



**MISSOURI DEPARTMENT OF TRANSPORTATION
 INFORMAL QUOTE GUIDELINES AND DOCUMENTATION
 FOR PURCHASES \$3,000 TO \$24,999.99
 THIS IS NOT AN ORDER**

REQUEST FOR INFORMAL QUOTATION

Please quote the lowest prices covering service specified and provide all information requested.

TODAY'S DATE:	6/23/11	QUOTE DUE ON OR BEFORE:	07/06/11- 2:00 AM LOCAL TIME	F.O.B. REQUIREMENTS:	DESTINATION
TIME REQUIRED FOR DELIVERY:		QUOTE No:	4-110706CN	BUYER NAME /TELEPHONE NUMBER:	CINDY NORMAN 573-522-9746
TO BE COMPLETED NO LATER THAN	AUGUST 1, 2011				
Central Office Mailing Address Fax Number:	PO Box 270, 830 MoDOT Drive Jefferson City, MO 65102 573-526-1218	Please fax quotation to 573-526-1218		DELIVERY LOCATION: Attn: Chris Luebbert 601 W Main Jefferson City, MO 65109	

Quantity	U/M	DESCRIPTION	UNIT PRICE	
1,500	Each	Watch for Motorcycles TShirt – Yellow – Both Women and Men Cut – Please see attached specifications. BRAND TO BE CONSIDERED: ANVIL 976/979, 978,	\$	COSTS: All costs associated with supplying this equipment must be included in the unit price. This includes, but is not necessarily limited to site visits, production costs, delivery, set-up and associated testing, training and warranty.
		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		

SEE ATTACHED PRICING PAGE

Award: <i>All or None</i>	SEE ATTACHED FOR ADDITIONAL DETAILS AND REQUIREMENTS.			
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Company Name: _____

All responses to this Request for an Informal Quotation MUST be submitted on this form and MUST be returned to the Buyer listed above at the Central Office mailing address shown. See attached for conditions and instructions. Quotation can be faxed to 573-526-1218

VENDOR INFORMATION

Vendor Name /Mailing Address	Vendor Contact Information (including area codes):			
	Phone #:			
	Fax #			
Printed Name and Title of Responsible Officer or Employee:	Cellular #			
	Signature:			

Is your firm MBE or WBE Certified? Yes No

PRICING PAGE:
 BID FOR Watch For Motorcycles TShirts – Pricing Page 1 of 1

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENDED TOTAL
WOMENS					
001	MEDIUM	200	EA		
MENS					
002	LARGE	600	EA		
003	X LARGE	400	EA		
004	2X LARGE	200	EA		
005	3XLARGE	100	EA		
006	SHIPPING				
007	ARTWORK/SCREEN PRINTING				
008	ADDITIONAL CHARGES				
	TOTAL COSTS				

SPECIFICATIONS ARE AS FOLLOWS:

SHIRT BRAND: ANVIL #976/979 MENS, #978 LADIES HEAVY WEIGHT, (NO SUBSTITUTIONS)

SHIRT STYLE: NEED A SHIRT IN BOTH A WOMEN'S CUT AND A MEN'S CUT

SHIRT COLOR: SPRING YELLOW

WOMEN'S SHIRT DESCRIPTION:

LADIES

PRE-SHRUNK

100% COTTON

5.4 OZ.

SHOULDER TO SHOULDER TAPE & SEAMLESS COLLARETTE

DOUBLE NEEDLE NECK, SLEEVE, BOTTOM HEM

5/8" RIB COLLAR

FITTED TAPERED SLEEVE

HEAVYWEIGHT TEE

SHORT SLEEVE

MEN'S SHIRT DESCRIPTION:

PRE-SHRUNK

100% COTTON

6.1 OZ

SHOULDER TO SHOULDER TAPE & SEAMLESS COLLARETTE

DOUBLE NEDDLE NECK, SLEEVE, BOTTOM HEM

HEAVYWEIGHT TEE

SHORT SLEEVE

THE VENDOR MUST INCLUDE THE ARTWORK CHARGE, THE ESTIMATED SHIPPING COST, AND ANY OTHER COST ASSOCIATED WITH THIS ORDER. ALL COST MUST BE BROKEN OUT SEPERATELY, THEN A TOTAL COST.

THE VENDOR MUST PROVIDE A SAMPLE OF THE SCREEN PRINT BEFORE PROCEEDING WITH ORDER.

LOGOS:

FRONT LOGO: ARRIVE ALIVE, saveMOlives.com

LOGO LOCATION: FRONT, LEFT BREAST POCKET

LOGO PRINT STYLE: FLAT SCREEN PRINTED - NO PUFFY PRINT!

LOGO COLOR: BLACK

LOGO SIZE: NOT TOO BIG OR TOO SMALL, MUST REPRESENT ALL SHIRT SIZES WELL.

BACK LOGOS: WATCH FOR MOTORCYCLES, PICTURE OF MOTORCYCLE, saveMOlives.com, ARRIVE ALIVE

LOGO LOCATION: CENTER OF SHIRT (LIKE YOU WOULD DO WHEN SPONSORING A BASEBALL TEAM ON THE BACK OF THEIR SHIRT)

LOGO PRINT STYLE: FLAT SCREEN PRINTED - NO PUFFY PRINT!

LOGO COLOR: BLACK

LOGO SIZE: NOT TOO BIG OR TOO SMALL, MUST REPRESENT ALL SHIRT SIZES WELL. VENDOR MUST INDICATE THE SIZE OF THE LOGOS WHEN SENDING IN BID.

AFTER BID HAS BEEN AWARDED, REVEE WHITE WILL WORK WITH VENDOR TO ENSURE THE LOGO SIZE IS APPROPRIATE FOR SHIRT.

DELIVERY DEADLINE DATE: August 1, 2011.

DELIVERY MUST BE NO LATER THAN August 1, 2011. All shirts are to be delivered to: MoDOT Highway Safety Division, Attn: Chris Luebbert, 601 W Main, Jefferson City, MO 65109.

VENDOR INFORMATION & PREFERENCE CERTIFICATION FORM

Vendor Information

All bidders must furnish ALL applicable information requested below

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

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

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

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

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

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

Preference Certification

All bidders must furnish ALL applicable information requested below

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

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

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

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

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

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

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

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

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.

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

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.

Watch for
MOTORCYCLES



saveMOlives.com

**ARRIVE
ALIVE**

**ARRRIVE
ALLIVE**

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