



**Scope of Work**

This scope of work is to fully close the Doolittle Rest Area 3 cell sewage lagoon located on the east bound I-44 at mile marker 178. MoDot has provided a closure plan written up by a MoDot P.E. This closure plan has been approved by MDNR. MoDot has done the following steps within the closure plan: Drained all water from the lagoon and installed silt fencing around the perimeter of the lagoon area. Please follow the steps within the closure plan continue closing in the banks of the lagoon and leveling out the site. Also attached is the Standard Conditions for NPDES Permits issued by MDNR which also includes Section I Closure Requirements. Also please follow the soil neutralization and grass seeding specifications for grass growth in the disturbed areas.

Soil Neutralization and Seeding shall be as listed below:

Fertilizer and soil neutralizing material:

Nitrogen (N)	80 lbs/acre
Phosphoric Acid (P2O2)	80 lbs/acre
Potash (K2O)	80 lbs/acre
Soil Neutralization	500 lbs/acre

Seeding material:

Tall Fescue	80lbs/acre
Annual Ryegrass	10lbs/acre
Perennial Ryegrass	5lbs/acre
White Clover	5lbs/acre
Oats	10lbs/acre
Total	110lbs/acre

Annual Wage Order #17 for Phelps County will apply.

**STANDARD CONDITIONS FOR NPDES PERMITS  
ISSUED BY  
THE MISSOURI DEPARTMENT OF NATURAL RESOURCES  
MISSOURI CLEAN WATER COMMISSION  
AUGUST 15, 1994**

**PART III – SLUDGE & BIOSOLIDS FROM DOMESTIC WASTEWATER TREATMENT FACILITIES**

**SECTION A – GENERAL REQUIREMENTS**

1. This permit pertains to sludge requirements under the Missouri Clean Water Law and regulation and incorporates applicable federal sludge disposal requirements under 40 CFR 503. The Environmental Protection Agency (EPA) has principal authority for permitting and enforcement of the federal sludge regulations under 40 CFS 503 until such time as Missouri is delegated the new EPA sludge program. EPA has reviewed and accepted these standard sludge conditions. EPA may choose to issue a separate sludge addendum to this permit or a separate federal sludge permit at their discretion to further address federal requirements.
2. These PART III Standard Conditions apply only to sludge and biosolids generated at domestic wastewater treatment facilities, including public owned treatment works (POTW) and privately owned facilities.
3. Sludge and Biosolids Use and Disposal Practices.
  - a. Permittee is authorized to operate the sludge and biosolids treatment, storage, use, and disposal facilities listed in the facility description of this permit.
  - b. Permittee shall not exceed the design sludge volume listed in the facility description and shall not use sludge disposal methods that are not listed in the facility description, without prior approval of the permitting authority.
  - c. Permittee is authorized to operate the storage, treatment or generating sites listed in the Facility Description section of this permit.
  - d. A separate operating permit is required for each operating location where sludge or biosolids are generated, stored, treated, or disposed, unless specifically exempted in this permit or in 10 CSR 20, Chapter 6 regulations. For land application, see section H, subsection 3 of these standard conditions.
4. Sludge Received From Other Facilities
  - a. Permittees may accept domestic wastewater sludge from other facilities including septic tank pumpings from residential sources as long as the design sludge volume is not exceeded and the treatment facility performance is not impaired.
  - b. The permittee shall obtain a signed statement from the sludge generator or hauler that certifies the type and source of the sludge.
  - c. Sludge received from out-of-state generators shall receive prior approval of the permitting authority and shall be listed in the facility description or special conditions section of the permit.
5. These permit requirements do not supersede nor remove liability for compliance with county and other local ordinances.
6. These permit requirements do not supersede nor remove liability for compliance with other environmental regulations such as odor emissions under the Missouri Air Pollution Control Law and regulations.
7. This permit may (after due process) be modified, or alternatively revoked and reissued, to comply with any applicable sludge disposal standard or limitation issued or approved under Section 405(d) of the Clean Water Act or under Chapter 644 Rsmo.
8. In addition to the STANDARD CONDITIONS, the department may include sludge limitations in the special conditions portion or other sections of this permit.
9. Alternate Limits in Site Specific Permit.

Where deemed appropriate, the department may require an individual site specific permit in order to authorize alternate limitations:

  - a. An individual permit must be obtained for each operating location, including application sites.
  - b. To request a site specific permit, an individual permit application, permit fees, and supporting documents shall be submitted for each operating location. This shall include a detailed sludge/biosolids management plan or engineering report.
10. Exceptions to these Standard Conditions may be authorized on a case-by-case basis by the department, as follows:
  - a. The department will prepare a permit modification and follow permit public notice provisions as applicable under 10 CSR 20-6.020, 40 CFR 124.10, and 40 CFR 501.15(a)(2)(ix)(E). This includes notification of the owners of property located adjacent to each land application site, where appropriate.
  - b. Exceptions cannot be granted where prohibited by the federal sludge regulations under 40 CFR 503.
11. Compliance Period  
Compliance shall be achieved as expeditiously as possible but no later than the compliance dates under 40 CFR 503.2.

## **SECTION B – DEFINITIONS**

1. Biosolids means an organic fertilizer or soil amendment produced by the treatment of domestic wastewater sludge. Untreated sludge or sludge that does not conform to the pollutants and pathogen treatment requirements in this permit is not considered biosolids.
2. Biosolids land application facility is a facility where biosolids are spread onto the land at agronomic rates for production of food or fiber. The facility includes any structures necessary to store the biosolids until soil, weather, and crop conditions are favorable for land application.
3. Class A biosolids means a material that has met the Class A pathogen reduction requirements or equivalent treatment by a Process to Further Reduce Pathogens (PFRP) in accordance with 40 CFR 503.
4. Class B biosolids means a material that has met the Class B pathogen reduction requirements or equivalent treatment by a Process to Significantly Reduce Pathogens (PFRP) in accordance with 40 CFR 503.
5. Domestic wastewater means wastewater originating from the sanitary conveniences of residences, commercial buildings, factories and institutions; or co-mingled sanitary and industrial wastewater processed by a public owned treatment works (POTW) or privately owned facility.
6. Mechanical treatment plants are wastewater treatment facilities that use mechanical devices to treat wastewater, including septic tanks, extended aeration, activated sludge, contact stabilization, trickling filters, rotating biological discs, and other similar facilities. It does not include un aerated wastewater treatment lagoons and constructed wetlands for wastewater treatment.
7. Operating location as defined in 10 CSR 20-2.010 is all contiguous lands owned, operated or controlled by one (1) person or by two (2) or more persons jointly or as tenants in common.
8. Plant Available Nitrogen (PAN) is the nitrogen that will be available to plants during the next growing season after biosolids application.
9. Sinkhole is a depression in the land surface into which surface water flows to join an underground drainage system.
10. Site Specific Permit is a permit that has alternate limits developed to address specific site conditions for each land application site or storage site.
11. Sludge is the solid, semisolid, or liquid residue removed during the treatment of wastewater. Sludge includes septage removed from septic tanks.
12. Sludge lagoon is an earthen basin that receives sludge that has been removed from a wastewater treatment facility. It does not include a wastewater treatment lagoon or sludge treatment units that are not a part of a mechanical wastewater treatment facility.
13. Wetlands are those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamp, marshes, bogs, and similar areas. Wetlands do not include constructed wetlands used for wastewater treatment.

## **SECTION C – MECHANICAL WASTEWATER TREATMENT FACILITIES**

1. Sludge shall be routinely removed from the wastewater treatment facilities and handled according to the permit facility description and sludge conditions in this permit.
2. The permittee shall operate the facility so that there is no sludge loss into the discharged effluent in excess of permit limits, no sludge bypassing, and no discharge of sludge to waters of the state.
3. Mechanical treatment plants shall have separate sludge storage compartments in accordance with 10 CSR 20, Chapter 8. Failure to remove sludge from these storage compartments on the required design schedule is a violation of this permit.

## **SECTION D – SLUDGE DISPOSED AT OTHER TREATMENT FACILITY OR CONTRACT HAULER**

1. This section applies to permittees that haul sludge to another treatment facility for disposal or use contract haulers to remove and dispose of sludge.
2. Permittees that use contract haulers are responsible for compliance with all the terms of this permit including final disposal, unless the hauler has a separate permit for sludge or biosolids disposal issued by the department; or the hauler transports the sludge to another permitted treatment facility.
3. The permittee shall require documentation from the contractor of the disposal methods used and permits obtained by the contractor.
4. Testing of sludge, other than total solids content, is not required if sludge is hauled to a municipal wastewater treatment facility or other permitted wastewater treatment facility.

#### SECTION E – WASTEWATER TREATMENT LAGOONS AND STORMWATER RETENTION BASINS

1. Sludge that is retained within a wastewater treatment lagoon is subject to sludge disposal requirements when the sludge is removed from the lagoon or when the lagoon ceases to receive and treat wastewater.
2. If sludge is removed during the year, an annual sludge report must be submitted.
3. Storm water retention basins or other earthen basins, which have been used as sludge storage for a mechanical treatment system is considered a sludge lagoon and must comply with Section G of this permit.

#### SECTION F – INCINERATION OF SLUDGE

1. Sludge incineration facilities shall comply with the requirements of 40 CFR 503 Subpart E; air pollution control regulations under 10 CSR 10; and solid waste management regulations under 10 CSR 80.
2. Permittee may be authorized under the facility description of this permit to store incineration ash in lagoons or ash ponds. This permit does not authorize the disposal of incineration ash. Incineration ash shall be disposed in accordance with 10 CSR 80; or if the ash is determined to be hazardous waste, shall be disposed in accordance with 10 CSR 25.
3. In addition to normal sludge monitoring, incineration facilities shall report the following as part of the annual report, quantity of sludge incinerated, quantity of ash generated, quantity of ash stored; and ash use or disposal method, quantity, and location. Permittee shall also provide the name of the disposal facility and the applicable permit number.
4. Additional limitations, monitoring, and reporting requirements may be addressed in the Special Conditions sections of this permit.

#### SECTION G – SURFACE DISPOSAL SITES AND SLUDGE LAGOONS

1. Surface disposal sites shall comply with the requirements in 40 CFR 503 Subpart C, and solid waste disposal regulations under 10 CSR 80.
2. Additional limitations, monitoring, and reporting requirements may be addressed in the Special Conditions section of this permit.
3. Effective February 19, 1995, a sludge lagoon that has been in use for more than two years without removal of accumulated sludge, or that has not been properly closed shall comply with one of the following options:
  - a. Permittee shall obtain a site specific permit to address surface disposal requirements under 40 CFR 503, ground water quality regulations under 10 CSR 20, Chapter 7 and 8, and solid waste management regulations under 10 CSR 80;
  - b. Permittee shall clean out the sludge lagoon to remove any sludge over two years old and shall continue to remove accumulated sludge at least every two years or an alternate schedule approved under 40 CFR 503.20(b). In order to avoid damage to the lagoon seal during cleaning, the permittee may leave a layer of sludge on the bottom of the lagoon, upon prior approval of the department; or
  - c. Permittee shall close the lagoon in accordance with Section 1.

#### SECTION H – LAND APPLICATION

1. The permittee shall not land apply sludge or biosolids unless land application is authorized in the Facility Description or special conditions section of the permit.
2. This permit replaces and terminates all previous sludge management plan approvals by the department for land application of sludge or biosolids.
3. Land application sites within a 20 mile radius of the wastewater treatment facility are authorized under this permit when biosolids are applied for beneficial use in accordance with these standard conditions unless a site specific permit is required under Section A, Subsection 9.
4. Biosolids shall not be applied unless authorized in this permit or exempted under 10 CSR 20, Chapter 6.
  - a. This permit does not authorize the land application of sludge except when sludge meets the definition of biosolids.
  - b. This permit authorizes "Class A or B" biosolids derived from domestic wastewater sludges to be land applied onto grass land, crop land, timber land or other similar agricultural or silviculture lands at rates suitable for beneficial use as organic fertilizer and soil conditioner.
5. Public Contact Sites.  
Permittees who wish to apply Class A biosolids to public contact sites must obtain approval from the department. Applications for approval shall be in the form of an engineering report and shall address priority pollutants and dioxin concentrations. Authorization for land applications must be provided in the special conditions section of this permit or in a separate site-specific permit.

6. Agricultural and Silvicultural Sites.

In addition to specified conditions herein, this permit is subject to the attached Water Quality Guides numbers WQ 422 through 426 published by the University of Missouri, and hereby incorporated as though fully set forth herein. The guide topics are as follows:

WQ 422	Land Application of Septage
WQ 423	Monitoring Requirements for Biosolids Land Application
WQ 424	Biosolids Standards for Pathogens and Vectors
WQ 425	Biosolids Standards for Metals and Other Trace Substances
WQ 426	Best Management Practices for Biosolids Land Applications

**SECTION I – CLOSURE REQUIREMENTS**

1. This section applies to all wastewater treatment facilities (mechanical and lagoons) and sludge or biosolids storage and treatment facilities and incineration ash ponds. It does not apply to land application sites.
2. Permittees who plan to cease operation must obtain department approval of a closure plan which addresses proper removal and disposal of all residues, including sludge, biosolids, and ash. Permittee must maintain this permit until the facility is properly closed per 10 CSR 20-6.010 and 10 CSR 20-6.015.
3. Residuals that are left in place during closure of a lagoon or earthen structure shall not exceed the agricultural loading rates as follows:
  - a. Residuals shall meet the monitoring and land application limits for agricultural rates as referenced in Section H of these standard conditions.
  - b. If a wastewater treatment lagoon has been in operation for 15 years or more, the sludge in the lagoon qualifies for Class B with respect to pathogens (see WQ 424, Table 3), and testing for fecal coliform is not required. For other lagoons, testing for fecal coliform is required to show compliance with Class B limitations. See WQ 423 and 424.
  - c. The allowable nitrogen loading that may be left in the lagoon shall be based on the plant available nitrogen (PAN) loading. See WQ 426 for calculation procedures. For a grass cover crop, the allowable PAN is 300 pounds/acre.
4. When closing a wastewater treatment lagoon with a design treatment capacity equal or less than 150 persons, the residuals are considered "septage" under the similar treatment works" definition. See WQ 422. Under the septage category, residuals may be left in place as follows:
  - a. Testing for metals or fecal coliform is not required.
  - b. If the wastewater treatment lagoon has been in use for less than 15 years, mix lime with the sludge at the rate of 50 pounds of hydrated lime per 1000 gallons (134 cubic feet) of sludge.
  - c. The amount of sludge that may be left in the lagoon shall be based on the plant available nitrogen (PAN) loading. 100 dry tons/acre of sludge may be left in the basin without testing for nitrogen. If more than 100 dry tons/acre will be left in the lagoon, test for nitrogen and determine the PAN in accordance with WQ 426. Allowable PAN loading is 300 pounds/acre.
5. Residuals left within the lagoon shall be mixed with soil on at least a 1 to 1 ratio, the lagoon berms shall be demolished, and the site shall be graded and vegetated so as to avoid ponding of storm water and provide adequate surface water drainage without creating erosion.
6. Lagoon closure activities shall obtain a storm water permit for land disturbance activities that equal or exceed five acres in accordance with 10 CSR 20-6.200.
7. If sludge exceeds agricultural loading rates under Section H or I, a landfill permit or solid waste disposal permit shall be obtained to authorize on-site sludge disposal under the Missouri Solid Waste Management Law and regulations per 10 CSR 80, and the permittee must comply with the surface disposal requirements under 40 CFR 503, Subpart C.

**SECTION J – MONITORING FREQUENCY**

1. At a minimum, sludge or biosolids shall be tested for volume and percent total solids on a frequency that will accurately represent sludge quantities produced and disposed.
2. Testing for land application is listed under Section H, Subsection 6 of these standard conditions (see WQ 423). Once per year is the minimum test frequency. Additional testing shall be performed for each 100 dry tons of sludge generated or stored during the year.
3. Additional testing may be required in the special conditions or other sections of the permit. Permittees receiving industrial wastewater may be required to conduct additional testing upon request from the department.
4. Monitoring requirements shall be performed in accordance with, "POTW Sludge Sampling and Analysis Guidance Document", United States Environmental Protection Agency, August 1989, and subsequent revisions.

**SECTION K – RECORD KEEPING AND REPORTING REQUIREMENTS**

1. The permittee shall maintain records on file at the facility for at least five years for the items listed in these Standard Conditions and any additional items in the Special Conditions section of this permit. This shall include dates when the sludge facility is checked for proper operation, records of maintenance and repairs and other relevant information.
2. Reporting Period
  - a. By January 28<sup>th</sup> of each year, an annual report shall be submitted for the previous calendar year period for all mechanical wastewater treatment facilities, sludge lagoons, and sludge or biosolids disposal facilities.
  - b. Permittees with wastewater treatment lagoons shall submit the above annual report only when sludge or biosolids are removed from the lagoon during the report period or when the lagoon is closed.
3. Report Forms. The annual report shall be submitted on report forms provided by the department or equivalent forms approved by the department.
4. Report shall be submitted as follows:  
Major facilities (those serving 10,000 persons or 1 million gallons per day) shall report to both the department and EPA. Other facilities need to report only to the department. Reports shall be submitted to the addresses listed as follows:

DNR regional office listed in your permit  
(See cover letter of permit)

EPA Region VII  
Water Compliance Branch (WACM)  
Sludge Coordinator  
901 N 5<sup>th</sup> Street  
Kansas City, KS 66101

5. Annual Report Contents. The annual report shall include the following:
  - a. Sludge/biosolids testing performed. Include a copy or summary of all test results, even if not required by this permit.
  - b. Sludge or Biosolids quantity shall be reported as dry tons for quantity generated by the wastewater treatment facility, the quantity stored on site at end of year, and the quantity used or disposed.
  - c. Gallons and % solids data used to calculate the dry ton amounts.
  - d. Description of any unusual operating conditions.
  - e. Final disposal method, dates, and location, and person responsible for hauling and disposal.
    - (1) This must include the name, address and permit number for the hauler and the sludge facility. If hauled to a municipal wastewater treatment facility, sanitary landfill, or other approved treatment facility, give the name and permit number of that facility.
    - (2) Include a description of the type of hauling equipment used and the capacity in tons, gallons, or cubic feet.
  - f. Contract Hauler Activities.  
If contract hauler, provide a copy of a signed contract or billing receipts from the contractor. Permittee shall require the contractor to supply information required under this permit for which the contractor is responsible. The permittee shall submit a signed statement from the contractor that he has complied with the standards contained in this permit, unless the contract hauler has a separate sludge disposal or biosolids use permit.
  - g. Land Application Sites.
    - (1) Report the location of each application site, the annual and cumulative dry tons/acre for each site, and the landowners name and address. The location for each spreading site shall be given as legal description for nearest ¼, ¼, Section, Township, Range, and County, or as latitude and longitude.
    - (2) If biosolids application exceeds 2 dry tons/acre/year, report biosolids nitrogen results. Plant Available Nitrogen (PAN) in pounds/acre, crop nitrogen requirement, available nitrogen in the soil prior to biosolids application, and PAN calculations for each site.
    - (3) If the "Low Metals" criteria is exceeded, report the annual and cumulative pollutant loading rates in pounds per acre for each applicable pollutant, and report the percent of cumulative loading which has been reached at each site.
    - (4) Report the method used for compliance with pathogen and vector attraction requirements.
    - (5) Report soil test results for pH, CEC, and phosphorus. If none was tested during the year, report the last date when tested and results.

# LAGOON CLOSURE PLAN

## CLOSURE PLAN FOR THE DOOLITTLE REST AREA LAGOON

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### PART 1 – GENERAL

#### 1.01 SUMMARY

- A. The Conway Welcome Center is now under construction and scheduled to be opened by Memorial Day weekend of 2009. This Welcome Center has eliminated the need for the Doolittle Rest Area to operate a triple cell wastewater lagoon. The Doolittle Rest Area lagoon will hereafter be referred to as the LAGOON. The LAGOON is currently operated under Missouri State Operating Permit No. MO-0096865. This closure plan has been developed to provide guidance to the OWNER for proper closure methods and disposal requirements for any biosolids that are currently present within the Lagoon. The OWNER will be responsible for the dispersion of biosolids in an environmentally sound manner. The OWNER will also be responsible for all required testing and record keeping with respect to biosolids management.

#### 1.02 REFERENCES

- A. The closure plan and the implementation of the closure plan for the LAGOON shall comply with all federal and state regulations, which include the following:
1. Missouri Department of Natural Resources Standard Conditions for NPDES Permits, 10/10/80
  2. WQ422 Land Application of Septage, MU Extension
  3. WQ423 Monitoring Requirements for Biosolids Land Application
  4. WQ424 Biosolids Standards for Pathogens and Vectors
  5. WQ425 Biosolids Standards for Metals and Other Trace Substances
  6. WQ426 Best Management Practices for Biosolids Land Application
  7. WQ429 Interpretation of Laboratory Analyses of Biosolids Samples
  8. “Protecting Water Quality”, Missouri Department of Natural Resources, November 1999

#### 1.03 LAGOON DESIGN CHARACTERISTICS

- A. The LAGOON was designed to meet the following parameters:
1. Design population equivalent = 300
  2. Design flow = 19,125 gallons per day
  3. Design sludge production = 4.5 dry tons per year

#### 1.04 EXISTING LAGOON CHARACTERISTICS

- A. The LAGOON will not be in operation in September 2009 and will not receive any wastewater flows.
- B. Based on the OWNERS records, the LAGOON is approximately 30 years old.
- C. LAGOON sludge characteristics
1. Even though the LAGOON has a design population equivalent of 300, the measured actual flow is less than 5,000 gallons per day which is much lower than the 15,000 gallons per day

guidelines. The actual flow based on the operating permit is listed at 1,200 gallons per day, therefore OWNER will be treating the lagoon like it was designed for 150 design population.

2. The LAGOON has been in operation for thirty (30) years, therefore no additional processing of sludge will be required during closure of LAGOON.

## **PART 2 – PRODUCTS**

### **2.01 SOIL MATERIALS**

#### **A. Borrow Materials:**

1. Refers to all backfill and embankment material obtained from approved locations on or off the jobsite.
2. Borrow shall include all excavating, handling and final disposal of material as specified.
3. Material removed from borrow area(s) shall be approved by the Engineer.
4. Leave on-site borrow area(s) graded to drain and to present a neat appearance.

#### **B. Topsoil Materials:**

1. Included those materials obtained from excavation or borrow area(s) which are free from roots, rocks and debris and suitable for such purpose.

### **2.02 BIOSOLIDS & SEPTAGE**

#### **A. Biosolids**

1. Refers to domestic wastewater sludge that meets federal and state standards for use as a fertilizer or soil conditioner.
2. Biosolids applied to land shall utilize existing nitrogen, phosphorous and potash contents to fertilize grasses or crops.

#### **B. Septage**

1. Refers to all materials, containing biosolids, pumped or removed from residential septic tanks or similar treatment works.

## **PART 3 – PERFORMANCE**

### **3.01 LAGOON CLOSURE PLAN**

#### **A. LAGOON Closure Sequencing**

1. The closure of the LAGOON shall be performed in the following order, unless authorized in writing by the ENGINEER.
  - a. Removal of LAGOON Wastewater
  - b. Mixing of LAGOON Septage

c. Finish Grading of Site

B. Removal of LAGOON Wastewater

1. Once the rest area facility is closed, the wastewater shall be pumped from the first cell to the second cell. To be in compliance with the current permit, a maximum of 19,125 gallons per day will be pumped into the cell. Whenever the first cell is pumped down, the wastewater from the second cell will then be pumped to the third cell which contains the sand filter. The rate of the pump shall not be so great that the wastewater overtops the berms at any time. The treated wastewater leaving the outfall from the third cell will be periodically monitored to ensure compliance with the current operating permit.

C. Mixing of LAGOON Septage

1. OWNER shall install appropriate erosion control measures in those areas around and down gradient of the existing lagoon and land application area. Temporary storm water diversion swales should be constructed to divert any potential storm water runoff away from the proposed septage mixing area. All erosion control measures shall meet the requirements of the MDNR "Protecting Water Quality" Publication.
2. OWNER shall utilize conventional earth moving equipment to mix all LAGOON septage with borrow materials located onsite. The borrow materials will include the material located within the LAGOON berm and from a three acre tract of land directly north of the lagoon. If this is not enough material then, additional borrow material should be obtained from MoDOT owned property. The septage should be mixed at a one part septage to one part clean borrow material ratio.

D. Finish Grading of Site

1. OWNER shall leave mixed LAGOON septage in-place.
2. OWNER shall borrow additional soil, if needed, to fill area in and around LAGOON. Finished grade of the site should provide for positive drainage of LAGOON area.
3. Once final grade has been achieved, the OWNER shall take appropriate measures to provide for the establishment of permanent vegetation in all areas that were disturbed during the LAGOON closure.

**Certificate of Good Standing**

All respondents must use the firm name under which he/she is registered to do business in the state of Missouri. The bidder must ensure that his/her firm name is registered with the office of the Secretary of State. All bidders must be in good standing prior to issuance of "Notice to Proceed". Secretary of State (573) 751-4936 or <http://www.sos.mo.gov/business/corporations/onlineServices.asp>

**HB600 Compliance**

All respondents must be in compliance with House Bill 600, Section 23.060 RSM0, which states MoDOT is precluded from contracting with a vendor or its affiliate who 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 RSM0 144. Department of Revenue (573) 751-9268 or <http://dor.mo.gov/tax/business/sales/hb600.htm>

**VENDOR NOTES**

**Missouri Department of Transportation purchase orders must be issued to the invoicing company/address. If the invoicing company/address will be different from that listed in the vendor information section (below), the vendor must specify the "remit to" company/address in the vendor notes section (above).**

**VENDOR INFORMATION**

Vendor Name/Mailing Address:	Vendor Contact Information (including area codes):  Phone #:  Fax #:  Cellular #:  Federal ID #:
Printed Name and Title of Responsible Officer or Employee:	Signature:
Is your company registered/certified with the State of Missouri as a (please circle):	
MINORITY BUSINESS ENTERPRISE (MBE) ?	YES                      NO
WOMEN BUSINESS ENTERPRISE (WBE) ?	YES                      NO
Would your company like information on becoming a registered/certified MBE/WBE vendor?	YES                      NO

**All responses to this Request for Quotation MUST be submitted on this form and all pages MUST be returned to the Buyer listed above at the District mailing address shown.**

# PREFERENCE IN PURCHASING PRODUCTS

DATE: \_\_\_\_\_

The bidders attention is directed to Section 34.076 RsMO 1986 which gives preference to Missouri corporations, firms, and individuals when letting contracts or purchasing products.

Bids/Quotations received will be evaluated on the basis of this legislation.

**All vendors submitting a bid/quotation must furnish ALL information requested below.**

**FOR CORPORATIONS:**

State in which incorporated: \_\_\_\_\_

**FOR OTHERS:**

State of domicile: \_\_\_\_\_

**FOR ALL VENDORS:**

List address of Missouri offices or places of business:

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**THIS SECTION MUST BE COMPLETED AND SIGNED:**

**FIRM NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**BY (signature required):** \_\_\_\_\_

**Federal Tax I.D. #:** \_\_\_\_\_ **if no Federal Tax I.D. # - list Social Security #:** \_\_\_\_\_

NOTE: For bid/quotation to be considered, the "Preference in Purchasing Products" form must be on file in the General Services (Procurement) Division and must be dated in the current calendar year.

**MISSOURI SERVICE-DISABLED VETERAN BUSINESS PREFERENCE**

By virtue of statutory authority, RSMo 34.074, a preference will be given all contracts for the performance of any job or service to service-disabled veteran business either doing business as Missouri firms, corporations, or individuals; or which maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing bids, in their entirety, are comparable.

Definitions:

**Service-Disabled Veteran** is defined as any individual who is disabled as certified by the appropriate federal agency responsible for the administration of veterans' affairs.

**Service-Disabled Veteran Business** is defined as a business concern:

- a. Not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one or more service-disabled veterans; and
- b. The management and daily business operations of which are controlled by one or more service-disabled veterans.

If an offeror meets the definitions of a service-disabled veteran and a service-disabled veteran business as defined in 34.074 RSMo and is either doing business as a Missouri firm, corporation, or individual; or maintains a Missouri office or place of business, the offeror **must** provide the following with the proposal in order to receive the Missouri service-disabled veteran business preference over a non-Missouri service-disabled veteran business when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing proposals, in their entirety, are comparable:

- a. A copy of a letter from the Department of Veterans Affairs (VA), or a copy of the offeror's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty) from the branch of service the offeror was in, stating that the offeror has a service-connected disability rating ranging from 0 to 100% disability; and
- b. A completed copy of this exhibit

(NOTE: For ease of evaluation, please attach copy of the above-referenced letter from the VA or a copy of the offeror's discharge paper to this Exhibit.)

By signing below, I certify that I meet the definitions of a service-disabled veteran and a service-disabled veteran business as defined in 34.074 RSMo and that I am either doing business as a Missouri firm, corporation, or individual; or maintain Missouri offices or places of business at the location(s) listed below.

Veteran Information

Business Information

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

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

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

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

## STANDARD SOLICITATION PROVISIONS

- a. The Missouri Department of Transportation (MoDOT) reserves the right to reject any or all bids/quotes/proposals, and to accept or reject any items thereon, and to waive technicalities. In case of error in the extension of prices in the bid/quote/proposal, unit prices will govern.
- b. All bids/quotes/proposals must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
- c. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown, within the State of Missouri.
- d. Time of delivery is a part of the consideration and, if not otherwise stated in the solicitation documents, must be stated in definite terms by the Bidder/Offeror and must be adhered to. If time varies on different items, the Bidder/Offeror shall so state.
- e. If providing bids/quotes/proposals for commodities, the Bidder/Offeror will state brand or make on each item. If bidding or proposing other than the make, model or brand specified, the manufacturer's name, model number or catalog number must be given.
- f. **For bids/proposals of \$25,000 or more**, no bids/proposals by telephone, telegram or telefax will be accepted.
- g. The date specified for the returning of bids/quotes/proposals is a firm deadline and all bids/quotes/proposals must be received at the designated office by that time. The Department does not recognize the U.S. Mail, Railway Express Agency, Air Express, or any other organization, as its agent for purposes of accepting proposals. All proposals arriving at the designated office after the deadline specified will be rejected.

## GENERAL TERMS AND CONDITIONS

### General Performance

- a. This work is to be performed under the general supervision and direction of the Missouri Department of Transportation (MoDOT) and, if awarded any portion of the work, the Contractor agrees to furnish at his own expense all labor and equipment required to complete the work, it being expressly understood that this solicitation is for completed work based upon the price(s) specified and is not a solicitation for rental of equipment or employment of labor by MoDOT, and MoDOT is to have no direction or control over the employees used by the Contractor in performance of the work.

### Deliveries

- a. Unless otherwise specified on the solicitation documents or purchase order, suppliers shall give at least 24 hours advance notice of each delivery. Delivery will only be received between the hours of 8:00 a.m. to 3:00 p.m., Monday through Friday. Material arriving after 3:00 p.m. will not be unloaded until the following workday. No material will be received on Saturday, Sunday or state holidays.
- b. If the prices bid herein include the delivery cost of the material, the Contractor agrees to pay all transportation charges on the material as FOB - Destination. Freight costs must be included in the unit price bid and not listed as a separate line item.
- c. Any demurrage is to be paid by the Contractor direct to the railroad or carrier.

### Nondiscrimination

- a. The Contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- b. All solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials or leases of the Contractor's obligations under this contract and the Regulations, will be relative to nondiscrimination on the grounds of race, color, or national origin.
  - 1) Sanctions for Noncompliance: In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, MoDOT shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
    - i. withholding of payments to the Contractor under the contract until the Contractor complies, and/or,
    - ii. cancellation, termination or suspension of the contract, in whole or in part.

### Contract/Purchase Order

- a. By submitting a bid/quote/proposal, the Bidder/Offeror agrees to furnish any and all equipment, supplies and/or services specified in the solicitation documents, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the solicitation documents, amendments thereto, and/or Best and Final Offer (BAFO) request(s) with any changes/additions, (2) the Contractor's proposal and/or submitted pricing, and (3) the MHTC's acceptance of the proposal and/or bid by purchase order or post-award contract.
- c. A notice of award 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, the Contractor must receive a properly authorized purchase order and/or notice to proceed.
- 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, 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 duly authorized representative of the MHTC, 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.

### Subcontracting

- a. It is specifically understood that no portion of the material or any interest in the contract, shall be subcontracted, transferred, assigned or otherwise disposed of, except with the written consent of MoDOT. Request for permission to subcontract or otherwise dispose of

any part of the work shall be in writing to MoDOT and accompanied by documentation showing that the organization which will perform the work is particularly experienced and equipped for such work.

- b. Consent to subcontract or otherwise dispose of any portion of the work shall not be construed to relieve the Contractor of any responsibility for the production and delivery of the contracted work and the completion of the work within the specified time.
- c. All payments for work performed by a subcontractor shall be made to the Contractor to whom the contract was awarded and the purchase order issued.

#### **Invoicing and Payment**

- a. MoDOT is exempt from paying Missouri Sales Tax, Missouri Use Tax and Federal Excise Tax. However, the Contractor may themselves be responsible for the payment of taxes on materials they purchase to fulfill the contract. A Project Tax Exemption Certificate will be furnished to the successful Bidder/Offeror upon request if applicable.
- b. Each invoice should be itemized in accordance with items listed on the purchase order and/or contract. The statewide financial management system has been designed to capture certain receipt and payment information. Therefore, each invoice submitted must reference 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. Unless otherwise provided for in the solicitation documents, payment for all equipment, supplies, and/or services required herein shall be made in arrears. The Missouri Highways and Transportation Commission (MHTC) shall not make any advance deposits.
- d. The MHTC assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any authorized quantity is subject to the MHTC's rejection and shall be returned at the Contractor's expense.
- e. The MHTC reserves the right to purchase goods and services using the state-purchasing card.

#### **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.
- b. 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. Prior to the issuance of a purchase order and/or notice to proceed, the Contractor may be required to submit to MoDOT a copy of their current Authority Certificate from the Secretary of State of the State of Missouri.
  - 1) Prior to the issuance of a purchase order and/or notice to proceed, all **out-of-state** Contractors providing services within the state of Missouri must submit to MoDOT a copy of their current Transient Employer Certificate from the Department of Revenue, in addition to a copy of their current Authority Certificate from the Secretary of State of the State of Missouri.
- c. The exclusive venue for any legal proceeding relating to or arising, out of the contract shall be in the Circuit Court of Cole County, Missouri.
- d. Pursuant to RSMo 285.530 (1), no business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)] A copy of the affidavit referenced above is provided within this document.

### **Executive Order**

- a. The Contractor shall comply with all the provisions of Executive Order 07-13, issued by the Honorable Matt Blunt, Governor of Missouri, on the sixth (6<sup>th</sup>) day of March, 2007. This Executive Order, which promulgates the State of Missouri's position to not tolerate persons who contract with the state engaging in or supporting illegal activities of employing individuals who are not eligible to work in the United States, is incorporated herein by reference and made a part of this Agreement.
  - 1) "By signing this Agreement, the Contractor hereby certifies that any employee of the Contractor assigned to perform services under the contract is eligible and authorized to work in the United States in compliance with federal law."
  - 2) In the event the Contractor fails to comply with the provisions of the Executive Order 07-13, or in the event the Commission has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States in violation of federal law, the Commission reserves the right to impose such contract sanctions as it may determine to be appropriate, including but not limited to contract cancellation, termination or suspension in whole or in part or both.
  - 3) The Contractor shall include the provisions of this paragraph in every subcontract. The Contractor shall take such action with respect to any subcontract as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance.

#### **Preferences**

- a. In the evaluation of bids/quotes/proposals, preferences shall be applied in accordance with Chapter 34 RSMo. Contractors should apply the same preferences in selecting subcontractors.

- b. By virtue of statutory authority, RSMo. 34.076 and 34.350 to 34.359, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri. Such preference shall be given when quality is equal or better and delivered price is the same or less.
  - 1) If attached, the document entitled **"PREFERENCE IN PURCHASING PRODUCTS"** should be completed and returned with the solicitation documents.
  - 2) If attached, the document entitled **"MISSOURI DOMESTIC PRODUCTS PROCUREMENT ACT"** should be completed and returned with the solicitation documents. **Applies if bid is Twenty-Five Thousand Dollars (\$25,000.00) or more.**
- c. By virtue of statutory authority, RSMo 34.074, a preference will be given all contracts for the performance of any job or service to service-disabled veteran business either doing business as Missouri firms, corporations, or individuals; or which maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing bids, in their entirety, are comparable.
  - 1) If attached, the document entitled **"MISSOURI SERVICE-DISABLED VETERAN PREFERENCE"** should be completed and returned with the solicitation documents.
- d. In the event of a tie of low bids, the MHTC reserves the right to establish the method to be used in determining the award

**Remedies and Rights**

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the MHTC of any existing or future right and/or remedy available by law in the event of any claim by the MHTC 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 MHTC 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 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 produced by the Contractor in the fulfillment of the contract with the MHTC.
- c. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request MoDOT to enter into such litigation to protect the interests of the MHTC, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

**Cancellation of Contract**

- a. The MHTC may cancel the contract at any time for a material breach of contractual obligations or for convenience by providing the Contractor with written notice of cancellation. Should the MHTC exercise its right to cancel the contract for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Contractor.
- b. If the MHTC cancels the contract for breach, the MHTC 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 MHTC deems appropriate and charge the Contractor for any additional costs incurred thereby.

**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 assigned the benefit or creditors, the Contractor must notify MoDOT immediately. Upon learning of any such actions, the MHTC reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the Contractor responsible for damages.

**Inventions, Patents, and Copyrights**

- a. The Contractor shall defend, protect, and hold harmless the MHTC, 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.

**Inspection and Acceptance**

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

**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 MoDOT, (2) be fit and sufficient for the purpose expressed in the solicitation documents, (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 MHTC's acceptance of or payment for said equipment, supplies, and/or services.

**Status of Independent Contractor**

- a. The Contractor represents itself to be an independent Contractor offering such services to the general public and shall not represent itself or its employees to be an employee of the MHTC. Therefore, the Contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and

agrees to indemnify, save and hold the MHTC, its officers, agents and employees harmless from and against any and all losses (including attorney fees) and damage of any kind related to such matters.

**Indemnification**

- a. **The Offeror shall defend, indemnify and hold harmless the Commission, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the Offeror's performance of its obligations under this Agreement.**

SPECIAL TERMS AND CONDITIONS

**Insurance**

The Contractor shall maintain or cause to be maintained at Contractor's own expense commercial general liability, automobile liability, worker's compensation insurance against negligent acts, errors or omissions of the Contractor, or its subcontractors and anyone directly or indirectly employed by any of them. Any insurance policy required as specified in this Section shall be written by a company that is licensed and authorized to issue such insurance in the state of Missouri and shall provide insurance coverage for not less than the following limits of liability:

- a. General Liability: Not less than \$500,000 for any one person in a single accident or occurrence, and not less than \$3,000,000 for all claims arising out of a single occurrence;
- b. Automobile Liability: Not less than \$500,000 for any one person in a single accident or occurrence, and not less than \$3,000,000 for all claims arising out of a single occurrence;
- c. Missouri State Workmen's Compensation policy or equivalent in accordance with state law.

Upon request from the Commission, the Contractor shall provide the Commission with certificates of insurance evidencing the required coverage and that such insurance is in effect.

**Prevailing Wage**

- a. If the bid/quote/proposal is accepted, the vendor will be required to comply with the prevailing wages as fixed by the Missouri Department of Labor and Industrial Relations, in effect as of the date of the issuance of the solicitation, for each affected craft and type of workmen in the following county(ies): **Phelps**. The Annual Wage Order **#17** may be inspected at any District Office or at the Central Office in Jefferson City, MO.
- b. The Contractor shall submit notarized weekly payroll affidavit documentation included with the project request for payment. The successful vendor must provide a lien waiver from all material suppliers.