



**MISSOURI DEPARTMENT OF TRANSPORTATION
THIS IS NOT AN ORDER**

REQUEST FOR BID

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: APRIL 9TH 2007	BID DUE BY (DATE AND TIME): APRIL 20TH @ 1:00 PM	F.O.B. REQUIREMENTS: DESTINATION (SEE DELIVERY LOCATION BELOW)
PERIOD OF AGREEMENT: FROM BID AWARD UNTIL MAY 30TH, 2009 (APPROXIMATELY 2 YEARS) WITH THE OPTION FOR 1 YEAR EXTENSION.	BID #: D7-07-052 THIS BID # SHOULD BE REFERENCED ON ALL MAILING LABELS, ENVELOPES, AND ANY OTHER CORRESPONDENCE.	BUYER NAME: JANET DOTY GS SPECIALIST PHONE NUMBER: (417)-629-3227 FAX NUMBER: (417)-629-3226
District Mailing Address: Missouri Department of Transportation – District 7 General Services (Procurement) Division 3901 E. 32 ND Street Joplin, MO. 64802	Delivery Locations: Missouri Department of Transportation – District 7 General Services Procurement Stockroom 3901 E. 32 ND Street Joplin, MO. 64802	
<p>The Missouri Department of Transportation (MoDOT) District 7 desires to enter into an agreement with a vendor who will maintain a consignment inventory of the filters listed below for use by MoDOT District 7. Under this agreement the filters listed will be stocked at the District 7 General Services Procurement Stockroom, but will remain the property of the vendor until taken off the shelf by MoDOT. MoDOT District 7 will supply the shelving necessary for storing these filters.</p> <p>The vendor will periodically visit the District7 stockroom to conduct an inventory and restock the filters used, MoDOT will be charged for the cost of the filter(s) used when filters are replaced. The vendor must specify the frequency in which they will be able to visit the District 7 stockroom (every week, every two weeks, etc.). Visits must be conducted during stockroom working hours (typically, Monday through Friday, 8:00 AM to 3:00 PM, excluding state holidays).</p> <p>Orders are to be filled in a 2-day turn around time. MoDOT will advise the Vendors contact person of any unsatisfactory performance i.e. late deliveries verbally with in one week. Repeated unsatisfactory performance in regards to late deliveries will be forwarded to the vendor in writing. After written notification unsatisfactory performance will result in a reduction in payment of 10% per day late charge Each subsequent delivery that is unsatisfactory will result in the 10% reduction per day. Any late charges applied will be at the discretion of District 7 MODOT.</p> <p>The list below shows those filters, which must be stocked in our warehouse or at your store. The number of filters used during 2005-2006 at MoDOT District 7 stockroom is shown for reference purposes to help determine our potential needs. The vendor must specify the quantity of each filter they will stock at the District 7 stockroom under this agreement. The filters that have 4 or less usage can be stocked at your store In order to comply with the two-day turn around time.</p>		

The numbers shown are Napa brand filter numbers. However, these are intended for reference purposes only. The vendor must specify the brand and equivalent filter number for the types of filters they will supply under this agreement.

The vendor must specify the dealer list price, the percentage discount off of dealer list price being given, and the corresponding MoDOT District 7 unit price for the filters listed. More than one brand may be bid, but the percentage discount and unit pricing will need to be submitted for each brand. The discount given and corresponding unit pricing shall be firm until May 30th 2009. At the end of this period, the agreement may be extended for additional 1-year periods, providing all parties are in agreement.

As equipment changes through the period of this agreement (old equipment replaced and new equipment received), filters, which are no longer required, may be removed from the consignment inventory and/or new types of filters may be added to the inventory at the same percentage discount quoted by the vendor.

The following items are provisions of this quotation:

The attachment entitled **“PREFERENCE IN PURCHASING PRODUCTS”** must be completed and returned with this request for quotation.

Award of this request for quotation will be made on an “All Or Nothing” basis using the “lowest and best” principle of award. To quantify this request for quotation, a tabulation will be made by determining the total cost of purchasing one of each of the line items listed above. After determining the “low bid”, other factors such as frequency of visits, brand(s) quoted, quantity to be stocked, etc. will be considered as well.

All materials quoted upon are F.O.B. Destination (as outlined above). Delivery costs must be included in the unit price quoted and not listed as a separate line item.

Once existing stocks of filters currently on-hand are depleted, all filters used in District 7 will be purchased through the District stockroom from this consignment inventory, unless the quantities kept on-hand by the vendor at the District stockroom are insufficient to meet demand. However, there are no guarantees of any minimum quantity usage of any type of filter by MoDOT as a part of this agreement.

Filter List

FILTER TYPE	NAPA BRAND FILTER	NUMBER USED IN '05 - '06	VENDOR FILTER BRAND	FILTER NUMBER	DEALER LIST PRICE	% DISCOUNT	MODOT DISTRICT 7 UNIT PRICE	QUANTITY VENDOR TO STOCK AT D7	Additional YR % DISCOUNT
AIR	2003	12							
	2047	1							
	2048	1							
	2088	17							
	2098	5							
	2126	18							
	2222	4							
	2253	114							
	2254	60							
	2286	1							
	2321	10							
	2359	1							
	2432	1							
	2471	5							
	2484	5							

FILTER TYPE	NAPA BRAND FILTER	NUMBER USED IN '05 - '06	VENDOR FILTER BRAND	FILTER NUMBER	DEALER LIST PRICE	% DISCOUNT	MODOT DISTRICT 7 UNIT PRICE	QUANTITY VENDOR TO STOCK AT D7	Additional YR % DISCOUNT
	2487	3							
	2488	6							
	2489	7							
	2491	23							
	2514	1							
	2518	7							
	2519	5							
	2522	29							
	2533	11							
	2539	2							
	2627	3							
	2628	3							
	2631	3							
	2632	4							
	2651	9							
	2675	6							
	2676	4							
	2769	3							
	2680	4							
	2695	1							
	2714	3							
	2776	3							
	2731	4							
	2795	10							
	2803	2							
	2815	3							
	2816	1							
	2826	1							
	2888	6							
	2908	2							
	2914	1							
	2917	4							
	2926	1							
	2927	2							
	2947	5							
	4316	18							
	6040	1							
	6057	1							
	6077	21							
	6123	1							
	6139	1							
	6142	5							
	6153	3							
	6174	9							
	6200	1							
	6213	1							
	6232	3							

FILTER TYPE	NAPA BRAND FILTER	NUMBER USED IN '05 - '06	VENDOR FILTER BRAND	FILTER NUMBER	DEALER LIST PRICE	% DISCOUNT	MODOT DISTRICT 7 UNIT PRICE	QUANTITY VENDOR TO STOCK AT D7	Additional YR % DISCOUNT
	6255	6							
	6280	1							
	6294	2							
	6302	1							
	6316	3							
	6346	1							
	6375	6							
	6376	12							
	6389	17							
	6393	3							
	6411	2							
	6417	11							
	6418	4							
	6425	1							
	6428	3							
	6433	3							
	6440	34							
	6489	3							
	6506	2							
	6516	1							
	6517	1							
	6522	4							
	6527	4							
	6528	2							
	6530	1							
	6531	1							
	6534	1							
	6556	12							
	6560	20							
	6562	27							
	6569	25							
	6589	12							
	6593	11							
	6664	2							
	6665	2							
	6671	1							
	6673	1							
	6677	1							
	6678	4							
	6683	2							
	6728	3							
	6722	3							
	6723	1							
	6742	5							
	6761	7							
	6766	5							
	6845	3							
	6870	60							

FILTER TYPE	NAPA BRAND FILTER	NUMBER USED IN '05 - '06	VENDOR FILTER BRAND	FILTER NUMBER	DEALER LIST PRICE	% DISCOUNT	MODOT DISTRICT 7 UNIT PRICE	QUANTITY VENDOR TO STOCK AT D7	Additional YR % DISCOUNT
	6871	38							
	6876	6							
	6937	9							
FUEL									
	3031	10							
	3032	2							
	3033	18							
	3073	11							
	3087	4							
	3097	1							
	3109	1							
	3115	24							
	3118	1							
	3120	12							
	3122	1							
	3136	1							
	3166	27							
	3192	1							
	3195	4							
	3196	2							
	3211	2							
	3217	8							
	3231	2							
	3232	98							
	3239	4							
	3257	2							
	3270	2							
	3271	6							
	3296	6							
	3311	1							
	3316	4							
	3332	1							
	3338	45							
	3340	4							
	3344	3							
	3351	1							
	3352	3							
	3353	3							
	3355	1							
	3357	5							
	3358	13							
	3361	1							
	3370	7							
	3376	25							
	3377	1							
	3386	4							

FILTER TYPE	NAPA BRAND FILTER	NUMBER USED IN '05 - '06	VENDOR FILTER BRAND	FILTER NUMBER	DEALER LIST PRICE	% DISCOUNT	MODOT DISTRICT 7 UNIT PRICE	QUANTITY VENDOR TO STOCK AT D7	Additional YR % DISCOUNT
	3403	196							
	3405	6							
	3406	12							
	3411	1							
	3422	2							
	3442	1							
	3472	85							
	3481	3							
	3511	8							
	3517	13							
	3518	3							
	3531	3							
	3532	15							
	3533	11							
	3548	11							
	3579	3							
	3585	1							
	3595	2							
	3599	4							
	3668	13							
	3680	13							
	3719	43							
	3899	2							
	3910	2							
	4006	6							
	4206	2							
	4316	18							
	4380	4							
	4490	4							
HYDRAULIC									
	1147	3							
	1407	86							
	1495	4							
	1551	11							
	1668	29							
	1712	12							
	1759	30							
OIL									
	1013	4							
	1036	85							
	1040	24							
	1042	70							
	1050	5							
	1051	2							
	1060	41							
	1061	16							
	1066	6							
	1068	2							

FILTER TYPE	NAPA BRAND FILTER	NUMBER USED IN '05 - '06	VENDOR FILTER BRAND	FILTER NUMBER	DEALER LIST PRICE	% DISCOUNT	MODOT DISTRICT 7 UNIT PRICE	QUANTITY VENDOR TO STOCK AT D7	Additional YR % DISCOUNT
	1085	166							
	1111	1							
	1133	14							
	1243	149							
	1259	2							
	1290	3							
	1268	6							
	1334	7							
	1348	8							
	1356	4							
	1372	99							
	1381	2							
	1382	3							
	1394	4							
	1396	6							
	1410	1							
	1418	1							
	1442	8							
	1452	74							
	1459	4							
	1460	8							
	1474	5							
	1482	1							
	1494	2							
	1496	3							
	1506	2							
	1515	64							
	1516	111							
	1521	17							
	1522	1							
	1523	4							
	1553	1							
	1602	5							
	1607	78							
	1611	3							
	1615	1							
	1616	1							
	1620	5							
	1649	5							
	1663	2							
	1673	2							
	1721	2							
	1730	2							
	1731	8							
	1734	79							
	1740	6							
	1742	41							
	1747	97							

STANDARD SOLICITATION PROVISIONS

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

GENERAL TERMS AND CONDITIONS

General Performance

- a. This work is to be performed under the general supervision and direction of the Missouri Department of Transportation (MoDOT) and, if awarded any portion of the work, the Contractor agrees to furnish at his own expense all labor and equipment required to complete the work, it being expressly understood that this solicitation is for completed work based upon the price(s) specified and is not a solicitation for rental of equipment or employment of labor by MoDOT, and MoDOT is to have no direction or control over the employees used by the Contractor in performance of the work.

Deliveries

- a. Unless otherwise specified on the solicitation documents or purchase order, suppliers shall give at least 24 hours advance notice of each delivery. Delivery will only be received between the hours of 8:00 a.m. to 3:00 p.m., Monday through Friday. Material arriving after 3:00 p.m. will not be unloaded until the following workday. No material will be received on Saturday, Sunday or state holidays.
- b. If the prices bid herein include the delivery cost of the material, the Contractor agrees to pay all transportation charges on the material as FOB - Destination. Freight costs must be included in the unit price bid and not listed as a separate line item.
- c. Any demurrage is to be paid by the Contractor direct to the railroad or carrier.

Nondiscrimination

- a. The Contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- b. All solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials or leases of the Contractor's obligations under this contract and the Regulations, will be relative to nondiscrimination on the grounds of race, color, or national origin.
 - 1) Sanctions for Noncompliance: In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, MoDOT shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - i. withholding of payments to the Contractor under the contract until the Contractor complies, and/or,
 - ii. cancellation, termination or suspension of the contract, in whole or in part.

Contract/Purchase Order

- a. By submitting a bid/quote/proposal, the Bidder/Offeror agrees to furnish any and all equipment, supplies and/or services specified in the solicitation documents, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the solicitation documents, amendments thereto, and/or Best and Final Offer (BAFO) request(s) with any changes/additions, (2) the Contractor's proposal and/or submitted pricing, and (3) the MHTC's acceptance of the proposal and/or bid by purchase order or post-award contract.
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the Contractor must receive a properly authorized purchase order and/or notice to proceed.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the Contractor and the duly authorized representative of the MHTC, by a modified purchase order prior to the effective date of such modification. The Contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification.

Subcontracting

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

Invoicing and Payment

- a. MoDOT is exempt from paying Missouri Sales Tax, Missouri Use Tax and Federal Excise Tax. However, the Contractor may themselves be responsible for the payment of taxes on materials they purchase to fulfill the contract. A Federal Excise Tax Exemption Certificate will be furnished to the successful Bidder/Offeror upon request.
- b. Each invoice should be itemized in accordance with items listed on the purchase order and/or contract. The statewide financial management system has been designed to capture certain receipt and payment information. Therefore, each invoice submitted must reference the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- c. Unless otherwise provided for in the solicitation documents, payment for all equipment, supplies, and/or services required herein shall be made in arrears. The Missouri Highways and Transportation Commission (MHTC) shall not make any advance deposits.
- d. The MHTC assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any authorized quantity is subject to the MHTC's rejection and shall be returned at the Contractor's expense.
- e. The MHTC reserves the right to purchase goods and services using the state-purchasing card.

Applicable Laws and Regulations

- a. The contract shall be construed according to the laws of the State of Missouri. The Contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract.
- b. The Contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations. Prior to the issuance of a purchase order and/or notice to proceed, the Contractor may be required to submit to MoDOT a copy of their current Authority Certificate from the Secretary of State of the State of Missouri.
 - 1) Prior to the issuance of a purchase order and/or notice to proceed, all **out-of-state** Contractors **providing services** within the state of Missouri must submit to MoDOT a copy of their current Transient Employer Certificate from the Department of Revenue, in addition to a copy of their current Authority Certificate from the Secretary of State of the State of Missouri.
- c. The exclusive venue for any legal proceeding relating to or arising, out of the contract shall be in the Circuit Court of Cole County, Missouri.

Preferences

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

Remedies and Rights

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the MHTC of any existing or future right and/or remedy available by law in the event of any claim by the MHTC of the Contractor's default or breach of contract.
- b. The Contractor agrees and understands that the contract shall constitute an assignment by the Contractor to the MHTC of all rights, title and interest in and to all causes of action that the Contractor may have under the antitrust laws of the United States or State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or produced by the Contractor in the fulfillment of the contract with the MHTC.
- c. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request MoDOT to enter into such litigation to protect the interests of the MHTC, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

Cancellation of Contract

- a. The MHTC may cancel the contract at any time for a material breach of contractual obligations or for convenience by providing the Contractor with written notice of cancellation. Should the MHTC exercise its right to cancel the contract for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Contractor.
- b. If the MHTC cancels the contract for breach, the MHTC reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the MHTC deems appropriate and charge the Contractor for any additional costs incurred thereby.

Bankruptcy or Insolvency

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

Inventions, Patents, and Copyrights

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

Inspection and Acceptance

- a. No equipment, supplies, and/or services received by MoDOT pursuant to a contract shall be deemed accepted until MoDOT has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the Contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- c. The MHTC reserves the right to return any such rejected shipment at the Contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The MHTC's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the MHTC may have.

Warranty

- a. The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by MoDOT, (2) be fit and sufficient for the purpose expressed in the solicitation documents, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the MHTC's acceptance of or payment for said equipment, supplies, and/or services.

Status of Independent Contractor

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

Indemnification

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

SPECIAL TERMS AND CONDITIONS

Information and Reports

- a. The Contractor shall provide all information and reports required by the Regulations, or Directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Missouri Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or Directives. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the Missouri Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

Award

- a. Award of this bid/quote/proposal will be made on an "All Or Nothing" basis using the "lowest and best" principle of award.
- b. To quantify this request for quotation, tabulation will be made by determining the total cost of purchasing one of each of the line items listed above. After determining the "low bid", other factors such as frequency of visits, brand(s) quoted, quantity to be stocked, etc. will be considered as well

VENDOR NOTES

VENDOR INFORMATION

Vendor Name/Mailing Address:	Vendor Contact Information (including area codes): Phone #: Fax #: Cellular #:
Printed Name and Title of Responsible Officer or Employee:	Signature:
Is your company registered/certified with the State of Missouri as a (please circle):	
MINORITY BUSINESS ENTERPRISE (MBE) ?	YES NO
WOMEN BUSINESS ENTERPRISE (WBE) ?	YES NO
Would your company like information on becoming a registered/certified MBE/WBE vendor?	YES NO

All responses to this Request for Quotation MUST be submitted on this form and ALL pages MUST be returned to the Buyer listed above at the District mailing address or fax number shown.

PREFERENCE IN PURCHASING PRODUCTS

DATE: _____

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

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

All vendors submitting a bid/quotation must furnish ALL information requested below.

FOR CORPORATIONS:

State in which incorporated: _____

FOR OTHERS:

State of domicile: _____

FOR ALL VENDORS:

List address of Missouri offices or places of business:

THIS SECTION MUST BE COMPLETED AND SIGNED:

FIRM NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

BY (signature required): _____

Federal Tax I.D. #: _____ **if no Federal Tax I.D. # - list Social Security #:** _____

NOTE: For bid/quotation to be considered, the "Preference in Purchasing Products" form must be on file in the General Services (Procurement) Division and must be dated in the current calendar year.