



## NOTICE OF CONTRACT RENEWAL

State Of Missouri  
Office Of Administration  
Division Of Purchasing And Materials Management  
PO Box 809  
Jefferson City, MO 65102-0809  
<http://content.oa.mo.gov/purchasing-materials-management>

<b>CONTRACT NUMBER</b> C113064002	<b>CONTRACT TITLE</b> Step-In-Shoes
<b>AMENDMENT NUMBER</b> 002	<b>CONTRACT PERIOD</b> December 10, 2014 through December 9, 2015
<b>REQUISITION NUMBER</b> NR 931 YYY14709291	<b>VENDOR NUMBER</b> 5615580620 1
<b>CONTRACTOR NAME AND ADDRESS</b> Bob Barker Company, Inc. 134 N. Main St. Fuquay-Varina, NC 27526	<b>STATE AGENCY'S NAME AND ADDRESS</b> Missouri Department of Corrections Various Locations throughout the State of Missouri
<b>ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:</b>  Contract C113064002 is hereby amended pursuant to the attached amendment #002, dated 09/19/14.	
<b>BUYER</b> Kristina Cramer	<b>BUYER CONTACT INFORMATION</b> Email: Kristina.Cramer@oa.mo.gov Phone: (573) 751-1695 Fax: (573) 526-9816
<b>SIGNATURE OF BUYER</b> <i>Kristina Cramer</i>	<b>DATE</b> 9/22/14
<b>DIRECTOR OF PURCHASING AND MATERIALS MANAGEMENT</b> <i>David Berger</i>	



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)  
CONTRACT RENEWAL

AMENDMENT NO.: 002  
CONTRACT NO.: C113064002  
TITLE: STEP-IN-SHOES  
ISSUE DATE: 09/03/14

REQ NO.: NR 931 YYY14709291  
BUYER: KRISTINA CRAMER  
PHONE NO.: (573) 751-1695  
E-MAIL: [Kristina.Cramer@oa.mo.gov](mailto:Kristina.Cramer@oa.mo.gov)

TO: BOB BARKER COMPANY INC.  
134 N MAIN ST  
FUQUAY VARINA, NC 27526

RETURN AMENDMENT NO LATER THAN: 09/17/14 AT 5:00 PM CENTRAL TIME TO THE DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM) BY E-MAIL, FAX, OR MAIL/COURIER:

SCAN AND E-MAIL TO:	<a href="mailto:Courtney.Rackers@oa.mo.gov">Courtney.Rackers@oa.mo.gov</a>
FAX TO:	(573) 526-9816
MAIL TO:	DPMM, P.O. Box 809, Jefferson City, Mo 65102-0809
COURIER/DELIVER TO:	DPMM, 301 West High Street, Room 630, Jefferson City, Mo 65101-1517

DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESSES:

MISSOURI DEPARTMENT OF CORRECTIONS  
VARIOUS LOCATIONS THROUGHOUT THE STATE OF MISSOURI

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME Bob Barker Compay, Inc		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO.	
MAILING ADDRESS 134 N. Main Street		IRS FORM 1099 MAILING ADDRESS	
CITY, STATE, ZIP CODE Fuquay-Varina, NC 27526		CITY, STATE, ZIP CODE	
CONTACT PERSON Kristen Dodds		EMAIL ADDRESS <a href="mailto:kristendodds@bobbarker.com">kristendodds@bobbarker.com</a>	
PHONE NUMBER 800-334-9880		FAX NUMBER 800-322-7537	
TAXPAYER ID NUMBER (TIN) 56-1558062	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN		VENDOR NUMBER (IF KNOWN) 5615580620 1
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt			
AUTHORIZED SIGNATURE 		DATE 9/14/2014	
PRINTED NAME Kristen Dodds		TITLE Pricing Specialist	

**AMENDMENT #002 TO CONTRACT C113064002**

**CONTRACT TITLE:**        **STEP-IN SHOES**

**CONTRACT PERIOD:**        **DECEMBER 10, 2014 THROUGH DECEMBER 9, 2015**

The State of Missouri hereby exercises its option to renew the above-referenced contract.

The contractor shall indicate on the attached pricing page(s) the firm fixed prices for the above contract period. *Any price increase quoted must not exceed the maximum percentage increase stated in the contract (5% Increase).* The contractor shall understand and agree if the contractor responds with any renewal period pricing increase, such increase may result in a justification request or in the state conducting a new procurement process rather than accepting the contractor's proposed renewal option pricing.

All other terms, conditions and provisions of the contract shall remain the same and apply hereto. The contractor shall sign and return this document, along with completed pricing, on or before the date indicated.

The contractor's failure to complete and return this document shall not stop the action specified herein. If the contractor fails to complete and return this document prior to the return date specified or the effective date of the contract period stated above, whichever is later, the state may renew the contract at the same price(s) as the previous contract period or at the price(s) allowed by the contract, whichever is lower.

PRICING PAGE

<u>LINE ITEM</u>	<u>MANDATORY SPECIFICATIONS</u>	<u>UNIT</u>	<u>UNIT PRICE</u>
002	C/S Code: 80099 <i>Shoes/Boots: Miscellaneous</i>	PR	\$ <u>6.10</u>

**Heavy Duty Canvas Velcro Tennis Shoes  
(Without Laces or Metal)**

- Low-top Velcro-Bob canvas tennis shoe
- Heavy-duty, double lined canvas uppers
- Uppers shall fasten with three (3) Velcro closures through non-metal loop holes
- Soft, padded collar
- Reinforced rubber toe cap
- Full cushion sewn in insoles
- Non-skid, non-marking vulcanized rubber soles
- Men's sizes: Whole sizes 4 – 17 and Half sizes 5-1/2 – 11-1/2
- Women's sizes: Whole sizes 6 – 12 and Half sizes 7-1/2 – 11-1/2
- Available in wide widths
- Colors: Orange, Black and White

**Brand/Item No's.:** BBC #B854 (Black), #854OR (Orange), #854 (White)



**State of Missouri**  
**OFFICE OF ADMINISTRATION**

Division of Purchasing and Materials Management  
Contract Amendment Documentation

The following documentation consists of additional contract amendment documentation. The additional contract amendment documentation is not a part of the official contract amendment, but provides supporting information for the official contract amendment.

**Cramer, Kristina**

---

**From:** Hammond, Samuel  
**Sent:** Tuesday, September 23, 2014 8:11 AM  
**To:** Cramer, Kristina  
**Subject:** RE: C113064002 - Step-In Shoes

Please proceed with renewal and justified price increase.

---

**From:** Cramer, Kristina  
**Sent:** Monday, September 22, 2014 11:27 AM  
**To:** Hammond, Samuel  
**Subject:** C113064002 - Step-In Shoes

Please see attached renewal for contract C113064002 – Step-In Shoes. The last page of the attachment is justification for the price increase over the original contract price.

Please let me know how you wish to proceed with the renewal.

Thank you!

***Kristina Cramer***  
*Division of Purchasing & Materials Management*  
*State of Missouri Office of Administration*  
*573-751-1695 phone*  
*573-526-9816 fax*

# 中国山东淄博春燕进出口有限公司

CHINA ZIBO SPRING-SWALLOW IMPORT&EXPORT CO.,LTD

Hi Kenya,

Due to the following facts, we'll have to raise our quotation by 8% starting on Jan. 1st, 2014:

- 1, RMB has appreciated by 2.64% in 2013.
- 2, Employees's salary will be raised by 15-17% in 2014 and the pension will be raised by 12% annually.

There are some other factors such as freight cost and utility expenses which rise every year as well. Therefore, the 8% increase is the minimum price adjustment we need in 2014.

This new price will apply to following items we sell to your company:

850/B850

2155N/2155O

2899/WIIT

854/B854/854OR

B950/2901

Thank you for your understanding!

Best regards,

Xue Zhongchun

CEO,

CHINA ZIBO SPRING-SWALLOW IMPORT&EXPORT CO.,LTD

地址：中国山东省淄博市博山区八陡镇青石关村

Add: Qingshiguan, Badou town, Zibo, China

RENEWAL: <input checked="" type="checkbox"/> Renewal - % Increase <u>5%</u> Cost Savings	PERIOD OF <u>2</u> TOTAL	Performance Security Deposit: \$ _____
<input type="checkbox"/> Renewal - \$ Increase _____ Cost Savings		Surety Bond: \$ _____
<input type="checkbox"/> Renewal - W/O Increase _____		Annual Wage Order Number: _____
<input type="checkbox"/> SFS Renewal - Prices In Original Contract _____		Annual Wage Order Date: _____
<input type="checkbox"/> SFS Renewal - Prices Not in Original Contract _____		County(ies): _____
EXTENSION PERIOD:		Other Instructions: _____
<input type="checkbox"/> Extension - 30-Day _____		
<input type="checkbox"/> Termination _____		
<input type="checkbox"/> Extension - \$ Increase _____ Cost Savings		
<input type="checkbox"/> Extension - W/O Increase _____		
<input type="checkbox"/> Assignment _____		
<input type="checkbox"/> Cancellation/Termination _____		
<input type="checkbox"/> Other Amendment _____		

A. Section 34.040.6, RSMo	Buyer/Section Support	CR	9/2
B. DPMM Suspension List	Buyer/Section Support	CR	9/2
C. Federal Suspension - SAM.GOV	Buyer/Section Support	CR	9/2
D. Labor Stds - OA/FMDC Contractor Debarment Lists	Buyer/Section Support	KC	9-3-14
E. Review of Participation Commitment Attainment - If app, Verify Receipt of 1 <sup>st</sup> Renewal - Blind/Shel Wkshp Affdvt	Buyer	X	X
F. SFS Review/Justification - Insert Advertising Date, if applicable	Buyer	X	X
	Buyer/Section Support		
	Buyer	KC	9-3-14
			X
			X
	Buyer/Section Support	CR	9/3
Contractor E-Mail Address/Fax Number	kristen.dadds@bobbarber.com		
State Agency Contact E-Mail Address	Sam Hammond		
Section 34.040.6, RSMo, Letter	Follow-Up Notes:		
A. Renewal/Extension Pricing	Buyer/Section Support		
B. Section 34.040.6, RSMo	Buyer/Section Support		
C. Performance Security Deposit/Surety Bond	Buyer/Section Support		
D. Renewal/Extension with Cost Savings Language	Buyer		
E. Statewide Notice	Buyer		
F. SFS Authorized Limit \$	Buyer		
G.			
1. E-Verify Exhibit/Affidavit/Documentation	Buyer/Section Support		
2. Assignment and Consent Form	Buyer/Section Support		
3. DPMM Suspension List	Buyer/Section Support		
4. Federal Suspension - SAM.GOV	Buyer/Section Support		
5. Labor Stds - OA/FMDC Contractor Debarment Lists	Buyer/Section Support		
	Buyer/Section Support	CR	9/9
	Buyer	KC	9-23-14
	Buyer/Section Support	CR	9/23
AM 300 PMM 00016452	Buyer/Section Support	CR	9/23
Distribute E-Verify & SDV Documents	Buyer/Section Support	X	X
E-Mail/Fax NOA to Contractor/Assignee & Agency Contact	Buyer/Section Support	CR	9/23
Copy/Save As Statewide Notice to Internet Folder	Buyer/Section Support	X	X
	Central Support-Participation		
	Central Support-Imaging		108



## NOTICE OF CONTRACT RENEWAL

State of Missouri  
Office of Administration  
Division of Purchasing and Materials Management  
PO Box 809  
Jefferson City, MO 65102  
<http://www.oa.mo.gov/purch>

CONTRACT NUMBER C113064002	CONTRACT TITLE Step-In Shoes
AMENDMENT NUMBER 001	CONTRACT PERIOD December 10, 2013 through December 9, 2014
REQUISITION NUMBER NR 931 YYY13709257	VENDOR NUMBER 5615580620 1
CONTRACTOR NAME AND ADDRESS Bob Barker Company, Inc. 134 North Main Street Fuquay-Varina, NC 27526	STATE AGENCY'S NAME AND ADDRESS Missouri Department of Corrections Various Locations throughout the State of Missouri
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:  Contract C113064002 is hereby amended pursuant to the attached amendment #001, dated 12/6/13.	
BUYER Kristina Cramer	BUYER CONTACT INFORMATION Email: <a href="mailto:kristina.cramer@oa.mo.gov">kristina.cramer@oa.mo.gov</a> Phone: (573) 751-1695 Fax: (573) 526-9816
SIGNATURE OF BUYER <i>Kristina Cramer</i>	DATE 12/6/13
DIRECTOR OF PURCHASING AND MATERIALS MANAGEMENT <i>James M. Filardi</i>	



STATE OF MISSOURI  
 OFFICE OF ADMINISTRATION  
 DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)  
 CONTRACT RENEWAL

AMENDMENT NO.: 001  
 CONTRACT NO.: C113064002  
 TITLE: STEP-IN-SHOES  
 ISSUE DATE: 12/3/13

REQ NO.: NR 931 YYY13709257  
 BUYER: KRISTINA CRAMER  
 PHONE NO.: (573) 751-1695  
 E-MAIL: [kristina.cramer@oa.mo.gov](mailto:kristina.cramer@oa.mo.gov)

TO: BOB BARKER COMPANY INC.  
 134 N MAIN ST  
 FUQUAY VARINA, NC 27526

RETURN AMENDMENT NO LATER THAN: 12/9/13 AT 5:00 PM CENTRAL TIME TO THE DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM) BY E-MAIL, FAX, OR MAIL/COURIER:

SCAN AND E-MAIL TO:	<a href="mailto:kristina.cramer@oa.mo.gov">kristina.cramer@oa.mo.gov</a>
FAX TO:	(573) 526-9816
MAIL TO:	DPMM, P.O. Box 809, Jefferson City, Mo 65102-0809
COURIER/DELIVER TO:	DPMM, 301 West High Street, Room 630, Jefferson City, Mo 65101-1517

DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESSES:

MISSOURI DEPARTMENT OF CORRECTIONS  
 VARIOUS LOCATIONS THROUGHOUT THE STATE OF MISSOURI

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME Bob Barker Company, Inc.		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO.	
MAILING ADDRESS 134 N. Main Street		IRS FORM 1099 MAILING ADDRESS	
CITY, STATE, ZIP CODE Fuquay-Varina, NC 27526		CITY, STATE, ZIP CODE	
CONTACT PERSON Kristen Dodds		EMAIL ADDRESS <a href="mailto:kristendodds@bobbarker.com">kristendodds@bobbarker.com</a>	
PHONE NUMBER 800-334-9880		FAX NUMBER 800-322-7537	
TAXPAYER ID NUMBER (TIN)	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN	VENDOR NUMBER (IF KNOWN) 5615580620 1	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt			
AUTHORIZED SIGNATURE 		DATE 12/6/2013	
PRINTED NAME Kristen Dodds		TITLE Pricing Specialist	

**AMENDMENT #001 TO CONTRACT C113064002**

**CONTRACT TITLE:** Step-In Shoes

**CONTRACT PERIOD:** December 10, 2013 through December 9, 2014

The State of Missouri hereby exercises its option to renew the above-referenced contract.

The contractor shall indicate on the attached pricing page the firm fixed prices for the above contract period. Any price increase quoted must not exceed the maximum percentage increase stated in the contract (2% increase). The contractor shall understand and agree that due to the state's budgetary constraints, if the contractor responds with any renewal period pricing increase, such increase may result in the state conducting a new procurement process rather than accepting the contractor's proposed renewal option pricing.

All other terms, conditions and provisions of the previous contract period shall remain the same and apply hereto.

The contractor shall sign and return this document, along with completed pricing, on or before the date indicated.

The contractor's failure to complete and return this document shall not stop the action specified herein. If the contractor fails to complete and return this document prior to the return date specified or the effective date of the contract period stated above, whichever is later, the state may renew the contract at the same price(s) as the previous contract period or at the price(s) allowed by the contract, whichever is lower.

**PRICING PAGE**

<b><u>LINE ITEM</u></b>	<b><u>MANDATORY SPECIFICATIONS</u></b>	<b><u>UNIT</u></b>	<b><u>UNIT PRICE</u></b>
002	C/S Code: 80099 <i>Shoes/Boots: Miscellaneous</i>	PR	\$ <u>6.10</u>

**Heavy Duty Canvas Velcro Tennis Shoes  
(Without Laces or Metal)**

- Low-top Velcro-Bob canvas tennis shoe
- Heavy-duty, double lined canvas uppers
- Uppers shall fasten with three (3) Velcro closures through non-metal loop holes
- Soft, padded collar
- Reinforced rubber toe cap
- Full cushion sewn in insoles
- Non-skid, non-marking vulcanized rubber soles
- Men's sizes: Whole sizes 4 – 17 and Half sizes 5-1/2 – 11-1/2
- Women's sizes: Whole sizes 6 – 12 and Half sizes 7-1/2 – 11-1/2
- Available in wide widths
- Colors: Orange, Black and White

**Brand/Item No's.: BBC #B854 (Black), #854OR (Orange), #854 (White)**



## NOTICE OF AWARD

State of Missouri  
Office of Administration  
Division of Purchasing and Materials Management  
PO Box 809  
Jefferson City, MO 65102  
<http://www.oa.mo.gov/purch>

SOLICITATION NUMBER B1E13064	CONTRACT TITLE Step-In Shoes
CONTRACT NUMBER C113064002	CONTRACT PERIOD December 10, 2012 through December 9, 2013
REQUISITION NUMBER NR 931 YYY13709030	VENDOR NUMBER 5615580620 1
CONTRACTOR NAME AND ADDRESS Bob Barker Company Inc 134 N Main St Fuquay Varina, NC 27526	STATE AGENCY'S NAME AND ADDRESS Missouri Department of Corrections Various Locations throughout the State of Missouri
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:  The bid submitted by Bob Barker Company Inc. in response to IFB B1E13064 is accepted for line item 002 only.	
BUYER Teri Schulte	BUYER CONTACT INFORMATION Email: <a href="mailto:teri.schulte@oa.mo.gov">teri.schulte@oa.mo.gov</a> Phone: (573) 522-3296 Fax: (573) 526-9816
SIGNATURE OF BUYER 	DATE 12-28-12
DIRECTOR OF PURCHASING AND MATERIALS MANAGEMENT 	



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)  
ELECTRONIC BID VERIFICATION

IFB NO.: B1E13064  
TITLE: Step-In Shoes

BUYER: Teri Schulte  
PHONE NO.: (573) 522-3296  
EMAIL: teri.schulte@oa.mo.gov

The bid that was submitted by your company through the State of Missouri's On-Line Bidding/Vendor Registration System website is being evaluated and considered for award of a contract/purchase order. A verification of the items and prices that were bid by your company is attached hereto.

Please review the attached information and sign below to indicate confirmation. If you have any questions, contact the buyer. Failure to return this verification to the DPMM office (301 W High Street, Room 630) by the date indicated may result in disqualification of your company from consideration for award of a contract/purchase order and/or suspension/debarment from future bidding opportunities.

CONTRACT PERIOD: December 10, 2012 through December 9, 2013  
DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Missouri Department of Corrections  
Various Locations throughout the State of Missouri

RETURN SIGNED VERIFICATION NO LATER THAN 12/06/12 CENTRAL TIME TO THE DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM) BY E-MAIL, FAX, OR MAIL/COURIER:

SCAN AND E-MAIL TO:	teri.schulte@oa.mo.gov
FAX TO:	(573) 526-9816
MAIL TO:	DPMM, P.O. Box 809, Jefferson City, Mo 65102-0809
COURIER/DELIVER TO:	DPMM, 301 West High Street, Room 630, Jefferson City, Mo 65101-1517

ACCEPTANCE OF BID VERIFICATION

I hereby confirm that the prices attached hereto accurately reflect the electronically submitted bid prices. I also declare understanding, agreement and certification of compliance to provide the items and/or services, at the prices attached hereto, in accordance with all requirements and specifications contained in the Invitation for Bid, all amendments thereto, and the Terms and Conditions Invitation for Bid (Revised 08/28/12). I further agree that upon receipt of a purchase order or if a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the bidder and the State of Missouri.

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME Bob Barker Company, Inc		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. Bob Barker Company, Inc	
MAILING ADDRESS 134 N Main St, PO Box 429		IRS FORM 1099 MAILING ADDRESS 134 N Main St, PO Box 429	
CITY, STATE, ZIP CODE Fuquay Varina, NC 27526		CITY, STATE, ZIP CODE Fuquay Varina, NC 27526	
CONTACT PERSON Connie Kincade		EMAIL ADDRESS conniekincade@bobbarker.com	
PHONE NUMBER 800-334-9880		FAX NUMBER 800-322-7537	
TAXPAYER ID NUMBER (TIN) 56-1558062	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN		VENDOR NUMBER (IF KNOWN) 5615580620 1
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt			
AUTHORIZED SIGNATURE 		DATE 12/3/2012	
PRINTED NAME Connie Kincade		TITLE Pricing Specialist	



**STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)  
ELECTRONIC BID VERIFICATION**

**IFB NO.:** B1E13064  
**TITLE:** Step-In Shoes

**BUYER:** Teri Schulte  
**PHONE NO.:** (573) 522-3296  
**EMAIL:** teri.schulte@oa.mo.gov

The bid that was submitted by your company through the State of Missouri's On-Line Bidding/Vendor Registration System website is being evaluated and considered for award of a contract/purchase order. A verification of the items and prices that were bid by your company is attached hereto.

Please review the attached information and sign below to indicate confirmation. If you have any questions, contact the buyer. Failure to return this verification to the DPMM office (301 W High Street, Room 630) by the date indicated may result in disqualification of your company from consideration for award of a contract/purchase order and/or suspension/debarment from future bidding opportunities.

**CONTRACT PERIOD:** December 10, 2012 through December 9, 2013  
**DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:**

Missouri Department of Corrections  
Various Locations throughout the State of Missouri

**RETURN SIGNED VERIFICATION NO LATER THAN 12/06/12 CENTRAL TIME TO THE DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM) BY E-MAIL, FAX, OR MAIL/COURIER:**

<b>SCAN AND E-MAIL TO:</b>	teri.schulte@oa.mo.gov
<b>FAX TO:</b>	(573) 526-9816
<b>MAIL TO:</b>	DPMM, P.O. Box 809, Jefferson City, Mo 65102-0809
<b>COURIER/DELIVER TO:</b>	DPMM, 301 West High Street, Room 630, Jefferson City, Mo 65101-1517

**ACCEPTANCE OF BID VERIFICATION**

I hereby confirm that the prices attached hereto accurately reflect the electronically submitted bid prices. I also declare understanding, agreement and certification of compliance to provide the items and/or services, at the prices attached hereto, in accordance with all requirements and specifications contained in the Invitation for Bid, all amendments thereto, and the Terms and Conditions Invitation for Bid (Revised 08/28/12). I further agree that upon receipt of a purchase order or if a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the bidder and the State of Missouri.

**SIGNATURE REQUIRED**

<b>DOING BUSINESS AS (DBA) NAME</b> Bob Barker Company, Inc
<b>MAILING ADDRESS</b> 134 N Main St, PO Box 429
<b>CITY, STATE, ZIP CODE</b> Fuquay Varina, NC 27526

<b>LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO.</b> Bob Barker Company, Inc
<b>IRS FORM 1099 MAILING ADDRESS</b> 134 N Main St, PO Box 429
<b>CITY, STATE, ZIP CODE</b> Fuquay Varina, NC 27526

<b>CONTACT PERSON</b> Connie Kincade		<b>EMAIL ADDRESS</b> conniekincade@bobbarker.com	
<b>PHONE NUMBER</b> 800-334-9880		<b>FAX NUMBER</b> 800-322-7537	
<b>TAXPAYER ID NUMBER (TIN)</b> 56-1558062	<b>TAXPAYER ID (TIN) TYPE (CHECK ONE)</b> <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN		<b>VENDOR NUMBER (IF KNOWN)</b>
<b>VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)</b> <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt			
<b>AUTHORIZED SIGNATURE</b>		<b>DATE</b>	
<b>PRINTED NAME</b> Connie Kincade		<b>TITLE</b> Pricing Specialist	

## Schulte, Teri

---

**From:** Connie Kincade [conniekincade@bobbarker.com]  
**Sent:** Monday, December 03, 2012 1:10 PM  
**To:** Schulte, Teri  
**Subject:** FW: B1E13064 - Step In Shoes  
**Attachments:** B1E13064 - Step-In Shoes (EBid Verification - Bob Barker).doc; BBC\_B1E13064\_Step-inShoes\_CoverPages.pdf

Hi, Teri,  
Please find the signed cover pages attached. I verified that the pricing and product information are correct. The sample will arrive by Friday 12/7.  
Thank you!  
Connie

Connie Kincade  
Pricing Specialist  
Bob Barker Company, Inc  
(800) 334-9880 Orders & General Information  
(888) 772-0250 ext 2136 Bids & Contracts  
(800) 322-7537 Fax  
[conniekincade@bobbarker.com](mailto:conniekincade@bobbarker.com)

---

**From:** Schulte, Teri [mailto:Teri.Schulte@oa.mo.gov]  
**Sent:** Monday, December 03, 2012 11:25 AM  
**To:** Connie Kincade  
**Subject:** B1E13064 - Step In Shoes

Hi Connie.

Thank you for your response to IFB B1E13064 for step-in shoes for the Missouri Department of Corrections.

Please find attached an electronic bid verification packet. Please verify the pricing and product information is correct and sign the cover pages and send back to me as soon as possible.

In addition, section 4.10 of the IFB states.

**Samples:**

The bidder may be required to submit samples of one, some or all line items. The bidder shall have five (5) calendar days, upon notification by the Buyer of Record, to provide the sample(s). Failure to do so may result in disqualification of the bid.

If requested, the sample(s) should be sent to the following address:

**Division of Purchasing and Materials Management**  
**Attn: Teri Schulte**  
**301 West High Street, Room 630**  
**Jefferson City, MO 65101**

Samples shall be submitted at no additional cost to the State of Missouri. Samples shall not be returned.

The bidder should identify each sample with the company name, brand and stock number.

Please submit a sample of Line Item 002 (Heavy Duty Canvas Velcro Tennis Shoes – without laces or metal) only by close of business on Monday, December 10, 2012.

If you have questions, please let me know.

Thank you.

*Teri Schulte*

Buyer - Commodities Procurements

Division of Purchasing & Materials Management

(573)522-3296 phone

(573)526-9816 fax

[teri.schulte@oa.mo.gov](mailto:teri.schulte@oa.mo.gov)

## 1. INTRODUCTION AND GENERAL INFORMATION

### 1.1 Purpose:

- 1.1.1 This document constitutes an invitation for sealed bids from prospective bidders for the purchase of step-in shoes for the Missouri Department of Corrections, hereinafter referred to as "state agency", in accordance with the requirements and provisions stated herein.

### 1.2 Awarded Bid & Contract Document Search:

- 1.2.1 Both the current contracts (C110113003 and C110113004) and the previous procurement documentation (BIE10113) may be viewed and printed from the Division of Purchasing & Materials Management's **Awarded Bid & Contract Document Search** located on the Internet at <http://www.oa.mo.gov/purch>.

## 2. CONTRACTUAL REQUIREMENTS

### 2.1 Contract:

- 2.1.1 A binding contract shall consist of: (1) the IFB and any amendments thereto, (2) the contractor's response (bid) to the IFB, (3) clarification of the bid, if any, and (4) the Division of Purchasing and Materials Management's acceptance of the response (bid) by "notice of award". All Exhibits and Attachments included in the IFB shall be incorporated into the contract by reference.
- 2.1.2 A notice of award issued by the State of Missouri 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 for the State of Missouri, the contractor must receive a properly authorized purchase order or other form of authorization given to the contractor at the discretion of the state agency.
- 2.1.3 The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein.
- 2.1.4 Any change to the contract, 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 Division of Purchasing and Materials Management 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 to the contract.

### 2.2 Contract Period:

- 2.2.1 The original contract period shall be December 10, 2012 through December 9, 2013. The contract shall not bind, nor purport to bind, the state for any contractual commitment in excess of the original contract period. The Division of Purchasing and Materials Management shall have the right, at its sole option, to renew the contract for two (2) additional one-year periods, or any portion thereof. In the event the Division of Purchasing and Materials Management exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period, pursuant to applicable option clauses of this document. However, the contractor shall understand and agree that any renewal period increases specified in the proposal are not automatic. If at the time of contract renewal the state determines funding does not permit the specified renewal pricing increase or even a portion thereof, the renewal pricing shall remain the same as during the previous contract period. If such action is rejected by the contractor, the contract may be terminated, and a new procurement process may be conducted. The contractor shall also understand and agree the state may determine funding limitations necessitate a decrease in the contractor's pricing for the renewal period(s). If such action is necessary and the contractor rejects the decrease, the contract may be terminated, and a new procurement process may be conducted.

### 2.3 Renewal Periods:

- 2.3.1 If the option for renewal is exercised by the Division of Purchasing and Materials Management, the contractor shall agree that the prices for the renewal period shall not exceed the maximum percent of increase for the applicable renewal period stated on the Pricing Page of the contract.
- a. If renewal percentages are not provided, then prices during renewal periods shall be the same as during the original contract period.
  - b. The Division of Purchasing and Materials Management does not automatically exercise its option for renewal based upon the maximum percent of increase and reserves the right to offer or to request renewal of the contract at a price less than the maximum percent of increase stated.

#### **2.4 Price:**

- 2.4.1 All prices shall be as indicated on the Pricing Page. The state shall not pay nor be liable for any other additional costs including but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.
- 2.4.2 All prices shall include all packing, handling, shipping and freight charges *FOB Destination, Freight Prepaid and Allowed*. The State of Missouri shall not make additional payments or pay add-on charges for freight or shipping unless specifically described and priced in the bid, or as otherwise specifically stated and allowed by the IFB.

#### **2.5 Payment Terms:**

- 2.5.1 The contractor shall understand and agree the state reserves the right to make contract payments to the contractor through electronic funds transfer (EFT). Therefore, prior to any payments becoming due under the contract, the contractor must return a completed state Vendor ACH/EFT Application, which is downloadable from the Vendor Services Portal at: <https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx>. Each contractor invoice must be on the contractor's original descriptive business invoice form and must contain a unique invoice number. The invoice number will be listed on the state's EFT addendum record to enable the contractor to properly apply state payments to invoices. The contractor must comply with all other invoicing requirements stated in the IFB.
- 2.5.2 The contractor may obtain detailed information for payments issued for the past 24 months from the State of Missouri's central accounting system (SAM II) on the Vendor Services Portal at <https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx>.
- 2.5.3 All payment terms shall be as stated in the Terms and Conditions of the contract (see paragraph 10, "Invoicing and Payment") unless otherwise addressed in the IFB, or mutually agreed to by the state and the contractor. Payment terms should be net 30 days unless otherwise stated in the IFB. No late charges shall be applied which are not in compliance with Chapter 34.055 RSMo. This statute may be found at <http://www.moga.mo.gov/STATUTES/STATUTES.HTM>.

#### **2.6 Federal Funds Requirement:**

- 2.6.1 The contractor shall understand and agree that this procurement may involve the expenditure of federal funds. Therefore, in accordance with the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, Public Law 101-166, Section 511, "Steven's Amendment", the contractor shall not issue any statements, press releases, and other documents describing projects or programs funded in whole or in part with Federal money unless the prior approval of the state agency is obtained and unless they clearly state the following as provided by the state agency:
- a. the percentage of the total costs of the program or project which will be financed with Federal money;
  - b. the dollar amount of Federal funds for the project or program; and

- c. percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

## **2.7 Contractor Liability:**

- 2.7.1 The contractor shall be responsible for any and all personal injury (including death) or property damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition, the contractor assumes the obligation to save the State of Missouri, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act. The contractor also agrees to hold the State of Missouri, including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract.
- 2.7.2 The contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the State of Missouri, including its agencies, employees, and assignees.
- 2.7.3 Under no circumstances shall the contractor be liable for any of the following: (1) third party claims against the state for losses or damages (other than those listed above); (2) loss of, or damage to, the state's records or data; or (3) economic consequential damages (including lost profits or savings) or incidental damages, even if the contractor is informed of their possibility.

## **2.8 Subcontractors:**

- 2.8.1 Any subcontracts for the products/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and the State of Missouri and to ensure that the State of Missouri is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the State of Missouri and the contractor. The contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract. The contractor shall agree and understand that utilization of a subcontractor to provide any of the products/services in the contract shall in no way relieve the contractor of the responsibility for providing the products/services as described and set forth herein. The contractor must obtain the approval of the State of Missouri prior to establishing any new subcontracting arrangements and before changing any subcontractors. The approval shall not be arbitrarily withheld.

## **2.9 Contractor Status:**

- 2.9.1 The contractor represents himself or herself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the State of Missouri. 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 State of Missouri, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

## **2.10 Estimated Quantities:**

- 2.10.1 The quantities indicated in this Invitation for Bid are estimates that pertain to the total aggregate quantities that may be ordered throughout the stated contract period. The estimates do not indicate single order amounts unless otherwise stated. The State of Missouri makes no guarantees about single order quantities or total aggregate order quantities.

## **2.11 Insurance:**

2.11.1 The contractor shall understand and agree that the State of Missouri cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the State of Missouri, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract. General and other non-professional liability insurance shall include an endorsement that adds the State of Missouri as an additional insured. Self-insurance coverage or another alternative risk financing mechanism may be utilized provided that such coverage is verifiable and irrevocably reliable and the State of Missouri is protected as an additional insured.

## **2.12 Termination:**

2.12.1 The Division of Purchasing and Materials Management reserves the right to terminate the contract at any time, for the convenience of the State of Missouri, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. The contractor shall be entitled to receive compensation for services and/or supplies delivered to and accepted by the State of Missouri pursuant to the contract prior to the effective date of termination.

## **2.13 Participation by Other Organizations:**

- 2.13.1 The contractor must comply with any Organization for the Blind/Sheltered Workshop participation levels committed to in the contractor's awarded bid.
- 2.13.2 The contractor shall prepare and submit to the Division of Purchasing and Materials Management a report detailing all payments made by the contractor to Organizations for the Blind/Sheltered Workshops participating in the contract for the reporting period. The contractor must submit the report on a monthly basis, unless otherwise determined by the Division of Purchasing and Materials Management.
- 2.13.3 The Division of Purchasing and Materials Management will monitor the contractor's compliance in meeting the Organizations for the Blind/Sheltered Workshop participation levels committed to in the contractor's awarded bid. If the contractor's payments to the participating entities are less than the amount committed, the state may cancel the contract and/or suspend or debar the contractor from participating in future state procurements, or retain payments to the contractor in an amount equal to the value of the participation commitment less actual payments made by the contractor to the participating entity. If the Division of Purchasing and Materials Management determines that the contractor becomes compliant with the commitment, any funds retained as stated above, will be released.
- 2.13.4 If a participating entity fails to retain the required certification or is unable to satisfactorily perform, the contractor must obtain other organizations for the blind/sheltered workshops to fulfill the participation requirements committed to in the contractor's awarded bid.
- a. The contractor must obtain the written approval of the Division of Purchasing and Materials Management for any new entities. This approval shall not be arbitrarily withheld.
  - b. If the contractor cannot obtain a replacement entity, the contractor must submit documentation to the Division of Purchasing and Materials Management detailing all efforts made to secure a replacement. The Division of Purchasing and Materials Management shall have sole discretion in determining if the actions taken by the contractor constitute a good faith effort to secure the required participation and whether the contract will be amended to change the contractor's participation commitment.
- 2.13.5 Within thirty days of the end of the original contract period, the contractor must submit an affidavit to the Division of Purchasing and Materials Management. The affidavit must be signed by the director or manager of the participating Organizations for the Blind/Sheltered Workshop verifying provision of products and/or services and compliance of all contractor payments made to the Organizations for the Blind/Sheltered

Workshops. The contractor may use the affidavit available on the Division of Purchasing and Materials Management's website at <http://oa.mo.gov/purch/vendor.html> or another affidavit providing the same information.

#### **2.14 Contractor's Personnel:**

- 2.14.1 The contractor shall only employ personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.
- 2.14.2 If the contractor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if the State of Missouri has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the state shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the state.
- 2.14.3 The contractor shall agree to fully cooperate with any audit or investigation from federal, state, or local law enforcement agencies.

### **3. SPECIFIC CONTRACTUAL AND PERFORMANCE REQUIREMENTS**

#### **3.1 General:**

- 3.1.1 The contractor shall provide step-in shoes on an as needed, if needed basis as ordered by the state agency. The contractor must comply with all mandatory requirements and specifications presented herein pertaining to the provision of step-in shoes.

#### **3.2 Minimum Orders:**

- 3.2.1 The contractor shall not provide minimum order quantities for the items.

#### **3.3 Substitutions:**

- 3.3.1 The contractor shall not substitute any item(s) that has been awarded to the contractor without the prior written approval of the Division of Purchasing and Materials Management.
- 3.3.2 In the event an item becomes unavailable, the contractor shall be responsible for providing a suitable substitute item. The contractor's failure to provide an acceptable substitute may result in cancellation or termination of the contract.
- 3.3.3 Any item substitution must be a replacement of the contracted item with a product of equal or better capabilities and quality, and with equal or lower pricing. The contractor shall understand that the state reserves the right to allow the substitution of any new or different product/system offered by the contractor. The Division of Purchasing and Materials Management shall be the final authority as to acceptability of any proposed substitution.
- 3.3.4 Any item substitution shall require a formal contract amendment authorized by the Division of Purchasing and Materials Management prior to the state acquiring the substitute item under the contract.
- 3.3.5 The state may choose not to compel an item substitution in the event requiring a substitution would be deemed unreasonable in the sole opinion of the State of Missouri. The contractor shall not be relieved of substituting a product in the event of manufacturer discontinuation or other reason simply for reasons of unprofitability to the contractor.

#### **3.4 Replacement of Damaged Product:**

3.4.1 The contractor shall be responsible for replacing any item received in damaged condition at no cost to the State of Missouri. This includes all shipping costs for returning non-functional items to the contractor for replacement.

### 3.5 Delivery Performance:

3.5.1 The contractor and/or the contractor's subcontractor(s) shall deliver products in accordance with the contracted delivery times stated herein to the state agency upon receipt of an authorized purchase order or P-card transaction notice. Delivery shall include unloading shipments at the state agency's dock or other designated unloading site as requested by the state agency. All orders must be shipped **FOB Destination, Freight Prepaid and Allowed**. All orders received on the last day of the contract, must be shipped at the contract price. All deliveries must be coordinated with the state agency.

a. A Missouri Uniform Law Enforcement System (MULES) background check may be required on the driver before allowing the vehicle to enter the institutions identified on **Attachment #1**. If a driver or carrier refuses to provide the appropriate information to conduct a MULES background check, the delivery will be refused. If information obtained in the MULES background check prohibits the driver from entering, the delivery will be refused. Additional delivery costs for redelivery or contracting with another carrier will be the responsibility of the contractor.

3.5.2 Deliveries shall be made as requested by the ordering institution. The contractor must coordinate his/her delivery schedule with the ordering institution. Any change in the delivery schedule must be approved by the ordering institution and must be preceded with a written request at least two (2) weeks prior to the implementation date of such change.

a. Deliveries made by common carrier or parcel service must be delivered no later than thirty (30) days after receipt of order (ARO).

b. Deliveries must not be made on official state and/or federal holidays. A list of official state holidays can be found on the State of Missouri website: <http://www.mo.gov/moholidays.htm>

3.5.3 The contractor shall deliver products to locations listed in **Attachment #1**.

## 4. BIDDERS' INSTRUCTIONS

### 4.1 Contact:

4.1.1 Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc. related to the bid document must be referred to the Buyer of Record identified on the first page of this document. Such communication should be received at least ten calendar days prior to the official bid opening date.

### 4.2 Business Compliance:

4.2.1 The bidder must be in compliance with the laws regarding conducting business in the State of Missouri. The bidder certifies by signing the signature page of this original document and any amendment signature page(s) or by submitting an on-line bid that the bidder and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The bidder shall provide documentation of compliance upon request by the Division of Purchasing and Materials Management. The compliance to conduct business in the state shall include but may not be limited to:

- Registration of business name (if applicable)
- Certificate of authority to transact business/certificate of good standing (if applicable)
- Taxes (e.g., city/county/state/federal)
- State and local certifications (e.g., professions/occupations/activities)
- Licenses and permits (e.g., city/county license, sales permits)

- Insurance (e.g., worker's compensation/unemployment compensation)

#### **4.3 Electronic Bids:**

- 4.3.1 If a Premium registered bidder is responding electronically through the On-Line Bidding/Vendor Registration System website, the Premium registered bidder should submit completed exhibits, forms, and other information concerning the bid as an attachment to the electronic bid. Instructions on how a Premium registered vendor responds to a bid on-line and submits electronic attachments are available on the On-Line Bidding/Vendor Registration System website at <https://www.moolb.mo.gov>. Be sure to include the bid number, company name, and a contact name on any attachments submitted with the electronic bid.
- 4.3.2 Premium registered bidders submitting electronic and hard copy bid responses which are not identical should explain which response(s) is(are) valid for the state's consideration. In the absence of such explanation, the state reserves the right to evaluate the response which serves its best interest.
- 4.3.3 The exhibits and forms provided herein can be saved into a word processing document of the Premium registered bidder's own creation, completed by the bidder, and then attached to the electronic submission. Other requested or required information should be attached to the electronic bid in whatever format the bidder desires.
- 4.3.4 Specifically the Premium registered bidder should submit the following with the electronic bid as an attachment: brand, item number, sizes available, wide width availability, colors available, renewal pricing, domestic products status, and product information.
- 4.3.5 Exhibits, forms and other information may also be submitted through mail or courier service. However, any such submission should be received prior to the specified closing date and time.

#### **4.4 Open Competition:**

- 4.4.1 Any manufacturer's name, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition.
- 4.4.2 The bidder may offer any brand of product that meets or exceeds the specifications. In addition to identifying the manufacturer's name and model number, the bidder must explain in detail how their product meets or exceed the specifications. Bids, which do not comply with the requirement and the specifications, are subject to rejection without clarification.

#### **4.5 Description of Product:**

- 4.5.1 The bidder should present a detailed description of all products and services proposed in the response to this Invitation for Bid. It is the bidder's responsibility to make sure all products proposed are adequately described in order to conduct an evaluation of the bid to insure its compliance with mandatory technical specifications. It should not be assumed that the evaluator has specific knowledge of the products proposed; however, the evaluator does have sufficient technical background to conduct an evaluation when presented complete information.

#### **4.6 Preprinted Marketing Materials:**

- 4.6.1 The bidder may submit preprinted marketing materials with the bid. However, the bidder is advised that such brochures normally do not address the needs of the evaluators with respect to the technical evaluation process and the specific responses which have been requested of the bidder. The bidder is strongly discouraged from relying on such materials in presenting products and services for consideration by the state.

#### **4.7 Bid Detail Requirements and Deviations:**

4.7.1 It is the bidder's responsibility to submit a bid that meets all mandatory specifications stated herein. The bidder should clearly identify any and all deviations from both the mandatory and desirable specifications stated in the IFB. Any deviation from a mandatory requirement may render the bid non-responsive. Any deviation from a desirable specification may be reviewed by the state as to its acceptability and impact on competition.

4.7.2 **Bidders should note:** A descriptive brochure of the model bid may not be acceptable as clear identification of deviations from the written specification.

#### **4.8 Unit of Measure:**

4.8.1 If the unit of measure specified on the attached pricing pages is different than the manner in which the bidder offers that item, then the unit of measure being proposed by the bidder must be clearly identified on the pricing page. All mathematical conversions should be shown by the bidder, and must be provided upon specific request from the Buyer.

4.8.2 In the cost evaluation, a unit price conversion will be done to fairly evaluate bid prices. However, for any resulting contract, the unit of measure bid will be the unit of measure awarded. Bidders are encouraged to contact the Buyer **prior to** submission of their bid to discuss anticipated unit modifications. The bidder is cautioned that the State of Missouri reserves the right to clarify the unit of measure modification or to disqualify the bid for that line item if the unit of measure modification is not deemed appropriate or in the best interests of the State of Missouri.

#### **4.9 Compliance with Terms and Conditions:**

4.9.1 The bidder is cautioned when submitting pre-printed terms and conditions or other type material to make sure such documents do not contain other terms and conditions which conflict with those of the IFB and its contractual requirements. The bidder agrees that in the event of conflict between any of the bidder's terms and conditions and those contained in the IFB, that the IFB shall govern. Taking exception to the State's terms and conditions may render a bidder's bid non-responsive and remove it from consideration for award.

#### **4.10 Samples:**

4.10.1 The bidder may be required to submit samples of one, some or all line items. The bidder shall have five (5) calendar days, upon notification by the Buyer of Record, to provide the sample(s). Failure to do so may result in disqualification of the bid.

4.10.2 If requested, the sample(s) should be sent to the following address:

**Division of Purchasing and Materials Management  
Attn: Teri Schulte  
301 West High Street, Room 630  
Jefferson City, MO 65101**

4.10.3 Samples shall be submitted at no additional cost to the State of Missouri. Samples shall not be returned.

4.10.4 The bidder should identify each sample with the company name, brand and stock number.

#### **4.11 Prices:**

4.11.1 The bidder shall submit firm, fixed prices for the items listed on the Pricing Page of the IFB. The bidder can choose to bid all line items or can submit prices for only those items they intend to offer. All pricing shall be considered firm for the duration of the contract period. All pricing shall be quoted **FOB Destination, Freight Prepaid and Allowed**.

#### **4.12 Cost Evaluation:**

- 4.12.1 A separate cost evaluation will be conducted for each line item on the Pricing Page. The manner of evaluating cost will be the same for each item as follows: the cost evaluation shall be conducted by multiplying the quoted price for each line item by the respective estimated quantity for that line item. The cost evaluation shall consider pricing totals for the original contract period as well as renewal option periods. The cost evaluation shall include all mandatory requirements. However, the State of Missouri reserves the right to evaluate optional items, if deemed necessary.

#### **4.13 Determination for Award:**

- 4.13.1 The award shall be made to the lowest priced responsive bidder. Other factors that affect the determination of the lowest price responsive bidder include consideration of the Domestic Product Procurement Act, the Blind/Sheltered Workshop Preference, and the Missouri Service Disabled Veterans Preference explained in the paragraphs that follow.
- 4.13.2 Other Considerations: The State of Missouri reserves the right to reject any bid which is determined unacceptable for reasons which may include but are not necessarily limited to: 1) failure of the bidder to meet mandatory general performance specifications; and/or 2) failure of the bidder to meet mandatory technical specifications; and/or, 3) receipt of any information, from any source, regarding delivery of unsatisfactory product or service by the bidder within the past three years. As deemed in its best interests, the State of Missouri reserves the right to clarify any and all portions of any bidder's offer.

#### **4.14 The Domestic Product Procurement Act:**

- 4.14.1 In accordance with the Domestic Product Procurement Act (hereinafter referred to as the Buy American Act) sections 34.350 to 34.359, RSMo, the bidder is advised that any goods purchased or leased by any public agency shall be manufactured or produced in the United States.
- 4.14.2 Bidders who can certify that goods or commodities to be provided in accordance with the contract are manufactured or produced in the United States or imported in accordance with a qualifying treaty, law, agreement, or regulation shall be entitled to a ten percent (10%) preference over bidders whose products do not qualify.
- 4.14.3 The requirements of the Buy American Act shall not apply if other exceptions to the Buy American mandate in section 34.353, RSMo, are met.
- 4.14.4 If the bidder claims there is only one line of the good manufactured or produced in the United States, subsection 2 of section 34.353, RSMo, or that one of the exceptions of subsection 3 of 34.353, RSMo, applies, the Executive Head of the Agency bears the burden of certification as required prior to the award of a contract.
- 4.14.5 In accordance with the Buy American Act, the bidder must provide proof of compliance with section 34.353, RSMo. Therefore the bidder should complete and return **Exhibit A**, certification regarding proof of compliance, with the bid. This document must be satisfactorily completed prior to an award of a contract.
- 4.14.6 If the lowest priced bidder qualifies as American-made or in the event all of the bidders or none of the bidders qualify for the Buy American preference, no further calculation is necessary. In the event the lowest priced bidder does not qualify for the Buy American Preference but other bidders do qualify, then the low bidder's price(s) is increased by 10% for those items not eligible for the Buy American Preference.
- 4.14.7 If any products and/or services offered under this IFB are being manufactured or performed at sites outside the United States, the bidder MUST disclose such fact and provide details with the bid.

#### **4.15 Preference for Organizations for the Blind and Sheltered Workshops:**

- 4.15.1 Pursuant to section 34.165, RSMo, and 1 CSR 40-1.050, a ten (10) bonus point preference shall be granted to bidders including products and/or services manufactured, produced or assembled by a qualified nonprofit

organization for the blind established pursuant to 41 U.S.C. sections 46 to 48c or a sheltered workshop holding a certificate of approval from the Department of Elementary and Secondary Education pursuant to section 178.920, RSMo.

a. In order to qualify for the ten bonus points, the following conditions must be met and the following evidence must be provided:

- 1) The bidder must either be an organization for the blind or sheltered workshop or must be proposing to utilize an organization for the blind/sheltered workshop as a subcontractor and/or supplier in an amount that must equal the greater of \$5,000 or 2% of the total dollar value of the contract for purchases not exceeding \$10 million.
- 2) The services performed or the products provided by the organization for the blind or sheltered workshop must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract. Therefore, if the services performed or the products provided by the organization for the blind or sheltered workshop is utilized, to any extent, in the bidder's obligations outside of the contract, it shall not be considered a valid added value to the contract and shall not qualify as participation in accordance with this clause.
- 3) If the bidder is proposing participation by an organization for the blind or sheltered workshop, in order to receive evaluation consideration for participation by the organization for the blind or sheltered workshop, the bidder must provide the following information with the bid:
  - Participation Commitment - The bidder must complete **Exhibit B**, Participation Commitment, by identifying the organization for the blind or sheltered workshop and the commercially useful products/services to be provided by the listed organization for the blind or sheltered workshop. If the bidder submitting the bid is an organization for the blind or sheltered workshop, the bidder must be listed in the appropriate table on the Participation Commitment Form.
  - Documentation of Intent to Participate – The bidder must either provide a properly completed **Exhibit C**, Documentation of Intent to Participate Form, signed and dated no earlier than the IFB issuance date by the organization for the blind or sheltered workshop proposed or must provide a recently dated letter of intent signed and dated no earlier than the IFB issuance date by the organization for the blind or sheltered workshop which: (1) must describe the products/services the organization for the blind/sheltered workshop will provide and (2) should include evidence of the organization for the blind/sheltered workshop qualifications (e.g. copy of certificate or Certificate Number for Missouri Sheltered Workshop).

NOTE: If the bidder submitting the bid is an organization for the blind or sheltered workshop, the bidder is not required to complete **Exhibit C**, Documentation of Intent to Participate Form or provide a recently dated letter of intent.

b. A list of Missouri sheltered workshops can be found at the following internet address:  
<http://www.dese.mo.gov/divspeced/shelteredworkshops/index.html>.

c. The websites for the Missouri Lighthouse for the Blind and the Alphapointe Association for the Blind can be found at the following Internet addresses:

<http://www.lhbindustries.com>  
<http://www.alphapointe.org>

d. Commitment – If the bidder's bid is awarded, the organization for the blind or sheltered workshop participation committed to by the bidder on **Exhibit B**, Participation Commitment, shall be interpreted as a contractual requirement.

4.15.2 The Blind/Sheltered Workshop Preference required under section 34.165, RSMo, allows for ten (10) bonus points to a qualifying vendor. If the lowest priced bidder qualifies for the preference, or in the event none of the bidders qualify for the preference, no further calculation is necessary.

4.15.3 In the event the lowest priced bidder does not qualify for the preference but other bidders do, then the following evaluation point formula shall apply to determine cost evaluation points:

<u>Lowest Responsive Bidder's Price</u> Compared Bidder's Price	x	200 Maximum Cost Evaluation Points	=	Awarded Cost Evaluation Points
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**4.16 Missouri Service-Disabled Veteran Business Preference:**

4.16.1 Pursuant to section 34.074, RSMo, and 1 CSR 40-1.050, a three (3) bonus point preference shall be granted to bidders who qualify as Missouri service-disabled veteran business enterprises and who complete and submit **Exhibit D**, Missouri Service-Disabled Veteran Business Enterprise Preference with the bid. If the bid does not include the completed **Exhibit D** and the documentation specified on **Exhibit D** in accordance with the instructions provided therein, no preference points will be applied.

4.16.2 If the lowest priced bidder qualifies for the preference, or in the event none of the bidders qualify for the preference, no further calculation is necessary.

4.16.3 In the event the lowest priced bidder does not qualify for the preference but other bidders do, then the following evaluation point formula shall apply to determine cost evaluation points:

<u>Lowest Responsive Bidder's Price</u> Compared Bidder's Price	x	200 Maximum Cost Evaluation Points	=	Awarded Cost Evaluation Points
--	---	---------------------------------------	---	-----------------------------------

**4.17 Debarment Certification:**

4.17.1 The bidder certifies by signing the signature page of this original document and any amendment signature page(s) that the bidder is not presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation, or otherwise excluded from or ineligible for participation under federal assistance programs. The bidder should complete and return the attached certification regarding debarment, etc., **Exhibit E** with their bid. This document must be satisfactorily completed prior to award of the contract.

**PRICING PAGE**

*The products shall conform to the specifications contained herein. The bidder can choose to bid all line items or can submit prices for only those items they intend to offer. All prices quoted shall be considered firm and fixed for the duration of the contract period.*

<u>LINE ITEM</u>	<u>MANDATORY SPECIFICATIONS</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>
001	C/S Code: 80099 <i>Shoes/Boots: Miscellaneous</i>	10,000	PR	\$ <u>1.89</u>

**Slip-On Indoor/Outdoor PVC Sandals**

- One piece construction
- Autoclavable
- Non-Skid and non-marking
- Must be available in the following colors: Orange, Tan and Brown
- Must be available in wide widths

Bidder to state the following:

**MEN'S**

Brand: BBC

Item #: #BB888 tan, #80302 orange

Sizes Available: 6 - 16 (size 15/16 fits both 15 & 16)

Wide Widths Available: No

Colors Available: tan, orange

**WOMEN'S**

Brand: BBC

Item #: #BB888 tan, #80302 orange

Sizes Available: 8 - 12

Wide Widths Available: No

Colors Available: tan, orange

002	C/S Code: 80099 <i>Shoes/Boots: Miscellaneous</i>	5,000	PR	\$ <u>5.99</u>
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**Heavy Duty Canvas Velcro Tennis Shoes  
(Without Laces or Metal)**

- Low-top Velcro-Bob canvas tennis shoe
- Heavy-duty, double lined canvas uppers
- Uppers shall fasten with three (3) Velcro closures through non-metal loop holes
- Soft, padded collar
- Reinforced rubber toe cap
- Full cushion sewn in insoles
- Non-skid, non-marking vulcanized rubber soles
- Must be available in the following colors: Orange, Black and White
- Must be available in wide widths

Bidder to state the following:

**MEN'S**

Brand: BBC

Item #: #B854 black, #854OR orange, #854 white

**WOMEN'S**

Brand: BBC

Item #: #B854 black, #854OR orange, #854 white

Sizes Available: whole sizes 4-17  
Half sizes 5-1/2 – 11-1/2

Sizes Available: whole sizes 6-12  
half sizes 7-1/2 – 11-1/2

Wide Widths Available: yes

Wide Widths Available: yes

Colors Available: black, orange, white

Colors Available: black, orange, white

**RENEWAL OPTIONS:**

The Division of Purchasing and Materials Management shall have the sole option to renew the contract in one (1) year increments or a portion thereof, for a maximum total of two (2) additional years. The bidder must respond to the following line items regarding renewal pricing. The bidder may indicate either a renewal price increase stated as a maximum percentage of increase, applicable to all line items, or a price decrease, stated as a guaranteed minimum percentage of decrease applicable to all line items. The bidder should not bid BOTH a price percentage increase and decrease for the same renewal period but must clearly indicate if the percentage is an INCREASE or a DECREASE. Bidders submitting an electronic bid are strongly advised to submit a comment or attachment to distinguish between an increase or decrease. In the event no comment or attachment is submitted, the State of Missouri shall interpret the percentage as an INCREASE in the absence of bid clarification.

Regarding price increase percentages for renewals: The bidder must indicate the maximum allowable percentage of price increase or guaranteed minimum percentage of price decrease applicable to the renewal option year(s). If a percentage is not quoted (i.e., left blank, page not returned, etc.), the state shall have the right to execute the option at the same price(s) quoted for the original contract period. Statements such as “a percentage of the then current price” or “consumer price index” are NOT ACCEPTABLE. The percentage(s) indicated below shall be used in the cost evaluation to determine the potential maximum financial liability to the State of Missouri.

Note: In the event the Division of Purchasing and Materials Management awards by line items, then the item numbers assigned to renewal options will not be referenced in the award text. However, the State of Missouri reserves the right to exercise applicable renewal options according to established clauses in the contract.

IMPORTANT BID PRICING INFORMATION: The bidder should be very careful to note that all increases shall be calculated against the ORIGINAL contract price, NOT against the previous year’s price. Therefore, each renewal period’s quoted percentage shall be applied to the ORIGINAL bid pricing, and not to the contract pricing from the prior contract period (with the exception of the first renewal period).

- |     |   |   |      |      |
|-----|---|---|------|------|
| 003 | C/S Code: 80099<br><i>Shoes/Boots, Miscellaneous</i>                            | 1 | PCNT | 2.0% |
|     | <b>1<sup>st</sup> Renewal Period</b>  |   |      |      |
|     | <b>Renewal Option Percentage Price Adjustment</b>                               |   |      |      |
|     | Bidder must identify below by checking appropriately as an INCREASE OR DECREASE |   |      |      |
|     | <b>Maximum Increase: <u>  X  </u> OR Minimum Decrease: _____</b>                |   |      |      |
| 004 | C/S Code: 80099<br><i>Shoes/Boots, Miscellaneous</i>                            | 1 | PCNT | 5.0% |
|     | <b>2<sup>nd</sup> Renewal Period</b>  |   |      |      |
|     | <b>Renewal Option Percentage Price Adjustment</b>                               |   |      |      |
|     | Bidder must identify below by checking appropriately as an INCREASE OR DECREASE |   |      |      |
|     | <b>Maximum Increase: <u>  X  </u> OR Minimum Decrease: _____</b>                |   |      |      |

**DELIVERY:**

The mandatory delivery is thirty (30) calendar days after the receipt of a properly executed order. If bidder's delivery is different, the bidder should state delivery in days after receipt of order: 30 calendar days ARO.

**EMPLOYEE BIDDING/CONFLICT OF INTEREST:**

Bidders who are elected or appointed officials or employees of the State of Missouri or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the bidder or any owner of the bidder's organization is currently an elected or appointed official or an employee of the State of Missouri or any political subdivision thereof, please provide the following information.

Name and title of elected or appointed official  
or employee of the State of Missouri or any  
political subdivision thereof:

\_\_\_\_\_

If employee of the State of Missouri or political  
subdivision thereof, provide name of state agency  
or political subdivision where employed:

\_\_\_\_\_

Percentage of ownership interest in bidder's  
organization held by elected or appointed  
official or employee of the State of Missouri  
or political subdivision thereof:

\_\_\_\_\_ %

**EXHIBIT A**

**STATE OF MISSOURI – OFFICE OF ADMINISTRATION  
DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN)**

The Missouri Domestic Products Procurement Act (sections 34.350 to 34.359, RSMo) requires that for all bids with a value of \$25,000 or more, the goods or commodities purchased by any public agency or used or supplied in the construction, alteration, repair, or maintenance of any public works must be **manufactured or produced** in the United States. As defined in section 34.350, RSMo, United States means the United States of America, the District of Columbia, and all territories and possessions subject to the jurisdiction of the United States. The law also requires that the bidder must provide proof of compliance. **Note: In general, if an import tariff is applied to an item, it does not qualify for the Buy American preference. In addition, Most Favored Nation status does not allow application of the preference.**

**Section A – All Products Are Manufactured or Produced In U.S.**

If all products bid qualify as domestic products under Missouri law, complete only Section A.

I hereby certify that all products qualify as domestic, that the information provided is true and correct, and complies with all provisions of sections 34.350 to 34.359, RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor.

SIGNATURE (If submitting bid electronically, typed signature required).

COMPANY NAME

**If Section A is completed, do not complete Section B.**

**Section B – Only One Product Line or No Products Are Manufactured or Produced In U.S.**

If only one product line or no products are manufactured or produced in the U.S. complete only section B.

I hereby certify that there is only one product line or no product manufactured or produced in the U.S., that the information provided is true and correct, and complies with all provisions of sections 34.350 to 34.359, RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor.

SIGNATURE (If submitting bid electronically, typed signature required).

Connie Kincade *Connie Kincade* 11/15/2012

COMPANY NAME Bob Barker Company, Inc

**Section C – Products May Qualify Because of Qualifying Treaty**

If some or all products bid qualify for domestic status because of a trade treaty, etc., then the bidder must identify each product, country and qualifying treaty, etc. below. The bidder must list ALL products which are or may qualify as domestic below. If more space is needed, please copy this form and submit as an attachment.

BID ITEM NUMBER(S)	COUNTRY WHERE MANUFACTURED OR PRODUCED	QUALIFYING TREATY, LAW, AGREEMENT, OR REGULATION

**SECTION C**

I hereby certify that the specific items listed above are domestic, that the information provided is true and correct, and complies with all provisions of sections 34.350 to 34.359, RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor.

SIGNATURE (If submitting bid electronically, typed signature required)

COMPANY NAME

**NOTE: Any product not listed above in Section C will be considered non-domestic if Section A is not signed. If this form is not completed, signed, and returned, items bid may not receive the domestic preference.**

**EXHIBIT B**

**PARTICIPATION COMMITMENT**

**Organization for the Blind/Sheltered Workshop Participation Commitment** – If the bidder is committing to participation by or if the bidder is a qualified organization for the blind/sheltered workshop, the bidder must provide the required information in the table below for the organization proposed and must submit the completed exhibit with the bidder’s bid.

**Organization for the Blind/Sheltered Workshop Commitment Table**

By completing this table, the bidder commits to the use of the organization at the greater of \$5,000 or 2% of the actual total dollar value of contract.

(The services performed or the products provided by the listed Organization for the Blind/Sheltered Workshop must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract.)

<b>Name of Organization for the Blind or Sheltered Workshop Proposed</b>	<b>Description of Products/Services to be Provided by Listed Organization for the Blind/Sheltered Workshop</b> <i>The bidder should also include the paragraph number(s) from the IFB which requires the service the organization for the blind/sheltered workshop is proposed to perform.</i>
1.	Product/Service(s) proposed: IFB Paragraph References:
2.	Product/Service(s) proposed: IFB Paragraph References:

**EXHIBIT C**

**DOCUMENTATION OF INTENT TO PARTICIPATE**

If the bidder is proposing to include the participation of an Organization for the Blind/Sheltered Workshop in the provision of the products/services required in the IFB, the bidder must either provide a recently dated letter of intent, signed and dated no earlier than the IFB issuance date, from each organization documenting the following information, or complete and provide this Exhibit with the bidder's bid.

*~ Copy This Form For Each Organization Proposed ~*

Bidder Name: \_\_\_\_\_

**This Section To Be Completed by Participating Organization:**

*By completing and signing this form, the undersigned hereby confirms the intent of the named participating organization to provide the products/services identified herein for the bidder identified above.*

Indicate appropriate business classification(s):

\_\_\_\_\_ Organization \_\_\_\_\_ Sheltered  
\_\_\_\_\_ for the Blind \_\_\_\_\_ Workshop

Name of Organization: \_\_\_\_\_  
(Name of Organization for the Blind or Sheltered Workshop)

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City: \_\_\_\_\_ Fax #: \_\_\_\_\_

State/Zip: \_\_\_\_\_ Certification # \_\_\_\_\_

(or attach copy of certification)

Certification Expiration Date: \_\_\_\_\_

Describe the products/services you (as the participating organization) have agreed to provide:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorized Signature:**

\_\_\_\_\_  
*Authorized Signature of Participating Organization  
(Organization for the Blind or Sheltered Workshop)*

\_\_\_\_\_  
*Date (Dated no  
earlier than the IFB  
issuance date)*

EXHIBIT DMISSOURI SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE PREFERENCE

Pursuant to section 34.074, RSMo, and 1 CSR 40-1.050, the Division of Purchasing and Materials Management (DPMM) has a goal of awarding three (3) percent of all contracts for the performance of any job or service to qualified service-disabled veteran business enterprises (SDVEs). (See below for definitions included in section 34.074, RSMo.)

**DEFINITIONS:**

**Service-Disabled Veteran (SDV)** 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 Enterprise (SDVE)** 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.

**STANDARDS:**

The following standards shall be used by the DPMM in determining whether an individual, business, or organization qualifies as a SDVE:

- a. Doing business as a Missouri firm, corporation, or individual or maintaining a Missouri office or place of business, not including an office of a registered agent;
- b. Having not less than fifty-one percent (51%) of the business owned by one (1) or more service-disabled veterans (SDVs) or, in the case of any publicly-owned business, not less than fifty-one percent (51%) of the stock of which is owned by one (1) or more SDVs.
- c. Having the management and daily business operations controlled by one (1) or more SDVs;
- d. Having a copy of the SDV's award letter from the Department of Veterans Affairs or a copy of the SDV's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty) and a copy of the SDV's documentation certifying disability by the appropriate federal agency responsible for the administration of veterans' affairs; and
- e. Possessing the power to make day-to-day as well as major decisions on matters of management, policy, and operation.

If a bidder meets the standards of a qualified SDVE as stated above, the bidder **must** provide the following with the bid in order to receive the Missouri SDVE preference of a three-point bonus over a non-Missouri SDVE unless previously submitted within the past five (5) years to a Missouri state agency or public university:

- a. a copy of the SDV's award letter from the Department of Veterans Affairs or a copy of the SDV's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty),
- b. a copy of the SDV's documentation certifying disability by the appropriate federal agency responsible for the administration of veterans' affairs, and
- c. a completed copy of this exhibit.

**EXHIBIT D (continued)**  
**MISSOURI SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE PREFERENCE**

(NOTE: For ease of evaluation, please attach a copy of the SDV's award letter or a copy of the SDV's discharge paper, and a copy of the SDV's documentation certifying disability to this Exhibit. The SDV's award letter, the SDV's discharge paper, and the SDV's documentation certifying disability shall be considered confidential pursuant to subsection 14 of section 610.021, RSMo.)

If the SDVE previously submitted copies of the SDV's documents (a copy of the SDV's award letter or a copy of the SDV's discharge paper, and a copy of the SDV's documentation certifying disability) to a Missouri state agency or public university within the past five (5) years, the SDVE should provide the information requested below.

Name of **Missouri State Agency** or **Public University\*** to Which the SDV's Documents were Submitted:

\_\_\_\_\_

(\*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

**Date** SDV's Documents were Submitted: \_\_\_\_\_

Previous **Bid/Contract Number** for Which the SDV's Documents were Submitted: \_\_\_\_\_  
(if known)

By signing below, I certify that I meet the definitions of a service-disabled veteran and a service-disabled veteran business enterprise as defined in section 34.074, RSMo. I further certify that I meet the standards of a qualifying SDVE as listed above pursuant to 1 CSR 40-1.050.

\_\_\_\_\_  
Service-Disabled Veteran's Name  
(Please Print)

\_\_\_\_\_  
Service-Disabled Veteran Business Enterprise Name

\_\_\_\_\_

\_\_\_\_\_  
Service-Disabled Veteran's Signature

\_\_\_\_\_  
Missouri Address of Service-Disabled Veteran  
Business Enterprise

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Website Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

(NOTE: A qualified SDVE will be added to the SDVE listing maintained on the DPMM's website ([www.oa.mo.gov/purch/vendorinfo/sdve.html](http://www.oa.mo.gov/purch/vendorinfo/sdve.html)) for up to five (5) years from the date listed above. However, if it has been determined that the SDVE at any time no longer meets the requirements stated above, the DPMM will remove the SDVE from the listing.)

**FOR STATE USE ONLY**

SDV Documents - Verification Completed By:

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Date

## Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

**ATTACHMENT #1  
Delivery Locations**

Department of Corrections  
**ALGOA CORRECTIONAL CENTER**  
8501 No More Victims  
Jefferson City, MO 65101

Department of Corrections  
**BOONVILLE CORRECTIONAL CENTER**  
1216 East Morgan Street  
Boonville, MO 65233

Department of Corrections  
**CHILLICOTHE CORRECTIONAL CENTER**  
3151 Litton Road  
Chillicothe, MO 64601

**CENTRAL MISSOURI CORRECTIONAL CENTER**  
\*Closed at this time - may reopen during this contract period.

Department of Corrections  
**CREMER THERAPEUTIC CENTER**  
689 Highway O  
Fulton, MO 65251

Department of Corrections  
**CROSSROADS CORRECTIONAL CENTER**  
1115 E. Pence Road  
Cameron, MO 64429

Department of Corrections  
**EASTERN RECEPTION, DIAG. & CORR. CTR.**  
2727 Hwy K  
Bonne Terre, MO 63628

Department of Corrections  
**FARMINGTON CORRECTIONAL CENTER**  
1012 W. Columbia  
Farmington, MO 63640

Department of Corrections  
**FULTON RECEPTION & DIAGNOSTIC CENTER**  
1393 Highway O, PO Box 190  
Fulton, MO 65251

Department of Corrections  
**JEFFERSON CITY CORRECTIONAL CENTER**  
8416 No More Victims, Dock B  
Jefferson City, MO 65101

Department of Corrections  
**MOBERLY CORRECTIONAL CENTER**  
5201 South Morley  
Moberly, MO 65270

Department of Corrections  
**MARYVILLE TREATMENT CENTER**  
30227 U.S. Highway 136  
Maryville, MO 64468

Department of Corrections  
**NORTHEAST CORRECTIONAL CENTER**  
13698 Airport Road  
Bowling Green, MO 63334

Department of Corrections  
**OZARK CORRECTIONAL CENTER**  
929 Honor Camp Lane  
Fordland, MO 65652

Department of Corrections  
**POTOSI CORRECTIONAL CENTER**  
11593 State Highway 0  
Mineral Point, MO 63660

Department of Corrections  
**SOUTH CENTRAL CORRECTIONAL CENTER**  
255 W. Hwy 32  
Licking, MO 65542

Department of Corrections  
**SOUTHEASTERN CORRECTIONAL CENTER**  
300 E. Pedro Simmons Drive  
Charleston, MO 63834

Department of Corrections  
**TIPTON CORRECTIONAL CENTER**  
619 N. Osage Avenue  
Tipton, Missouri 65081

Department of Corrections  
**WOMEN'S EASTERN RECEPTION &  
DIAGNOSTIC CORRECTIONAL CENTER**  
1101 E. Highway 54, P.O. Box 300  
Vandalia, MO 63382

Department of Corrections  
**WESTERN MO CORRECTIONAL CENTER**  
609 East Pence Road  
Cameron, MO 64429

Department of Corrections  
**WESTERN RECEPTION DIAGNOSTIC  
CORRECTIONAL CENTER**  
3401 Faraon Street  
St. Joseph, MO 64506

Department of Corrections

**MISSOURI EASTERN CORRECTIONAL CENTER**

18701 Old Hwy. 66

Pacific, MO 63069

**STATE OF MISSOURI**  
**DIVISION OF PURCHASING AND MATERIALS MANAGEMENT**  
**TERMS AND CONDITIONS – INVITATION FOR BID**

**1. TERMINOLOGY/DEFINITIONS**

Whenever the following words and expressions appear in an Invitation for Bid (IFB) document or any amendment thereto, the definition or meaning described below shall apply.

- a. **Agency and/or State Agency** means the statutory unit of state government in the State of Missouri for which the equipment, supplies, and/or services are being purchased by the **Division of Purchasing and Materials Management (DPMM)**. The agency is also responsible for payment.
- b. **Amendment** means a written, official modification to an IFB or to a contract.
- c. **Attachment** applies to all forms which are included with an IFB to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- d. **Bid Opening Date and Time** and similar expressions mean the exact deadline required by the IFB for the receipt of sealed bids.
- e. **Bidder** means the person or organization that responds to an IFB by submitting a bid with prices to provide the equipment, supplies, and/or services as required in the IFB document.
- f. **Buyer** means the procurement staff member of the DPMM. The **Contact Person** as referenced herein is usually the Buyer.
- g. **Contract** means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- h. **Contractor** means a person or organization who is a successful bidder as a result of an IFB and who enters into a contract.
- i. **Exhibit** applies to forms which are included with an IFB for the bidder to complete and submit with the sealed bid prior to the specified opening date and time.
- j. **Invitation for Bid (IFB)** means the solicitation document issued by the DPMM to potential bidders for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Exhibits, Attachments, and Amendments thereto.
- k. **May** means that a certain feature, component, or action is permissible, but not required.
- l. **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in a bid being considered non-responsive.
- m. **Pricing Page(s)** applies to the form(s) on which the bidder must state the price(s) applicable for the equipment, supplies, and/or services required in the IFB. The pricing pages must be completed and submitted by the bidder with the sealed bid prior to the specified bid opening date and time.
- n. **RSMo (Revised Statutes of Missouri)** refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the operations of DPMM.
- o. **Shall** has the same meaning as the word **must**.
- p. **Should** means that a certain feature, component and/or action is desirable but not mandatory.

**2. 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 to the extent that the same may be applicable.
- b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the DPMM.
- c. 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.
- d. The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- e. The exclusive venue for any legal proceeding relating to or arising out of the IFB or resulting contract shall be in the Circuit Court of Cole County, Missouri.
- f. The contractor shall only employ personnel authorized to work in the United States in accordance with applicable federal and state laws and Executive Order 07-13 for work performed in the United States.

**3. OPEN COMPETITION/INVITATION FOR BID DOCUMENT**

- a. It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise the DPMM if any language, specifications or requirements of an IFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the IFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer from the DPMM, unless the IFB specifically refers the bidder to another contact. Such e-mail, fax, or phone communication should be received at least ten calendar 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 IFB, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the IFB, any questions received less than ten calendar days prior to the IFB opening date may not be answered.
- c. Bidders are cautioned that the only official position of the State of Missouri is that which is issued by the DPMM in the IFB 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. The DPMM 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.
- e. The IFB is available for viewing and downloading on the state's On-Line Bidding/Vendor Registration System website. Premium registered bidders are electronically notified of the bid opportunity based on the information maintained in the State of Missouri's vendor database. If a Premium registered bidder's e-mail address is incorrect, the bidder must update the e-mail address themselves on the state's On-Line Bidding/Vendor Registration System website.
- f. The DPMM reserves the right to officially amend or cancel an IFB after issuance. It shall be the sole responsibility of the bidder to monitor the State of Missouri On-Line Bidding/Vendor Registration System website at: <https://www.moolb.mo.gov> to obtain a copy of the amendment(s). Premium registered bidders who received e-mail notification of the bid opportunity when the IFB was established and Premium registered bidders who have responded to the IFB on-line prior to an amendment being issued will receive e-mail notification of the amendment(s). Premium registered bidders who received e-mail notification of the bid opportunity when the IFB was established and Premium registered bidders who have responded to the bid on-line prior to a cancellation being issued will receive e-mail notification of a cancellation issued prior to the exact closing time and date specified in the IFB.

#### 4. PREPARATION OF BIDS

- a. Bidders **must** examine the entire IFB carefully. Failure to do so shall be at bidder's risk.
- b. Unless otherwise specifically stated in the IFB, all specifications and requirements constitute minimum requirements. All bids must meet or exceed the stated specifications and requirements.
- c. Unless otherwise specifically stated in the IFB, any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the bid. In addition, the bidder shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (2) why the proposed equivalent should not be considered an exception thereto. Bids which do not comply with the requirements and specifications are subject to rejection without clarification.
- d. Bids lacking any indication of intent to bid an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the IFB.
- e. In the event that the bidder is an agency of state government or other such political subdivision which is prohibited by law or court decision from complying with certain provisions of an IFB, such a bidder may submit a bid which contains a list of statutory limitations and identification of those prohibitive clauses. The bidder should include a complete list of statutory references and citations for each provision of the IFB, which is affected by this paragraph. The statutory limitations and prohibitive clauses may (1) be requested to be clarified in writing by DPMM or (2) be accepted without further clarification if the statutory limitations and prohibitive clauses are deemed acceptable by DPMM. If DPMM determines clarification of the statutory limitations and prohibitive clauses is necessary, the clarification will be conducted in order to agree to language that reflects the intent and compliance of such law and/or court order and the IFB.
- f. All equipment and supplies offered in a bid must be new, of current production, and available for marketing by the manufacturer unless the IFB clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- g. Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified in the IFB.
- h. Bids, including all pricing therein, shall remain valid for 90 days from bid opening unless otherwise indicated. If the bid is accepted, the entire bid, including all prices, shall be firm for the specified contract period.
- i. Any foreign bidder not having an Employer Identification Number assigned by the United States Internal Revenue Service (IRS) must submit a completed IRS Form W-8 prior to or with the submission of their bid in order to be considered for award.

#### 5. SUBMISSION OF BIDS

- a. Premium registered bidders may submit bids electronically as permitted by the IFB through the State of Missouri's On-Line Bidding/Vendor Registration System website or hard copy delivered to the DPMM office. Standard registered bidders or bidders that have not registered on the On-Line Bidding/Vendor Registration System website may submit bids hard copy delivered to the DPMM office. Delivered bids must be sealed in an envelope or container, and received in the DPMM office located at 301 West High St, Rm 630 in Jefferson City, MO no later than the exact opening time and date specified in the IFB. All bids must (1) be submitted by a duly authorized representative of the bidder's organization, (2) contain all information required by the IFB, and (3) be priced as required. Hard copy bids may be mailed to the DPMM post office box address. However, it shall be the responsibility of the bidder to ensure their bid is in the DPMM office (address listed above) no later than the exact opening time and date specified in the IFB.
- b. The sealed envelope or container containing a bid should be clearly marked on the outside with (1) the official IFB number and (2) the official opening date and time. Different bids should not be placed in the same envelope, although copies of the same bid may be placed in the same envelope.
- c. A bid submitted electronically by a Premium registered bidder may be modified on-line prior to the official opening date and time. A bid which has been delivered to the DPMM office, may be modified by signed, written notice which has been received by the DPMM prior to the official opening date and time specified. A bid may also be modified in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to modify a bid shall not be honored.
- d. A bid submitted electronically by a Premium registered bidder may be canceled on-line prior to the official opening date and time. A bid which has been delivered to the DPMM office, may only be withdrawn by a signed, written document on company letterhead transmitted via mail, e-mail, or facsimile which has been received by the DPMM prior to the official opening date and time specified. A bid may also be withdrawn in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to withdraw a bid shall not be honored.
- e. A bid may also be withdrawn after the bid opening through submission of a written request by an authorized representative of the bidder. Justification of withdrawal decision may include a significant error or exposure of bid information that may cause irreparable harm to the bidder.
- f. When submitting a bid electronically, the Premium registered bidder indicates acceptance of all IFB terms and conditions by clicking on the "Submit" button on the Electronic Bid Response Entry form. Bidders delivering a hard copy bid to DPMM must sign and return the IFB cover page or, if applicable, the cover page of the last amendment thereto in order to constitute acceptance by the bidder of all IFB terms and conditions. Failure to do so may result in rejection of the bid unless the bidder's full compliance with these documents is indicated elsewhere within the bidder's response.
- g. Faxed bids shall not be accepted. However, faxed and e-mail no-bid notifications shall be accepted.

#### 6. BID OPENING

- a. Bid openings are public on the opening date and at the opening time specified on the IFB document. Names, locations, and prices of respondents shall be read at the bid opening. Premium registered bidders may view the names and prices of the respondents on the state's On-Line Bidding/Vendor Registration System website after the official opening date and time. The DPMM will not provide prices or other bid information via the telephone.
- b. Bids which are not received in the DPMM office prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Late bids may only be opened under extraordinary circumstances in accordance with 1 CSR 40-1.050.

#### 7. PREFERENCES

- a. In the evaluation of bids, preferences shall be applied in accordance with chapter 34, RSMo, other applicable Missouri statutes, and applicable Executive Orders. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, mined, processed or grown within the State of Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals. Such preference shall be given when quality is equal or better and delivered price is the same or less.
- c. In accordance with Executive Order 05-30, contractors are encouraged to utilize certified minority and women-owned businesses in selecting subcontractors.

#### 8. EVALUATION/AWARD

- a. Any clerical error, apparent on its face, may be corrected by the buyer before contract award. Upon discovering an apparent clerical error, the buyer shall contact the bidder and request clarification of the intended bid. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are: 1) misplacement of a decimal point; and 2) obvious mistake in designation of unit.
- b. Any pricing information submitted by a bidder shall be subject to evaluation if deemed by the DPMM to be in the best interest of the State of Missouri.
- c. The bidder is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit the State of Missouri. However, unless otherwise specified in the IFB, pricing shall be evaluated at the maximum potential financial liability to the State of Missouri.
- d. Awards shall be made to the bidder whose bid (1) complies with all mandatory specifications and requirements of the IFB and (2) is the lowest and best bid, considering price, responsibility of the bidder, and all other evaluation criteria specified in the IFB and (3) complies with chapter 34, RSMo, other applicable Missouri statutes, and all applicable Executive Orders.
- e. In the event all bidders fail to meet the same mandatory requirement in an IFB, DPMM reserves the right, at its sole discretion, to waive that requirement for all bidders and to proceed with the evaluation. In addition, the DPMM reserves the right to waive any minor irregularity or technicality found in any individual bid.
- f. The DPMM reserves the right to reject any and all bids. When all bids are non-responsive or otherwise unacceptable and circumstances do not permit a rebid, DPMM may negotiate for the required supplies.
- g. When evaluating a bid, the State of Missouri reserves the right to consider relevant information and fact, whether gained from a bid, from a bidder, from bidder's references, or from any other source.
- h. Any information submitted with the bid, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a bid and the award of a contract.
- i. Any award of a contract shall be made by notification from the DPMM to the successful bidder. The DPMM reserves the right to make awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by DPMM based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the State of Missouri.
- j. All bids and associated documentation which were submitted on or before the official opening date and time will be considered open records pursuant to section 610.021, RSMo, following the official opening of bids.
- k. The DPMM posts all bid results on the On-line Bidding/Vendor Registration System website for Premium registered bidders to view for a reasonable period after bid award. The DPMM maintains images of all bid file material for review. Bidders who include an e-mail address with their bid will be notified of the award results via e-mail.
- l. The DPMM reserves the right to request clarification of any portion of the bidder's response in order to verify the intent of the bidder. The bidder is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.
- m. Any bid award protest must be received within ten (10) business days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (9).
- n. The final determination of contract award(s) shall be made by DPMM.

## 9. CONTRACT/PURCHASE ORDER

- a. By submitting a bid, the bidder agrees to furnish any and all equipment, supplies and/or services specified in the IFB, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the IFB and any amendments thereto, (2) the contractor's response (bid) to the IFB, (3) clarification of the bid, if any, and (4) DPMM's acceptance of the response (bid) by "notice of award" or by "purchase order." All Exhibits and Attachments included in the IFB shall be incorporated into the contract by reference.
- c. A notice of award issued by the State of Missouri 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 for the State of Missouri, the contractor must receive a properly authorized purchase order or other form of authorization given to the contractor at the discretion of the state agency.
- 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 to the contract, 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 DPMM or 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 to the contract.

## 10. INVOICING AND PAYMENT

- a. The State of Missouri does not pay state or federal taxes unless otherwise required under law or regulation.
- b. The statewide financial management system has been designed to capture certain receipt and payment information. For each purchase order received, an invoice must be submitted that references 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. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of the DPMM.
- d. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the IFB.
- e. The State of Missouri assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the state's rejection and shall be returned at the contractor's expense.
- f. All invoices for equipment, supplies, and/or services purchased by the State of Missouri shall be subject to late payment charges as provided in section 34.055, RSMo.
- g. The State of Missouri reserves the right to purchase goods and services using the state purchasing card.

## 11. DELIVERY

Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.

## 12. INSPECTION AND ACCEPTANCE

- a. No equipment, supplies, and/or services received by an agency of the state pursuant to a contract shall be deemed accepted until the agency 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 State of Missouri 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 State of Missouri's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the state may have.

### 13. 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 the DPMM, (2) be fit and sufficient for the purpose expressed in the IFB, (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 state's acceptance of or payment for said equipment, supplies, and/or services.

### 14. CONFLICT OF INTEREST

- a. Elected or appointed officials or employees of the State of Missouri or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.452 and 105.454, RSMo, regarding conflict of interest.
- b. The contractor hereby covenants that at the time of the submission of the bid the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships which create such a conflict.

### 15. REMEDIES AND RIGHTS

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the State of Missouri of any existing or future right and/or remedy available by law in the event of any claim by the State of Missouri 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 State of Missouri 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 the 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 procured by the contractor in the fulfillment of the contract with the State of Missouri.

### 16. CANCELLATION OF CONTRACT

- a. In the event of material breach of the contractual obligations by the contractor, the DPMM may cancel the contract. At its sole discretion, the DPMM may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification, or at a minimum the contractor must provide DPMM within 10 working days from notification a written plan detailing how the contractor intends to cure the breach.
- b. If the contractor fails to cure the breach or if circumstances demand immediate action, the DPMM will issue a notice of cancellation terminating the contract immediately. If it is determined the DPMM improperly cancelled the contract, such cancellation shall be deemed a termination for convenience in accordance with the contract.
- c. If the DPMM cancels the contract for breach, the DPMM 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 DPMM deems appropriate and charge the contractor for any additional costs incurred thereby.
- d. The contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the state for any period in which funds have not been appropriated, and the state shall not be liable for any costs associated with termination caused by lack of appropriations.

### 17. COMMUNICATIONS AND NOTICES

Any notice to the bidder/contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail or hand-carried and presented to an authorized employee of the bidder/contractor.

### 18. 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 assignee for the benefit of creditors, the contractor must notify the DPMM immediately.
- b. Upon learning of any such actions, the DPMM reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

### 19. INVENTIONS, PATENTS AND COPYRIGHTS

The contractor shall defend, protect, and hold harmless the State of Missouri, 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.

### 20. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status unless otherwise provided by law. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:

- a. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
- b. The identification of a person designated to handle affirmative action;
- c. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
- d. The exclusion of discrimination from all collective bargaining agreements; and
- e. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

If discrimination by a contractor is found to exist, the DPMM shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by the DPMM until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

## **21. AMERICANS WITH DISABILITIES ACT**

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

## **22. FILING AND PAYMENT OF TAXES**

The commissioner of administration and other agencies to which the state purchasing law applies shall not contract for goods or services with a vendor if the vendor or an affiliate of the vendor makes sales at retail of tangible personal property or for the purpose of storage, use, or consumption in this state but fails to collect and properly pay the tax as provided in chapter 144, RSMo. For the purposes of this section, "affiliate of the vendor" shall mean any person or entity that is controlled by or is under common control with the vendor, whether through stock ownership or otherwise. Therefore bidder's failure to maintain compliance with chapter 144, RSMo, may eliminate their bid from consideration for award.

## **23. TITLES**

Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.

Revised 08-28-12

**END OF DOCUMENT**

**Slip-On PVC Sandals, BB888 Tan, 80302 Orange**

**Slip-on PVC Sandals - your most economical choice!**

- Durable, soft, pliable PVC
- One-piece basket-weave look
- Autoclavable or safe to clean with neutral suds and warm water
- Non-skid, non marking sole
- **Standard width**
- Men's whole sizes: 6-14, 15/16 fits both size 15 and size 16.
- For women, order one size smaller
- Sold by the pair, 36 same size pair per master carton

**Velcro-Bobs Shoes for Men, B854 Black, 854OR Orange, 854 White**



**Heavy-Duty Men's Canvas Velcro-Bobs  
Strength without Laces or Metal**

- Heavy-duty, double-lined 100% cotton canvas uppers,
- Three Velcro closures
- Non-metal loopholes.
- Soft, padded collar
- Reinforced rubber toe cap provides superior wear.
- Full-cushion insoles add comfort and are sewn in for improved durability.
- Non-skid, non-marking vulcanized rubber soles
- **Wide width**
- Men's whole sizes 4-17, half sizes 5 1/2-11 1/2
- For women order 2 sizes smaller- see size chart below
- Sold by the pair, 12 same size pair per master carton

	Men's Sizes	Women's Sizes
<b>Men's to Women's Shoe Size Conversion Chart</b>	3	5
	3-1/2	5-1/2
	4	6
	4-1/2	6-1/2
	5	7
	5-1/2	7-1/2
	6	8
	6-1/2	8-1/2
	7	9
	7-1/2	9-1/2
	8	10
	8-1/2	10-1/2
9	11	
9-1/2	11-1/2	
10	12	
10-1/2	12-1/2	
11	13	
11-1/2	13-1/2	
12	14	

**Helpful Hint!**

Use this chart when ordering Women's shoes