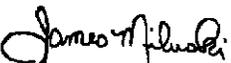




NOTICE OF AWARD

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>

SOLICITATION NUMBER B1E14173	CONTRACT TITLE Food Service Equipment
CONTRACT NUMBER C114173003	CONTRACT PERIOD April 18, 2014 through April 17, 2015
REQUISITION NUMBER NR 931 YYY14709128	VENDOR NUMBER 1325262620 1
CONTRACTOR NAME AND ADDRESS Sam Tell and Son, Inc. 300 Smith St. Farmingdale, NY 11735	STATE AGENCY'S NAME AND ADDRESS Missouri Department of Corrections Various Agency Locations
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: The bid submitted by Sam Tell and Son, Inc. in response to B1E14173 is accepted for Category 3: Freezers (Line items 010, 011, and 012).	
BUYER Jacqueline Satterlee	BUYER CONTACT INFORMATION Email: jacqueline.satterlee@oa.mo.gov Phone: (573) 751- 4925 Fax: (573) 526-9816
SIGNATURE OF BUYER 	DATE 4/18/14
DIRECTOR OF PURCHASING AND MATERIALS MANAGEMENT 	



STATE OF MISSOURI
 OFFICE OF ADMINISTRATION
 DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)
 INVITATION FOR BID (IFB)

AMENDMENT NO.: 003
 IFB NO.: B1E14173
 TITLE: FOOD SERVICE EQUIPMENT
 ISSUE DATE: 02/18/14

REQ NO.: NR 931 YYY14709128
 BUYER: JACQUELINE SATTERLEE
 PHONE NO.: (573) 751-4925
 E-MAIL: jacqueline.satterlee@oa.mo.gov

RETURN BID NO LATER THAN: 02/25/14 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type IFB Number and Return Due Date on the lower left hand corner of the envelope or package. Delivered sealed bids must be in DPMM office (301 W High Street, Room 630) by the return date and time.

RETURN BID AND AMENDMENT(S) TO:

(U.S. Mail)		(Courier Service)
DPMM	or	DPMM
PO BOX 809		301 WEST HIGH STREET, ROOM 630
JEFFERSON CITY MO 65102-0809		JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: DATE OF AWARD THROUGH ONE (1) YEAR

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

MISSOURI DEPARTMENT OF CORRECTIONS
 VARIOUS AGENCY LOCATIONS

The bidder hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original IFB as modified by this and any previously issued IFB amendments. The bidder should, as a matter of clarity and assurance, also sign and return all previously issued IFB amendment(s) and the original IFB document. The bidder agrees that the language of the original IFB as modified by this and any previously issued IFB amendments shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of an authorized purchase order from the Division of Purchasing and Materials Management or when 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
MAILING ADDRESS <i>SAM TELL & SON INC</i> 300 SMITH STREET FARMINGDALE, N.Y. 11735
CITY, STATE, ZIP CODE 631 501 0700

LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO.
IRS FORM 1099 MAILING ADDRESS
CITY, STATE, ZIP CODE

CONTACT PERSON <i>FRED SMILOW</i>		EMAIL ADDRESS <i>F.SMILOW@SAMTELL.COM</i>
PHONE NUMBER <i>631-501-9700</i>		FAX NUMBER <i>631-501-9709</i>
TAXPAYER ID NUMBER (TIN) <i>132526262</i>	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN	VENDOR NUMBER (IF KNOWN)
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 <i>[Signature]</i>		DATE <i>3/28/14</i>
PRINTED NAME <i>MARC TELL</i>		TITLE <i>PRESIDENT</i>

AMENDMENT #003 to IFB B1E14173

TITLE: FOOD SERVICE EQUIPMENT

CONTRACT PERIOD: DATE OF AWARD THROUGH ONE (1) YEAR

PROSPECTIVE BIDDERS ARE HEREBY NOTIFIED OF THE FOLLOWING CHANGE:

1. The following **LINE ITEM** has been **REVISED:** 010

Note: The changes made as a result of this amendment have been *italicized and bolded*.



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)
INVITATION FOR BID (IFB)

AMENDMENT NO.: 002
IFB NO.: B1E14173
TITLE: FOOD SERVICE EQUIPMENT
ISSUE DATE: 02/14/14

REQ NO.: NR 931 YYY14709128
BUYER: JACQUELINE SATTERLEE
PHONE NO.: (573) 751-4925
E-MAIL: jacqueline.satterlee@oa.mo.gov

RETURN BID NO LATER THAN: 02/25/14 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type IFB Number and Return Due Date on the lower left hand corner of the envelope or package. Delivered sealed bids must be in DPMM office (301 W High Street, Room 630) by the return date and time.

RETURN BID AND AMENDMENT(S) TO:

(U.S. Mail)		(Courier Service)
DPMM	or	DPMM
PO BOX 809		301 WEST HIGH STREET, ROOM 630
JEFFERSON CITY MO 65102-0809		JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: DATE OF AWARD THROUGH ONE (1) YEAR

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

MISSOURI DEPARTMENT OF CORRECTIONS
VARIOUS AGENCY LOCATIONS

The bidder hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original IFB as modified by this and any previously issued IFB amendments. The bidder should, as a matter of clarity and assurance, also sign and return all previously issued IFB amendment(s) and the original IFB document. The bidder agrees that the language of the original IFB as modified by this and any previously issued IFB amendments shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of an authorized purchase order from the Division of Purchasing and Materials Management or when 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		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO.	
MAILING ADDRESS SAM TELL & SON INC 300 SMITH STREET PATENTSBOROUGH, NY 11736		IRS FORM 1099 MAILING ADDRESS	
CITY, STATE, ZIP CODE 631-CL 1-9700		CITY, STATE, ZIP CODE	
CONTACT PERSON Fred Smilow		EMAIL ADDRESS fsmilow@SAMTELL.COM	
PHONE NUMBER 631-501-9700		FAX NUMBER 631-501-9709	
TAXPAYER ID NUMBER (TIN) 132526262	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN		VENDOR NUMBER (IF KNOWN)
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 3/28/14	
PRINTED NAME Marc Tell		TITLE President	

AMENDMENT #002 to IFB B1E14173

TITLE: FOOD SERVICE EQUIPMENT

CONTRACT PERIOD: DATE OF AWARD THROUGH ONE (1) YEAR

PROSPECTIVE BIDDERS ARE HEREBY NOTIFIED OF THE FOLLOWING CHANGE:

2. The closing date has been **REVISED**:

As Stated: Return bid no later than: 02/18/14 at 2:00 PM.

Change To: Return bid no later than: 02/25/14 at 2:00 PM.

3. The following **LINE ITEM** has been **REVISED**: 004

4. The **HEADER** has been **REVISED** to reference: B1E14173

Note: The changes made as a result of this amendment have been *italicized and bolded*.



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)
INVITATION FOR BID (IFB)

AMENDMENT NO.: 001
IFB NO.: BIE14173
TITLE: FOOD SERVICE EQUIPMENT
ISSUE DATE: 01/27/14

REQ NO.: NR 931 YYY14709128
BUYER: JACQUELINE SATTERLEE
PHONE NO.: (573) 751-4925
E-MAIL: jacqueline.satterlee@oa.mo.gov

REVISED BY AMENDMENT #002

RETURN BID NO LATER THAN: 02/25/14 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type IFB Number and Return Due Date on the lower left hand corner of the envelope or package. Delivered sealed bids must be in DPMM office (301 W High Street, Room 630) by the return date and time.

RETURN BID AND AMENDMENT(S) TO:

(U.S. Mail)	or	(Courier Service)
DPMM		DPMM
PO BOX 809		301 WEST HIGH STREET, ROOM 630
JEFFERSON CITY MO 65102-0809		JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: DATE OF AWARD THROUGH ONE (1) YEAR

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

MISSOURI DEPARTMENT OF CORRECTIONS
VARIOUS AGENCY LOCATIONS

The bidder hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original IFB as modified by this and any previously issued IFB amendments. The bidder should, as a matter of clarity and assurance, also sign and return all previously issued IFB amendment(s) and the original IFB document. The bidder agrees that the language of the original IFB as modified by this and any previously issued IFB amendments shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of an authorized purchase order from the Division of Purchasing and Materials Management or when 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	LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO.
MAILING ADDRESS SANTTELL & SON INC 300 SMITH STREET FARMINGDALE, N.Y. 11735	IRS FORM 1099 MAILING ADDRESS
CITY, STATE, ZIP CODE 631-501-9700	CITY, STATE, ZIP CODE

CONTACT PERSON FRUD Smilow		EMAIL ADDRESS FSmilow@SANTTELL.COM
PHONE NUMBER 631-501-9700		FAX NUMBER 631-501-9709
TAXPAYER ID NUMBER (TIN) 132526262	TAXPAYER ID (TR) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN	VENDOR NUMBER (IF KNOWN)
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 <i>[Signature]</i>		DATE 3/28/14
PRINTED NAME Marc Tell		TITLE President

AMENDMENT #001 to IFB B1E14173

TITLE: FOOD SERVICE EQUIPMENT

CONTRACT PERIOD: DATE OF AWARD THROUGH ONE (1) YEAR

PROSPECTIVE BIDDERS ARE HEREBY NOTIFIED OF THE FOLLOWING CHANGE:

1. The closing date has been **REVISED:**

As Stated: Return bid no later than: 02/12/14 at 2:00 PM.

Change To: Return bid no later than: 02/18/14 at 2:00 PM.



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)
INVITATION FOR BID (IFB)

IFB NO.: B1E14173
TITLE: FOOD SERVICE EQUIPMENT
ISSUE DATE: 01/21/14

REQ NO.: NR 931 YYY14709128
BUYER: JACQUELINE SATTERLEE
PHONE NO.: (573) 751-4925
E-MAIL: jacqueline.satterlee@ga.mo.gov

REVISED BY AMENDMENT #002
REVISED BY AMENDMENT #001

RETURN BID NO LATER THAN: 02/25/14 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type IFB Number and Return Due Date on the lower left hand corner of the envelope or package. Delivered sealed bids must be in DPMM office (301 W High Street, Room 630) by the return date and time.

(U.S. Mail)	or	(Courier Service)
RETURN BID TO: DPMM		DPMM
PO BOX 809		301 WEST HIGH STREET, ROOM 630
JEFFERSON CITY MO 65102-0809		JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: DATE OF AWARD THROUGH ONE (1) YEAR

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

MISSOURI DEPARTMENT OF CORRECTIONS
VARIOUS AGENCY LOCATIONS

The bidder hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Invitation for Bid (Revised 12/27/12). The bidder further agrees that the language of this IFB shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of an authorized purchase order from the Division of Purchasing and Materials Management or when 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 SAM TELL & SON, INC		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO.	
MAILING ADDRESS 300 SMITH STREET FARMINGDALE, N.Y. 11735 631-501-9700		IRS FORM 1099 MAILING ADDRESS	
CITY, STATE, ZIP CODE		CITY, STATE, ZIP CODE	
CONTACT PERSON FRED SMILOW		EMAIL ADDRESS F.Smilow@SAMTELL.COM	
PHONE NUMBER 631-501-9700		FAX NUMBER 631-501-9709	
TAXPAYER ID NUMBER (TIN) 132526262	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN	VENDOR NUMBER (IF KNOWN)	
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 <i>[Signature]</i>		DATE 3/28/14	
PRINTED NAME MArc TELL		TITLE President	



STATE OF MISSOURI
 OFFICE OF ADMINISTRATION
 DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)
 INVITATION FOR BID (IFB)

IFB NO.: B1E14173
 TITLE: FOOD SERVICE EQUIPMENT
 ISSUE DATE: 01/21/14

REQ NO.: NR 931 YYY14709128
 BUYER: JACQUELINE SATTERLEE
 PHONE NO.: (573) 751-4925
 E-MAIL: jacqueline.satterlee@oa.mo.gov

RETURN BID NO LATER THAN: 02/12/14 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type **IFB Number** and **Return Due Date** on the lower left hand corner of the envelope or package. Delivered sealed bids must be in DPMM office (301 W High Street, Room 630) by the return date and time.

(U.S. Mail) RETURN BID TO: DPMM PO BOX 809 JEFFERSON CITY MO 65102-0809	or	(Courier Service) DPMM 301 WEST HIGH STREET, ROOM 630 JEFFERSON CITY MO 65101-1517
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CONTRACT PERIOD: DATE OF AWARD THROUGH ONE (1) YEAR

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

MISSOURI DEPARTMENT OF CORRECTIONS
 VARIOUS AGENCY LOCATIONS

The bidder hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Invitation for Bid (Revised 12/27/12). The bidder further agrees that the language of this IFB shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of an authorized purchase order from the Division of Purchasing and Materials Management or when 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	LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO.
MAILING ADDRESS SAM TELL & SON INC 300 SMITH STREET FARMINGDALE, N.Y. 11735 631-501-9700	IRS FORM 1099 MAILING ADDRESS SAM TELL & SON INC 300 SMITH STREET FARMINGDALE, N.Y. 11735 631-501-9700
CITY, STATE, ZIP CODE	CITY, STATE, ZIP CODE

CONTACT PERSON Fred Smilow	EMAIL ADDRESS fsmilow@SAMTELL.COM	
PHONE NUMBER 631-501-9700	FAX NUMBER 631-501-9709	
TAXPAYER ID NUMBER (TIN) 132526262	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN	VENDOR NUMBER (IF KNOWN) 13252626201
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 Marc Telle	DATE 2/10/14	
PRINTED NAME MARC TELLE	TITLE PRESIDENT	

Satterlee, Jacqueline

From: Frederic Smilow [fsmilow@samtell.com]
Sent: Tuesday, April 01, 2014 11:43 AM
To: Satterlee, Jacqueline
Subject: RE: B1E14173 - Food Service Equipment

Jacqueline

Sam Tell and Son Inc, only engages in interstate commerce in Missouri, and is exempt from being registered with the Secretary of State's Office.

Thank you

Fred Smilow
Director of Government Sales
Sam Tell and Son, Inc.
300 Smith Street
Farmingdale, NY 11735
Office: 631.501.9700 x1112
Fax: 631.501.9709



From: Satterlee, Jacqueline [mailto:Jacqueline.Satterlee@oa.mo.gov]
Sent: Tuesday, April 01, 2014 12:41 PM
To: Frederic Smilow
Subject: B1E14173 - Food Service Equipment

Fred,

While evaluating Sam Tell and Son's bid for the IFB referenced above I must verify that your company is registered with the Missouri Secretary of State's Office. I have tried searching "Sam Tell and Son, Inc.," and have not had any results.

- Is there another company name I should be searching?
- Do you know Sam Tell and Son's charter number with the Missouri Secretary of State's Office?
- Or can you verify that Sam Tell and Son, Inc. only engages in interstate commerce in Missouri, and is exempt from being registered with the Secretary of State's Office in reply to this email?

If you have any questions please contact me. Please reply to this email no later than **today 04/01/14 by 3:30 p.m. CST.**

Thanks,

Jacqueline Satterlee

Buyer
Division of Purchasing and Materials Management

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 miscellaneous food service equipment for the State of Missouri, Department of Corrections (hereinafter referred to as "state agency"), in accordance with the requirements and provisions stated herein.
- 1.1.2 This bid is for purchase and delivery only and does not include any labor or installation.

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 as stated on the Notice of Award. The contract shall not bind, nor purport to bind, the state for any contractual commitment in excess of the original contract period.

2.3 Price:

- 2.3.1 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 Prices Must Be Lowest:

- 2.4.1 The contractor's prices must be the lowest offered to any governmental or commercial consumer, under the same terms and conditions.

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 Point of Contact:

2.6.1 The contractor shall function as the single point of contact for all contract activities regardless of any subcontract arrangement for any product or service. This shall include assuming responsibilities and liabilities for any and all problems relating to all materials, equipment and services provided.

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.

2.8 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 Independent Contractor:

2.9.1 The contractor is an independent contractor and shall not represent the contractor or the contractor's employees to be employees of the State of Missouri or an agency of the State of Missouri. The contractor shall assume all legal and financial responsibility for salaries, 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 Coordination:

2.11.1 The contractor shall fully coordinate all contract activities with those activities of the state agency. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the state agency or the Division of Purchasing and Materials Management throughout the effective period of the contract.

2.12 Insurance:

2.12.1 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.

2.13 Termination:

2.13.1 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.

2.14 Participation by Other Organizations:

2.14.1 The contractor must comply with any Organization for the Blind/Sheltered Workshop participation levels committed to in the contractor's awarded bid.

2.14.2 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.

2.14.3 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.

- 2.14.4 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.
- 2.14.5 No later than 30 days after the effective date of the contract's expiration date 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://content.oe.mo.gov/sites/default/files/bswaffidavit.doc> or another affidavit providing the same information.

2.15 Contractor's Personnel:

- 2.15.1 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.
- 2.15.2 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.
- 2.15.3 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 food service equipment 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 provision of food service equipment.

3.2 Substitutions:

- 3.2.1 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.
- 3.2.2 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.
- 3.2.3 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.

3.2.4 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.

3.2.5 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.

3.3 Replacement of Damaged Product:

3.3.1 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.

3.4 Delivery Performance:

3.4.1 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 F.O.B. 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.

3.4.2 The contractor must contact the receiving institution a minimum of one (1) business day prior to delivery to ensure that personnel will be available at time of delivery.

3.4.3 Institutions may have specific times that deliveries can be accepted based on security procedures. The contractor shall coordinate delivery times with the receiving institution. A delivery arriving during a time the institution does not accept deliveries will be delayed or refused. Any additional cost for redelivery shall be the responsibility of the contractor.

3.4.4 Delivery must not be made on official state holidays. A list of official state holidays may be found on the State of Missouri website at <http://www.oa.mo.gov/pers/hoursofwork.htm> .

3.5 Contractor's Employees:

3.5.1 All of the contractor's employees and agents providing service in the facility must be at least 18 years of age. A Missouri Uniform Law Enforcement System (MULES) or other background investigation may be required on the contractor's employees and agents before allowing entry into the institution. Such investigation shall be equivalent to investigations required of all personnel employed by the Department. The institution shall have the right to deny access into the institution for any of the contractor's employees or agents for any reason. Such denial shall not relieve the contractor of any requirements of the contract.

3.5.2 Contractor's employees and agents under active federal or state felony or misdemeanor supervision must receive written division director approval prior to performing services on a Department contract. Contractors/employees/agents with prior felony convictions and not under active supervision must receive written division director approval in advance.

3.5.3 The contractor, its employees, and others acting under the contractor's control, shall at all times observe and comply with all applicable state statutes, Department rules, regulations, guidelines, internal management policy and procedures, and general orders of the Department that are applicable, regarding operations and activities in and about all Department property. Furthermore, the contractor, its agents or employees, shall not obstruct the Department nor any of its designated officials from performing their duties in response to court orders or in the

maintenance of a secure and safe correctional environment. The contractor shall comply with the Department's policy and procedures relating to employee conduct.

- a. The Department has a zero tolerance policy for any form of sexual misconduct to include staff/contractor/volunteer on offender or offender on offender sexual harassment, sexual assault, sexual abusive contact and consensual sex. Any contractor or contractor's employee or agent who witnesses sexual abuse or sexual harassment must immediately report it to the warden. A contractor or contractor's employee or agent who engages in, fails to report, or knowingly condones sexual harassment or sexual contact with or between offenders shall be grounds for canceling the contract and may subject the contractor or contractor's employee or agent to criminal prosecution.
 - b. Any contractor, contractor's employee or agent who has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility or other institution shall be denied access into the institution.
- 3.6.4 The contractor and/or contractor's employees and agents shall not interact with the offenders except as is necessary to perform the requirements of the contract. The contractor and/or contractor's employees and agents shall not give anything to nor accept anything from the offenders except in the normal performance of the contract.

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 (10) 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 On-Line Bid:

- 4.3.1 If a registered bidder is responding electronically through the On-Line Bidding/Vendor Registration System website, in addition to completing the on-line pricing, the registered bidder should submit completed exhibits, forms, and other information concerning the bid (including completed Pricing Pages, for renewal period pricing) as an attachment to the electronic bid. Instructions on how a registered vendor responds to a bid on-line are available on the On-Line Bidding/Vendor Registration System website at: <https://www.moolb.mo.gov>.
- 4.3.2 The exhibits, forms, and pricing pages provided herein can be saved into a word processing document, completed by the registered bidder, and then sent as an attachment to the electronic submission. Other requested, required, or additional information may also be sent as an attachment. Additional instructions for

submitting electronic attachments are on the On-Line Bidding/Vendor Registration System website. Be sure to include the bid number, company name, and a contact name on any electronic attachments.

4.3.3 In addition, the registered bidder may submit the exhibits, forms, Pricing Pages, etc., through mail or courier service. However, any such submission must be received prior to the specified closing date and time.

4.3.4 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.

4.4 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 Prices

4.10.1 The bidder shall submit firm, fixed prices for one, some, or all of the item category groupings shown on the Pricing Pages. The bidder can choose to bid one, some or all categories listed on the Pricing Pages; however, the bidder must bid all line items within any given category. All pricing shall be considered firm for the duration of the contract period indicated on the Notice of Award page of the contract. All pricing shall be quoted FOB Destination, Freight Prepaid and Allowed.

4.11 Cost Evaluation:

4.11.1 The evaluation shall cover the original contract period and shall include all mandatory requirements. However, the State of Missouri reserves the right to evaluate optional items, if deemed necessary.

4.11.2 A separate cost evaluation shall be conducted for each category group. Each evaluation shall be conducted by multiplying the quoted price per item by the estimated quantity for that line item. The subtotals for all line items shall then be added together to determine the lowest overall bidder for that category.

4.12 Determination for Award:

4.12.1 The award shall be made to the lowest priced responsive bidder for each category group. 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.

4.12.2 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.

4.13 The Domestic Product Procurement Act:

4.13.1 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.

4.13.2 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.

- 4.13.3 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.
- 4.13.4 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.
- 4.13.5 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.
- 4.13.6 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.
- 4.13.7 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.

4.14 Preference for Organizations for the Blind and Sheltered Workshops:

- 4.14.1 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://dese.mo.gov/se/sw/se-sw-directories.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.

4.14.2 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.

4.14.3 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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4.15 Missouri Service-Disabled Veteran Business Preference:

4.15.1 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.

4.15.2 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.

4.15.3 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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PRICING PAGE

The products shall conform to the specifications contained herein. The bidder can choose to bid one, some or all of the categories specified below; however, the bidder must submit a firm, fixed unit price for all items within a category. All prices shall be considered firm and fixed and shall include all packing, handling, shipping and freight charges FOB Destination, Freight Prepaid and Allowed.

<u>LINE ITEM</u>	<u>MANDATORY SPECIFICATIONS</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>
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CATEGORY 1: COFFEE URNS

001	C/S Code: 16599 <i>Cafeteria and Kitchen Equipment, Commercial</i>	1	EA	\$ <u>7697.55</u>
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Coffee Urn, Electric

- Twin ten (10) gallon liners with independent brewing systems
- Permanent stainless steel brew baskets
- Automatic air agitation for each liner
- Hot water dispenser
- Lockable, hinged brew head covers
- Indicator lights to include water hot light
- Flanged feet with screw holes for counter top mounting
- Tamper resistant: Controls inside lockable control box, on/off switch behind lockable panel, control switches protected behind tamper resistant cover plate
- 480v/3ph power supply – not to exceed 30 AMPS
- UL & NSF Compliant

90 day Labor Warranty State Labor Warranty 1 YR
 1 year Parts Warranty State Parts Warranty 3 YR

Brand Reference: Grindmaster Model 67710(E) or equivalent

State Brand/Model Bid: GRINDMASTER 67710(E)

Delivery to the following address:
 Eastern Reception, Diagnostic Correctional Center
 2727 Highway K
 Bonne Terre, MO 63628
 573-358-5516

002	C/S Code: 16599 <i>Cafeteria and Kitchen Equipment, Commercial</i>	1	EA	\$ <u>2924.25</u>
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Coffee Urn, Electric

- Twin 6 Gallon liners with independent brewing systems
- Stainless steel exterior
- Adjustable by-pass system
- Automatic refill
- Automatic agitation
- Cycle stop switch
- Temperature control
- Thermometer

- Drip proof faucet
- Hot water dispenser
- Over flow tube
- Two brew buttons
- Adjustable legs
- 120/208v/60HZ/1ph
- UL & NSF Compliant

90 Day Labor Warranty
 1 year Parts Warranty

State Labor Warranty 1 YR
 State Parts Warranty 3 YR

Brand Reference: Grindmaster Model FE200-N or equivalent

State Brand/Model Bid: GRINDMASTER FE200-1

Delivery to the following address:
 Western Missouri Correctional Center
 609 Pence Road
 Cameron, MO 63628
 816-632-1390

CATEGORY 2: MIXERS, PROCESSORS, AND CUTTERS

003	C/S Code: 16599 <i>Cafeteria and Kitchen Equipment, Commercial</i>	1	EA	\$ <u>357690</u>
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Food Cutter

- ½ HP Motor
- 14" Stainless steel bowl
- Aluminum housing
- Bowl cover safety feature(s)
- Cutlery grade stainless steel twin knife blades
- Bowl sensing switch to prevent operation without bowl
- 115v/60Hz/1ph power supply
- Minimum 5ft. cord with NEMA plug per NEMA configuration
- UL & NSF Compliant

1 year Parts and Labor Warranty State Parts and Labor Warranty 1 YR Limited

Brand Reference: Univex, Model BC14 or equivalent

State Brand/Model Bid: Univex BC14

Delivery to the following address:
 Kansas City Community Release Center
 651 Mulberry St.
 Kansas City, MO 64101
 Phone: 816-842-7467

004 C/S Code: 16599 1 EA \$ 8918.22
Cafeteria and Kitchen Equipment, Commercial

Food Cutter

- 1 HP Motor
- 18" Stainless steel bowl
- Aluminum housing
- Bowl cover safety feature(s)
- Double cutlery grade stainless steel knives
- Bowl truck with handle
- 115v/60Hz/1ph power supply
- Minimum 5ft. cord with NEMA plug per NEMA configuration
- Correctional Package
- UL & NSF Compliant

1 year Parts and Labor Warranty State Parts and Labor Warranty 1YR

Brand Reference: Hobart, Model 84186C or equivalent

State Brand/Model Bid: HOBART 84186C

Delivery to the following address:

Fulton Reception and Diagnostic Center
1393 State Road O
Fulton, MO 65251
Phone: 573-592-4040

005 C/S Code: 16599 1 EA \$ 29,164.76
Cafeteria and Kitchen Equipment, Commercial

Food Mixer

- 100 quart stainless steel bowl
- Stainless steel dough hook, wire whip, and beater
- Power bowl lift
- Minimum 4hp motor
- Alloy flat beater
- Bowl truck with handle
- 208v/60Hz/3ph power supply
- **Correctional Package**
- **UL & NSF Compliant**

1 year Parts and Labor Warranty State Parts and Labor Warranty 1YR

Brand Reference: Varimixer W100PL or equivalent

State Brand/Model Bid: VARI MIXER W100PL

Delivery to the following address:

Boonville Correctional Center
1216 East Morgan Street
Boonville, MO 65233
Phone: 660-882-6521

006

C/S Code: 16599
Cafeteria and Kitchen Equipment, Commercial

1

EA

\$ 5726.96

Food Processor

- Compact design - maximum 27" deep counter fit
- Angled front
- Planetary drive
- Large full-size feed hopper
- All aluminum hopper and housing
- Double interlock switch
- Minimum plate speed of 430 RPMs
- Minimum 1 H.P. with overload protection
- Maximum 20 amp draw
- Decoring screw
- Red OFF, Green ON button
- Must accommodate Hobart FP350 accessories
- 3/4" Dicer Blade accessory
- 120v/60Hz/1ph power supply
- 6' 3-conductor power cord (14AWG) with NEMA plug per NEMA configuration
- UL & NSF Compliant

1 year Parts and Labor Warranty

State Parts and Labor Warranty

1 YR

Brand Reference: Hobart FP350 or equivalent

State Brand/Model Bid:

HOBART FP350-1

Delivery to the following address:

Chillicothe Correctional Center
3151 Litton Road
Chillicothe, MO 64601
Phone: 660-646-4032

007

C/S Code: 16599
Cafeteria and Kitchen Equipment, Commercial

3

EA

\$ 11,740.11

Food Processor, Floor Model

- Gear transmission
- 2-speed motor
- Anodized aluminum housing
- Triple hopper/cover interlock
- Manual cylinder with manual push feed assembly
- Two stationary front legs and two rear legs with casters
- Processes up to 88 pounds per minute minimum
- **Must accommodate Hobart accessories**
- Minimum plate speeds between 200 and 400 RPMs
- Minimum 2 H.P. with overload protection
- 208/240v/60Hz/3ph power supply
- 6' 3-conductor power cord (16AWG) furnished with NEMA L15-20P locking type plug
- **Correctional Package**
- **UL & NSF Compliant**

1 year Parts and Labor Warranty

State Parts and Labor Warranty

1 YR

Brand Reference: Hobart FP400 or equivalent

State Brand/Model Bid:

HOBART FP400C-1

Delivery to the following addresses:

1 Unit delivered to:

Tipton Correctional Center
619 N. Osage Avenue
Tipton, MO 65081
Phone: 660-433-2031

1 Unit delivered to:

Western Missouri Correction Center
609 Pence Road
Cameron, MO 64429
Phone: 816-632-1390

1 Unit delivered to:

Western Reception, Diagnostic & Correctional Center
3401 Faraon St.
St. Joseph, MO 64506
Phone: 816-387-2158

008

C/S Code: 16599

1

EA

\$ 6810.11

Cafeteria and Kitchen Equipment, Commercial

Peeler, Vegetable

- Minimum 1 HP Motor
- 50-60 pound peeling capacity in 1-3 minutes
- Cylindrical stainless steel base
- Multi-positional peeling chamber to enable rotations up to 90°
- Stainless steel peel trap and strainer
- Removable silicon carbide abrasive disk
- Lockable and removable hopper cover
- Self-cleaning/splash resistant inside water pattern
- On/off switch to right side of discharge chute
- Overload protection
- Water inlet at sufficient height to meet plumbing codes
- Height adjustable floor mountable feet
- Unit not to exceed 21" Wide, 27-1/2" Deep, 63" High (+/-2")
- 208v/60Hz/1ph power supply - 30 AMP maximum
- UL/NSF listed
- Correctional Package to include:
 - Security type tamper resistant screws and nuts

1 year Parts and Labor Warranty

State Parts and Labor Warranty

1 YR

Brand Reference: Hobart, Model 6460C or equivalent

State Brand/Model Bid:

HOBART 6460C-7

Brand Referenced: Victory V-Series Model VF-SA-2D-HD or equivalent

State Brand/Model Bid: Victory VF-SA-2D-HD

Delivery to the following address:

Algoa Correctional Center
8501 No More Victims Road
Jefferson City, MO 65101
Phone: 573-751-3911

011 C/S Code: 16599 1 EA \$ 39,862
Cafeteria and Kitchen Equipment, Commercial

Freezer, Reach-In

- 2 sections
- Stainless Steel exterior front
- Full length stainless steel self-closing doors with locks
- Minimum 49 Cu. Ft. freezer capacity
- Door hinge right/left
- 6 adjustable, heavy duty shelves to include shelf clips
- Set of four 4" casters (2 with brakes)
- 115v/60Hz/1ph power supply
- Minimum 9' power cord with NEMA plug per NEMA configuration
- UL & NSF Compliant

1 year Parts and Labor Warranty	State Parts and Labor Warranty	<u>3 YR</u>
4 year Compressor Part Warranty	State Compressor Part Warranty	<u>5 YR</u>

Brand Reference: True Model T-49F or equivalent

State Brand/Model Bid: TRUE T-49F

Delivery to the following address:

St. Louis Community Release Center
1621 N. 1st. Street
St. Louis, MO 63102
Phone: 314-877-0305

012 C/S Code: 16599 1 EA \$ 5,686.75
Cafeteria and Kitchen Equipment, Commercial

Freezer, Reach-In

- Electronic Controls
- 3 Sections
- Six (6) stainless steel self-closing solid half doors with locks
- Field reversible doors
- Three (3) adjustable epoxy coated wire shelves per section
- Four (4) shelf clips per shelf
- Stainless Steel exterior front and sides
- One piece magnetic gaskets

- 4" casters (Set of 4) - two (2) with brakes
- 208v/60Hz/1ph power supply for field wiring
- Maximum **Overall** Measurements not to exceed:
- 96" L
- 34" D
- 83" H with casters
- **UL & NSF Compliant**

2 year Parts and Labor Warranty State Parts and Labor Warranty 3 YR
 5 year Compressor Part Warranty State Compressor Part Warranty 5 YR

Brand Reference: Hoshizaki America, Model CF-3B-HS or equivalent
 State Brand/Model Bid: HOSHIZAKI CF 3B-HS

Delivery to the following address:
 St. Louis Community Release Center
 1621 N. 1st. Street
 St. Louis, MO 63102
 Phone: 314-877-0305

CATEGORY 4: HEATED CABINETS AND CARTS

013 C/S Code: 16599 3 EA \$ 6267.69
Cafeteria and Kitchen Equipment, Commercial

Heated Cabinet, Roll-In

- Stainless steel interior/exterior
- 2-Section self contained
- Full height self closing doors with locks
- Recessed door handles
- Maximum clear door width = 27-3/8"
- Maximum clear door height = 72 1/2"
- 1 removable stainless steel ramp per door
- Electronic temperature control
- Humidity control
- Minimum 68 cubic foot capacity
- 208-240v/60Hz/1ph power supply for hard wire connection
- UL & NSF Compliant

Correctional Package shall include:

- Tamperproof security screws per unit
- Single locking hasp clip per door
- Stainless steel mesh cover (for top mounted units)

3 year Parts and Labor Warranty State Parts and Labor Warranty 3 YRS

Brand Reference: Continental, Model DL2WI-SS-E or equivalent
 State Brand/Model Bid: CONTINENTAL DL2WI-SS-E

2 Units delivered to:
 Eastern Reception, Diagnostic & Correctional Center
 2727 Highway K
 Bonne Terre, MO 63628
 Phone: 573-358-5516

1 Unit delivered to:
Potosi Correctional Center
11593 State Highway O
Mineral Point, MO 63660
Phone: 573-438-6000

014 C/S Code: 16599 1 EA \$ 6672.38
Cafeteria and Kitchen Equipment, Commercial

Heated Transport Cart

- Must hold a minimum of sixty 10" x 14" trays
- Stainless steel exterior and interior
- 6"- 8" casters - 2 swivel and 2 rigid
- Non-marking bumpers on all sides
- Insulated on all sides to include doors
- Non-removable flush mounted doors with 270° swing
- Lockable heavy-duty door latches
- 120v/60Hz/1ph power supply
- Minimum 6' power cord with NEMA plug per NEMA configuration
- Correctional Package
- UL & NSF Compliant

1 year Parts and Labor Warranty State Parts and Labor Warranty 1 YR

Brand Reference: Carter-Hoffmann, Model PH1420 or equivalent

State Brand/Model Bid: CARTER-HOFFMAN PH1420

Delivery to the following address:

Women's Eastern Reception, Diagnostic & Correctional Center
1101 East Highway 54
Vandalia, MO 63382
Phone: 573-594-6686

CATEGORY 5: ICE MACHINES AND DISPENSERS

015 C/S Code: 16599 2 EA \$ 4072.73
Cafeteria and Kitchen Equipment, Commercial

Ice Dispenser, Countertop

- Manual fill
- 250 lb. storage capacity
- Maximum Measurements = 30"W x 32"D x 41"H (+/- 2")
- Lever dispense
- Built in water valve to dispense water
- Lighted merchandiser, leg kit, and drain kit
- Agitator to reduce ice jams and bridging
- 115v/60Hz/1ph power supply
- Minimum 6' power cord with NEMA plug per NEMA configuration
- Correctional Package
- UL & NSF Compliant

1 year Labor Warranty

State Labor Warranty 1 YR

2 year Parts Warranty

State Parts Warranty 2 YR

Brand Reference: Manitowoc/Servend Model S-250 or equivalent

State Brand/Model Bid: SERVEND S-250

Delivery to the following address:

Western Reception, Diagnostic & Correctional Center
3401 Faraon
St. Joseph, MO 64506
Phone: 816-387-2158

016

C/S Code: 16599

2

EA

\$ 8195.57

Cafeteria and Kitchen Equipment, Commercial

Ice Machine, Dispenser and Bin

- Air Cooled
- Minimum of 600 lb. of ice production per 24 hours
- Self contained condenser
- Stainless steel finish
- Minimum 250 lb. storage capacity ice dispenser with water dispenser, cup activated, to fit ice machine
- Easy to chew ice - nugget or cubelet
- 115v/60Hz/1ph power supply for ice machine and dispenser
- Minimum 6' power cords with NEMA plugs per NEMA configuration for ice machine and dispenser
- Kit for attaching ice maker to dispenser and any other kit(s) necessary to meet required specifications
- UL & NSE Compliant

3 year Parts and Labor Warranty

State Parts and Labor Warranty 3 YR

5 year Parts Warranty on Compressor

State Parts Warranty for Compressor 5 YR

Brand Reference: Scotsman, Model N0622A-1 with Dispenser/Bin Model ID250B-1 or equivalent

State Brand/Model Bid: SCOTSMAN N0622A-1

Delivery to the following address:

Women's Eastern Reception, Diagnostic & Correctional Center
1101 East Highway 54
Vandalia, MO 63382
Phone: 573-594-6686

CATEGORY 6: KETTLES

017

C/S Code: 16599

1

EA

\$ 21,091.78

Cafeteria and Kitchen Equipment, Commercial

Kettle, Steam - Electric - Tilting

- Self-contained
- Type 304 or better stainless steel construction
- Type 316 stainless steel liner
- 2/3 jacketed 90° tilting kettle
- Floor mountable with stainless steel legs
- 60 gallon capacity
- Minimum steam jacket rating of 50 psi
- Embossed gallon markings
- Self-locking tilt mechanism and faucet bracket
- 2" draw-off valve
- Stainless steel enclosure for controls
- UL/NSF listed
- 480v/60Hz/3ph power supply
- Controls to include:
 - power "on" light
 - temperature control
 - vacuum/pressure gauge
 - pressure relief safety valve
 - low water light
 - low water shut-off
- Correctional Package to include:
 - Security type tamper resistant fasteners with tack welds
 - Controls protected by lockable cover
 - Stainless steel step cover over draw-off valve with chain

1 year Parts and Labor Warranty State Parts and Labor Warranty 1 YR

Brand Reference: Vulcan-Hart, Model K60ELT or equivalent

State Brand/Model Bid: VULCAN K60ELT

Delivery to the following address:

Crossroads Correctional Center
 1115 E. Pence Road
 Cameron, MO 64429
 Phone: 816-632-2727

018 C/S Code: 16599 2 EA \$ 26,160.25

Cafeteria and Kitchen Equipment, Commercial

Kettle, Steam - Electric - Tilting

- Self-contained
- Type 304 or better stainless steel construction
- Type 316 stainless steel liner
- 2/3 jacketed tilting kettle
- Full body insulation between kettle jacket and outer casing
- Floor mountable with adjustable stainless steel legs
- 60 gallon capacity
- Must have field replaceable heating elements
- Stainless steel lift-off cover
- 3" compression draw-off valve
- 2 piece stainless steel draw-off interior strainer package, 1/8" & 1/4"

- Thermostat temperature control
- Vacuum/pressure gauge
- Pressure relief safety valve
- Air eliminator valve
- Low water light
- Low water shut-off
- Heating element KW rating minimum of 33 KW
- 480v/60Hz/3ph power supply - 50 AMP MAX
- UL/NSF listed
- Unit measurements not to exceed:
 - 51-3/4" wide
 - 52 1/2" deep
- Correctional Package to include:
 - Security type tamper resistant fasteners with tack welds
 - Controls protected by lockable cover
 - Stainless steel step cover over draw-off valve with chain

1 year Parts and Labor Warranty State Parts and Labor Warranty 1 YR

Brand Reference: Legion, Model TWE-60 or equivalent

State Brand/Model Bid: Legion TWE-60

Delivery to the following address:

Northeast Correctional Center
 13698 Airport Road
 Bowling Green, MO 63334
 Phone: 573-324-9975

019

C/S Code: 16599

1

EA

\$ 16,807.64

Cafeteria and Kitchen Equipment, Commercial

Kettle, Steam - Electric - Stationary

- Self-contained
- Type 304 or better stainless steel construction
- Type 316 stainless steel liner
- 2/3 jacketed stationary kettle
- Spring assist cover
- Floor mountable with stainless steel legs
- 60 gallon capacity
- Minimum steam jacket rating of 50 psi
- Embossed gallon markings
- 2" compression tangent draw-off valve with perforated strainer
- Stainless steel enclosure for controls
- UL/NSF listed
- 480v/60Hz/3ph power supply
- Controls to include:
 - power "on" light
 - temperature control
 - vacuum/pressure gauge
 - pressure relief safety valve
 - low water light

- low water shut-off
- Correctional Package to include:
 - Security type tamper resistant fasteners with tack welds
 - Controls protected by lockable cover
 - Stainless steel step cover over draw-off valve with chain

1 year Parts and Labor Warranty State Parts and Labor Warranty 1 YR

Brand Reference: Vulcan-Hart, Model K60EL or equivalent

State Brand/Model Bid: VULCAN K60EL

Delivery to the following address:

Southeast Correctional Center
300 E. Pedro Simmons Drive
Charleston, MO 63834
Phone: 573-683-4409

020

C/S Code: 16599
Cafeteria and Kitchen Equipment, Commercial

1

EA

\$ 25,936.88

Kettle, Steam - Electric - Stationary

- Type 304 or better stainless steel construction
- Type 316 stainless steel liner
- Fully steam jacketed stationary kettle
- Spring assist cover
- Floor mountable with stainless steel legs
- 100 gallon capacity
- Graduated measuring rod
- Faucet bracket
- 3" plug draw-off valve with perforated strainer
- Stainless steel enclosure for controls
- UL/NSF listed
- 480v/60Hz/3ph power supply
- Minimum input 36 Kw
- Controls to include:
 - on/off switch
 - thermostat control
 - vacuum/pressure gauge
 - pressure relief safety valve
 - low water light
 - low water shut-off
- Correctional Package to include:
 - Security type tamper resistant fasteners with tack welds
 - Controls protected by lockable cover
 - Stainless steel step cover over draw-off valve with chain

1 year Parts and Labor Warranty State Parts and Labor Warranty 1 YR

Brand Reference: Vulcan-Hart, Model ET100 or equivalent

State Brand/Model Bid: VULCAN ET100

022 C/S Code: 16599 1 EA \$ 17,173.04
Cafeteria and Kitchen Equipment, Commercial

Kettle - Direct Steam - Stationary

- Direct steam fully jacketed stationary kettle
- Type 304 or better stainless steel construction
- Spring assisted stainless steel cover
- Floor mountable with stainless steel adjustable legs
- 80 gallon capacity
- Gallon etchings
- Type 316 stainless steel jacket liner
- Minimum steam jacket rating of 35 psi
- Minimum input = 3.4 BHP
- Graduated measuring rod
- Stainless steel faucet bracket
- Single pantry lead free faucet to include 12" swivel spout 4" and 12" riser
- 3" plug draw-off valve with perforated strainer
- Minimum 15 PSI relief valve
- Vacuum relief valve
- Main and simmer steam supply valves
- Steam pressure gauge and thermostatic steam trap
- UL/NSF listed
- Correctional Package to include:
 - Security type tamper resistant fasteners with tack welds
 - Stainless steel step cover over draw-off valve with chain

1 year Parts and Labor Warranty State Parts and Labor Warranty 1 YR

Brand Reference: Vulcan-Hart, Model SL80 or equivalent

State Brand/Model Bid: VULCAN SL80

Delivery to the following address:

Tipton Correctional Center
 619 N. Osage Avenue
 Tipton, MO 65081
 Phone: 660-433-2031

023 C/S Code: 16599 2 EA \$ 14,345.54
Cafeteria and Kitchen Equipment, Commercial

Kettle - Direct Steam - Tilting

- Direct steam 2/3 jacketed tilting kettle
- Type 304 or better stainless steel construction
- Counter balanced stainless steel cover
- Floor mountable with stainless steel adjustable legs
- 80 gallon capacity
- Gallon etchings
- Type 316 stainless steel jacket liner
- Minimum steam jacket rating of 25 psi
- Double pantry faucet, faucet bracket, and 1/8" strainer disc
- 3" draw-off valve

- Lip strainer
- UL/NSF listed

1 year Parts and Labor Warranty State Parts and Labor Warranty 1YR

Brand Reference: Blodgett, Model 80DS-KLT or equivalent

State Brand/Model Bid: Blodgett 80DS-KLT

Delivery to the following address:

Women's Eastern Reception, Diagnostic and Correctional Center
 1101 East Highway 54
 Vandalia, MO 63382
 Phone: 573-594-6686

CATEGORY 7: REFRIGERATORS

024 C/S Code: 16599 2 EA \$ 14,465.69
Cafeteria and Kitchen Equipment, Commercial

Refrigerator, Pass-Through

- 2 sections
- Stainless Steel exterior and interior
- Self contained
- Full length solid stainless steel self-closing doors (front and back)
- Door locks
- 3 adjustable wire shelves per section
- Set of four 4-5" heavy duty casters (2 with brakes)
- Rear left doors hinge on right
- Rear right doors hinge on right
- 115v/60Hz/1ph power supply
- Minimum 8' power cord with NEMA plug per NEMA configuration
- Unit not to exceed 52" W x 37" D x 83" H (including casters) (+/-1")
- UL/NSF listed
- Correctional Package

1 year Parts and Labor Warranty State Parts and Labor Warranty 1YR
 5 year Compressor Part Warranty State Compressor Part Warranty 5YR

Brand Reference: Traulsen Model RH232NP-COR01 or equivalent

State Brand/Model Bid: TRAUlsen RH232NP-COR01

Delivery to the following address:

Crossroads Correctional Center
 1115 E. Pence Road
 Cameron, MO 64429
 Phone: 816-632-2727

025

C/S Code: 16599
Cafeteria and Kitchen Equipment, Commercial

1

EA

\$ 2974.50

Refrigerator, Reach-In

- Minimum 49 cubic foot capacity
- 2-Section
- Stainless steel exterior cabinet front
- Full length stainless steel doors with recessed door handles
- Self-sealing doors with door locks
- Exterior temperature display
- Self contained refrigeration system
- Three (3) adjustable heavy duty shelves per section
- Casters
- 115v/60Hz/1ph power supply
- Minimum 8' power cord with NEMA plug per NEMA configuration
- Unit not to exceed 54" W x 29" D x 83" H (+/- 1") with casters
- UL/NSF listed

3 year Parts and Labor Warranty

State Parts and Labor Warranty

3 YR

5 year Compressor Part Warranty

State Compressor Part Warranty

5 YR

Brand Reference: True, Model T-49 or equivalent

State Brand/Model Bid: TRUE T-49

Delivery to the following address:

St. Louis Community Release Center
1621 N. 1st. Street
St. Louis, MO 63102
Phone: 314-877-0300

026

C/S Code: 16599
Cafeteria and Kitchen Equipment, Commercial

1

EA

\$ 4749.13

Refrigerator, Roll-In

- 1 section
- Stainless steel cabinet front
- Self contained refrigeration system
- Non-electric condensate evaporator
- Full length solid stainless steel self-closing door with cylinder lock
- Removable ramp
- Must accept carts up to 23" w x 28" d x 64" h
- 115v/60Hz/1ph power supply - 20 Amp maximum
- Minimum 8' power cord with NEMA plug per NEMA configuration
- Correctional Package
- UL/NSF listed

1 year Parts and Labor Warranty

State Parts and Labor Warranty

1 YR

5 year Compressor Part Warranty

State Compressor Part Warranty

5 YR

Brand Reference: Victory, Model RIA-1D-S1 or equivalent

State Brand/Model Bid: VICTORY RIA-1D-S1

Delivery to the following address:

Potosi Correctional Center
11593 State Highway O
Mineral Point, MO 63660
Phone: 573-438-6000

CATEGORY 8: SERVING COUNTERS

027 C/S Code: 16599 3 EA \$ 5610.95
Cafeteria and Kitchen Equipment, Commercial

Serving Counter - Mobile - Heated

- Stainless steel top and exterior
- Minimum 14-gauge galvanized bottom
- Enclosed base with no under storage
- Single door mechanical access to interior mounted controls furnished with a stainless steel hasp lock
- Six (6) die stamped full-size heated serving wells each capable of holding a 12" x 20", 6" deep pan w/o drains
- Each hot well to be independently control wired to an adjustable control switch with indicator light
- Each hot well shall be individually equipped with a heating element rated at 1000 watts
- 5" diameter swivel non-marking casters with brakes
- Unit shall be inter-wired and furnished with a 10' cord and NEMA 14-50P plug
- 208/230v/60Hz/1ph - 32 amps maximum
- UL & NSF Compliant
- Special Instructions:
 - Two counters required at 33-3/4" overall height
 - One counter required at 34-3/4" overall height
- Correctional Package must include:
 - Tamper proof screws
 - Padlock hasps
 - Security control covers

Minimum Warranty:
1 year Labor Warranty
90 Day Parts Warranty

State Labor Warranty 1 YR
State Parts Warranty 90 DAYS

Brand Reference: Shellysteel™ by Delfield, Model SH-6-NU or equivalent

State Brand/Model Bid: DELFIELD SH-6-NU

Delivery to the following address:

Western Reception, Diagnostic & Correctional Center
3401 Faraon
St. Joseph, MO 64506
Phone: 816-387-2158

.028 C/S Code: 16599 3 EA \$ 7047.94
Cafeteria and Kitchen Equipment, Commercial

Serving Counter - Mobile - Refrigerated

- Minimum 18 gauge stainless steel exterior
- Minimum 14-gauge galvanized bottom and top
- Enclosed base
- Six (6) die stamped full-size mechanically cooled serving wells each capable of holding a 12" x 20" x 4" pan
- Pans shall recess 2" from top edge of counter and rest on cold pan
- Temperatures shall be maintained between 33° - 41° F at 86 degrees ambient room temperature
- Cold pans shall be fully insulated with foamed, in place, polyurethane insulation with a 1" drain and valve
- Self contained condensing unit shall be ¼ HP at minimum with adjustable cold pan pressure control
- Condensing unit shall use environmentally friendly HFC-404A refrigerant
- Single door mechanical access to interior mounted controls
- 5" diameter swivel non-marking casters with brakes
- Unit shall be inter-wired and furnished with a 10' cord and NEMA 5-15P plug
- 115v/60Hz/1ph
- UL & NSF Compliant
- Special Instructions:
 - Two counters required at 33-3/4" overall height
 - One counter required at 34-3/4" overall height
- Correctional Package must include:
 - Tamper proof screws
 - Padlock hasps
 - Security control covers

Minimum Warranty:

1 year Labor Warranty
90 Day Parts Warranty

State Labor Warranty 1 YR
State Parts Warranty 90 DAYS

Brand Reference: Shellysteel™ by Delfield, Model SCSC-96-B or equivalent

State Brand/Model Bid: Delfield SCSC-96-B

Delivery to the following address:
Western Reception, Diagnostic & Correctional Center
3401 Faraon
St. Joseph, MO 64506
Phone: 816-387-2158

CATEGORY 9: STEAMERS

029 C/S Code: 16599 1 EA \$ 15,952.83
Cafeteria and Kitchen Equipment, Commercial

Steamer, Convection - Electric

- Two compartment on cabinet base
- Stainless steel exterior
- Two stainless steel cooking compartments
- 10 pan capacity
- Stainless steel steam generator
- Separate on/off timer with constant steam setting for each steam cavity
- Heavy duty doors with door latch mechanisms
- 6" adjustable stainless steel legs with flanged feet
- Must accommodate 12" x 20" pans
- 208v/60Hz/3ph power supply
- UL & NSF Compliant
- Options to include:
 - Professional Control Package - Superheated Steam System
 - Second year extended limited parts and labor warranty
- Accessories to include:
 - 4 - 12" w x 2 1/2" d x 20" l - solid perforated stainless steel pans
 - 4 - 12" w x 4" d x 20" l - solid perforated stainless steel pans
 - Water treatment system

2 year Parts and Labor Warranty

State Parts and Labor Warranty

2 YR

Brand Reference: Vulcan C24EA Floor Series, Model C243A10-DLX or equivalent

State Brand/Model Bid: VULCAN C24EA10-DLX

Delivery to the following address:

St. Louis Community Release Center
1621 N. 1st. Street
St. Louis, MO 63102
Phone: 314-877-0305

030

C/S Code: 16599

1

EA

\$ 18,232.10

Cafeteria and Kitchen Equipment, Commercial

Steamer, Convection - Natural Gas

- Double stacked connected unit mounted on a stainless steel stand with casters
- Boilerless steam
- Cook mode and variable temperature hold mode
- Each unit powered by burner rated at 60,000 btu/hr minimum
- Digital controls with independent timer
- Low water, high water, overtemp warning lights and auto shut-off feature
- No water filtration or treatment required
- Each unit must accommodate six 12 x 20 x 2.5" pans
- 115/120v/60Hz/1ph power supply
- Minimum 5' power cords with NEMA plugs per NEMA configuration
- UL, NSF, and Energy Star Compliant

1 year Parts and Labor Warranty

State Parts and Labor Warranty

1 YR

Brand Reference: AccuTemp, Model N6 DBL Connected Evolution or equivalent

State Brand/Model Bid: Accutemp N61201E060 DBL

Delivery to the following address:

Maryville Treatment Center
30227 Highway 136
Maryville, MO 64468
Phone: 660-582-6542

DELIVERY:

The desired 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
DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN) PREFERENCE**

In accordance with sections 34.350-34.359, RSMo, the bidder is instructed to provide information regarding the point of manufacture for each of the products being bid so that the product's eligibility for the Domestic Products Procurement Act (Buy American) Preference can be determined. This information is requested for the finished product only, not for components of the finished product. The bidder may be required to provide supporting documentation indicating proof of compliance.

Qualifying for the Domestic Products Preference:

A product qualifies for the preference if one of the following circumstances exist:

- if manufactured or produced in the U.S.; or
- if the product is imported into the U.S. but is covered by an existing international trade treaty that affords the specific product the same status as a product manufactured or produced in the U.S.; or
- if only one line of products is manufactured or produced in the U.S.

Non-Domestic Product:

If the product is not manufactured or produced in the U.S. and does not otherwise qualify as domestic, then it will be considered non-domestic and not eligible for the preference.

THE BIDDER MUST COMPLETE THE FOLLOWING APPLICABLE TABLES TO CERTIFY WHETHER:

(Table 1) ALL products bid are manufactured or produced in the U.S. and qualify for the Domestic Products Procurement Act Preference; OR
 (Table 2) ALL products bid are manufactured or produced outside the U.S. and do not otherwise qualify for the Domestic Products Procurement Act Preference; OR

(Tables 3-6) Not all products bid fall into the prior two categories so an item-by-item certification is necessary.

The bidder is responsible for certifying the information provided on the exhibit is accurate by signing where indicated at the end of the exhibit.

TABLE 1 – ALL PRODUCTS MANUFACTURED OR PRODUCED IN U.S. (eligible for preference)

Check the box to the right if ALL products bid are MANUFACTURED OR PRODUCED IN THE U.S.:

TABLE 2 – ALL PRODUCTS MANUFACTURED OR PRODUCED OUTSIDE U.S. AND DON'T QUALIFY FOR PREFERENCE (ineligible for preference)

Check the box to the right if ALL products bid are MANUFACTURED OR PRODUCED OUTSIDE THE U.S. and DO NOT OTHERWISE QUALIFY for the Domestic Products Procurement Act Preference:

TABLES 3 THROUGH 6 – ITEM BY ITEM CERTIFICATION (NOT ALL PRODUCTS BID FALL INTO PRIOR TWO TABLES)

- For those line items for which a U.S.-manufactured or produced product is bid, complete **Table 3**.
- For those line items which are manufactured or produced outside the U.S. that do not qualify for the Domestic Products Procurement Act Preference, complete **Table 4**.
- For those line items which are not manufactured or produced in the U.S., but for which there is a U.S. trade treaty, law, agreement, or regulation in compliance with section 34.359, RSMo, complete **Table 5**.
- For those line items which are not manufactured or produced in the U.S., but for which there is only one U.S. Manufacturer of that product or line of products, complete **Table 6**.

TABLE 3 – U.S.-MANUFACTURED OR PRODUCED PRODUCTS (Eligible for Preference)

- List item numbers of products bid that are U.S.-manufactured or produced and therefore qualify for the Domestic Products Procurement Act Preference.
- List U.S. city and state where products bid are manufactured or produced.

Item #	U.S. City/State Where Manufactured/Produced	Item #	U.S. City/State Where Manufactured/Produced
1-22	CHARLOTTE, NC	3	SARASOTA, FL
18	WAYNESBORO, GA	4,6,7,8	OHIO
17, 19, 20	LOUISVILLE, KY	24	AUSTIN, TX
22, 24		23	CHICAGO, IL

TABLE 4 -- FOREIGN-MANUFACTURED OR PRODUCED PRODUCTS (Not Eligible for Preference)

- List item numbers of products bid that are foreign manufactured or produced and do not otherwise qualify for the Domestic Products Procurement Act Preference.
- List country where product bid is manufactured or produced.

Item #	Country Where Manufactured/Produced	Item #	Country Where Manufactured/Produced

EXHIBIT A, continued: DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN) PREFERENCE

TABLE 5 -- FOREIGN-MANUFACTURED OR PRODUCED PRODUCTS BUT U.S. TRADE TREATY, LAW, AGREEMENT, OR REGULATION APPLIES (Eligible for Preference)

- List item numbers of products bid that are foreign manufactured or produced but qualify for the Domestic Products Procurement Act Preference because a U.S. Trade Treaty, Law, Agreement, or Regulation applies.
- Identify country where proposed foreign-made product is manufactured or produced.
- Identify name of applicable U.S. Trade Treaty, Law, Agreement, or Regulation that allows product to be brought into the U.S. duty/tariff-free.
- Identify website URL for the U.S. Trade Treaty, Law, Agreement, or Regulation.
- NOTE: As an imported product, if an import tariff is applied to the item, it does not qualify for the preference. In addition, "Most Favored Nation" status does not allow application of the preference unless the product enters the U.S. duty/tariff-free.

Item #	Country Where Proposed Foreign-Made Product is Manufactured/Produced	Name of Applicable U.S. Trade Treaty, Law, Agreement, or Regulation	Official Website URL for the U.S. Treaty, Law, Agreement, or Regulation

TABLE 6 -- FOREIGN-MANUFACTURED OR PRODUCED PRODUCTS BUT ONLY ONE US MANUFACTURER PRODUCES PRODUCT OR LINE OF PARTICULAR GOOD (Eligible for Preference)

- List item numbers of products bid that are foreign manufactured or produced but qualify for the Domestic Products Procurement Act Preference because only one US Manufacturer produces the product or line of a particular good.
- Identify country where proposed foreign-made product is manufactured or produced.
- Identify sole US manufacturer name.
- Identify name of sole US manufactured product/line of particular good.

Item #	Country Where Proposed Foreign-Made Product is Manufactured/Produced	Sole US Manufacturer Name	Name of Sole US Manufactured Product or Line of Particular Good

The bidder is responsible for certifying the information provided on this exhibit is accurate by signing below:

I hereby certify that the information provided herein 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, scanned or typed signature is acceptable)

COMPANY NAME

SAM TELL AND SON INC.

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.)	
Name of Organization for the Blind or Sheltered Workshop Proposed	Description of Products/Services to be Provided by Listed Organization for the Blind/Sheltered Workshop <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 for the Blind _____ Sheltered Workshop

Name of Organization: _____

(Name of Organization for the Blind or Sheltered Workshop)

Contact Name: _____

Email: _____

Address: _____

Phone #: _____

City: _____

Fax #: _____

State/Zip: _____

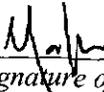
Certification # _____

(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 D
MISSOURI 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).

STANDARDS:

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

- 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;
- 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. (An SDV is defined as any individual who is disabled as certified by the appropriate federal agency responsible for the administration of veterans' affairs.);
- Having the management and daily business operations controlled by one (1) or more SDVs;
- 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
- 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 and unless previously submitted within the past five (5) years to the DPMM, the bidder **must** provide the following SDV documents to receive the Missouri SDVE three (3) bonus point preference:

- 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),
- A copy of the SDV's documentation certifying disability by the appropriate federal agency responsible for the administration of veterans' affairs, and
- A completed copy of this exhibit.

(NOTE: 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.)

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

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 herein 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

The SDVE bidder should check the appropriate statement below and, if applicable, provide the requested information.

- No, I have not previously submitted the SDV documents specified herein to the DPMM and therefore have enclosed the SDV documents.
- Yes, I previously submitted the SDV documents specified herein within the past five (5) years to the DPMM.

Date SDV Documents were Submitted: _____

Previous Bid/Contract Number for Which the SDV Documents were Submitted: _____
(if applicable and known)

(NOTE: If the SDVE and SDV are listed on the DPMM SDVE database located at <http://content.oa.mo.gov/sites/default/files/sdvelisting.pdf>, then the SDV documents have been submitted to the DPMM within the past five [5] years. However, if it has been determined that an SDVE at any time no longer meets the requirements stated above, the DPMM will remove the SDVE and associated SDV from the database.)

FOR STATE USE ONLY	
SDV's Documents - Verification Completed By:	
_____ Buyer	_____ Date

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. Registered bidders are electronically notified of the bid opportunity based on the information maintained in the State of Missouri's vendor database. If a 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.moob.mo.gov> to obtain a copy of the amendment(s). Registered bidders who received e-mail notification of the bid opportunity when the IFB was established and 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). Registered bidders who received e-mail notification of the bid opportunity when the IFB was established and 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. 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. 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 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 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 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 those 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. All vendors 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 all vendors 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 12-27-12

END OF DOCUMENT

