 N. FORTY DRIVE	TOWN & COUNTRY,MO 63131
4604	BARNHART MAINT BLDG	6951 METROPOLITAN BLVD	BARNHART,MO 63012
4605	BEAUFORT MAINT BLDG	6697 HWY 185 SOUTH	BEAUFORT,MO 63013
4606	BELLEFONTAINE MAINT BLDG	10601 LEWIS & CLARK BLVD	ST.LOUIS, MO 63136
4612	BROADWAY MAINT BLDG	1200 S. BROADWAY	ST.LOUIS CITY,MO 63104
4618	DESOTO MAINT BLDG	4400 HWY 110	DESOTO,MO 63020
4623	EUREKA MAINT BLDG	615 VIOLA LANE	EUREKA,MO 63025
4625	FESTUS MAINT BLDG	1000 AIRPORT ROAD	FESTUS,MO 63028
4626	GRAY SUMMIT MAINT BLDG	3463 WEST OSAGE	PACIFIC, MO 63069
4627	GROVER MAINT BLDG	2639 CENTER ST.	GROVER,MO 63040
4628	HOUSE SPRINGS MAINT BLDG	8400 LOCAL HILLSBORO ROAD	HOUSE SPRINGS,MO 63016
4629	SUNSET HILLS MAINT BLDG	1120 RAHNING RD	SUNSET HILLS,MO 63127
4630	LEMAY MAINT BLDG	4185 HOFFMEISTER	ST.LOUIS COUNTY,MO 63125
4633	NORMANDY MAINT BLDG	1005 BERMUDA	ST.LOUIS COUNTY,MO 63121
4636	PAGE MAINT BLDG	11300 LACKLAND	ST.LOUIS COUNTY,MO 63146
4640	ST CHARLES MAINT BLDG	2360 OLD HIGHWAY 94 SOUTH	ST.CHARLES,MO 63303
4641	ST CLAIR MAINT BLDG	2273 NORTH SERVICE RD WEST	ST.CLAIR,MO 63077
4642	SHREVE MAINT BLDG	5010 SHREVE AVENUE	ST LOUIS, MO 63115
4644	NEW HAVEN MAINT BLDG	9659 HWY 100	NEW HAVEN,MO 63068
4651	WELDON SPRINGS MAINT BLDG	7101 RTE. 94 WEST	WELDON SPRINGS,MO 63303
4652	WESTLAKE MAINT BLDG	3501 MARESHALL RD	BRIDGETON,MO 63044
4653	WENTZVILLE MAINT BLDG	1475 W. PEARCE	WENTZVILLE, MO 63385
4666	DIST STRIPING - BLDG D	2309 BARRETT STATION RD	BALLWIN,MO 63021
4668	VILLA RIDGE MAINT BLDG	385 RTE. M	VILLA RIDGE,MO 63089
4670	SIGNAL SHOP BLDG A/B	2309 BARRETT STATION RD	BALLWIN,MO 63021
4675	HAMPTON LANDSCAPE BLDG	6138 WILSON	ST.LOUIS CITY,MO 63139
4680	OHIO BRIDGE CREW BLDG	4360 OHIO	ST.LOUIS CITY,MO 63111
4682	BALLAS MAINT BLDG	12001 N. FORTY DRIVE	TOWN & COUNTRY,MO 63131
4683	SIGNAL SHOP BLDG A/B	2309 BARRETT STATION RD	BALLWIN,MO 63021
4685	MOTORIST ASSISTANCE LOCATION	13610 S OUTER RD	CHESTERFIELD, MO 63017
4685	DISTRICT SERVICE STATION	13610 S OUTER RD	CHESTERFIELD, MO 63017
46CB	FESTUS PROJ OFFICE	3595 PLASS ROAD	FESTUS, MO 63028
46CC	MEHLVILLE PROJ OFFICE	7550 S. LINDBERGH	ST.LOUIS COUNTY,MO 63125
46CD	MARYLAND HTS PROJ OFFICE	2620 ADIE ROAD	MARYLAND HEIGHTS,MO 63043
46CG	ST CLAIR PROJ OFFICE	2215 N. COMMERCIAL	ST. CLAIR,MO 63077
46CH	BELLEFONTAINE PROJ OFFICE	10601 LEWIS & CLARK BLVD	ST.LOUIS COUNTY,MO 63136
46CJ	CHESTERFIELD PROJECT OFFICE	13610 S. OUTER RD.	CHESTERFIELD, MO 63017
46CL	ST PETERS PROJ OFFICE	580 NORTH SERVICE ROAD	ST.PETERS,MO 63376
46CM	O FALLON PROJ OFFICE	6780 OLD HIGHWAY N	ST.CHARLES,MO 63304
46CS	FENTON PROJ OFFICE	75 ELIZABETH	FENTON,MO 63026

