



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING

**NOTIFICATION OF STATEWIDE CONTRACT**

Date: February 4, 2022

**CONTRACT TITLE:** Universal Waste Recycling Services

<b>CURRENT CONTRACT PERIOD:</b>	February 1, 2022 through April 30, 2022	
<b>RENEWAL INFORMATION:</b>	Original Contract Period:	November 1, 2018 through October 31, 2019
	Renewal Options Available:	2
	Potential Final Expiration:	October 31, 2021
<b>BUYER INFORMATION:</b>	April Howser 573-751-2497 <a href="mailto:april.howser@oa.mo.gov">april.howser@oa.mo.gov</a>	

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

THE USE OF THIS CONTRACT IS **PREFERRED** FOR ALL STATE AGENCIES.  
Local Purchase Authority should not be used to purchase supplies/services included  
in this contract.

The entire contract document may be viewed and printed from the Division of Purchasing's **Awarded Bid & Contract Document Search** located on the Internet at

<http://oa.mo.gov/purchasing>.

*~ Instructions for use of the contract, specifications, requirements, and pricing are attached ~.*

CONTRACT NUMBER	SAM II VENDOR NUMBER/ MissouriBUYS SYSTEM ID	VENDOR INFORMATION	MBE/ WBE	COOP PROCUREMENT
CS190755001	3642879980 6/ MB00100532	Veolia ES-Technical Solutions LLC 1275 Mineral Springs Dr. Port Washington WI 53074-2168 Email: <a href="mailto:steve.biermann@veolia.com">steve.biermann@veolia.com</a> Phone: (262) 243-8915 Fax: (262) 284-3775	No	Yes

## STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
<b>02/01/22 – 04/30/22</b>	<b>02/04/22</b>	<ul style="list-style-type: none"> <li>• <b>Contract extended thru 4/30/22</b></li> </ul>
11/1/21 – 01/31/22	11/04/21	<ul style="list-style-type: none"> <li>• Contract extended thru 1/31/22</li> <li>• Updated Buyer Information.</li> </ul>
11/1/20 – 10/31/21	11/25/20	<ul style="list-style-type: none"> <li>• Contract Renewed.</li> </ul>
11/1/19 – 10/31/20	10/02/20	<ul style="list-style-type: none"> <li>• Updated Buyer Information on Page One from Tammy Michel to Logan Schulte</li> </ul>
11/1/19 – 10/31/20	10/30/19	<ul style="list-style-type: none"> <li>• Contract CS190755001 renewal (11/1/19 – 10/31/20) with increase</li> </ul>
11/1/18- 10/31/19	8/30/2019	<ul style="list-style-type: none"> <li>• Updated Buyer contact information.</li> </ul>
11/1/18 – 10/31/19	1/17/2019	<ul style="list-style-type: none"> <li>• Updated Buyer contact information (corrected email address).</li> </ul>
11/1/18 – 10/31/19	1/14/2019	<ul style="list-style-type: none"> <li>• Updated Buyer contact information.</li> </ul>
11/1/18 – 10/31/19	11/7/2018	<ul style="list-style-type: none"> <li>• Initial issuance of new statewide contract</li> </ul>

**1. PRICING PAGES**  
(UNSPSC Code: 76122314)

<b>Firm, Fixed Price</b>				
<b>Fluorescent Bulbs</b>				
<b>Description</b>	<b>Quantity</b>			
	<b>0-250</b>	<b>251-500</b>	<b>501-1000</b>	<b>1001+</b>
Straight Fluorescent	\$ 0.0648 per foot <i>Line Item 1</i>	\$ 0.0648 per foot <i>Line Item 2</i>	\$ 0.0648 per foot <i>Line Item 3</i>	\$ 0.0648 per foot <i>Line Item 4</i>
Utube/Circular	\$0.3672 per each <i>Line Item 5</i>	\$0.3672 per each <i>Line Item 6</i>	\$0.3672 per each <i>Line Item 7</i>	\$0. 672 per each <i>Line Item 8</i>
HID/Mercury/Halide/Sodium	\$0.8424 per each <i>Line Item 9</i>	\$0.8424 per each <i>Line Item 10</i>	\$0.8424 per each <i>Line Item 11</i>	\$0.8424 per each <i>Line Item 12</i>
Compacts	\$0.432 per each <i>Line Item 13</i>	\$0.432 per each <i>Line Item 14</i>	\$0.432 per each <i>Line Item 15</i>	\$0.432 per each <i>Line Item 16</i>
Shatter-Shield/Power Groove	\$1.0152 per each <i>Line Item 17</i>	\$1.0152 per each <i>Line Item 18</i>	\$1.0152 per each <i>Line Item 19</i>	\$1.0152 per each <i>Line Item 20</i>
Incandescent	\$0.1728 per each <i>Line Item 21</i>	\$0.1728 per each <i>Line Item 22</i>	\$0.1728 per each <i>Line Item 23</i>	\$0.1728 per each <i>Line Item 24</i>
PCB Ballast	\$ 1.2528 landfill per pound <i>Line Item 25</i>			
Broken Fluorescent	\$ 0.0648 per pound <i>Line Item 26</i>			
Non-PCB Ballast	\$ 0.3348 per pound <i>Line Item 27</i>			

LED Bulbs				
Description	Quantity			
	0-250	251-500	501-1000	1001+
Straight	\$0.108 per foot <i>Line Item 28</i>	\$0.108 per foot <i>Line Item 29</i>	\$0.108 per foot <i>Line Item 30</i>	\$0.108 per foot <i>Line Item 31</i>
Compacts	\$0.432 per each <i>Line Item 32</i>	\$0.432 per each <i>Line Item 33</i>	\$0.432 per each <i>Line Item 34</i>	\$0.432 per each <i>Line Item 35</i>

Non-Rechargeable Batteries	
Lithium/Mercury	\$4.536 per pound <i>Line Item 36</i>
Silver-Oxide	\$4.536 per pound <i>Line Item 37</i>
Alkaline/Single-Use	\$0.6804 per pound <i>Line Item 38</i>

Rechargeable Batteries		
	25 lbs.	50 lbs.
Nickel-Cadmium	\$0.6585 per pound <i>Line Item 39</i>	\$0.6585 per pound <i>Line Item 40</i>
Lithium Ion	\$4.214 per pound <i>Line Item 41</i>	\$4.214 per pound <i>Line Item 42</i>
Nickel Zinc	\$0.6585 per pound <i>Line Item 43</i>	\$0.6585 per pound <i>Line Item 44</i>
Nickel Metal Hydride	\$0.6585 per pound <i>Line Item 45</i>	\$0.6585 per pound <i>Line Item 46</i>
Small, Sealed Lead-Acid Batteries	\$0.270 per pound <i>Line Item 47</i>	\$0.270 per pound <i>Line Item 48</i>

**Stand-By Time**

Description	Firm, Fixed Price
Stand-By Time	\$91.80 per hour <i>Line Item 49</i>

**Minimum Charge**

Description	Firm, Fixed Price
Minimum Charge	\$648 <i>Line Item 50</i>

Description	Firm, Fixed Percentage Discount
Percent Discount	0% <i>Line Item 51</i>

## RecyclePak® Fluorescent Lamp Recycling Containers

Price includes waste container(s), outbound shipping, return shipping, recycling and online recycling documentation. The RecyclePak® Lamp Recycling containers are only available or use in the Continental United States.

SK	Name	Dimensions	Style	Capacity/QTY	Cost (EA)
Supply-043	Medium 4ft Fluorescent Lamp Recycling Box	S.5"xS.5"x48"	Box with Internal Corrugated Tube and (5.5 Mil) Vapor-Barrier Liner	30 T12 / 72 TS 4ft straight fluorescent lamps, misc. 4ft TS straight lamps, misc. 4ft straight LED lamps and misc. u-tube lamps.* UN Rated Weight-34 lbs.	\$48.10
Supply-044	Medium Sft Fluorescent Lamp Recycling Box	6"x6"x96"	Box with Internal Corrugated Tube and (5.5 Mil) Vapor-Barrier Liner	16 T12 / 39 TS 8ft straight fluorescent lamps, misc. 8ft TS straight lamps, and misc. 8ft straight LED lamps.* UN Rated Weight-35 lbs.	\$65.00
Supply-065	Large 4ft Fluorescent Lamp Recycling Box	12"x12"x48"	Box with Internal Corrugated Tube and (5.5 Mil) Vapor-Barrier Liner	68 T12 / 146 TS 4ft straight fluorescent lamps, misc. 4ft TS straight lamps, misc. 4ft straight LED lamps and misc. u-tube lamps.* UN Rated Weight 6 lbs.	\$76.18
Supply-068	5 Gal Mixed Lamp Recycling Pail	Top Dia: 11.45" Bottom Dia: 10.15" Height: 14.09"	HOPE Pail with (4) Mil Poly Liner and Locking Lid	55 lbs. or 45-90 small to medium CFLs or LEDs.* (UN Rated Weight-55 lbs.)	\$62.14
Supply-098	Small 4ft Fluorescent Lamp Recycling Box	6"x6"x48"	Box with Internal Corrugated Tube and 5.5 Mil Vapor-Barrier Liner	16 T12 / 39 TS 4ft straight fluorescent lamps, misc. 4ft TS straight lamps, and misc. 4ft straight LED lamps.* (UN Rated Weight-17 lbs.)	\$37.44
Supply -123	Consumer C FL Recycling Box	6" x6" x6"	Box with (4 Mil) Poly Liner	6-8 medium CFLs or LEDs or 12 small CFLs	\$23.92
Supply-126	2ft Mixed Lamp Recycling Box	16"x16"x25"	Box with Internal Corrugated Tube and (5.5 Mil) Vapor-Barrier Liner	22 T12 / 32 T8 u-tube lamps, misc. amounts of high intensity discharge lamps, up to 250 compact fluorescent lamps or small LED lamps.* (UN Rated Weight-58 lbs.)	\$78.00
Supply-144	Bulk Lamp Recycling Kit	40" x48"x51"	Pallet-Sized Box with (4) Internal Corrugated Tubes and (4 Mil) Poly Liners	800 T12 or 1600TS 4ft straight lamps or 360400w HIDs or 312 T12 or 480 T8 u-tubes	\$827.06
Supply-190	Large 8ft Fluorescent Lamp Recycling Box	8"x 8"x96"	Box with Internal Corrugated Tube and (5.5 Mil) Vapor-Barrier Liner	25T12 / 57 TS8ft straight fluorescent lamps, misc. 8ft TS straight lamps, and misc. 8ft straight LED lamps.* (UN Rated Weight-61 lbs.)	\$82.42
Supply-191	Large U-tube , HID Lamp Recycling Box	22"x22"x24"	Box with Internal Corrugated Tube and (5.5 Mil) Vapor-Barrier Liner	46 T12 / 51 TS u-tube lamps, and up to 60 400W HIDs.* (UN Rated Weight- 54 lbs.)	\$80.86
Supply-192	Medium CFL Recycling Box	15" x15"x15"	Box with Internal Corrugated Tube and (5.5 Mil) Vapor-Barrier Liner	150 small spiral compact fluorescent lamps, S252-pin compact fluorescent lamps, 265 4-pin compact fluorescent lamps, misc. incandescent and LED lamps.* (UN Rated Weight- 37 lbs.)	\$69.68
Supply-253	Small CFL Drop Box	Outer: 13"x13"x9" Inner : 11"x11"x7"	Corrugated Display with Inner Collection Box	35 small spiral CFLs	\$49.71

Supply-261	Cubic Yard Mixed Lamps Recycling Kit	36"x36" x36"	Double-walled corrugated cubic yard box with pallet base	2700 CFLs or 525 lbs. of mixed lamps. DO NOT EXCEED 525 lbs. when placing lamps into this container.	\$1061.58
Supply-277	4ft Linear Lamp Prepaid Recycling Stamp	To be used with a pallet of 4ft lamps	8.5" x11" preprinted label	900 T12 or 1800 TS 4ft linear fluorescent lamps	\$640.64
Supply-278	8ft Linear Lamp Prepaid Recycling Stamp	To be used with a pallet of 8ft lamps	8.5" x11" preprinted label	900 T12 or 1800 TS 8ft linear fluorescent lamps	\$1109.42

### RecyclePak® Ballast Recycling Containers

Price includes waste container(s), outbound shipping, return shipping, recycling and online recycling documentation. The RecyclePak® Ballast Recycling Containers are on! [available or use in the Continental United States.](#)

SK	Name	Dimensions	Style	Capacity/QTY	Cost (EA)
Supply-040	5 Gal Lamp Ballast Recycling Pail	Top Dia: 11.45" Bottom Dia: 10.15" Height: 14.09"	HDPE Pail with (4 Mil) Poly Liner and Locking Lid	55 lbs. TSCA-exempt PCB and non PCB magnetic and electronic lamp ballast	\$97.50
Supply -19 3	6.5 Gal Lamp Ballast Recycling Pail	Top Dia: 11.45" Bottom Dia: 10" Height: 18.3"	HDPE Pail with (4 Mil) Poly Liner and Lock.in Lid	55 lbs. TSCA-exempt PCB and non PCB magnetic and electronic lamp ballast	\$98.28
Supply-263	Flexible 30 Gal Ballast Recycling Drum	17.5" x1 7.5" x27"	Polypropylene flexible drum with corrugated inserts	250 Lbs. of TSCA-exempt PCB or non-PCB lamp ballast	\$376.74
Supply-041	3.5 Gal Dry Cell Battery Recycling Pail	Top Dia: 11.45" Bottom Dia: 10.24" Height: 10.58"	HDPE Pail with (4 Mil) Poly Liner and Locking Lid	50 lbs. of dry cell batteries, including AAA, AA, C, D, and 9 volt batteries containing alkaline, carbon-zinc, NICAD, <b>NIMH</b> , silveroxide, mercury, lithium metal, and lithium ion.	\$92.82
Supply-069	1 Gal Dry Cell Battery Recycling Pail	Top Dia: 7.5" Bottom Dia: 6.625" Height: 6.9"	HDPE Pail with (4 Mil) Poly Liner and Locking Lid	25 lbs. of dry cell batteries, including AAA, AA, C, D, and 9 volt batteries containing alkaline, carbon-zinc, NICAD, <b>NIMH</b> , silver oxide, mercury, lithium metal, and lithium ion.	\$50.44
Supply-150	2 Gal Sealed Lead Acid Battery Recycling Pail	Top Dia: 10.48" Bottom Dia: 9.125" Height: 7.53"	HDPE Pail with (4 Mil) Poly Liner and Locking Lid	15 lbs. of dry cell batteries, including AAA, AA, C, D, and 9 volt batteries containing alkaline, carbon-zinc, NICAD, <b>NIMH</b> , silver oxide, mercury, lithium metal, and lithium ion.	\$74.10
Supply-252	Small Battery Drop Box	Outer: 13"x13"x9" Inner: 11"x11"x7"	Corrugated Display with Inner Collection Box	45 lbs. dry cell batteries, including AAA, AA, C, D, and 9 volt batteries containing alkaline, carbon-zinc, NICAD, <b>NIMH</b> , silver oxide, mercury, lithium metal, and lithium ion.	\$94.90

## 2.1 General Requirements:

- 2.1.1 The contractor shall provide universal waste recycling services in accordance with the Missouri Hazardous Waste Management Laws, specifically 10 CSR 25-16.273, for various agencies located throughout the State of Missouri (hereinafter referred to as “state agency”), in accordance with the provisions and requirements herein and to the sole satisfaction of the state agency.
- a. For purposes of the contract, 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 University of Missouri system and the Judicial and Legislative branches of the State of Missouri.
- 2.1.2 The contractor shall comply with all United States Environmental Protection Agency (hereinafter referred to as the EPA), Missouri Department of Natural Resources (hereinafter referred to as the DNR), United States Department of Transportation (hereinafter referred to as the USDOT), and local and county regulations regarding universal wastes.
- 2.1.3 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 the contract shall be construed as a preferred use contract but shall not be construed as an exclusive arrangement. Preferred use means that any state agency needing services should use the established contract unless it is determined to be in the best interest of the State of Missouri for a state agency to obtain alternate services elsewhere.
- 2.1.4 Cooperative Procurement Program - The contractor shall participate in the State of Missouri’s Cooperative Procurement Program. The contractor shall provide fluorescent bulb and non-rechargeable battery recycling services as described herein under the terms and conditions, requirements, and specifications of the contract, including prices, to other government entities in accordance with the Technical Services Act (section 67.360, RSMo, which is available on the internet at: <http://www.moga.mo.gov/mostatutes/stathtml/06700003601.html?&me=67.360>.) The contractor shall further understand and agree that participation by other governmental entities is discretionary on the part of that governmental entity and the State of Missouri bears no financial responsibility for any payments due the contractor by such governmental entities.
- 2.1.5 Unless otherwise specified herein, the contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to perform the services required herein.

## 2.2 Performance Requirements:

- 2.2.1 The contractor shall provide recycling services for the following fluorescent bulb and non-rechargeable battery types:

Lamp Types & Equipment	Battery Types
Straight Fluorescent & LED	Single use (alkaline, Lithium, mercury, silver)
Broken Fluorescent & LED	Nickel-Cadmium (Ni-Cd)
Utube/Circular fluorescent & LED	Lithium Ion (Li-ion)
Compact Fluorescent & LED	Nickel Zinc 9Ni-Zn)
Shatter-Shield/Power Groove	Nickel Metal Hydride (Ni-MH)
Incandescent	Small, sealed lead-acid batteries (SSLA)
PCB-ballast	
Non-PCB ballast	
HID, Mercury, Halide, Sodium	

- 2.2.2 The contractor shall provide for both the pickup of universal waste from the state agency and the shipment of universal waste to the contractor by the state agency.
- 2.2.3 Upon request by the state agency, the contractor shall provide containers (for large quantities e.g., pallet loads) and universal waste labels to the state agency for the storage of universal waste pending pickup. The contractor



shall provide such containers and labels at no charge to the state agency. All containers shall be recyclable or reusable.

2.2.4 Upon request by the state agency, the contractor shall provide pre-paid shipping containers (for small loads) and universal waste labels for the state agency to use to ship universal waste to the contractor.

2.2.5 When universal waste battery pickup is required by the state agency, the state agency shall contact the contractor to schedule a pickup.

- a. The contractor shall schedule a pickup with the state agency within five (5) business days of the state agency's request.
- b. The contractor shall arrive at the state agency pickup point during normal business hours, as indicated by the state agency.
- c. In the event the contractor is unable to provide a pickup due to unforeseen circumstance beyond the contractor's control, the contractor shall immediately notify the state agency of the inability to pickup and shall coordinate a new pickup within forty-eight (48) hours of the original scheduled pickup.
- d. The state agency shall provide the contractor with at least a forty-eight (48) hour notification of a pickup cancellation or need for pickup rescheduling.

2.2.6 The state agency will have all universal waste loaded in containers and brought to the state agency's loading dock, or equivalent area, for pickup prior to the contractor's arrival.

2.2.7 The contractor shall transport the universal waste from the state agency to the contractor's certified facility.

- a. The contractor must have and maintain a Missouri Hazardous Waste Transporter License, a United States Department of Transportation (hereinafter referred to as "USDOT") Hazmat License, and all relevant licenses, permits, and registrations for the states that materials are transported through to reach their final destination.
- b. The contractor's pickup and transport vehicle drivers must be USDOT Hazmat trained and certified.
- c. The contractor must have a MCS 90 or comparable insurance endorsement proving the transport vehicles can be operated on the road and are legal.
- d. The contractor's facility must be a Resource Conservation and Recovery Act (RCRA) Part B permitted facility.

2.2.8 The contractor shall provide the state agency with a Certificate of Recycle for each pickup of universal waste.

### **2.3 Reporting Requirements:**

2.3.1 On a monthly basis and by no later than ten (10) calendar days after the end of the reporting period, the contractor shall provide a report, sorted by state agency, which shall include the following:

- a. The utilizing state agency name;
- b. The date of pick up from the state agency;
- c. The location of pick up from the state agency;
- d. The date the shipment was received at the contractor's facility;
- e. The number and size of shipping containers received by the contractor;
- f. A description, including quantities and types of items received;
- g. The unit cost for each item received; and
- h. The total cost for the shipment.

2.3.2 The contractor shall send a copy of the report to each utilizing state agency and the State Recycling Coordinator at [recycling@oa.mo.gov](mailto:recycling@oa.mo.gov).

## **2.4 Invoicing and Payment Requirements:**

2.4.1 Prior to any payments becoming due under the contract, the contractor must return a completed State of Missouri Vendor Input/ACH-EFT Application, which is downloadable from the Vendor Services Portal at: <https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx>.

- a. The contractor understands and agrees that the State of Missouri reserves the right to make contract payments through electronic funds transfer (EFT).
- b. The contractor must submit invoices on the contractor's original descriptive business invoice form and must use a unique invoice number with each invoice submitted. The unique invoice number will be listed on the State of Missouri's EFT addendum record to enable the contractor to properly apply the state agency's payment to the invoice submitted. 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>

2.4.2 Invoicing – The contractor shall submit a monthly itemized invoice to each utilizing state agency for the actual services provided during the month. Each invoice shall be itemized by the date of pickup, the location of pickup, the quantity and types of fluorescent bulbs and non-rechargeable batteries received by the contractor, the number and size of shipping containers received by the contractor, and the applicable firm, fixed prices stated on the Pricing Pages of the contractor's awarded proposal.

- a. The contractor shall include the bill of lading and the Certificate of Recycling with the monthly invoice.
- b. In the event the contractor waits for state agency personnel to finish preparing a shipment for pickup or the contractor waits for state agency personnel to be available to sign shipping documents and such time is in excess of one (1) hour, the contractor shall invoice for stand-by time in accordance with the firm, fixed stand-by hourly price stated on the Pricing Pages of the contractor's awarded proposal. Such time shall be pro-rated in one-quarter hour increments.
- c. In the event the total cost of a pickup at a state agency is less than the minimum charge amount stated on the Pricing Pages of the contractor's awarded proposal, the contractor shall invoice for the minimum charge amount in lieu of the applicable firm, fixed prices stated on the Pricing Pages of the contractor's awarded proposal.

2.4.3 Payments – After acceptance and approval of the invoice and services provided, each state agency utilizing the contract shall pay the contractor in accordance with the applicable firm, fixed prices stated on the Pricing Pages of the contractor's awarded proposal.

- a. The contractor shall understand and agree that each state agency utilizing the contract shall be solely responsible for payment for only those services provided to that agency.
- b. In the event the total payment due to the contractor for the pickup of fluorescent bulbs or non-rechargeable batteries is less than the firm, fixed minimum charge amount stated on the Pricing Pages of the contractor's awarded proposal, the contractor shall be paid the firm, fixed minimum charge amount in lieu of the applicable firm, fixed unit prices.

2.4.4 Other than the payments specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever.

## **2.5 Missouri Statewide Contract Quarterly Administrative Fee:**

- 2.5.1 The contractor shall pay a one percent (1%) administrative fee to the State of Missouri which shall apply to all payments received by the contractor for all services provided under the contract. Payment of the one percent (1%) administrative fee shall be non-negotiable.
- 2.5.2 The contractor shall pay the administrative fee at the end of each calendar quarter (i.e. March 31, June 30, September 30, and December 31). The total administrative fee for a given quarter must equal one percent (1%) of the total payments (minus returns and credits) received by the contractor during the calendar quarter as reported on the contractor's Missouri Statewide Contract Quarterly Administrative Fee Report specified below. The administrative fee must be received by the Division of Purchasing (DPMM) no later than the fifteenth (15<sup>th</sup>) calendar day of the month immediately following the end of the calendar quarter, unless the fifteenth (15<sup>th</sup>) is not a business day in which case the next business day thereafter shall be considered the administrative fee deadline.
- 2.5.3 Payments shall be made using one (1) of the following acceptable payment methods:
- a. **Check:** Personal check, company check, cashier's check, or money order made payable to the "Missouri Revolving Information Technology Trust Fund" and sent to the following mailing address: Division of Purchasing, P.O. Box 809, Jefferson City, MO 65102 – 0809 OR Division of Purchasing, 301 West High Street, Room 630, Jefferson City, MO 65101-1517. The contractor's payment by check shall authorize the State of Missouri to process the check electronically. The contractor understands and agrees that any returned check from the contractor may be presented again electronically and may be subject to additional actions and/or handling fees.
  - b. **Electronic Payment:** Instructions on how to submit payments electronically by automated clearing house (ACH) will be provided upon request by contacting the Division of Purchasing at (573) 751-2387.
- 2.5.4 All payments of the administrative fee shall include the contract number on any check or transmittal document. However, only one (1) contract number must be entered on a check or transmittal document. If submitting an administrative fee payment for more than one (1) contract, then a separate check or electronic payment and associated transmittal document must be submitted by the contractor for each contract.
- 2.6 **Missouri Statewide Contract Quarterly Administrative Fee Report:** (See RFP for Requirements)
- 2.7 **Missouri Statewide Contract Quarterly Usage Report:** (See RFP for Requirements)