BID FORM

MISSOURI DEPARTMENT OF TRANSPORTATION
GENERAL SERVICES - PROCUREMENT
830 MoDOT Drive, Jefferson City, MO
65109

REQUEST NO.	5-120614RJ
DATE	June 1, 2012
PAGE NO.	1

SEALED BIDS, SUBJECT TO THE ATTACHED CONDITIONS WILL BE RECEIVED AT THIS OFFICE UNTIL

2:00 pm., Local Time, June 14, 2012

AND THEN PUBLICLY OPENED AND READ FOR FURNISHING THE FOLLOWING SUPPLIES OR SERVICES.

BIDS TO BE BASED F.O.B. MISSOURI DEPARTMENT OF TRANSPORTATION
Submit net bid as cash discount stipulations will not be considered

Various End User Delivery Locations

DEFINITE DELIVERY DATE SHOULD BE SHOWN. THE BIDDER MUST SIGN AND RETURN BEFORE DATE AND TIME SET FOR OPENING.

BUYER: Reva Jones **BUYER TELEPHONE:** 573-526-2744
BUYER EMAIL: reva.jones@modot.mo.gov

EQUIPMENT

Uniform Rental and Maintenance Services

To establish a contract to provide **uniform rental and maintenance services** in accordance with following pages.

Components of Agreement: The Agreement between MHTC and the successful Bidder shall consist of: the RFB and any written amendments thereto, the "Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions" that are attached to this RFB, the bid submitted by the Bidder in response to the RFB and the post-award contract agreement signed between the parties. However, MHTC reserves the right to clarify any relationship in writing and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFB or the Bidder's bid. The Bidder is cautioned that its bid shall be subject to acceptance by MHTC without further clarification.

Return sealed bid to the address shown at the top of this page.

(SEE ATTACHED FOR TERMS, CONDITIONS, AND INSTRUCTIONS)

In compliance with the above Request For Bid, and subject to all conditions thereof, the undersigned bidder agrees to furnish and deliver any or all the items on which prices were bid within the timeframe specified herein, after receipt of formal purchase order.

Date: _____ **Firm Name:** _____
Telephone No.: _____ **Address:** _____
Fax No.: _____ _____
Federal I.D. No. _____ **By (Signature):** _____
Email Address: _____ **Type/Print Name** _____
Title:
Is your firm MBE certified? ☐ Yes ☐ No **Is your firm WBE certified?** ☐ Yes ☐ No

1. INTRODUCTION AND GENERAL INFORMATION

1.1 Introduction:

1.1.1 This Request for Bid (RFB) seeks bids from qualified organizations to provide uniform rental and maintenance services in accordance with the requirements and specifications stated herein, to the Missouri Highways and Transportation Commission (MHTC) and Missouri Department of Transportation (MoDOT). Each bid must be in a sealed envelope, be mailed or delivered by courier to the RFB Coordinator at the below listed address, on or before the date and time listed herein for receipt of bids/proposals. All questions regarding the RFB shall be submitted to the RFB Coordinator. **Bids must be returned to the office of the RFB Coordinator no later than 2:00 p.m., CDT, June 14, 2012.**

RFB COORDINATOR:

Reva Jones, Senior General Services Specialist
Missouri Department of Transportation, General Services
830 MoDOT Drive
Jefferson City, MO 65109

PHONE: **573-526-2744**

FAX: **573-526-1218**

1.2 General Information and Background:

1.2.1 This document constitutes an invitation for competitive, sealed bids for the procurement of uniform rental and maintenance services as set forth herein.

1.2.2 Organization: This RFB is divided into the following parts:

1) Introduction and General Information

2) Scope of Work

3) Bid Submission

4) Pricing Page(s)

5) Vendor Information and Preference Certification Form

6) Notice of Cooperative Purchasing

7) Annual Worker Eligibility Verification Affidavit – Exhibit A

8) Affidavit for Sole-Proprietorship or Partnership – Exhibit B

9) Employee Uniform Rental Agreement and Payroll Deduction/Cancellation Authorization – Exhibit C

10) New District Map – Exhibit D

11) Terms and Conditions

2. SCOPE OF WORK

2.1 General Requirements:

2.1.1 The contractor shall provide uniform rental and maintenance services on an as needed, if needed basis for the MHTC and MoDOT, in accordance with the provisions and requirements stated herein.

2.1.2 The contractor shall provide all deliverables/services.

2.1.3 The Contractor shall provide Uniform Rental, Cleaning and Maintenance Services for the delivery locations identified in Appendix A to the sole satisfaction of MoDOT. MHTC reserves the right to offer multiple awards for this Request for Bid (RFB.) MoDOT reserves the right to terminate this service contract, if agreement is not reached between MoDOT and the Bidder.

2.1.4 Unless otherwise specified herein, the contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to provide the deliverables/services required herein.

2.1.5 MoDOT reserves the right to reject any or all bids.

2.2 Specific Requirements:

2.2.1 The contractor shall provide MoDOT with uniform rental, cleaning, and maintenance services in accordance with the following.

2.3 Delivery Requirements:

2.3.1 The following delivery requirements shall apply:

2.3.2 The Contractor(s) shall maintain weekly delivery to the locations identified in "Appendix A - MoDOT Uniform Delivery Locations" and incorporated herein. The Contractor(s) is to note the physical locations in Appendix A are approximate. All delivery locations are identified as "Mandatory" and require weekly delivery.

2.3.3 All garments picked up one week must be returned the following week. In addition, any garment not returned within two (2) weeks shall be considered lost, and the Contractor(s) shall replace the garment prior to the next semi-monthly payment.

2.3.4 Locations may be added and/or deleted as agreed upon by MHTC. Locations may be relocated to new geographical areas. The Contractor(s) shall take the aforementioned additions, deletions and relocations into consideration as part of the rental price for each garment. No additional payment shall be made.

2.3.5 The number of employees shown at each location is approximate. This program is not mandatory. The number of employees that participate in this program may vary.

2.3.6 Some locations outlined in Appendix A do not typically receive deliveries due to the type of work performed by this agency. The Contractor(s) must coordinate with each district and/or unit regarding the scheduled time for delivery at each location where there is a risk that staff may not be present to receive deliveries. When it is necessary for the driver to deviate from the agreed upon delivery schedule, the driver must contact a representative from the respective delivery location. MoDOT prefers an early morning delivery schedule for the smaller delivery locations. Employees at these locations are on site briefly and then are in the field for the remainder of the day. Every effort will be made to have a MoDOT receiver on site, however, this is not guaranteed.

2.4 Garments: Employees participating in this program will have the choice of the following Contractor(s) owned and distributed uniform items.

2.4.1 **Short Sleeve Uniform Shirts:** 100% cotton or a polyester/cotton blend (to be chosen by the employee) in a light blue color and constructed with a button and/or snap front (to be selected by the employee) and two (2) patch breast pockets. The polyester cotton blend shall be anywhere from sixty to sixty-five percent (60-65%) polyester and thirty-five to forty (35-40%) cotton.

2.4.2 **Long Sleeve Uniform Shirts:** 100% cotton or a polyester/cotton blend (to be chosen by the employee) in a light blue color and constructed with a button and/or snap front (to be selected by the employee) and two (2) patch breast pockets. The polyester cotton blend shall be anywhere from sixty to sixty-five percent (60-65%) polyester and thirty-five to forty (35-40%) cotton.

2.4.3 **T-Shirts:** T-Shirts must be the high visibility lime green color. T-Shirts shall be 100% microfiber polyester, treated with Hydrowick and include Airex Reflective Material. It shall have a neck ribbing = 1 x 1 with a minimum of 2% elastane yarn (spandex or lycra) and a body fabric weight is a minimum of 6.3 ounces per square yard. **All t-shirts must be ANSI/ISEA 107-2010 Class II compliant for background material and a ANSI/ISEA 107-2010 Class III Level II compliant for reflective material (Airex Industrial-wash grade material).** Pocket dimension is 4.5"W x 5.5"L. (For additional information and a picture, please refer to Appendix C in this document.)

2.4.4 **Coveralls:** Coveralls must be dark blue in color and able to fit over safety boots/shoes. Coveralls must be available in both a polyester/cotton blend as well as a 100% cotton fabric for the unit prices bid. Coveralls constructed from a polyester/cotton blend shall be anywhere from sixty to sixty-five percent (60-65%) polyester and thirty-five to forty (35-40%) cotton.

2.4.5 **Uniform Trousers:** Trousers must be available in both a polyester/cotton blend as well as a 100% cotton fabric for the unit prices bid and shall be dark blue in color. Trousers constructed from a polyester/cotton blend shall be anywhere from sixty to sixty-five percent (60-65%) polyester and thirty-five to forty percent (35-40%) cotton. Additionally, the silhouette should be a Boot Flare and must fit over a safety boot/shoe.

2.4.6 **Denim Jeans:** Employees may select the denim jean color suitable to them and available from the Contractor(s).

2.4.7 **Jackets:** Jackets must be dark blue in color with a zipper from the collar to the bottom hemline. The jackets shall be a polyester/cotton blend constructed from a polyester/cotton blend shall be anywhere from sixty to sixty-five percent (60-65%) polyester and thirty-five to forty percent (35-40%) cotton. The jackets shall include two (2) lower inset seam pockets on the front with a patch pocket on the left sleeve.

2.4.8 All garments provided and distributed by the Contractor(s) shall remain the property of the Contractor(s). The Contractor(s) must provide new garments to all employees beginning participation in the program within the first sixty (60) calendar days of the implementation period within the given district. After the first sixty-day implementation period has passed, any employee who joins the program will be provided garments of equal quality to those of their fellow employees. The garments provided by the Contractor(s) must be acceptable to the participating employees.

2.4.9 Each clothing item provided by the Contractor(s) shall have a laundry mark or other identification device for the purpose of identifying each article of clothing for the individual employee.

2.4.10 Employees shall choose the type of uniform garments to be supplied at the time of enrollment in the program.

2.5 Cleaning Requirements:

2.5.1 The Contractor(s) shall launder garments to the highest industry standards with hypoallergenic detergents which will not degrade the wicking ability of the t-shirt material on a weekly basis. Uniforms not cleaned to the satisfaction of the employee shall be returned to the Contractor(s) for re-cleaning until the uniforms are cleaned to

the employees' satisfaction. The Contractor(s) shall not assess a charge for uniforms returned for re-cleaning.

2.6 Repairs:

2.6.1 The Contractor(s) shall be responsible for the repair of all damage to the rental garments. Garments shall be maintained in a constant state of superior condition, with buttons and snaps securely attached and missing buttons and snaps replaced. Final determination shall rest with the District Engineer/Division Director or his/her assignee. When needed repairs are brought to the attention of the Contractor(s), said problems shall be expeditiously remedied and the garment returned as part of the next delivery throughout the life of the contract and regardless of any pending expiration date. The Contractor(s) shall not charge for uniforms that are returned for repair necessitated by normal wear and tear. Failure of the Contractor(s) to repair garments to a satisfactory condition or provide a replacement shall be cause to withhold the next semi-monthly payment until the repair is accomplished.

2.6.1 The Contractor(s) shall provide, at a minimum, five (5) identifiable bags to each delivery location listed in Appendix A of this bid. These bags must include a zipper on it for closing it and must NOT be a paper or plastic bag. These bags will be used for employees requesting a repair to place their repair items in when needing a repair. **A sample of your company's repair bag must be submitted with your bid.** The bags may have a repair checklist on them for each individual piece of clothing, or one large bag may be used for employees to continue tagging their repair items and then place the repair item in one large bag with other repair items. This will help to ensure a repair is needed before a garment is to be laundered.

2.7 Replacement:

2.7.1 All garments considered unsightly due to mending, stains, rips, or excess wear shall be replaced with **new** garments of the appropriate size at no additional charge.

2.7.2 At the beginning of each renewal, the Contractor(s) will be responsible for replacing all garments as part of the renewal option. All garments must be replaced for each employee participating in the uniform program no matter when the employee received their uniform(s). Additionally, each employee must be measured and sized again according to the specifications listed below in the "sizing" section of this bid.

2.7.3 New garments, on an as needed basis, shall replace worn or damaged garments during the contract period.

2.7.4 An employee may request uniform replacement during the contract renewal period. If denied, the Contractor(s) must provide justification as to why the request was denied. In the event of a dispute, final determination as to uniform replacement shall rest with MoDOT. The decision of MoDOT shall be final and without recourse.

2.8 Sizes:

2.8.1 Measurements for the new uniforms for changeover shall be done by the Contractor(s) at the delivery locations specified in Appendix A. The Contractor(s) shall visit each location during changeover for the purpose of individually measuring all personnel for whom garments will be ordered. **The Contractor(s) must complete measurements for the initial garments and shall be in a position to deliver the garments to all participating employees no later than September 27, 2012.** The Contractor(s) shall schedule all measurements with each individual delivery location at a mutually agreed upon date and time.

2.8.2 "Measuring" shall include physical measurements taken by an experienced professional and "trying on" of a sample garment of the exact type and size that the employee will be ordering. It is the responsibility of the Contractor(s) to provide a sufficient number of sample uniforms for this purpose whenever measurements are taken. No verbal measurements will be acceptable. Proper fit of uniforms shall be guaranteed.

2.8.3 Replacement uniforms for existing employees who have been measured previously may be sized from existing records with verification that the employee has not changed sizes. Any change in size shall be verified by physical measurement.

2.8.4 This bid includes all sizes. This means, you must include the cost of short and long lengths, short and tall shirts, short and long inseams and sizes. Additionally, all sizes must be included and available from this contract.

2.9 Identification Emblems – Logo Emblem & Name Patch: (To be used for all shirts, except the t-shirt.)

2.9.1 The Missouri Department of Transportation (MoDOT) logo emblem patch shall be 4 1/2" by 2 1/2" rectangle with 1/4" rounded corners. The patch shall be attached over the left pocket with the 4 1/2" side horizontal to the pocket. The background material shall be white with a 1/8" dark blue embroidered border. The patch will contain the MoDOT logo as shown in Appendix B, embroidered in dark blue. The dark blue embroidered color shall match the uniform trouser color.

2.9.2 The name patch shall be 3 1/4" by 1 1/2" rectangle with 1/4" rounded corners. The patch shall be attached over the right pocket with the 3 1/4" side horizontal to the pocket. The patch shall have 1/8" dark blue embroidered border, white background material and the employees name embroidered in dark blue. The dark blue embroidered color shall match the uniform trouser color.

2.9.3 The patches shall have a plastic coated backing, and the backing material shall consist of polyester cotton twill. The embroidery thread shall be rayon.

2.9.4 The successful Bidder shall provide samples of the patches to the Commission for approval.

2.9.5 The Commission shall pay for a logo and nametag patch for each shirt. The Contractor(s) shall submit a semi-monthly itemized bill stating the employee's names, building location and the number and type of patches attached to the rental garments to the district office designated in the contract award

2.9.6 The bid price for the logo or nametag shall include the price of the patch and the price of the initial attachment to the shirt. There shall be no additional compensation to the Contractor(s) for maintaining or replacing the patches.

2.10 T-Shirt Identification Emblems:

2.10.1 The MoDOT emblem on the pocket should be 3 ½ W x 2 ½ H and of the same 3-M AIREX industrial-wash material, centered in the middle of the pocket. Please see Appendix C for more information.

2.11 Customer Service:

2.11.1 The Contractor(s) shall set in place some type of customer service survey tool. Comment cards shall be made available to all employees for use to communicate with the Contractor(s). Quarterly reports summarizing surveys and comment card communications shall be delivered to the MoDOT contract administrator or designee.

2.11.2 Mandatory Semi-Annual Meetings with MoDOT representative(s) and the Contractor(s) will be scheduled during the course of the contract and all potential renewals.

2.12 Invoicing and Payment Requirements:

2.12.1 MoDOT processes payments for this service semi-monthly on the 15th and last day of each month. The bid price shall remain in effect for the entire duration of the agreement period. MoDOT contributes up to a maximum amount of $17.00 per month per employee. This contribution must be tracked as a taxable benefit; therefore payment of this program is administered through employee payroll deductions. Jackets and cotton denim jeans are not covered under the rental program and costs associated with these garments are the complete responsibility of the employee. Payment for these items will be made through the employee payroll deduction program at 100% of the cost.

2.12.2 Payments for services provided under this contract **ARE NOT** processed based upon Contractor(s) Invoices. Payments are issued based upon receipt of services according to this Request for Bid (RFB) and resulting contract

as well as the processed Employee Uniform Rental Agreement and Payroll Deduction/Cancellation Authorization form. The latest version of this document is attached as Exhibit C. This form will be updated with the current Contractor(s) pricing and information upon completion of the resulting Contract.

2.12.3 Employees may begin uniform garment rental on the first working day of any pay period so long as an Employee Uniform Rental Agreement and Payroll Deduction/Cancellation Authorization form has been presented to the District Business and Benefits office fifteen (15) days prior to the start date. The Contractor(s) shall receive its first semi-monthly payment approximately fifteen (15) days after rental services begin. (Ex. If employee uniform rental garment start date is July 1, 2012, the completed Employee Uniform Rental Agreement and Payroll Deduction/Cancellation Authorization Form must be received at the District Business and Benefits office by June 15, 2012. Contractor(s) should receive first semi-monthly payment on July 15, 2012; likewise if employee rental garment start date is July 16, 2012, the completed Employee Uniform Rental Agreement and Payroll Deduction/Cancellation Authorization Form must be received at the District Business and Benefits office by June 30, 2012. Contractor(s) should receive first semi-monthly payment on July 31, 2012.)

2.12.4 On the 15th and last day of each month, MoDOT will issue two checks per established vendor code. Vendor codes are established based upon the number of payment locations established by the Contractor(s). One check will include all payments associated with the vendor code and will include payment for those participating employees whose rental payments were withheld through payroll deduction as well as a list itemizing each employee's withholding. The second check will include the Commission's share of the uniforms as well as a list itemizing the amount contributed for each employee. The itemized listings described above will be sorted by pay location.

2.12.5 If for any reason the Commission cannot withhold the semi-monthly deduction from an employee's payroll, it shall be the employee's responsibility to make direct payment to the Contractor(s).

2.12.6 If for any reason the employee cancels or suspends the garment rental service and the employee's uniform rental is deducted and paid to the Contractor(s), it is the Contractor(s)'s responsibility to reimburse the employee for any overpayment. The Contractor(s) must provide each MoDOT district/division uniform coordinator with a contact person's name and telephone number to answer questions related to pending reimbursements.

2.12.7 The employee may suspend service without cancellation of the service for worker's compensation or extensive sick leave when said leave is one (1) month or more.

2.12.8 It is the employee's responsibility to notify both the MoDOT District contact and the Contractor(s) anytime he/she wishes the garment rental service canceled or suspended.

2.12.9 On occasion an employee's check may be canceled after rental payment has been made to the Contractor(s). At the time this occurs the employee's portion of the rental payment is considered to be state funds and may not be credited to the employee's account. The MoDOT designee shall notify the Contractor(s) and the Contractor(s) must hold that portion of the rental payment until the next semi-monthly payment period. This amount will then be reduced in the next semi-monthly payment period as the Commission has actually overpaid the Contractor(s) with state funds. It is then the employee's responsibility to make direct payment to the Contractor(s) for the semi-monthly rental, which would have been covered by the canceled check.

2.13 Other Contractual Requirements:

2.13.1 Contract Period - The contract shall commence from the date of Notice to Proceed until August 31, 2015 with a one (1) three-year renewal option period, or any portion therein. If the option for renewal is exercised by MoDOT, the contractor shall agree to all terms and conditions of the RFB and all subsequent amendments. Renewal options are at the sole discretion of MoDOT.

2.13.2 Renewal Periods - If the option for renewal is exercised by MoDOT, the contractor shall agree that the percentages for the renewal period shall not exceed the maximum percentage for the applicable renewal period stated herein.

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

b. MoDOT does not automatically exercise its option for renewal based upon the maximum percentage of increase without documented justification supporting an increase, and reserves the right to offer or to request renewal of the contract at a percentage less than the maximum percentage stated.

c. In the event MoDOT exercises its option(s) to renew the contract, the requirements for future years shall be basically similar.

2.14 Clarification and Special Comments:

2.14.1 The following are conditions an employee may terminate their participation in this program:

a. Completion of the initial six-month service period. This can either be upon execution of a new contract period or following the initial employee enrollment. Employees may make this decision within thirty days of the described anniversary date.
b. As listed in this bid document
c. Upon any contract period expiration.
d. When the employee retires or is promoted/demoted to a position where a uniform is inappropriate.
e. When the employee transfers from one district to another or the central office unit.
f. When an employee terminates their employment with MoDOT.

2.14.2 If an employee terminates the contract at or after the six (6) month period for any reason other than those stated above, he/she may not rejoin the uniform program until after termination of the current uniform agreement.

2.14.3 If an employee leaves the service of MoDOT prior to returning his uniforms to the company, the Contractor(s) shall have the primary responsibility for the recovery of the garments or the cost of the garments from the contracting employee.

2.14.4 Failure by the Contractor(s) to provide the services as outlined may lead to cancellation of this Agreement. The Contractor(s) may be declared non-responsible for failing to live up to the terms outlined above. This could lead to suspension from the Commission's vendor list for a three (3) year period, as outlined in Rules of Missouri Department of Transportation, MHTC, Procurement 7 C.S.R. 10-11.030.

2.14.5 It **shall not** be construed that an employee cannot enroll in this program if they do not sign up for this program during the initial implementation of any contract resulting from this request. Employees shall be allowed to enroll in this program during the life of the contract unless they are restricted from enrollment due to a specific terms or conditions of this request and resulting contract.

3. BID SUBMISSION

3.1 Bid Submission Information:

3.1.1 All bids must be received in a sealed envelope/packaging clearly marked **"Uniform Rental, Cleaning & Maintenance Services".**

3.1.2 All bids must be received at the office of the RFB Coordinator as outlined in Section 1. "INTRODUCTION AND GENERAL INFORMATION".

3.1.3 The bidder may withdraw, modify or correct his/her bid after it has been deposited with MoDOT provided such request is submitted in writing and received at the location designated for the bid opening prior to the date and time specified for opening bids. Such a request received as specified will be attached to the bid and the bid will be considered to have been modified accordingly. No bid may be modified after the date and time specified for the opening of bids.

3.1.4. Bid Review: Bids will be reviewed to determine if the bid complies with the mandatory requirements, and to determine the lowest and best bid.

3.1.5. Cost Determination and Award: The low bid will be determined per district taking into consideration the original contract period. For the original contract period, an average will be established among the bid unit prices submitted for each Bidder.

a. Notification of award shall be at the time the tabulation is posted to the Internet. It is the sole responsibility for all bidders to check the website for bid results.

4. PRICING PAGE

A. LOST OR SEVERELY DAMAGED GARMENTS

The new garment replacement cost to the Commission employee for all lost garments or garments damaged due to causes other than normal wear and tear shall be:

1.	Short Sleeve Shirt	$ _____ 100% Cotton	$ _____ Cotton/Poly Blend
2.	Long Sleeve Shirt	$ _____ 100% Cotton	$ _____ Cotton/Poly Blend
3.	Short Sleeve T-Shirt	$ _____ 100% Polyester	
4.	Trouser	$ _____ 100% Cotton	$ _____ Cotton/Poly Blend
5.	Coveralls	$ _____ 100% Cotton	$ _____ Cotton/Poly Blend
6.	Denim Jeans	$ _____ 100% Cotton	
7.	Jacket	$ _____ 100% Cotton	$ _____ Cotton/Poly Blend

B. EXPENSES

The employees shall have the option to choose a seasonal change. The bid price for the garments is the final price charged for rental, maintenance and cleaning of the garments listed. Any alteration, taxation, set-up charge identification marking and/or other costs to maintain the garment must be included in the bid price.

The Contractor shall provide the following garments per employee, as agreed to by the employee; with the price per employee per **SEMI-MONTHLY PAYROLL PERIOD** being:

Shirts

1.	Short Sleeve Shirt	$ _____ 100% Cotton	$ _____ Cotton/Poly Blend
2.	Long Sleeve Shirt	$ _____ 100% Cotton	$ _____ Cotton/Poly Blend
3.	Short Sleeve T-Shirt	$ _____ 100% Polyester	

Pants

1.	Trouser	$ _____ 100% Cotton	$ _____ Cotton/Poly Blend
2.	Coveralls	$ _____ 100% Cotton	$ _____ Cotton/Poly Blend
3.	Denim Jeans	$ _____ 100% Cotton	

Jackets

1.	One Jacket	$ _____ 100% Cotton	$ _____ Cotton/Poly Blend
2.	Two Jackets	$ _____ 100% Cotton	$ _____ Cotton/Poly Blend

C. **IDENTIFICATION EMBLEMS**

The Contractor shall provide the following items per the specifications and payment will be made by the Commission.

	Description	Price
1.	MoDOT Logo per Shirt	$ _____
2.	Name Tag per Shirt	$ _____
3.	MoDOT Logo per T-Shirt	$ _____

D. **RENEWAL INFORMATION:** The bidder shall provide below the maximum percentage of increase or decrease for the renewal periods. The percentage shall be computed against the **original contract period prices** for each renewal period. If a renewal percentage is not provided, the prices for the renewal periods shall be the same as the original contract period.

1st Renewal Period _____% of maximum increase and/or _____% of maximum decrease.

2nd Renewal Period _____% of maximum increase and/or _____% of maximum decrease.

3rd Renewal Period _____% of maximum increase and/or _____% of maximum decrease.

_____

Name of the Bidder's Firm | Signature of Authorized Representative | Date Signed

E. **APPLICABLE DISTRICTS**

Firm fixed prices bid herein are applicable to those districts the vendor has circled "YES" on the table below: **Refer to Exhibit D to see the counties within each district.**

District Location	City	Service Start Date	Pricing is good for the following districts. (Circle Yes or No.)
Northwest	St. Joseph	September 1, 2012	Yes / No
Northeast	Hannibal	September 1, 2012	Yes / No
Kansas City	Lee Summit	September 1, 2012	Yes / No
Central & Central Office	Jefferson City	September 1, 2012	Yes / No
St. Louis	Ballwin	September 1, 2012	Yes / No
Southwest	Springfield	September 1, 2012	Yes / No
Southeast	Sikeston	September 1, 2012	Yes / No

_____ (Signature/Title)

(Date)

MoDOT UNIFORM DEVLIVERY LOCATIONS APPENDIX A
NORTHWEST DISTRICT

City	County	Address	Emp Count
District Maint.	Buchanan	(District Office)	8
Mound City	Holt	24876 Hwy. 118, 64470	15
Rock Port	Atchison	17009 Hwy. 136, Box 230, 64482	14
Maryville	Nodaway	28320 250th Street, 64468	15
Albany	Gentry	5753 E US Hwy. 136., 64402	13
Bethany	Harrison	3101 Miller Street, 64424	20
Gallatin	Daviess	19335 Pepper Avenue, 64640	12
Cameron	DeKalb	513 E Grand, 64429	14
Lathrop	Clinton	100 North Street, 64465	13
St. Joseph	Buchanan	4718 S 169 Hwy., 64507	33
Savannah	Andrew	11791 Bus. 71 Hyw., 64485	15
Clearmont	Nodaway	18826 State Hwy. C, 64431	10
Grant City	Worth	Rt 3 Box 15A, 800 E 2nd Street, 64456	9
King City	DeKalb	9990 NW Hwy. 169, 64463	10
Kingston	Caldwell	145 N Van Buren, 64650	14
Rushville	Buchanan	Rte. 116, 64484	11
Unionville	Putnam	2653 Maint St., 63565	13
Milan	Sullivan	1800 North Pearl, 63556	14
Princeton	Mercer	RR2, Box 316B, 64673	13
Chillicothe	Livingston	1301 Mitchell Avenue, 64601	13
Project Office	Livingston	Rt. 36 - 1 mile east of Rt. 65	13
Trenton	Grundy	230 E Hwy. 6, 64683	13
Brookfield	Linn	28877 Hwy. 11, 64628	17
Keytesville	Chariton	220 E Jackson, 65261	14
		TOTAL	336

MoDOT UNIFORM DEVLIVERY LOCATIONS APPENDIX A
NORTHEAST DISTRICT

City	County	Address	Emp Count
District HQ	Macon	Rt. 63 and Maffry St. Jct.	24
Unionville	Putnam	Rt. 136 – 0.2 miles west of Rt. 5 E.	12
Lancaster	Schuyler	Rt. 63 – 0.2 miles north of Rt. 202	8
Milan	Sullivan	Rt. 6 and Rt. 5 Jct.	10
Kirksville	Adair	Old Rt. 6 – 2 miles west of Rt. 63	13
Project Office	Adair	Jct. Of Elson and Illinois	6
Princeton	Mercer	Rt. 65 – 1 mile north of Rt. 136	12
Chillicothe	Livingston	Rt. 36 – 1 mile east of Rt. 65	12
Project Office	Livingston	Rt. 36 - 1 mile east of Rt. 65	12
Trenton	Grundy	Rt. 6 – 2 miles east of Rt. 65	11
Brookfield	Linn	Rt. 36 and Rt. 11 Jct.	12
Moberly	Randolph	Rt. 24 – 0.9 miles east of Rt. 63	15
Keytesville	Chariton	Rt. 24 and Rt. 5 Jct.	13
Macon	Macon	Rt. 63 – 0.5 miles south of Rt. DD	29
Project Office	Macon	Rt. 63 - 0.3 miles south of Rt. DD	13
Special Crews	Macon	Rt. 63 - 0.3 miles south of Rt. DD	22
Fayette	Howard	Rt. 240 – 1 mile south of Rt. W	16
Carrollton	Carroll	Old Rt. 65 – 0.2 miles north of Rt. 24	12
Marshall	Saline	Rt. 20 – 0.1 miles west of Rt. 65	15
Project Office	Saline	1.5 blocks south of Rt. 41 & 240 Jct.	9
Slater	Saline	Rt. 240 – 0.5 miles east of Rt. C	2
Sweet Springs	Saline	Rt. 127 – 0.1 miles north of I-70	6
Hartford	Putnam	Rt. 136 and Rt. YY Jct.	4
Lucerne	Putnam	Rt. 136 – 1.2 miles east of Rt. K	4
Green City	Sullivan	Rt. 129 and Rt. YY Jct.	4
Special Crews	Linn	Rt. 36 and Rt. 11 Jct.	3
Atlanta	Macon	Old Rt. 63 – 0.8 miles north of Rt. M	5
New Cambria	Macon	Rt. 36 – 0.25 miles east of Rt. P	6
Bosworth	Carroll	Rt. 139 in Bosworth	6
Marshall Jct.	Saline	Rt. 65 – 1.5 miles north of I-70	7
Harris	Sullivan	Rt. 139 – 0.6 miles south of Rt. E	5
Jct. C & V	Linn	Rt. C and Rt. V Jct.	4
		TOTAL	**332**

MoDOT UNIFORM DEVLIVERY LOCATIONS APPENDIX A
KANSAS CITY DISTRICT

City	County	Address	Emp Count
Platte City	Platte	0.2 Mi. E of Jct. I-29&371	12
Northmoor	Platte	Rte. AA, .5 miles N of Jct. 69 & AA	7
Nashua	Platte	I-435 NOR at Cookingham Drive	8
Liberty	Clay	WOR of I-35 .5 Mi. N of Rte. 152	9
Richmond	Ray	Rte. 10, 1.5 Mi. E of Rte. 13	15
Odessa	Lafayette	WOR of I-70 0.4 mi W of Rt 131	14
Stadium Lower	Jackson	SE Outer Rd at I-70 & Blue Ridge Cutoff	31
Stadium Upper	Jackson	SE Outer Rd at I-70 & Blue Ridge Cutoff	21
Mullberry	Jackson	650 Mullberry Kansas City	13
Lee's Summit E & W	Jackson	3050 NE Independence Ave	39
Independence	Jackson	Rte. 291, WOR 0.2 Mi. N of Rte. 24	19
Warrensburg	Johnson	Rte. 13, 2.8 Mi. N of-50	12
Harrisonville	Cass	Rte. 7, 1.5 Mi. E of 71 Highway	10
Belton	Cass	Jct. Rte 71 & 58, WOR	9
Lee's Summit Garage	Jackson	2050 NE Independence Avenue	29
Kearney	Clay	Rte. 92, 0.2 Mi. E of I-35	12
Concordia	Lafayette	Rte. 23, 0.1 Mi. N of I-70 & 23	10
Knob Noster	Johnson	Rte. 23, 0.4 Mi. N of Route 50	11
Oak Grove	Jackson	SOR @ Jct. I-70 & F	2
Marshall	Saline	1595 W Arrow, Marshall on Rt 65	22
Sedalia	Pettis	2200 S Limit, Sedalia on Rt 65	19
		TOTAL	**324**

MoDOT UNIFORM DEVLIVERY LOCATIONS APPENDIX A
CENTRAL DISTRICT

Information will be provided with an addendum at a later date

City	County	Address	Emp Count
		TOTAL	

MoDOT UNIFORM DEVLIVERY LOCATIONS APPENDIX A
ST. LOUIS DISTRICT

City	County	Address	Emp Count
District Office		St. Louis	30
St. Charles	St. Charles	Old Rte. 94, 2.2 Mi. W of I-70	16
Wentzville	St. Charles	I-70 NOR, W of Pierce Blvd.	22
Bellefontaine	St. Louis	Rte. 367, 0.1 Mi. N of I-270	16
Normandy	St. Louis	I-70 at Bermuda Road	33
Ballas	St. Louis	Rte. 40 NOR at Rte. JJ	17
Eureka	St. Louis	I-44 NOR, 1.5 Mi. W of Rte. 109	10
St. Louis	St. Louis City	1200 S. Broadway, Broadway & Cole	27
St. Clair	Franklin	I-44 NOR, 0.25 E of Rte. 30	10
Gray Summit	Franklin	I-44BL, 0.5 Mi. E of Rte. 100	12
Festus	Jefferson	Festus Airport Road, E. of Rte. 61, 0.5 Mi. S of Rte. 67	16
Cedar Hill	Jefferson	Hillsboro Road S. of Rte. 30, 2.2 Mi. N of Rte. NN	8
Sunset Hills	St. Louis	S. of Rte 30 on Rahnning Road, .75 Mi. W. of I-270	15
Lemay	St. Louis	I-55 at Bayless Road	14
Beaufort	Franklin	Rte. 185, 0.5 Mi. S of Rte. 50	11
DeSoto	Jefferson	Rte. 110, 1.0 Mi. E of Rte. 21	15
		TOTAL	272

MoDOT UNIFORM DEVLIVERY LOCATIONS APPENDIX A
SOUTHWEST DISTRICT

City	County	Address	Emp Count
Regional Office - GS	Jasper	2915 Doughboy Drive, Joplin, MO 64804	8
Butler - 7G07	Bates	RR4 Box 623, Butler, MO 64730	21
El Dorado Springs - 7G16	Cedar	3865 E. Hwy 54, El Dorado Springs, MO 64744	9
Osceola - 7G38	St. Clair	5371 NE Bus Hwy 13, Osceola, MO 64776	16
Lamar - 7G27	Barton	67 SE 1st Lane, Lamar, MO 64759	17
Nevada - 7G37	Vernon	601 West Outer Road North, Nevada, MO 64772	28
Joplin - 7G26 & 7G71	Jasper	2800 Stephens Blvd., Joplin MO 64804	34
Carthage - 7G08	Jasper	16623 Inca Road, Carthage, MO 64836	16
Mt. Vernon - 7G35	Lawrence	1001 Spring Park Blvd., Mt. Vernon, MO 65712	15
Greenfield - 7G21	Dade	70 N. State Hwy 39, Greenfield, MO 65661	14
Neosho - 7G36	Newton	1300 S. Neosho Blvd., Neosho, MO 64850	16
Anderson - 7G01	McDonald	5475 State Hwy 59, Anderson, MO 64831	15
Cassville - 7G09	Barry	20622 State Hwy 37, Cassville, MO 56625	15
Monett - 7G33	Barry	4478 W. Hwy 60, Monett, MO 65708	12
Cole Camp - 7G12	Benton	820 W. Main, Cole Camp, MO 65325	7
Clinton - 7G11	Henry	1057 E. Gaines Drive, Clinton, MO 64735	21
Warsaw - 7G56	Benton	1551 E. Main, Warsaw, MO 65355	12
Stockton - 7G52	Cedar	13998 E Hwy 32, Stockton, MO 65785	10
Joplin Signals - 7G75	Jasper	2800 Stephens Blvd., Joplin MO 64804	7
Clinton Construction - 7GCA	Henry	1057 E. Gaines Drive, Clinton, MO 64735	11
Joplin Construction - 7GCJ	Jasper	2915 Doughboy Drive, Joplin, MO 64804	19
Nevada Construction - 7GCG	Vernon	601 West Outer Road North, Nevada, MO 64772	8
Regional Office - GS	Jasper	2915 Doughboy Drive, Joplin, MO 64804	8
Butler - 7G07	Bates	RR4 Box 623, Butler, MO 64730	21
El Dorado Springs - 7G16	Cedar	3865 E. Hwy 54, El Dorado Springs, MO 64744	9
Osceola - 7G38	St. Clair	5371 NE Bus Hwy 13, Osceola, MO 64776	16
		TOTAL	**385**

MoDOT UNIFORM DEVLIVERY LOCATIONS APPENDIX A
SOUTHEAST DISTRICT

City	County	Address	Emp Count
District Garage	Scott	District Office, Sikeston	6
Special Crews	Scott	Edwards St., Sikeston MO	0
Sikeston Maint	Scott	Edwards St., Sikeston MO	31
Park Hills	St. Francois	Conway Rd, Hwy 67 N of Park Hills	22
Fredericktown	Madison	Rte. 67, 1.0 Mi. S of Rte. E	12
Ste. Genevieve	Ste.Genevieve	Rte. 32, 0.5 Mi. W of I-55	14
Perryville	Perry	I-55 WOR, 1.0 Mi. N of Rte. 51	15
Jackson	Cape Girar.	Rte. Y at Rte. 61	16
Marble Hill	Bollinger	Rte. 51, 1.5 Mi. N of Rte. FF	7
Silva	Wayne	Rte. 67, 0.2 Mi. S of Rte. 34	13
Poplar Bluff	Butler	Rte. 67, 0.5 Mi. N of Rte. W	21
Dexter	Stoddard	Rte. 60, 0.5 Mi. E of BR 60	14
Charleston	Mississippi	SOR I-57, 0.2 Mi. S of Rte. 60	18
Sikeston	Scott	Rte. 62 E of CL Sikeston	38
Kennett	Dunklin	Rte. O, 0.5 Mi. S of Rte. 6	15
Hayti	Pemiscot	EOR I-55, 1.2 Mi. N of Rte. 84	16
Cape Girardeau	Scott	I-55 at Rte. B	13
Patton	Bollinger	Rte. 72, 0.25 Mi. E of Rtes.51 & 72	5
Advance	Stoddard	Rte. 25 at Rte. 91	7
Piedmont	Wayne	Rte. 49, 0.5 Mi. N of Rte. 34	9
Qulin	Butler	Rte. 53, 0.2 Mi. N of Rte. N	8
Puxico	Stoddard	Rte. 51, 0.5 Mi. S of Rte. PP	9
Malden	Dunklin	4005 N Dougls St.	13
Kewanee	New Madrid	Rte. W, 0.2 Mi. W of Rte. 61	12
District Garage	Howell	3956 E. Main	6
Willow Springs Maint.	Howell	3952 E. Main	37
West Plains	Howell	US 63 Bypass .5 Mi South Rt ZZ	17
Alton	Oregon	Rt 160 1 Mi East Rt 19	13
Houston	Texas	US 63 1 Mi North Houston City Limits	27
Summersville	Texas	Hwy 17 .25 Mi South Rt. 106	7
Bunker	Dent	Rt A .4 Mi West Rt 72	5
Centerville	Reynolds	Jct Rt 21 at Rt N	6
Ellington	Reynolds	Rt 21 .2 Mi North Rt 106	7

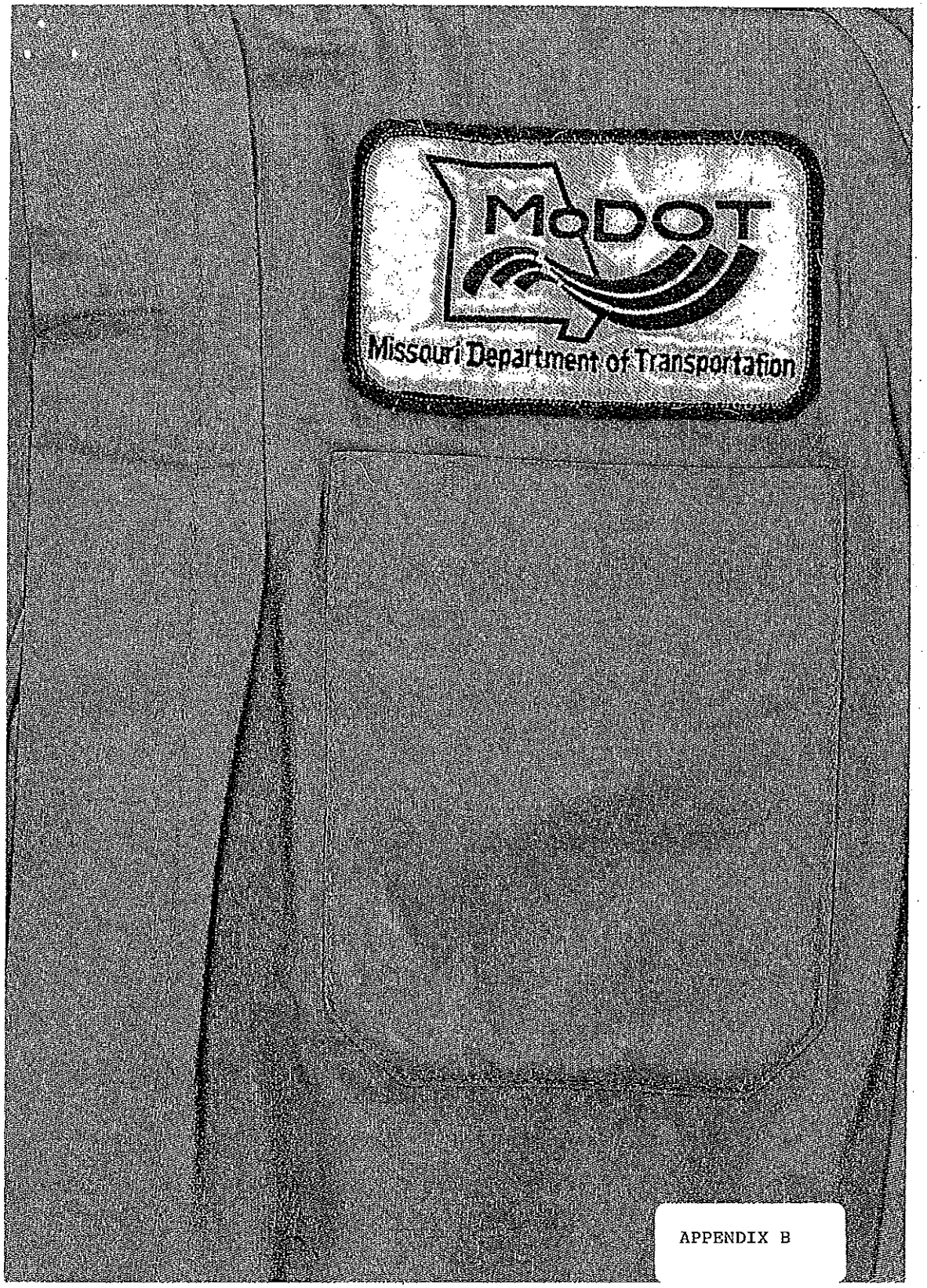
SOUTHEAST DISTRICT Continued

Winona	Shannon	US 60 .5 Mi West Rt 19	15
Belleview	Iron	2633 Hwy 21	13
Van Buren	Carter	US 60 2 Mi East Rt C	12
Ellsinore	Carter	US 60 at Rt 21 East Jct	8
Doniphan	Ripley	US 160 .25 Mi West Rt 21	10
Ava	DOUGLAS	Rt. 5, 1/2 Mile s/o Rt. 14	15
Gainesville	OZARK	RT. MM, 500 FT. W/o RT. 5	9
Mountain Grove	WRIGHT	Old Rt. 60, 4/10 mile w/o Bus. 60	15
Hartville	WRIGHT	RT. 5, 1/2 MILE N/o RT. Z	10
Dora	OZARK	RT. 181, 2/10 MILE N/o RT. H	7
		TOTAL	573

MoDOT UNIFORM DEVLIVERY LOCATIONS APPENDIX A
CENTRAL OFFICE

City	County	Address	Emp Count
Jefferson City	Cole	910 MoDOT Drive	3
Jefferson City	Cole	930 MoDOT Drive	5
		TOTAL	8

APPENDIX B
LOGO/PATCH EMBLEM



APPENDIX C

T-SHIRT SPECIFICATIONS

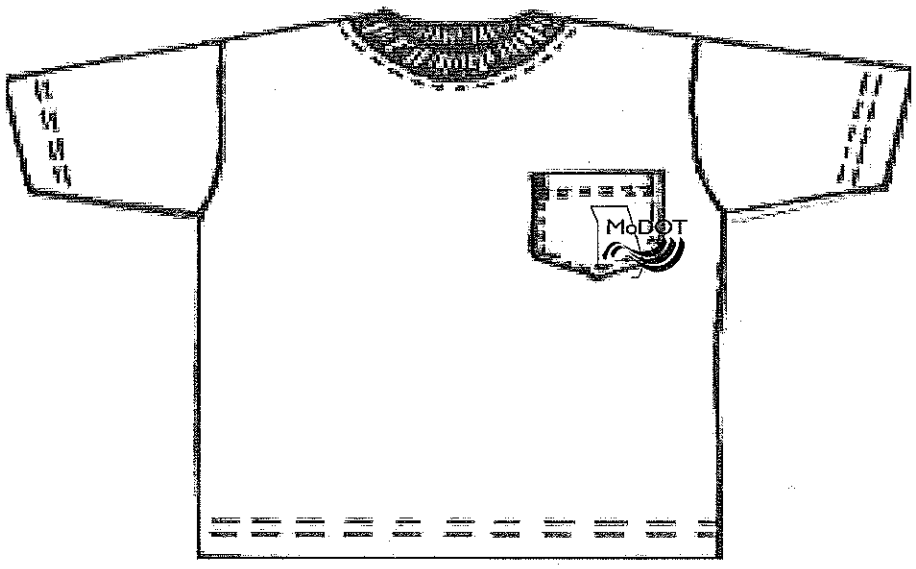
HORT SLEEVE TEE SHIRT WITH POCKET AND CREW NECK

IZES	SMALL	MEDIUM	LARGE	X-LARGE	2X	3X	4X	5X	6X	tolerance
VIDTH	18.00	20.00	22.00	24.00	26.00	28.00	30.00	32.00	34.00	+/- 1"
HOULDER	16.50	18.50	20.50	22.50	24.50	26.50	28.50	30.50	32.50	+/- 1/2"
PS LENGTH	29.00	30.00	31.00	32.00	33.00	34.00	35.00	36.00	37.00	+/- 1"
OTTOM HEM	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	+/- 1/8"
LEEVE LENGTH top	8.00	8.50	9.00	9.50	10.00	10.25	10.50	11.00	11.50	+/- 1/4"
LEEVE HEM	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	+/- 1/8"
RMHOLE STRAIGHT	8.50	9.25	10.25	11.25	12.25	12.75	13.25	13.75	14.25	+/- 1/2"
RONT NECK DROP	3.750	3.875	4.000	4.125	4.250	4.375	4.500	4.625	4.750	+/- 1/4"
ACK NECK DROP	1.125	1.125	1.125	1.125	1.250	1.250	1.250	1.250	1.250	+/- 1/4"
HOULDER DROP	1.750	1.750	1.750	1.750	1.750	1.750	1.750	1.750	1.750	+/- 1/4"
OLLAR HEIGHT	1.125	1.125	1.125	1.125	1.125	1.125	1.125	1.125	1.125	+/- 1/8"
	side seam	tubular	tubular	tubular	tubular	tubular	tubular	tubular	side seam	

ABRIC IS 100% MICROFIBER POLYESTER, TREATED WITH HYDROWICK.
ECK RIBBING=1X1 WITH a minimum of 2% elastane yarn (SPANDEX or LYCRA)
ody fabric weight is a minimum of 6.3 ounces per square yard.
ll garments are ANSI/ISEA 107-2004 CLASS II compliant for background material.
OCKET DIMENSION = W 4.5" X L 5.5"
ll garments are ANSI/ISEA 107-2010 LEVEL II compliant for reflective material (AIREX Industrial-wash grade material.)

POCKET PLACEMENT:

SIZE:	From CF to left edge of pocket	From HPS to top of pocket
S	2.25"	8.375"
M	2.50"	8.825"
L	2.75"	9.375"
XL	3.00"	9.825"
2XL	3.50"	10.625"
3XL	4.00"	10.825"
4XL	4.25"	11.125"
5XL	4.50"	11.625"
6XL	4.75"	11.825"



CF=center front-an imaginary vertical line running down the center of the shirt.
HPS= high point shoulder-an imaginary vertical line from the point where the shoulder seam meets the collar to the bottom edge of the shirt.

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:

M/WBE Name	Percentage of Contract	M/WBE Certifying Agency

*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

NOTICE OF COOPERATIVE PURCHASING

MODOT IS INTERESTED IN ASSISTING MISSOURI GOVERNMENTAL ENTITIES, ETC. IN PURCHASING EQUIPMENT, VARIOUS MATERIALS, AND SUPPLIES THAT MEET THE MISSOURI DEPARTMENT OF TRANSPORTATION SPECIFICATIONS.

Each bidder is asked to indicate below whether they would be willing to offer uniform rental, cleaning, and maintenance services listed in the attached "Request for Bid" for sale to these local political entities at the same bid price offered to MoDOT.

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

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

YES _____ NO _____

If the price varies throughout the state on MoDOT bids because of different delivery destinations, please indicate the price F.O.B. your location that would be offered as described.

F.O.B. Location _____

Indicate the deadline date that orders will be accepted. _____

COMPANY NAME _____

ADDRESS _____

E-MAIL _____

PHONE NUMBER _____

SIGNATURE _____

TITLE _____

DATE _____

ANNUAL WORKER ELIGIBILITY VERIFICATION AFFIDAVIT – EXHIBIT A

(For joint ventures, a separate affidavit is required for each business entity)

STATE OF _____)
) ss
COUNTY OF _____)

On the _____ day of _____, 20____, before me appeared _____, personally
Affiant name
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, stated as follows:

- I, the Affiant, 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, the Affiant, 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, the Affiant, 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, and the aforementioned business entity shall participate in said program to verify the employment eligibility of newly hired employees working in connection with any services contracted by 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.
- I, the Affiant, also hereby affirm and warrant that the aforementioned business entity does not and shall not knowingly employ, in connection with any services contracted by 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, the Affiant, 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 though 285.550, RSMo, for subcontractors that knowingly employ or continue to employ any unauthorized alien to work within the state of Missouri.
- I, the Affiant, 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 in _____, _____, the day and year first above-written.
city (or county) state

_____
Notary Public

My commission expires:

[Documentation of enrollment/participation in a federal work authorization program to be attached]

APPLICANT AFFIDAVIT FOR SOLE-PROPRIETORSHIP OR PARTNERSHIP – EXHIBIT B
(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).
owner or partner — business name

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:

District/Division/Office/Unit: _____ Organization Number: _____

MISSOURI DEPARTMENT OF TRANSPORTATION
EMPLOYEE UNIFORM RENTAL AGREEMENT AND PAYROLL DEDUCTION/CANCELLATION AUTHORIZATION

☐ **New Agreement** ☐ **Change in Agreement/Payroll Deduction** ☐ **Transfer/Districts** ☐ **Cancellation**

Contractor Name _____ Delivery Location _____

Employee Full Name (First, Middle Initial, Last) First _____ MI _____ Last _____ Last 4 digits of SSN _____

Effective Date _____ Expiration Date _____

Deduction Type _____ Deduction Plan _____

NEW AGREEMENT
Under terms of the "Employee Uniform Agreement" between Missouri Department of Transportation and Contractor the following will be provided as indicated. The Contractor shall furnish rental per employee:

Make only one selection from Line Items 1-8:

Line Item	Description	SEMI-MONTHLY COST MoDOT	SEMI-MONTHLY COST Employee
☐ 01	22 Shirts & 11 Pants (☐ Trousers ☐ Coveralls ☐ Combination) – Cotton	$ 8.50	$
☐ 02	22 Shirts & 11 Pants (☐ Trousers ☐ Coveralls ☐ Combination) – Cotton/Poly Blend	$ 8.50	$
☐ 03	11 Shirts (☐ Long Sleeve ☐ Short Sleeve) and 11 Pants (☐ Trousers ☐ Coveralls ☐ Combination) – Cotton	$ 8.50	$
☐ 04	11 Shirts (☐ Long Sleeve ☐ Short Sleeve) and 11 Pants (☐ Trousers ☐ Coveralls ☐ Combination) – Cotton/Poly Blend	$ 8.50	$
☐ 05	11 Shirts (☐ Long Sleeve ☐ Short Sleeve) – Cotton	$ 8.46	
☐ 06	11 Shirts (☐ Long Sleeve ☐ Short Sleeve) – Cotton/Poly Blend	$ 5.69	
☐ 07	22 Shirts – Cotton	$ 8.50	$
☐ 08	22 Shirts – Cotton/Poly Blend	$ 8.50	$

MoDOT will not contribute to any of the below items. The Employee is responsible for all costs.

☐ 09	11 Cotton Jeans	N/A	$
☐ 10	1 Jacket	N/A	$
☐ 11	2 Jackets	N/A	$
	TOTAL SEMI-MONTHLY COST	$ **	$

****MoDOT's contribution cannot be greater than $8.50**

I hereby authorize the Missouri Department of Transportation:

☐ 1. Deduct from my pay, the amount shown above as the employee's portion of the "Total Semi-Monthly Uniform Cost for Employee," beginning on the above effective date for a minimum of six months and remit such to contractor for the payment of uniform rental.

☐ 2. Suspend service of uniform rental, effective (must be the15th or the last day of the month) _____
Reason for suspending service _____

☐ 3. Resume service of uniform rental, effective (must be the 1st or the 16th of the month) _____

☐ 4. Cancel the deduction to contractor for the payment of uniform rental, effective _____
I understand this cancellation cannot take place if the time from contractor start date to the cancellation date is less than six months. I understand all cancellations must be effective the 15th or the last day of the month.

I UNDERSTAND IT IS MY RESPONSIBILITY TO RETURN ALL GARMENTS TO CONTRACTOR IN SATISFACTORY CONDITION OR PAY LOST/DAMAGED GARMENT CHARGES TO THE CONTRACTOR AS INVOICED TO ME BY THE CONTRACTOR.

Trouser Waist	Trouser Inseam	Shirt Size	Name Tag	Shirt Option
				☐ Snaps ☐ Buttons

Comments: _____

I understand the portion paid by MoDOT is taxable income and will be included in my gross taxable income.

Employee Signature _____ Date _____

Contractor Signature _____ Date _____

Revision Date (08/09)

Northwest
Northeast
Kansas City
St. Louis
Central
Southwest
Southeast
Atchison
Nodaway
Worth
Harrison
Mercer
Putnam
Schuyler
Scotland
Clark
Holt
Andrew
Gentry
Sullivan
Adair
Grundy
Macon
Knox
Lewis
DeKalb
Daviess
ST. JOSEPH
Linn
Shelby
HANNIBAL
Marion
Buchanan
Livingston
Chariton
Caldwell
Carroll
Randolph
Platte
Clinton
Clay
Monroe
Ralls
Ray
Pike
KANSAS CITY
Howard
Boone
Audrain
Saline
Lafayette
Montgomery
Lincoln
Jackson
Cooper
Callaway
Warren
St. Charles
Johnson
Moniteau
ST. LOUIS
Pettis
JEFFERSON CITY
Franklin
St. Louis
Cass
Cole
Henry
Morgan
Miller
Osage
Gasconade
Maries
Jefferson
Bates
Benton
Camden
Phelps
Crawford
Ste. Genevieve
St. Clair
Hickory
Dallas
Pulaski
Washington
Vernon
Polk
Iron
St. Francois
Perry
Barton
Cedar
Laclede
Dent
Reynolds
Madison
Cape Girardeau
Dade
SPRINGFIELD
Bollinger
Jasper
Greene
Webster
Wright
Texas
Scott
SIKESTON
Wayne
Lawrence
Shannon
Carter
Christian
Douglas
Newton
Stoddard
New Madrid
Mississippi
McDonald
Barry
Stone
Taney
Ozark
Howell
Oregon
Ripley
Butler
Pemiscot
Dunklin

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

STANDARD SOLICITATION PROVISIONS

a. The solicitation for the procurement of the supplies referenced therein, to which these "Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions" are attached, is being issued under, and governed by, the provisions of Title 7 – Missouri Department of Transportation, Division 10 – Missouri Highways and Transportation Commission, Chapter 11 – Procurement of Supplies, of the Code of State Regulations. The Missouri Highways and Transportation Commission (**MHTC**), acting by and through its operating arm, the Missouri Department of Transportation (**MoDOT**), draws the Bidder's attention to said 7 CSR 10-11 for all the provisions governing solicitation and receipt of bids/quotes and the award of the contract pursuant to this solicitation.

b. All bids/quotes must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.

GENERAL TERMS AND CONDITIONS

Definitions

Capitalized terms as well as other terms used but not defined herein shall have the meaning assigned to them in section 7 CSR 10-11.010 Definition of Terms.

Nondiscrimination

a. The Contractor shall comply with all state and federal statutes applicable to the Contractor relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000d and 2000e, *et seq.*); and with any provision of the "Americans with Disabilities Act" (42 U.S.C. Section 12101, *et seq*).

b. Sanctions for Noncompliance: In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, MHTC shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
   i. withholding of payments to the Contractor under the contract until the Contractor complies, and/or,
   ii. cancellation, termination or suspension of the contract, in whole or in part.

Contract/Purchase Order

a. By submitting a bid/quote, the Bidder agrees to furnish any and all equipment, supplies and/or services specified in the solicitation documents, at the prices quoted, pursuant to all requirements and specifications contained therein.

b. A binding contract shall consist of: (1) the solicitation documents, amendments thereto, and/or Best and Final Offer (BAFO) request(s) with any changes/additions, (2) the Contractor's bid response, and (3) the MHTC's acceptance of the bid by post-award contract or purchase order.

c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the Contractor must receive a properly authorized notice to proceed and/or purchase order.

Applicable Laws and Regulations

a. The contract shall be construed according to the laws of the State of Missouri. The Contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract. The exclusive venue for any legal proceeding relating to or arising, out of the contract shall be in the Circuit Court of Cole County, Missouri.

b. The Contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri, Missouri Department of Revenue, and other regulatory agencies, as may be required by law or regulations. Prior to the issuance of a purchase order and/or notice to proceed, the Contractor may be required to submit to MHTC a copy of their current Authority Certificate from the Secretary of State of the State of Missouri and/or a copy of their Certificate of No Tax Due from the Missouri Department of Revenue.

c. Prior to the issuance of a purchase order and/or notice to proceed, all **out-of-state** Contractors **providing services** within the state of Missouri must submit to MHTC a copy of their current Transient Employer Certificate from the Missouri Department of Revenue, in addition to a copy of their current Authority Certificate from the Secretary of State of the State of Missouri.

Executive Order:

The Contractor shall comply with all the provisions of Executive Order 07-13, issued by the Honorable Matt Blunt, Governor of Missouri, on the sixth (6^{th}) day of March, 2007. This Executive Order, which promulgates the State of Missouri's position to not tolerate persons who contract with the state engaging in or supporting illegal activities of employing individuals who are not eligible to work in the United States, is incorporated herein by reference and made a part of this Agreement.

1) "By signing this Agreement, the Contractor hereby certifies that any employee of the Contractor assigned to perform services under the contract is eligible and authorized to work in the United States in compliance with federal law."
2) In the event the Contractor fails to comply with the provisions of the Executive Order 07-13, or in the event the Commission has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States in violation of federal law, the Commission reserves the right to impose such contract sanctions as it may determine to be appropriate, including but not limited to contract cancellation, termination or suspension in whole or in part or both.
3) The Contractor shall include the provisions of this paragraph in every subcontract. The Contractor shall take such action with respect to any subcontract as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance.

Preferences

a. In the evaluation of bids/quotes, preferences shall be applied in accordance with 7 CSR 10-11.020(7). Contractors should apply the same preferences in selecting subcontractors. The attached document entitled **"VENDOR INFORMATION AND PREFERENCE CERTIFICATION FORM"** must be completed and returned with the solicitation documents.

b. Bidders are encouraged to obtain minority business enterprise (MBE) and women business enterprise (WBE) participation in this work through the use of subcontractors, suppliers, joint ventures, or other arrangements that afford meaningful participation for M/WBEs. Bidders are encouraged to obtain 10% MBE and 5% WBE participation.

Cancellation of Contract

The MHTC may cancel the Contract at any time for a material breach of contractual obligations or for convenience by providing Contractor with written notice of cancellation. Should the MHTC exercise its right to cancel the contract for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Contractor.

Bankruptcy or Insolvency

Upon filing for any bankruptcy or insolvency proceeding by or against the Contractor, whether voluntarily, or upon the appointment of a receiver, trustee, or assignee, for the benefit of creditors, the Commission reserves the right and sole discretion to either cancel the Agreement or affirm the Agreement and hold the Contractor responsible for damages.

Warranty

The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the MHTC, (2) be fit and sufficient for the purpose expressed in the solicitation documents, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.

Status of Independent Contractor

The Contractor represents itself to be an independent Contractor offering such services to the general public and shall not represent itself or its employees to be an employee of the MHTC. Therefore, the Contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save and hold the MHTC, its officers, agents and employees harmless from and against any and all losses (including attorney fees) and damage of any kind related to such matters.

Non-Waiver

If one of the parties agrees to waive its right to enforce any term of this Contract, that party does not waive its right to enforce such term at any other time or to enforce any or all other terms of this Contract.

Indemnification

The Contractor shall defend, indemnify and hold harmless MHTC, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the Contractor's performance of its obligations under the contract awarded pursuant to this solicitation.

SPECIAL TERMS AND CONDITIONS

Tax Exempt Status:

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

Insurance

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

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

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

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. A copy of the affidavit referenced herein is provided within this document, attached as Exhibit A.

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. A copy of the affidavit reference herein is provided within this document, attached as Exhibit B.