



MID-MISSOURI PUBLIC PURCHASING COOPERATIVE  
REQUEST FOR QUOTATION (BID)

Sheet 1 of 9

**Bid No.:**

( MM43 )

**Date of Bid:**

(October 14, 2004)

Buyer Contact Name: Heather Turner

Phone Number: (573) 886-4392

**Bid Closing:**

Date: November 3, 2004

Time: 10:25 A.M.

Commodities or Service Requested: Hot Bituminous Asphalt.

Please submit your sealed bid prior to the date and time for Bid Closing as specified above to the following office:

Boone County Purchasing.

601 E. Walnut, Room 209.

Columbia, MO 65201.

(573) 886-4392.

**MID-MISSOURI PUBLIC PURCHASING COOPERATIVE**  
**INSTRUCTIONS AND GENERAL CONDITIONS OF BIDDING**

The Mid-Missouri Public Purchasing Cooperative, herein after referred to as Cooperative, was developed in order for its members to create volume buying through standardization of quality in order to secure a greater return for the expenditure of public funds. Only Mid-Missouri governmental agencies are permitted to become members of this Cooperative.

1. Sealed bids, subject to Instructions and General Conditions, General Provisions, and any special conditions set forth herein, will be received at the Office of the Cooperative Member Agency whose address is stated in the bid documents until the bid closing date and time indicated herein for furnishing the Cooperative Member Agencies with the material and/or list of materials, supplies, equipment or services shown on the attached sheet(s).
2. Bidders must use the bid forms provided for that purpose in submitting bids, must return the announcement and bid sheets comprising this bid, give unit price, extend totals, and must contain an original legally authorized signature. Bids must be submitted in a sealed envelope identified with the bid number and date of closing. If you do not care to bid, please return bid sheets(s) and note your reason. No fax or electronic transmitted bids will be accepted.
3. Identify the item(s) you will furnish by brand of manufacturer's name and catalog numbers. Also furnish specifications and descriptive literature.
4. Whenever products or materials of any particular producer or manufacturer are mentioned in our specifications, such product or material mentioned is intended to be descriptive of type or quality and not restrictive to those mentioned.
5. The right is reserved to accept or reject all or part of the bid, to waive technicalities, and to accept the offer the Cooperative considers the most advantageous to the Member Agencies. Awards will be made to the bidder whose bid (1) meets the specifications and all other requirements of the RFQ and (2) is the lowest and best bid, considering price, responsibility of the bidder and all other relevant factors. Any award of a contract will be made by written notification from the Cooperative.
  - a. The Cooperative reserves the right to award an order to the lowest aggregate bidder for all items or on an item basis, or a group of like items, whichever is found to be in the best interest of the Cooperative. If a split award is not acceptable to a bidder, it must be stated in the bid response.
  - b. In awarding the contract, the Cooperative may take into consideration the skill, facilities, capacity, experience, ability, responsibility, previous work, the financial standing of the bidder or bidders; the amount of other work being carried on by the bidder; the quality, efficiency, and construction of the equipment proposed to be furnished; the period of time within which the equipment is to be furnished and delivered; and the necessity of prompt delivery of the items herein described. The inability of any bidder to meet the requirement mentioned above may be cause for rejection of their bid.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid prices, as the Cooperative Member Agencies are exempt from them by law. Tax exemption certificates will be furnished if required.
7. The delivery date(s) or when work will start shall be stated in definite terms, as they will be taken into consideration in making the award.
8. Cooperative Member Agencies reserve the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Vendor or Contractor **must** notify the Cooperative Member Agency that issued the purchase order.
9. In case of any default by the bidder, the Cooperative Member Agency may procure the product or service from other sources and hold the bidder responsible for any damages incurred including, but not limited to, excess cost or handling charge. The Cooperative shall have the right to remove any bidder who defaults on any contract with the Cooperative from all bidders' lists.
10. Prices must be stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered.

**11. RECEIPT AND OPENING OF ADVERTISED SEALED BIDS:**

The bidders and public are invited, but not required, to attend the formal opening of bids. Prices will be read aloud to the public. No decisions related to an award of a contract or purchase order will be made at the opening. Due to manpower limitations, the Member Agency will not repeat prices after an opening via telephone request. Bidders may contact the Member Agency office to review the bid responses.

a. It is the bidder's sole responsibility to ensure that a bid is physically deposited with the Member Agency prior to the time and the date specified. Late bids will not be opened and will be rejected unopened regardless of the degree of lateness or the reason thereto, including causes beyond the control of the bidder.

b. All bids and tabulation sheets are kept by the Member Agency for a period of time established by regulation or statute after the award is made and are available for inspection at any time during regular working hours.

**12. WITHDRAWAL OF BIDS:**

Bids may be withdrawn without prejudice any time before the deadline for receipt of bids. If a mistake or error is discovered by the bidder or by the Cooperative after the bid opening, the Cooperative has the right to call this error to the bidder's attention and request verifications of the bid. If the bidder acknowledges the mistake and requests relief, the Cooperative will proceed in the following manner:

a. **Clerical Mistakes:** Any mistake which is obviously a clerical one, such as an error in price extension, or in placement of decimal points, reversal of prices, etc., may be corrected by the Cooperative after verification is made by the bidder. However, the unit price shown shall always prevail.

b. **Withdrawal:** Permission to allow a bidder to withdraw his bid without prejudice may be given when clear and convincing evidence supports the existence of an error. If there is a significant and obvious disparity between the prices of the lowest bidder and of the other bidders, a bidder may be permitted to withdraw without prejudice, upon submission of evidence that a non-intentional error occurred.

Actual changes in bid pricing, terms or conditions will not be permitted after the deadline for receipt of bids.

**13.** The Cooperative reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another advertised date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be returned unopened to the offeror for resubmittal at the new date and time of bid closing.



## MID-MISSOURI PUBLIC PURCHASING COOPERATIVE

### GENERAL PROVISIONS

1. **BID RESPONSE:**  
The Cooperative is interested in doing business with your firm. In the event you are unable to quote on this requirement, return of the bid form will indicate your desire to remain on the Cooperative's active vendor list. In addition, please indicate the reason/reasons you are unable to participate in this solicitation.
2. **BID ACCEPTANCE:**  
A bid acceptance period of sixty (60) calendar days is required. Bids offering less than sixty (60) calendar days may be rejected.
3. **OSHA COMPLIANCE:**  
All material or equipment furnished shall meet the minimum requirements of the Occupational Safety & Health Standard Act (OSHA) published in the Federal Register. All alleged violations and deviations from said State and Federal regulations or standards of the items or services to be furnished hereunder, must be set forth on the Bid Form at the time of submission of the bids. Or if at any later date the items or services contained herein shall not meet all applicable State and Federal requirements after the bidder is awarded the contract hereunder, the bidder must notify the Cooperative immediately by registered mail.
4. **INSPECTION AND ACCEPTANCE:**  
Inspection and acceptance will be at destination. Until delivery and acceptance, or after any rejection, risk or loss shall be the responsibility of the Contractor unless loss results from negligence of the Cooperative Member issuing the purchase order.
5. **VARIATION IN QUANTITY:**  
No variation in the quantity of any item called for in this contract will be accepted unless such variation has been caused by conditions of loading, shipping, or packing, or allowances in manufacturing processes, and then only to the extent, if any, specified elsewhere in this contract.
6. **COMMERCIAL WARRANTY:**  
The Contractor agrees that the supplies or services furnished under this contract shall be covered by the most favorable commercial warranties the Contractor gives to any customer for such supplies or services and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the Cooperative by any other clause of this contract or by law.
7. **DISCOUNTS:**  
Discount time will be computed from date of delivery at place of acceptance or from receipt of correct invoice at the office specified by the order, whichever is later. For discount purposes, payment is made when the check is mailed. Discounts will not be taken into consideration in the evaluation process if the payment discount is less than 30 days.
8. **PATENT AND COPYRIGHT:**
  - a. The Contractor and its Surety shall pay for all royalties, license fees, and patent or invention rights or copyrights and defend all suits or claims for infringements of any part or invention right or copyrights involved in the items furnished hereunder.
  - b. The Contractor and its Surety shall hold and save the Cooperative and its officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of, any patented or unpatented invention, process, article, or appliance furnished in the performance of the contract, including its use by the Owner, unless otherwise specifically stipulated.
9. **DISPUTES:**  
If any dispute concerning a question of fact arises under this contract, other than termination for default or convenience, the Contractor and Cooperative Member Agency responsible for administration of this contract shall make a good faith effort to resolve the dispute. If the dispute cannot be resolved by agreement, then the Cooperative shall resolve the dispute and send a written copy of its decision to the Contractor and the responsible agency.
10. **TERMINATION FOR DEFAULT:**  
The Cooperative may, by written notice, terminate this contract in whole or in part for failure of the Contractor to perform any of the provisions thereof. In such event, the Contractor shall be liable for damages, including the excess cost of reprocurring similar supplies or services; provided, that if (a) it is determined for any reason that the contractor was not in default or, (b) failure to perform is beyond the Contractor's or subcontractor's control, fault or negligence, the termination shall be deemed to be a termination for convenience. Termination shall be effective ten (10) days from the Contractor's receipt of notice.

**11. TERMINATION FOR CONVENIENCE:**

The Cooperative may, by written notice, terminate this contract in whole or in part when it is in the best interest of the Cooperative. If this contract is for supplies and is to be terminated, the Contractor shall be compensated in accordance with his auditable costs to point of notification of termination. To the extent that this contract is for services and is so terminated, the Cooperative Member Agencies shall be liable only for payment in accordance with the payment provisions of this contract for services rendered to the effective date of termination. Termination shall be effective ten (10) days from the Contractor's receipt of notice unless a longer time period is provided in the notice.

**12. TERM & SUPPLY CONTRACT DEFINED:**

A term and supply contract shall be deemed to mean a contract under which the supplier of articles, commodities, supplies materials, equipment, and services agrees to furnish all of the needs of the various Cooperative Member Agencies for the articles, commodities, supplies, materials, equipment, and services set forth in the quotation, during the period of the contract at the unit price bid and as required from time to time by the Member Agencies, be such needs in excess of or less than the estimated quantities set forth in the Request for Quotation. The contract will provide that the Cooperative Member Agencies will purchase, by issuance of Purchase Orders, such articles commodities, supplies, materials and equipment solely from the supplier of whom the requirement contract is awarded for the contract term.

**13. FUND ALLOCATION:**

Continuance of any resulting agreement, contract or issuance of purchase orders after a Cooperative Member Agency's fiscal year end is contingent upon the allocation of funds for the next proceeding fiscal year.

**14. OFFICIALS NOT TO BENEFIT:**

No regular employee or elected or appointed member of any Cooperative Member Agency shall be admitted to any share or part of this contract, or to any benefit that shall arise therefrom; but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

**15. HAZARDOUS MATERIAL:**

When material furnished is hazardous material as defined by D.O.T. regulations, the following certification must be made on the bill of lading: "This is to certify that the above named articles are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to applicable regulations of the Department of Transportation."

**16. DOMESTIC PRODUCTS:**

Bidders are encouraged to offer products manufactured, assembled or produced in the United States if the quality and price are comparable with other goods.

The Mid-Missouri Public Purchasing Cooperative has adopted a policy which is binding upon all members of the cooperative, and which by the contractor shall be binding upon independent contractors and subcontractors with the Cooperative, whereby all other things being equal and when the same can be secured without additional cost over foreign products, or products of other states, a preference shall be granted in all construction, repair, and purchase contracts, to all products, commodities, materials, supplies, and articles mined, grown, produced, and manufactured in marketable quantity and quality in the State of Missouri, and to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals.

**17. RECYCLED PRODUCTS:**

All bidders who wish to receive consideration on products offered with recycled materials content must properly complete, sign, and return a certification of product content with their bid.

**18. EQUAL OPPORTUNITY:**

Members of the Cooperative are equal opportunity affirmative action employers pursuant to federal and state law, and all respondents submitting bids shall be considered to be EEO/AA employers in compliance with federal and state laws, unless otherwise stipulated by the bidders herein.

**19. AMERICANS WITH DISABILITIES ACT:**

The successful contractor agrees to comply with all applicable provisions of the Americans with Disabilities Act and the regulations implementing the Act, including those regulations governing employment practices.

If this contract involves the contractor providing services directly to the public, the successful contractor shall make services, programs and activities governed by this agreement accessible to the disabled as required by the Americans with Disabilities Act and its implementing regulations. Payment of funds under this agreement is conditional upon the successful contractor certifying to the Cooperative in writing that it is complying with the Americans with Disabilities Act and 28 CFR Part 35.



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PRICES TO BE QUOTED FOB DESTINATION

### SPECIFICATIONS for HOT BITUMINOUS ASPHALT MIX

The Mid-Missouri Public Purchasing Cooperative wishes to purchase bituminous asphalt mixtures, which will be used in road maintenance programs. Entities participating in this request include the County of Boone, City of Columbia, City of Hallsville, and the City of Centralia. Each entity will either enter into separate contractual agreement(s) or issue blanket purchase orders. The vendor shall provide the asphalt materials listed below, as needed, from January 1, 2005 through December 31, 2005.

**The mixes will be used for wedge coats generally not exceeding 1 1/2" in thickness (B mix), a surface or wearing lift generally not exceeding 1" in thickness (C mix) and a fine mix for thin application (D mix).** The major portion of mix purchased will be for surface or wearing lifts.

The mixes shall be of a "commercial" grade or the mixes commonly made at the plant. Bidder shall provide the characteristics of the mixes proposed in their bid.

The quantities listed are estimated annual quantities for the award period. The entities reserve the right to increase/decrease the quantities shown in order to meet its operating requirements.

Bids will be evaluated on the basis of total "in-place" cost as established from historical cost data compiled by the City of Columbia and/or Boone County. Bids will not be awarded solely on the lowest price per ton.

Bidders should complete a separate bid form for each plant location from which material is to be supplied.

The total prices quoted shall include all overhead, labor, heating, depreciation, and any other costs associated with the production and/or delivery of the mix. The successful bidder will be required to bill each entity separately. In addition, the Bidder offering the lowest and best bid may be required to provide a mix formula for each product in their bid response prior to bid award.

All distances referenced in these bid specifications shall be as measured using the attached map and not as driven by a vehicle.

**Northwest Quadrant** shall be north of Interstate I-70 and west of U.S. Route 63 but not including any areas within the Corporate City Limits of Columbia.

**Northeast Quadrant** shall be north of Interstate I-70 and east of U.S. Route 63 but not including any areas within the Corporate City Limits of Columbia.

**Southwest Quadrant** shall be south of Interstate I-70 and west of U.S. Route 63 but not including any areas within the Corporate City Limits of Columbia.

**Southeast Quadrant** shall be south of Interstate I-70 and east of U.S. Route 63 but not including any areas within the Corporate City Limits of Columbia.



## MID-MISSOURI PUBLIC PURCHASING COOPERATIVE

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### PRICES TO BE QUOTED FOB DESTINATION

**Zone 1** shall consist of the Corporate City Limits of Columbia, Missouri as indicated and highlighted on the attached map, and labeled as Zone 1. Please note that in the Southwest Quadrant a very small portion extends through Zone 2 and Zone 3. This small portion shall be considered to be Zone 1.

**Zone 2** shall consist of the Boone County Urban Service Area as indicated on the attached map as identified as **Zone 2**.

**Zone 3** shall begin at Zone 2 border plus five (5) miles as indicated on the attached map as **Zone 3** and / or to the County Line were applicable.

**Zone 4** shall begin at Zone 2 border plus ten (10) miles as indicated on the attached map as **Zone 4** and / or to the County Line were applicable.

**Zone 5** shall consist of the area from Zone 4 border to the County Line.

### SPECIAL CONDITIONS

The participating entities reserve the right to inspect and/or take samples from the bidder's plant or at job sites during the bid evaluation process or at any time during the contract period to assure compliance with County and/or State specifications for asphalt.

Bidders must be capable of producing for pickup approximately 1,400 tons of Hot Mix per day. Normal daily usage averages approximately 75 tons per day.

All receipts must be identified with the appropriate Entity, Department or Division, job site, signed by an employee, and a copy furnished to the employee.

The successful bidder will be responsible for assuring Entity(s) employee's identity prior to issuing or delivering material. The Entity(s) will not be responsible for material issued to persons not properly identified as Entity(s) employees.

Items included in any other specific contracts are excluded from this purchase order and/or contract. If any question or doubt arises in this area, the Entity(s) are to be contacted for clarification.

1. Blanket orders will be issued as authority to purchase in compliance with the bid award.
2. Purchase orders showing actual line items may also be issued against this purchase order.
3. Purchase orders will be issued to more than one company in case of a plant breakdown. This will eliminate obtaining a special purchase order in the event of an emergency.

If your firm is not willing to supply materials as a back-up supplier at the same prices quoted, this should be clearly indicated.

Each Entity may require asphalt on not more than 6 Saturdays during the paving season covered by this quotation. The material must be available to the Entity(s) at the prices bid provided the Entity(s) furnishes at least 3 days prior notice to the bidder.

The successful bidder will designate a person within the organization to be responsible for communications with the Entity(s). This person shall notify the Entity(s) of any problems that affect the bidder's ability to fulfill the obligations of this agreement. Notifications shall include but not be limited to items such as plant shutdown, plant capacity fully allocated to other projects, changes in plant mixes, etc. Notifications may be verbal but shall be at least 48 hours in advance of any time which material will not be available to the Entity(s). Entity designees will be identified when the contract or blanket purchase orders are issued.

If the person designated by the bidder is to be unavailable for any period of time, the Entity(s) will be notified of this unavailability and an alternate contact person for the bidder will be designated.



MID-MISSOURI PUBLIC PURCHASING COOPERATIVE

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PRICES TO BE QUOTED FOB DESTINATION

VENDOR RESPONSE SHEET

Plant Location: \_\_\_\_\_

**BITUMINOUS ASPHALT HOT MIX**

**ESTIMATED QUANTITIES**

Boone County – 1,000 Tons

City of Columbia – 12,000 Tons

City of Centralia - 1,000 Tons

**PRICE BREAKDOWN**

**1. Plant Mixed Hot Asphalt, F.O.B. Plant**

	Cost Per Ton
A. "B" Mix	\$ _____
B. "C" Mix	\$ _____
C. "D" Mix	\$ _____

**2. Delivery Costs, additional to F.O.B. prices above**

Northwest Quadrant

Zone 1	\$ _____
Zone 2	\$ _____
Zone 3	\$ _____
Zone 4	\$ _____
Zone 5	\$ _____

Northeast Quadrant

Zone 1	\$ _____
Zone 2	\$ _____
Zone 3	\$ _____
Zone 4	\$ _____
Zone 5	\$ _____

Southwest Quadrant

Zone 1	\$ _____
Zone 2	\$ _____
Zone 3	\$ _____
Zone 4	\$ _____
Zone 5	\$ _____

Southeast Quadrant

Zone 1	\$ _____
Zone 2	\$ _____
Zone 3	\$ _____
Zone 4	\$ _____
Zone 5	\$ _____





MID-MISSOURI PUBLIC PURCHASING COOPERATIVE

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PRICES TO BE QUOTED FOB DESTINATION

VENDOR RESPONSE SHEET (Cont.)

3. Cold Mix Asphalt

- A. Cold-mix with anti-stripping agent. Approximately 400 tons. Cost per ton at Plant \$
B. UPM Cold Mix (Unique Paving Material) Approximately 500 tons. Cost per ton at Plant \$

VENDOR:

Will you honor the within stated bid prices for purchase by the incorporated cities and Special Road District of Boone County who participate in the Mid-Missouri Public Purchase Cooperative?

Cooperative Purchasing ? (circle one) YES or NO

By submission of this bid, the vendor certifies that they are in compliance with section 34.353 and, if applicable, section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri, 1987.

The undersigned hereby offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood and all of which are made a part of this order.

Delivery ARO \_\_\_\_\_ Hours or Days

Delivery after Receipt of Order will be made within \_\_\_\_\_

Company Name:
Address:
City/Zip:
Phone Number:
Fax Number:
Federal Tax ID:
( ) Corporation
( ) Partnership - Name
( ) Individual/Proprietorship - Individual Name:
( ) Other (Specify)

When Organized:
When Incorporated:
Exempt From Tax Reporting? Yes No
Authorized Representative Signature
Print Name and Title of Authorized Representative
Date: