



## Missouri Highways and Transportation Commission Policies

**Category:** HIGHWAYS  
**Subcategory:** Construction  
**Sub-Subcategory:** Bidding Process

### ESCROWING BID DOCUMENTS

#### When Applicable

The Commission recognizes the unique, difficult, and costly task required of contractors to prepare bids for road and bridge improvements, and, therefore, directs the staff to put in place all processes necessary to preserve the confidentiality of the contractors' bid documents. Escrowing of bid documents will apply for major projects as determined by the Chief Engineer or Assistant Chief Engineer.

#### Execution of Documents

The Director, Chief Engineer, Chief Financial Officer, Assistant Chief Engineer, or the State Design Engineer, may execute agreements, affidavits, and related documents and expend funds for costs associated with the rental of safe deposit boxes, and for the opening and closing of escrow accounts using those safe deposit boxes or other secure storage facilities, for the escrow of contractors' and Departmental bidding records, in accordance with the contract language. These staff members may delegate to others under their supervision by written advisory filed with the State Design Engineer.

Effective Date: November 7, 2013

Supersedes Policy Dated: July 7, 1995 and April 3, 2011 – EOD, Paragraph B3d

Last Reaffirmed:

Date of Origin: July 7, 1995

Related Commission Minutes for Execution of Documents: July 10, 2001; \_\_\_\_ January 12, 2011-EOD; April 3, 2012-EOD; November 7, 2013 – Comprehensive Policy Review.

Related Commission Minutes for When Applicable: July 7, 1995; November 7, 2013 – Comprehensive Policy Review.