

Missouri  
Department  
of Transportation



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**ADDENDUM 001  
REQUEST FOR BIDS  
MoDOT Retirement Plaques  
5-101027DP**

Bidders should acknowledge receipt of Addendum 001 (ONE) by **signing** and **including it** with the original bid. The due date for receipt of proposals remains **unchanged** by this Addendum. Accordingly, the following clarifications, questions and answers are believed to be of general interest to all potential Bidders. All other terms and conditions remain unchanged and in full force.

Name and Title of Signer (Print or type)	Name and Title of Department Authority  Dee Pardue General Services Technician
Contractor/Offeror Signature  <hr/>	Department of Transportation  <i>Dee Pardue</i> <hr/>
(Signature of person authorized to sign)	(Authorizing Signature)
Date Signed:	Date Signed: October 21, 2010

1. **Can the actual bid date be extended? An addendum is anticipated to be issued 10/22. The bid and sample plaque is due 10/27, only one working day later (allowing for overnight shipping).**

*Bidders are instructed to delete the original section 3.1.2. in the bid document and replace with the following language:*

*3.1.2. The apparent low bidder must provide a sample of wooden plaque, gold screen brass plate (faceplate), and brushed-gold disc within 15 days after request by MoDOT.*

*SAMPLES: The sample provided shall be an engraved plaque as shown in Exhibit B. Samples shall be furnished to MoDOT at no charge and will become the property of MoDOT. The sample must meet the attached "Retirement Plaque" specifications in all respects, including size, color, and materials. If the sample provided does not meet the minimum specifications, MoDOT may contact the next low bidder and request a sample until a contract is awarded.*

2. **General Requirements, 2.3.1 & 2.4.1 describes "non-engraved...plaques...as shown in Exhibit A". Exhibit shows the plaque engraved with common text. Which way do you want the plaques?**

*To MoDOT – Non-Engraved means the employees name and years of service are not engraved on the plate and the common text shown on Exhibit must be included.*

3. **General requirements 2.3.1 & 2.4.1c specified "gold screened brass plate". The plates are normally black screened aluminum plates that engrave gold. Can we use the aluminum?**

*No, all must be gold screened brass.*

4. **General requirements 2.3.1d and 2.4.1d specified "a 2" aluminum brushed-gold domed disc". This disc is flat not domed.**

*The disk is flat.*

5. **General requirements 2.3.1d & 2.4.1d specifies "a specially designed gold colored wreath." Do you have a product name, number and supplier name?**

*We could not locate any product data but so long as the sample matches either of the two shown on the exhibits A/B, this will be acceptable.*

6. **General requirements 2.3.3 b & 2.4.3b specified "GR Font". What is the full name of that font? Is Times New Roman Acceptable?**

*The font used must be similar to the font used in the past and as shown on the exhibits. MoDOT will work with the contractor to ensure the font is acceptable through art work approvals.*

- 7. Option 2, do I understand correctly that the contractor is to stock the specialized plaques, plates, and parts and MoDOT will be paying as they order each plaque.**

*This is correct.*

- 8. How deep are the grooves that are cut in the plaque?**

*Approximately 1/4" deep*

- 9. What is the width of each groove?**

*Approximately 1/2" wide*

- 10. How far from the edges of the plaque are the grooves?**

*Approximately 1 1/2"*

- 11. If the engrave able plate were a perfect square, what size would it be?**

*Approximately 9" w x 7"h*

- 12. Will the state allow time for a sample to be produced after the bid is due on the 27<sup>th</sup>? If so, what will the time frame be?**

*See response to question #1 above.*