



**MISSOURI DEPARTMENT OF TRANSPORTATION
INFORMAL QUOTE GUIDELINES AND DOCUMENTATION**

THIS IS NOT AN ORDER

REQUEST FOR QUOTATION

It is the vendor's responsibility to read and comply with all conditions, specifications, and instructions outlined in this document.

This document and any subsequent attachments, shall supersede all confirmation forms, receipts, or any other paperwork needed to secure materials, equipment, or services.

TODAY'S DATE: AUGUST 29, 2012	QUOTE DUE BY (DATE AND TIME): SEPTEMBER 10, 2012 1:00 P.M. C.S.T.	F.O.B. REQUIREMENTS: N/A
TO BE DELIVERED/COMPLETED NO LATER THAN: AS SOON AS POSSIBLE	QUOTATION #: SW-13-009AM THIS QUOTATION # SHOULD BE REFERENCED ON ALL MAILING LABELS, ENVELOPES, AND OTHER CORRESPONDENCE.	BUYER NAME/TELEPHONE NUMBER: ANDY McNEILL, CPPB SENIOR PROCUREMENT AGENT 417-895-7645
District Mailing Address #: Missouri Department of Transportation M.P.O. Box 868 3025 East Kearney Springfield, MO 65803 Facsimile #: 417-895-6704		Delivery Locations: Webster County MO, US Route 60 See Areas Listed Below

ALL QUOTATIONS MUST BE EXTENDED AND TOTALED. DELIVERY TIME MUST BE LISTED

State Right of Way – Hay Harvesting – Webster County

The Missouri Department of Transportation, Southwest District-Springfield, is accepting bids for permitted cutting, baling and removal of grass hay on state right of way in two sections on US Hwy 60 in Webster County, Missouri.

MoDOT will award permits to the highest bidder per area.

Hay Harvesting will be allowed per requirements listed in the MoDOT Engineering Policy Guide, Section 822.7 included with this quote and found at the following link:

[http://epg.modot.org/index.php?title=822.7 Hay and Other Crops on the Right of Way](http://epg.modot.org/index.php?title=822.7_Hay_and_Other_Crops_on_the_Right_of_Way)

Prior to beginning harvesting, highest bidder for each section will be required to complete the attached MoDOT Form No. M-460, Permit for Work on right of Way. Permits will not be issued until payment has been received by successful bidder.

******* SPECIAL NOTES *******

No harvesting will be allowed within 30 feet of roadway.

Portions within the harvesting area have been treated in the past for Spotted Knapweed and Teasel.

Quantity	U/M	DESCRIPTION (including size and/or part #'s)	UNIT PRICE (amount paid to MoDOT)
1	Lump Sum	Section 1 – Approximately 12.5 miles East of Rogersville – Porter Crossing (west of Rte. U) to Seymour – Clinton Road (West of Rte. C)	
1	Lump Sum	Section 2 – Approximately 7.5 miles Seymour – Clinton Road (West of Rte. C) to Rte. O – Wright County	

QUOTES MAY BE ACCEPTED BY FAX (417-895-6704) OR SCANNED AND EMAILED AS A PDF DOCUMENT TO: Andrew.McNeill@modot.mo.gov

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

822.7 Hay and Other Crops on the Right of Way

From Engineering Policy Guide

Growing crops on the right of way is prohibited unless it has been determined there is excess right of way that may be leased for agricultural purposes. A standard lease agreement (<http://wwwwi/intranet/cc/contracts/RW/RW14%20Lease%20of%20Premises%20555.doc>) for use of the right of way shall be used to authorize leasing of the right of way for growing crops. Non-approved new farming activity should be repaired by reseeding the area in question. MoDOT should consider crops that have been established and reached seedling height to have advanced too far for destruction. Appropriate action should be taken to ensure a replanting does not take place the next planting season and that a different crop is not planted after the current crop is harvested.

Hay harvesting. Individuals may be issued a permit to harvest hay on the right of way by using Form No. M-460, Permit for Work on Right of Way (<http://modot.mo.gov/asp/intentToWork.shtml>) . No fee or hay share is required for this permit.

Irresponsible parties may be denied permits in the future or a deposit may be required if they fail to harvest the hay in a satisfactory manner. The permit holds the permittee liable for any accidents or claims based on the permittee's activities. Property owners will be given preference to harvest hay on sections of the right of way adjacent to their land, if they should so request before a permit has been issued. Permits will not be issued prior to June 1 of each year.

Harvesting of hay on any one area is normally allowed every other year. A district may allow haying in consecutive years, if they feel that the stand of grass will not be weakened. An applicant is allowed to seed, fertilize or spray herbicides to improve an area for hay production. Cultivating is not permitted.

In all cases, access to any area to be harvested must be from an authorized entrance, outer roadway, adjacent property or a crossroad. Leaving the main roadway, ramps or emergency crossovers to enter an area is not permitted. No trucks or other equipment are to be parked within 30 ft. of the edge of the roadway.

- Harvesting may begin on the backside of the ditch line or toe of the slope except for restricted areas.
- Minimum mowing height is 4 in.
- All mowing must be continuous except for restricted areas.
- Harvesting may be carried out at the most appropriate time for obtaining quality hay, but must be done without damage to the stand of grass or right of way.
- All bales, broken bales and/or unbaled windrows of hay will be removed from the right of way within a period of 10 days after harvest unless weather conditions prevent removal.
- All work is to be done during daylight hours.

Forms

Form No. M-460, Permit for Work on Right of Way
(<http://modot.mo.gov/asp/intentToWork.shtml>)

- Restricted areas:

- No harvesting within 30 ft. of pavement edge.

- No harvesting on slopes steeper than 1V:4H.

- No harvesting in interstate or freeway medians. Harvesting in other medians is permitted if the medians are at least 80 ft. wide.

Retrieved from "http://epg.modot.org/index.php?title=822.7_Hay_and_Other_Crops_on_the_Right_of_Way"
Category: 822 Roadside Vegetation Management

- This page was last modified on 22 June 2011, at 13:57.

GENERAL PROVISIONS

Section 1. The signing of this form binds the applicant to the terms of this permit. If signed by Applicant's contractor or that contractor's authorized representative, the contractor and any subcontractors will be held jointly responsible for all of the requirements of this permit until it is released by the District Engineer or the District Engineer's representative. Applicant agrees to keep a copy of the permit and an approved plan on the job site.

Section 2. Construction material and equipment may be on the right of way only during the period of actual construction providing it is not on the roadway shoulders, in the ditch or blocking sight distance. Roadway ditches, culverts and other such devices used to carry surface run-off will be kept open, free and clear at all times.

Section 3. Applicant agrees that construction inspection will be provided by Applicant to assure compliance with the permit.

Section 4. Applicant shall provide adequate preliminary engineering including planning, and coordination with all concerned parties to:

- (a) Confirm their contractor knows the rules and limitations for installations on highway right of way.
- (b) Provide preinstallation meetings to all parties on major installations.
- (c) Designate a point of contact who shall be available 24 hours per day, 7 days per week while the permittee is present on state highway rights of way and shall be capable of correcting any deficiencies in accordance with Missouri Standard Specifications for Highway Construction including, but not limited to Section 616.
- (d) Include the name and telephone numbers of the design engineer and construction manager, as well as the dimension of the facility from the right of way line on the permit.

Section 5. Prior to beginning work, the applicant will request from the established Missouri One-Call System, the location of all utilities on the right of way.

Section 6. Applicant will contact MoDOT 48 hrs prior to any lane closure or 14 calendar days prior to the imposition of height, width, and weight restrictions. Lane closure dates may be rescheduled and/or lane closure times may be shifted to off-peak and/or nighttime hours to minimize traffic backups. Schedule multiple tasks in a single work zone if possible.

Section 7. All work covered under this permit is to be in accordance with the Missouri Standard Specifications for Highway Construction, Missouri Standard Plans for Highway Construction, Engineering Policy Guidelines, Traffic Control for Field Operations and/or The Manual on Uniform Traffic Control Devices (MUTCD current edition) where applicable. All utility facilities will be installed and located and all other work performed in accordance with the Code of State Regulations, Title 7, Division 10, Chapter 3, *Utility and Private Line Location and Relocation* and other policies of the Missouri Department of Transportation.

Section 8. No advertising signs or display material of an advertising nature is to be placed on or to extend over onto the right of way as covered in Section 227.220 R.S.Mo.

Section 9. Except for the negligence of the Commission, its officers, employees and agents, the Applicant agrees to hold harmless the Commission, its officers and employees from all liability, judgments, costs, expenses and claims growing out of damages of any nature whatsoever, to any person or property arising out of performance or non-performance of said work, or existence of said improvements.

Section 10. All costs incurred due to the issuance of this permit shall be borne by the Applicant, the Applicant's successors, and assigns.

Section 11. It is understood that in granting this permit the Commission waives none of its power or rights to direct the removal, relocation, and/or proper maintenance in the future of anything within the right of way of the state highway at no cost to the Commission.

Section 12. The Applicant's deposit or bond may be held until the work has been completed and has been approved by the District Engineer or the District Engineer's representative. The Applicant agrees that the Commission may, after the expiration date of this permit or extension thereof, use as much of the deposit as may be necessary to restore, correct, or complete any and all work started or done by the Applicant by whatever means the Commission deems necessary. The Commission may use the deposit to correct any hazard which the Applicant/contractor does not correct upon notification.

Section 13. The obtaining of this permit does not relieve the Applicant of the responsibility for obtaining other permits required by this or any other agency having jurisdiction.

Section 14. For any land disturbance activity, the Applicant shall install erosion and sediment control measures as necessary to prevent pollution of streams, lakes, ponds and wetlands and to prevent silt from leaving MoDOT right of way. The Applicant agrees to restore vegetation with seed and mulch, sodding, or other approved methods, prior to removal of sediment control devices.

Section 15. No driveway or improvement constructed on the highway right of way, shall be altered or relocated without permission of the District Engineer or the District Engineer's representative.