



**MISSOURI DEPARTMENT OF TRANSPORTATION
 INFORMAL QUOTE GUIDELINES AND DOCUMENTATION
 FOR PURCHASES \$3,000 TO \$25,000**

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: MARCH 22, 2006 | QUOTE DUE BY (DATE AND TIME): MARCH 31, 2006 1:00 P.M. CST | F.O.B. REQUIREMENTS: PLEASE SEE LIST |
| TO BE DELIVERED/COMPLETED NO LATER THAN: 15 DAYS AFTER RECEIPT OF PURCHASE ORDER | QUOTATION #: D90601908RQ THIS QUOTATION # SHOULD BE REFERENCED ON ALL MAILING LABELS, ENVELOPES, AND ANY OTHER CORRESPONDENCE. | BUYER NAME: MARSHA LOVAN PHONE NUMBER: 417-469-9055 FAX NUMBER: 417-469-3449 |
| | | Delivery Locations: Please See List |

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

| Quantity | U/M | DESCRIPTION (including size and/or part #'s) | | | |
|------------------------------|------|---|--|--|--|
| *50,000 | Each | Temporary Chip Seal Markers, 4", Yellow, 2 Way Reflective, with adhesive | | | |
| | | *Note: The quantity shown is an ESTIMATED total quantity for the specified period. The Missouri Department of Transportation reserves the right to increase or decrease the quantities as needed. | | | |
| | | Bids are being requested to establish a unit price delivered to each location and will be ordered on an "as needed" basis. | | | |
| | | Contract to remain in effect through October 31, 2006 with the option to renew for two (2) six month periods. | | | |
| TOTAL ORDER EXTENSION | | | | | |
| VENDOR NAME: | | | | | |

If checked (X), the following items are a provision 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.
- Award of this request for quotation will be made on an “Item By Item” basis using the “lowest and best” principle of award.
- All materials/equipment/services quoted upon are F.O.B. Destination (as outlined above). Freight costs must be included in the unit price quoted and not listed as a separate line item.
- All materials/equipment/services quoted upon must comply with the attached MoDOT Specification #_____ and any other provisions outlined in this request for quotation.
- Not less than the prevailing wage included must be paid to all workers performing work under the contract Section 290.250. The contractor will forfeit a penalty to the contracting public body ten dollars a day or portion thereof if a worker is paid less than the prevailing rate for any work done under the contract by the contractor or by any subcontractor under them Section 290.250.
- If this quotation is accepted, the quoting firm will be required to secure a performance bond in the amount of 100% of the contract sum within two weeks of quote acceptance and prior to a Notice to Proceed by the Owner. The bond shall be issued by Surety, acceptable to the Owner. Costs of such bonds will be the responsibility of the quoting firm.
- The Contractor shall purchase and maintain such insurance as will protect him from claims under workmen's compensation acts and other employee benefit acts, from claims for damages because of bodily injury, including death, and from claims for damages to property which may arise out of or result from the Contractor's operations under this Contract, whether such operations be by himself or by and Subcontractor or anyone directly or indirectly employed by any of them. This insurance shall be written for not less than any limits of liability specified as part of this contract, or required by law, whichever is the greater, and shall include contractual liability insurance as applicable to the Contractor's obligations under this contract. Unless otherwise specified, insurance limits shall be as follows:
 1. Workmen's Compensation: Full coverage, including "Occupational Disease Act" requirements.
 2. Public Liability (includes property damage and personal injury):
 - a. Not less than \$300,000 each individual per accident or occurrence.
 - b. Not less than \$2,000,000 each accident or occurrence.
 3. Special Hazard Insurance: As required.
 4. Builder's Risk: Not less than the full Contract amount.
- The contractor will pay all sales and use taxes, which constitute a legal obligation arising out of this work. The contract price shall include any necessary permits and licenses required by law incidental to the work. Local ordinances requiring building permits are not applicable to state agencies. The contractor will comply with local laws involving safety in the prosecution of the work.

VENDOR NAME:

CONDITIONS AND INSTRUCTIONS

1. All quotations must be submitted on this form and signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
2. Vendor must provide the unit price, unit price extension, delivery time, and total order extension in the spaces provided above. Vendor must provide the vendor information in the spaces provided below.
3. The Missouri Department of Transportation reserves the right to reject any or all quotations, and to accept or reject any items thereon, and to waive technicalities. In case of error in the extension of prices in the quotation, unit prices will govern.
4. 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.
5. Time of delivery is a part of the consideration and evaluation and must be stated in definite terms and must be adhered to. If time varies on different items, the bidder shall so state.
6. If bidding on other than the make, model or brand specified, the manufacturer's name, model number or catalog number must be given and the product offered must be equal to or better than the product requested.
7. The Missouri Department of Transportation is exempt from paying Missouri Sales Tax, Missouri Use Tax and Federal Excise Tax. A Federal Excise Tax Exemption Certificate will be furnished upon request to the successful vendor(s).
8. Quotations may be submitted via mail, courier, facsimile transmission, or email. The Missouri Department of Transportation is not responsible for any communication failures and the respondent should verify receipt of any and all electronic responses. The time and date specified for the returning of quotations is a firm deadline and all quotations must be received at the designated office by that time. The Department does not recognize the U.S. Mail, or any other agency or courier service, as its agent for the purpose of accepting quotations.
9. 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. and 3:30 p.m. Monday through Friday. Material arriving after 3:30 p.m. will not be unloaded until the following workday. No material will be received on Saturday, Sunday or observed state holidays.
10. The bidder understands that this project involves state funds and the bidder awarded the contract will be required to comply with the Executive Order 94-03 of the Governor of the State of Missouri dated January 14, 1994. This order stipulates that there shall be no discriminatory employment practices by the contractor or his subcontractors, if any, based on race, color, religion, creed, national origin, sex or age. The undersigned contractor or his subcontractors, if any, shall give written notice of their commitments under this clause to any labor union with which they have bargaining or other agreements.

VENDOR NOTES

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Missouri Department of Transportation purchase orders must be issued to the invoicing company/address. If the invoicing company/address will be different from that listed in the vendor information section (below), the vendor must specify the "remit to" company/address in the vendor notes section (above).

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 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.

Temporary Chip Seal Markers

| <u>Location</u> | <u>Unit Price</u> | <u>Extended Amount</u> |
|------------------------|--------------------------|-------------------------------|
| Willow Springs, MO | \$ _____ | \$ _____ |
| Rolla, MO | \$ _____ | \$ _____ |
| Van Buren, MO | \$ _____ | \$ _____ |
| Winona, MO | \$ _____ | \$ _____ |
| Doniphan, MO | \$ _____ | \$ _____ |
| Centerville, MO | \$ _____ | \$ _____ |
| Bellevue, MO | \$ _____ | \$ _____ |
| Houston, MO | \$ _____ | \$ _____ |
| Salem, MO | \$ _____ | \$ _____ |
| St. Robert, MO | \$ _____ | \$ _____ |
| Cuba, MO | \$ _____ | \$ _____ |
| West Plains, MO | \$ _____ | \$ _____ |
| Alton, MO | \$ _____ | \$ _____ |