REQUEST FOR BID (RFB) FORM

MAILING ADDRESS:
MISSOURI DEPARTMENT OF TRANSPORTATION
GENERAL SERVICES, P.O. BOX 270
JEFFERSON CITY, MO 65102

REQUEST NO.	3-130815TV
DATE	July 3, 2013

SEALED BIDS, SUBJECT TO THE CONDITIONS ON ALL PAGES OF THIS RFB WILL BE RECEIVED AT THIS OFFICE UNTIL

2:00 PM LOCAL TIME; August 15, 2013

AND THEN PUBLICLY OPENED AND READ FOR FURNISHING THE FOLLOWING SUPPLIES OR SERVICES. SIGN AND RETURN BEFORE TIME SET FOR OPENING.

BIDS TO BE BASED F.O.B.
MISSOURI DEPARTMENT OF TRANSPORTATION

Various End User Delivery Locations

BUYER: Tom Veasman **EMAIL:** tom.veasman@modot.mo.gov **BUYER TELEPHONE:** 573-522-4404

The purpose of this Request For Bids (RFB) is to establish contracts to furnish **"transit vehicles"** with an effective date of September 30, 2013 and ending with the end of the model year production in accordance with the following pages.The pricing being solicited under this RFB is for bids to be rendered to the Missouri Highways and Transportation Commission (hereinafter, "MHTC" or "Commission"), acting by and through its operating arm, the Missouri Department of Transportation (hereinafter, "MoDOT").

A pre-bid conference is scheduled for July 26, 2013 @ 9:00 a. m. Local Time at the MoDOT Facility at 830 MoDOT Drive, Jefferson City, MO 65109 in the Blue Room. (Phone number for directions 573-522-4404)

Notice to Vendors

This Request For Bid seeks bids from qualified vendors to furnish transit vehicles. MoDOT will receive bids at the following mailing address: P.O. Box 270, Jefferson City, MO 65102-0270, or hand-delivered in a sealed envelope to the following physical address: General Services Procurement at 830 MoDOT Drive, Jefferson City, MO 65109 until 2:00 p.m., August 15, 2013. Bid forms and information may be obtained by contacting Tom Veasman at 573-522-4404, tom.veasman@modot.mo.gov, or electronically download them at no charge from: **http://www.modot.mo.gov/business/surplus/Fleet%20Buyers%20Web%20Page/Multimodal.htm.**
Bids must be made on forms using the format provided by the Commission. The Commission reserves the right to reject any or all bids and to waive irregularity in the bids and the bidding. No bid may be amended or withdrawn after the bid is opened.

Written Questions: All written questions must be addressed to Tom Veasman no later than 2:00 p.m., Local Time, Friday, August 9, 2013 at the following mailing address: Missouri Dept. of Transportation, General Services Procurement Unit, P.O. Box 270, Jefferson City, MO 65102-0270 or by e-mail to tom.veasman@modot.mo.gov. Any questions received after this deadline will not be accepted. MoDOT may issue an addendum and post the responses to all questions on-line for vendors to retrieve. Responses to the questions will be posted on MoDOT's website at: **http://www.modot.mo.gov/business/surplus/Fleet%20Buyers%20Web%20Page/Multimodal.htm** in the form of a written addendum. It is anticipated this addendum will be issued on Monday, August 12, 2013. It is the sole responsibility of the Bidder to check for any and all addendums throughout the Bid process.

(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.

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 transit vehicles to the Missouri Highways and Transportation Commission (MHTC) and Missouri Department of Transportation (MoDOT) through the end of the 2014 model year. 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, August 15th, 2013.**

RFB COORDINATOR:
Tom Veasman, Senior General Services Specialist
Missouri Department of Transportation, General Services
830 MoDOT Drive **(physical address, zip 65109)**
P.O. Box 270 **(mailing address, zip 65102)**
Jefferson City, MO
PHONE: 573-522-4404 FAX: 573-526-1218

TECHNICAL ADVISOR:
Steve Billings, Administrator of Transit
Missouri Department of Transportation
Transit Section – Multimodal Operations
105 W. Capitol
P.O. Box 270
Jefferson City, MO
PHONE: 573-751-2523

1.2 General Information:

1.2.1 This document constitutes an invitation for competitive, sealed bids for the procurement of transit vehicles as set forth herein.

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

1) Introduction and General Information
2) Scope of Work
3) Bid Submission
4) Pricing Page and Training
5) Statement of Delivery and Servicing Dealers
6) Vendor Information and Preference Certification Form
7) Notice Of Cooperative Purchasing
8) Anti-Collusion Statement
9) Specifications
10) Terms and Conditions

2. SCOPE OF WORK

2.1 General Requirements:

2.1.1 The contractor shall provide transit vehicles 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 to the sole satisfaction of MoDOT.

2.1.3 MoDOT reserves the right to obtain "like or similar" products as specified herein from other manufacturers, exclusive of the contract, when use of such products is deemed in the best interest of MoDOT.

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/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.

2.2 Specific Requirements:

2.2.1 The contractor shall provide MoDOT with transit vehicles in accordance with the following.

2.3 Required Specifications:

a. All materials, equipment, and/or services bid upon must comply with the attached MoDOT specifications and any other provisions outlined in the solicitation documents.

2.4 Delivery Requirements:

2.4.1 The following delivery requirements shall apply:

a. The equipment shall be delivered complete and ready for use to the delivery destination. All delivery, handling, surcharges, and other charges must be included in the bid price. Failure to do so may cause rejection of bid.

2.8 Invoicing and Payment Requirements:

2.8.1 The contractor shall submit an itemized invoice to the applicable requesting address for the completion of deliverables, as specified herein.

2.9 Other Contractual Requirements:

2.9.1 Contract Period - The contract shall commence from the contract award date until the end of the 2014 model year, with up to three (3) one-year renewal option periods, 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.

2.9.2 Escalation Clause - In the event the contractor requests a price increase during the contract period, either the original contract period or any contract renewal period, the contractor must provide a written request and documentation justifying the need for a price increase, and the amount of such price increase. MoDOT will review the contractor's written request and documentation, and decide if a price increase is to be granted at that particular time. The contractor shall understand and agree that MoDOT's decision shall be final and without recourse.

a. No price increase shall be granted during the first 3 months of the original contract period, or if applicable, first 3 months of a contract renewal period.

b. In the event a price increase is granted due to an approved escalation, the renewal percentage shall be based upon the current contract value.

2.9.3 Inspection and Acceptance: MoDOT reserves the right to inspect the material at the point of manufacture, intermediate storage point, or at a destination which shall be at the discretion of MoDOT.

a. 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.

b. 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.

3. BID SUBMISSION

3.1 Bid Submission Information:

3.1.1 All bids must be received in a sealed envelope/packaging clearly marked "**F - Full Size Van RWD**".

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 Open Competition / Request For Bid Document:

a. It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise MoDOT if any language, specifications or requirements of an RFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer from MoDOT, unless the RFB specifically refers the bidder to another contact. Such communication should be received at least three (3) working days prior to the official bid opening date.

b. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all bidders will be advised, via the issuance of an amendment to the RFB, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the RFB, any questions received less than three (3) working days prior to the RFB opening date may not be answered.

c. Bidders are cautioned that the only official position of the MoDOT is that which is issued by MoDOT in the RFB or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.

d. MoDOT monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders, or any other anticompetitive conduct by bidders which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.

3.1.5 Contract Award:

a. This item will be awarded to the bidder with the lowest BASE BID. BASE BID will be determined by the base price without the cost of any options requested.

b. 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

New standard equipped (MAKE & MODEL)_____
Full Size Van RWD, complete and meeting the attached Missouri Department of Transportation Specification MM-F.

Questions concerning specifications should be directed to Steve Billings at (573) 751-2523.

PURCHASE ORDERS MAY BE ISSUED FOR VARIOUS ORGANIZATIONS IN THE STATE OF MISSOURI.

LIST YOUR NET DELIVERED PRICE, MEETING THE ATTACHED SPECIFICATIONS, TO ANY DESTINATION IN THE STATE OF MISSOURI.

Please indicate make and model _____

Price $_____ Per Unit

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

% discount off MSRP for all Data Book or Pricing Guide Options: - % Discount _____

Delivery will be made _____days after receipt of order.

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

Training

All vehicles shall have the minimum vendor training supplied as outlined below:

a. Training shall consist of a basic overview of the systems and components of the vehicle upon vehicle delivery.

b. Operator and owner manuals must be hard copy and supplied with each individual unit.

All vendors shall provide an 800 number for technical assistance, manned during normal working hours (8AM to 5PM)

The bidder hereby certifies that they will provide a well-established and reputable dealer located in the State of Missouri to handle all problems, complaints and warranty issues that may arise with their vehicles.

Failure to provide a reputable dealer within Missouri will cause the bid to be considered unresponsive.

_____	_____
Name of Corporation	Dealers Name
_____	_____
Bidder's Signature	Address
	_____
	City/State/Zip
_____	_____
Date	Telephone Number

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***

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 transit vehicles 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 transit vehicles 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 US governmental agencies, other states, Missouri counties, cities, non-profit sub recipients of MoDOT grants, 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 _____

ANTI-COLLUSION STATEMENT

STATE OF _____)
) SS.
COUNTY OF _____)

_____

_____being first

duly sworn, deposes and says that he is _____
Title of Person Signing

of _____

_____
Name of Bidder

that all statements made and facts set out in the bid for the above project are true and correct; and that the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such bid or any contract which may result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the above project.

By _____

By _____

By _____

Sworn to before me this _____ day of _____, 20_____.

_____
Notary Public

My Commission Expires _____