



## STATEWIDE METAL CULVERTS CC221563001

Issuance Date: 5/2/2022  
Revised Date: 02/29/2024

CONTRACT PERIOD/RENEWAL OPTIONS
Current Contract Period: June 14, 2024 through June 13, 2025
Original Contract Period: June 14, 2022 through June 13, 2023
Available Renewal Period Options: 0
Potential Final Expiration Date: June 13, 2025

**ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR PUBLIC (STATE AGENCY) USE ONLY. PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.**

A state agency shall be defined as a division, section, bureau, office, program, board, regional/district office, etc., that exists within a department of Missouri State Government. For the purposes of this document, this shall also include the Judicial and Legislative branches of the State of Missouri.

BUYER CONTACT INFORMATION	
<b>Name:</b>	Coltin Wright
<b>Email:</b>	<a href="mailto:coltin.wright@oa.mo.gov">coltin.wright@oa.mo.gov</a>
<b>Phone Number:</b>	(573) 751-8897



## ORGANIZATION

Statewide Contract History  
Contract Information  
Instructions and Information  
Contract Pricing  
Contract Scope of Work  
Appendix A – Satisfactory Survey



## STATEWIDE CONTRACT HISTORY

The following table summarizes actions related to this Notification of Statewide Contract:

ACTION ISSUE DATE	SUMMARY OF CHANGES
2/29/24	Renewal with price increase for line #3.
01/30/24	Update Buyer Information.
04/24/23	Updated Buyer. Renewal processed with price increase to \$6.20 on Line Item # 3 effective 6/14/2023.
5/16/22	Corrected the contract period stated on the front page.
5/2/22	Initial issuance of new statewide contract.



**CONTRACT INFORMATION**

CONTRACT NUMBER			
<b>MissouriBUYS SYSTEM ID::</b>		MB00091240	
<b>Contractor Name:</b>		Metal Culverts, Inc.	
<b>Contractor Address:</b>		PO Box 330 Jefferson City, MO 65102	
<b>Contact Information:</b>		Name: Scott Volkart Phone Number: 573-636-7312 Fax Number: 573-634-8729 Email Address: sales@metalculverts.com	
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
<b>MBE: No</b>	<b>WBE: No</b>	<b>SDVE: No</b>	<b>Blind/Sheltered Workshop: No</b>
COOPERATIVE PROCUREMENT			
<b>Cooperative Procurement:</b>		<b>Yes</b>	



## INSTRUCTIONS AND INFORMATION



1. **PREFERRED USE / MANDATORY USE:** The contractor shall provide services on an as needed, if needed basis. The State of Missouri does not guarantee any usage of the contract whatsoever. The contractor shall agree and understand that any state agency of the State of Missouri may participate in the contract, but that the contract does not require mandatory participation by any state agency. The contractor shall agree and understand that the contract shall not be construed as an exclusive arrangement and if it is in the best interest of the State of Missouri, a state agency may, at its own discretion, obtain alternate services elsewhere.
2. **DELIVERY:** Delivery is thirty (30) calendar days after the receipt of a properly executed order. All deliveries must be coordinated with the state agency.
3. **CONTRACT MANAGEMENT:**
  - a. The state agency should monitor, measure, and manage the contractor's performance of services and delivery of products according to the contractual requirements. Please refer to the Contract Management Guide: <https://oapurch.state.mo.us/procurementsources.shtm>
  - b. In the event your state agency encounters any issues or has any concerns or questions regarding the contract, please contact the Division of Purchasing in writing to the attention of the buyer shown on the front page of this document.
  - c. To assist the Division of Purchasing in monitoring the performance of the contractor and ensuring quality services are provided to state agencies, state agencies are strongly encouraged to submit documentation regarding the contract and contractor performance to the Division of Purchasing to the attention of the buyer listed on the front page of this document.



4. **SATISFACTION SURVEY:** Customer service is a top priority. The Division of Purchasing desires to work with state agencies to identify solutions if there are any contract concerns. State agencies are encouraged to complete the Satisfaction Survey, Appendix A, regarding their experience with the contract. Please submit your completed survey to the Division of Purchasing to the attention of the buyer shown on the front page of this document.



### CONTRACT PRICING

Line Item	Mandatory Specifications	Estimated Quantity	Unit	Firm, Fixed Discount Initial Contract Period and All Renewal Options
1	<b>Plain Galvanized Corrugated Metal Culverts</b>  C/S Code 95121633 Culvert  To be applied to all plain galvanized corrugated metal culverts, connected bands, flairs, couplings, arches, and end section listed in the vendor's current price list/catalog. The firm, fixed percentage discount shall be based on pick-up at contractor's place of business.	1	PCNT	<u>30</u> %
2	<b>Polymer Coated Corrugated Metal Culverts</b>  C/S Code 95121633 Culvert  To be applied to all polymer coated corrugated metal culverts, connected bands, flairs, couplings, arches, and end sections listed in the vendor's current price list/catalog. The firm, fixed percentage discount shall be based on pick-up at contractor's place of business.	1	PCNT	<u>30</u> %

Line Item	Mandatory Specifications	Estimated Quantity	Unit	Firm, Fixed Price for Original Contract Period	Firm, Fixed Price for 1 <sup>st</sup> Renewal Period	Firm, Fixed Price for 2 <sup>nd</sup> Renewal Period
3	<b>Loaded Mile Delivery Fee</b>  C/S Code 95121633 Culvert  To be applied to the mileage between the contractor's places of business going to the state agency's designated project site. Fee shall include all transport permits and fees, which are applicable, and shall also include any required disassembly and reassembly needed to transport.	1	Mile	\$ <u>5.90</u>	\$ <u>6.20</u>	\$ <u>6.50</u>



## **CONTRACT SCOPE OF WORK**

### **General Requirements:**

The contractor shall provide metal culverts 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 metal culverts.

**Delivery Requirements:** 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.

It is the sole responsibility of the contractor to contact the delivery address to determine acceptable delivery hours Monday through Friday. Each institution can have different hours of operation at the gate, different security requirements to clear drivers, etc. All institutions observe state holidays and are not available to receive shipments. Any shipments received on State-observed holidays or during non-standard operating hours for that institution shall be re-shipped at the contractor's expense.

**Warranty Requirements:** The contractor shall provide the standard manufacturer's warranty on all metal culverts provided. During the warranty period, the contractor shall provide any replacement parts and repair service at no additional cost to the state. The warranty shall commence upon delivery and acceptance of the equipment/supplies by the State of Missouri.





## Appendix A Satisfaction Survey



This satisfaction survey is provided for users to report good and/or poor contractor performance. Any contract user may complete the survey and return it to the buyer identified on page one of this notice.

Users are advised that serious contractor performance issues should be immediately reported to the buyer identified on page one of this notice.

GENERAL CONTRACT INFORMATION	
Contract Number and Contractor Name	Contract Number: Contractor Name:
Does the contract meet the needs of your state agency?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If no, please explain:
How could the contract be improved?	



Appendix A  
**Satisfaction Survey**

PRODUCT RATING	EXPLANATION
Does the product meets the needs of your agency:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If no, please explain:
Does the product the meet the contract specifications?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If no, please explain:

CONTRACTOR PERFORMANCE	EXPLANATION
Did the contractor deliver products in accordance with the delivery timelines in the contract?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If no, please explain:
Describe the responsiveness of the contractor to inquiries.	Please explain: :
Has your agency encountered any problems with the contractor? If so, how would you rate their ability to resolve the problem?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If no, please explain:
Were the contractor's employees courteous?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If no, please explain:
Did the contractor handle recall notices effectively?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>  If no, please explain:



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Appendix A  
**Satisfaction Survey**

SURVEY COMPLETED BY:	
Name:	
State Agency:	
Email:	
Date:	

Please submit your completed survey to the Division of Purchasing to the attention of the buyer shown on the front page of this document.