

UPAD History

The following summarizes the revisions to the University Procurement Authority Delegation and Procedures (UPAD) document dated January, 2011. Each revision was issued via e-mail to the Purchasing Committee members on the date of notification stated below. Any and all revisions are considered incorporated into the UPAD on the effective date indicated below.

Date of E-Mail Notification	Effective Date	Section or Paragraph Revised	Summary of Changes
1/27/11	1/27/11	I. Procurement Authority Delegated-paragraph J. (page 4)	<p><b>Delete:</b> All public works/capital improvement (design, construction, renovation and repair of state facilities) procurements must be reviewed by the Office of Administration, Division of Facilities Management, Design and Construction per chapter 8, RSMo (<a href="http://www.moga.mo.gov/STATUTES/C008.HTM">http://www.moga.mo.gov/STATUTES/C008.HTM</a>).</p> <p><b>Note:</b> Section 8.110 RSMo exempts higher education institutions from Office of Administration, Division of Facilities Management, Design and Construction’s purview.</p>
5/20/11	5/20/11	II. REQUIREMENTS and PROCEDURES, D. Competition, paragraph 1 (page 6)	<p>1. The phrase "solicit competitive bids" means that the university must provide legitimate opportunity for prospective vendors to compete. Pursuant to section 34.065, RSMo, when it is impractical to solicit all potential bidders, requests for bids must be sent to different vendors on a rotational basis.</p>
7/28/11	7/28/11	I. Procurement Authority Delegated-paragraph E and its subparagraphs 1 and 2. (page 3)	<p>Delete paragraph E and its subparagraphs 1 and 2 in their entirety.</p>
12/01/11	08/28/11	II. REQUIREMENTS and PROCEDURES, L. Energy Star Program	<p>Section 8.305, RSMo, pertaining to appliance purchases and the Energy Star Program has expired. However, the university is encouraged when purchasing Pursuant to section 8.305, RSMo, the university should ensure that any appliance purchased with state moneys or a portion of state moneys shall be an that the appliance that has earned the Energy Star under the Energy Star program. The term “appliance” shall have the same meaning as in section 144.526, RSMo.</p>
12/01/11	12/01/11	II. REQUIREMENTS and PROCEDURES, Y. Protests	<p>The university may use the following procedures for handling bid protests. A bid or proposal award protest must be submitted in writing and must be received by the university within ten (10) calendar business days after the date of award. If the tenth day falls on a Saturday, Sunday, or state holiday, the period shall extend to the next state business day. A protest submitted after the ten (10) calendar business day period should include the following information: shall not be considered.</p>

UPAD History (continued)

Date of E-Mail Notification	Effective Date	Section or Paragraph Revised	Summary of Changes
06/26/12	06/19/12	I. PROCUREMENT AUTHORITY DELEGATED, J.	<p>This delegation and procedures do not apply to specific capital improvement projects at state facilities. Such public works/capital improvement (design, construction, renovation and repair of state facilities) procurements must be reviewed by the Office of Administration, Division of Facilities Management, Design and Construction per chapter 8, RSMo, <a href="http://www.moga.mo.gov/STATUTES/CO08.HTM">http://www.moga.mo.gov/STATUTES/CO08.HTM</a>. All other public works project bids for construction, maintenance, and repair must comply with the requirements for Annual Wage Orders as stipulated in chapter 290, RSMo. A copy of the Annual Wage Order must be attached to the solicitation document. Annual Wage Orders may be obtained from the Department of Labor and Industrial Relations, Division of Labor Standards at 573-751-3403. Pursuant to section 107.170, RSMo, all public works with a cost estimated to exceed \$25,000 require a surety bond.</p>
08/28/12	06/27/12	I. PROCUREMENT AUTHORITY DELEGATED, J.	<p>This delegation and procedures do not apply to specific capital improvement projects at state facilities. Such public works/capital improvement (design, construction, renovation and repair of state facilities) procurements must be reviewed by the Office of Administration, Division of Facilities Management, Design and Construction per chapter 8, RSMo, <a href="http://www.moga.mo.gov/STATUTES/CO08.HTM">http://www.moga.mo.gov/STATUTES/CO08.HTM</a>. All other public works project bids for construction, maintenance, and repair must comply with the requirements for Annual Wage Orders as stipulated in chapter 290, RSMo. A copy of the Annual Wage Order must be attached to the solicitation document. Annual Wage Orders may be obtained from the Department of Labor and Industrial Relations, Division of Labor Standards at 573-751-3403. Pursuant to section 107.170, RSMo, all public works with a cost estimated to exceed \$25,000 require a surety bond.</p> <p><b>ADD:</b> Reference DPMM website for the guidelines and text:  <a href="http://agencyinfo.intra.state.mo.us/gslp.shtm">http://agencyinfo.intra.state.mo.us/gslp.shtm</a> (Prevailing Wage Requirement Guidelines and Text link)</p>
08/28/12	08/22/12	II. REQUIREMENTS and PROCEDURES, I. Documentation Required, paragraph 1.0.	<p>If federal funds are included in solicitation, then documentation, showing that the intended awardee(s) is not on the debarment list on the Excluded Parties List (EPLS) System for Award Management (SAM) website <a href="http://www.epls.gov">http://www.epls.gov</a> <a href="https://www.sam.gov">https://www.sam.gov</a>, must be maintained in the file ( i.e., screen print documenting the search results for the particular vendor).</p>

UPAD History (continued)

Date of E-Mail Notification	Effective Date	Section or Paragraph Revised	Summary of Changes
08/28/12	08/22/12	II. REQUIREMENTS and PROCEDURES, N. Federal Funds	When establishing a contract that will utilize federal funds, the university must check to see that the awardee has not been debarred or suspended by the Federal Government which would exclude the awardee from participating in procurements where federal funds are used (5 CFR Section 970.200). A list of parties excluded from federal procurement and non-procurement programs can be found at: <a href="http://www.epls.gov/">http://www.epls.gov/</a> - <a href="https://www.sam.gov">https://www.sam.gov</a> .
08/28/12	08/28/12	III. PREFERENCES, LL. Buy Missouri Preferences, paragraph 1	Inserted the wording indicated below:  1. Pursuant to section 34.070, RSMo, and section 34.073, RSMo, preferences must be given to all commodities and tangible personal property manufactured, mined, produced, processed, or grown within the state of Missouri, to all new generation processing entities defined in section 348.432, RSMo, except new generation processing entities that own or operate a renewable fuel production facility or that produce renewable fuel, and to all firms, corporations or individuals doing business as Missouri firms, corporations, or individuals, when quality is equal or better and delivered price is the same or less or whenever competing bids, in their entirety, are comparable. For purposes of this section "commodities" shall include <b>forest products and bricks or</b> any agricultural product that has been processed or otherwise had value added to it in this state.
08/28/12	08/28/12	III. PREFERENCES, LL. Buy Missouri Preferences, paragraph 6	Updated reciprocity law website address:  Refer to the following website for the reciprocity law of each state: <a href="http://cms.oregon.egov.com/DAS/EGS/PS/pages/reciprocal_detail.aspx">http://cms.oregon.egov.com/DAS/EGS/PS/pages/reciprocal_detail.aspx</a> . The university confirms if the state from which any out-of-state bids are submitted as an in-state preference; if so, since Missouri is a reciprocal preference state, the university applies same penalty against that vendor as a Missouri vendor would encounter if bidding in that state.
10/15/13	10/15/13	I. PROCUREMENT AUTHORITY DELEGATED, I.	Updated DPMM Guidelines, Solicitation Language, Procedures, and Training website address:  Reference DPMM website for the guidelines and text: <a href="http://content.oea.mo.gov/purchasing-materials-management/agency-information/guidelines-solicitation-language-procedures-and">http://content.oea.mo.gov/purchasing-materials-management/agency-information/guidelines-solicitation-language-procedures-and</a> (Prevailing Wage Requirement Guidelines and Text link)

UPAD History (continued)

Date of E-Mail Notification	Effective Date	Section or Paragraph Revised	Summary of Changes
10/15/13	10/15/13	II. REQUIREMENTS and PROCEDURES, C. Awards, paragraph 3.	<p>Updated State of Missouri Purchasing Card Policy &amp; Procedure Manual website address:</p> <p>3. For the procurement of items classified as commodities (such as consumable supplies, maintenance materials, parts, and other miscellaneous purchases), in which a single transaction is less than <b>\$1,000 or card transaction limit</b>, including shipping and handling, the university may procure the commodities using the state purchasing card. Universities should refer to the State of Missouri Purchasing Card Policy &amp; Procedure Manual issued by the Office of Administration, Division of Accounting for the procurement card procedures, responsibilities, billing payment and account distribution process, and lists of allowable and unallowable/excluded purchases. The manual is located online at <a href="http://content.oa.mo.gov/sites/default/files/001014.pdf">http://content.oa.mo.gov/sites/default/files/001014.pdf</a>.</p>
10/15/13	10/15/13	II. REQUIREMENTS and PROCEDURES, H. Disposal of Surplus Property	<p>Updated State Agency for Surplus Property website address:</p> <p>Contact Surplus Property at <a href="mailto:surplusmail@oa.mo.gov">surplusmail@oa.mo.gov</a> or (573) 751-3415. Reference the DPMM website for the Surplus Property Policies and Procedures for State Agencies' Surplus Property: <a href="http://content.oa.mo.gov/purchasing-materials-management/surplus-property/state-surplus-property-program">http://content.oa.mo.gov/purchasing-materials-management/surplus-property/state-surplus-property-program</a>.</p>
10/15/13	10/15/13	II. REQUIREMENTS and PROCEDURES, S. Methods of Solicitation	<p>Updated Downloadable Forms Website address:</p> <p><b>RFQ</b> - The RFQ is an informal request for prices that includes specifications that are detailed and do not provide flexibility or creativity on the part of the bidders. Bids submitted in response to an RFQ may be written, faxed, electronically submitted, or verbally submitted to the buyer and should be delivered to the procurement office by the target date and time stated in the RFQ. The method of response is identified in the RFQ. Bids may but are not normally opened at a public event. Evaluation of the bids is typically based on objective rather than subjective criteria. Low bid meeting specification requirements is the typical determining criterion. Awards shall be made to the bidder whose bid (1) complies with all mandatory specifications and requirements of the RFQ and (2) is the lowest and best bid, considering price, responsibility of the bidder, and all other evaluation criteria specified in the RFQ. At the option of the buyer, an award may be made immediately upon the expiration of the target date/time or the buyer may continue soliciting and receiving quotations for a reasonable time thereafter. The university may utilize the Request for Quotation Form, #MO 300-1224 available as a downloadable form at <a href="http://content.oa.mo.gov/general-services/state-printing-center/forms-services/downloadable-forms">http://content.oa.mo.gov/general-services/state-printing-center/forms-services/downloadable-forms</a>.</p> <p>2. The university may utilize the Bid Record, #MO300-0162, for the recording of bids and no-bids solicited and received. The Bid Record form is available as a downloadable form at <a href="http://content.oa.mo.gov/general-services/state-printing-center/forms-services/downloadable-forms">http://content.oa.mo.gov/general-services/state-printing-center/forms-services/downloadable-forms</a>.</p>

UPAD History (continued)

Date of E-Mail Notification	Effective Date	Section or Paragraph Revised	Summary of Changes
10/15/13	10/15/13	II. REQUIREMENTS and PROCEDURES, T. Minority-Owned Business and Women-Owned Business Participation, paragraph 4.	Updated Office of Equal Opportunity's website address:  4. The university must utilize the Missouri Minority/Women Business Enterprise Program Directory as a source for identification of potential bidders. The directory is available on the Internet at <a href="http://oeo.mo.gov">http://oeo.mo.gov</a> .
10/15/13	10/15/13	II. REQUIREMENTS and PROCEDURES, X. Procurement Authority	Updated DPMM Procurement Authority website address:  The delegation of authority and procedures for departments and universities, executive orders, rules and regulations, and state revised statutes pertaining to procurement are posted on DPMM's website at <a href="http://content.oa.mo.gov/purchasing-materials-management/procurement-authority">http://content.oa.mo.gov/purchasing-materials-management/procurement-authority</a> . The university should reference this website for the current version of these documents as well as any revisions to the current delegation of authority and procedures for universities.
10/15/13	10/15/13	II. REQUIREMENTS and PROCEDURES, EE. Submission of Requisitions	Updated Downloadable Forms Website address:  The university must submit a requisition to the DPMM to request the procurement of supplies that exceeds their local procurement authority. The university must submit a requisition to the DPMM to request the renewal or amendment of an existing contract established by the DPMM. The university may utilize the following electronic requisition forms available for downloading on the Office of Administration, Division of General Services' website ( <a href="http://content.oa.mo.gov/general-services/state-printing-center/forms-services/downloadable-forms">http://content.oa.mo.gov/general-services/state-printing-center/forms-services/downloadable-forms</a> ) under <b>SAM II Forms - Purchasing</b> : Non Pre-Encumbering Requisition (NR) and Non Pre-Encumbering Requisition (NR) Commodity Details/Text Continuation.
10/15/13	10/15/13	III. PREFERENCES, KK. Buy American Preference, paragraph 2.	Updated Downloadable Forms Website address:  2. The bidder must certify that the goods or commodities are manufactured or produced in the United States, in order to receive a preference for such products. The Domestic Products Procurement Act (Buy American) form may be utilized for such certification. The form is available as a downloadable form at <a href="http://content.oa.mo.gov/general-services/state-printing-center/forms-services/downloadable-forms">http://content.oa.mo.gov/general-services/state-printing-center/forms-services/downloadable-forms</a> under PURCHASING FORMS - UNIVERSAL.

UPAD History (continued)

Date of E-Mail Notification	Effective Date	Section or Paragraph Revised	Summary of Changes
10/15/13	10/15/13	III. PREFERENCES, OO. Organizations for the Blind and Sheltered Workshops, paragraph 2.	Updated DESE Sheltered Workshops website address:  2. A listing of certified sheltered workshops can be found on the Internet at: <a href="http://dese.mo.gov/se/sw/index.html">http://dese.mo.gov/se/sw/index.html</a> .
10/15/13	10/15/13	IV. PROGRAMS, PP. Recycling Program	Updated Missouri State Recycling Program website address:  Obtain information on the recycling program at <a href="http://content.oa.mo.gov/purchasing-materials-management/missouri-state-recycling-program">http://content.oa.mo.gov/purchasing-materials-management/missouri-state-recycling-program</a> or contact the DPMM State Recycling Coordinator at <a href="mailto:recycling@oa.mo.gov">recycling@oa.mo.gov</a> or (573) 751-3384.
10/15/13	10/15/13	IV. PROGRAMS, QQ. Surplus Property Program	Updated State Agency for Surplus Property website address:  Obtain information on the surplus property program at <a href="http://content.oa.mo.gov/purchasing-materials-management/state-agency-surplus-property">http://content.oa.mo.gov/purchasing-materials-management/state-agency-surplus-property</a> . Contact the program at <a href="mailto:surplusmail@oa.mo.gov">surplusmail@oa.mo.gov</a> or (573) 751-3415.
07/01/14	07/01/14	I. PROCUREMENT AUTHORITY DELEGATED, A.	Replaced "Linn State Technical College" – Linn with the college's new name "State Technical College of Missouri" – Linn effective July 1, 2014.
8/12/14	8/12/14	III. PREFERENCES, LL. Buy Missouri Preferences, 6. <u>Reciprocity</u> , second paragraph.	Updated website for the reciprocity law of each state in the second paragraph:  Refer to the following website for the reciprocity law of each state: <a href="http://www.oregon.gov/DAS/EGS/ps/Pages/detail_a_main_page.aspx">http://www.oregon.gov/DAS/EGS/ps/Pages/detail_a_main_page.aspx</a> . The university confirms if the state from which any out-of-state bids are submitted as an in-state preference; if so, since Missouri is a reciprocal preference state, the university applies same penalty against that vendor as a Missouri vendor would encounter if bidding in that state.
8/12/14	8/12/14	III. PREFERENCES, OO. Organizations for the Blind and Sheltered Workshops, paragraph 2.	Updated DESE Sheltered Workshops website address:  2. A listing of certified sheltered workshops can be found on the Internet at: <a href="http://dese.mo.gov/special-education/sheltered-workshops/directories">http://dese.mo.gov/special-education/sheltered-workshops/directories</a> .

UPAD History (continued)

Date of E-Mail Notification	Effective Date	Section or Paragraph Revised	Summary of Changes
12/09/14	12/09/14	I. PROCUREMENT AUTHORITY DELEGATED, A.	<p>Updated chapter 34, RSMo, website address:</p> <p>Pursuant to section 34.100, RSMo, local procurement authority is hereby granted by the Commissioner of Administration to those State of Missouri universities that are governed by chapter 34, RSMo,  <a href="http://www.moga.mo.gov/mostatutes/chapters/chapText034.html">http://www.moga.mo.gov/mostatutes/chapters/chapText034.html</a>.                      This delegation applies to the following:</p>
12/09/14	12/09/14	I. PROCUREMENT AUTHORITY DELEGATED, I.	<p>Updated chapter 8, RSMo, website address and DPMM Guidelines, Solicitation Language, Procedures, and Training website address:</p> <p>This delegation and procedures do not apply to specific capital improvement projects at state facilities. Such public works/capital improvement (design, construction, renovation and repair of state facilities) procurements must be reviewed by the Office of Administration, Division of Facilities Management, Design and Construction per chapter 8, RSMo  <a href="http://www.moga.mo.gov/mostatutes/chapters/chapText008.html">http://www.moga.mo.gov/mostatutes/chapters/chapText008.html</a> ). All other public works project bids for construction, maintenance and repair must comply with the requirements for Annual Wage Orders as stipulated in chapter 290, RSMo. A copy of the Annual Wage Order must be attached to the solicitation document. Annual Wage Orders may be obtained from the Department of Labor and Industrial Relations, Division of Labor Standards at 573-751-3403. Pursuant to section 107.170, RSMo, all public works with a cost estimated to exceed \$25,000 require a surety bond.</p> <p>Reference DPMM website for the guidelines and text:  <a href="http://oa.mo.gov/purchasing-materials-management/agency-information/guidelines-solicitation-language-procedures-and">http://oa.mo.gov/purchasing-materials-management/agency-information/guidelines-solicitation-language-procedures-and</a>                      (Prevailing Wage Requirement Guidelines and Text link)</p>
12/09/14	12/09/14	II. REQUIREMENTS and PROCEDURES, C. Awards, paragraph 3.	<p>Updated State of Missouri Purchasing Card Policy &amp; Procedure Manual website address:</p> <p>3. For the procurement of items classified as commodities (such as consumable supplies, maintenance materials, parts, and other miscellaneous purchases), in which a single transaction is less than <b>\$1,000 or card transaction limit</b>, including shipping and handling, the university may procure the commodities using the state purchasing card. Universities should refer to the State of Missouri Purchasing Card Policy &amp; Procedure Manual issued by the Office of Administration, Division of Accounting for the procurement card procedures, responsibilities, billing payment and account distribution process, and lists of allowable and unallowable/excluded purchases. The manual is located online at <a href="http://oa.mo.gov/sites/default/files/001014.pdf">http://oa.mo.gov/sites/default/files/001014.pdf</a>.</p>

UPAD History (continued)

Date of E-Mail Notification	Effective Date	Section or Paragraph Revised	Summary of Changes
12/09/14	12/09/14	II. REQUIREMENTS and PROCEDURES, H. Disposal of Surplus Property, second paragraph.	Updated State Agency for Surplus Property website address:  Contact Surplus Property at <a href="mailto:surplusmail@oa.mo.gov">surplusmail@oa.mo.gov</a> or (573) 751-3415. Reference the DPMM website for the Surplus Property Policies and Procedures for State Agencies' Surplus Property: <a href="http://oa.mo.gov/purchasing-materials-management/surplus-property/state-surplus-property-program">http://oa.mo.gov/purchasing-materials-management/surplus-property/state-surplus-property-program</a> .
12/09/14	12/09/14	II. REQUIREMENTS and PROCEDURES, S. Methods of Solicitation paragraph 1 – RFQ and paragraph 2.	Updated Downloadable Forms Website address:  <b>RFQ</b> - The RFQ is an informal request for prices that includes specifications that are detailed and do not provide flexibility or creativity on the part of the bidders. Bids submitted in response to an RFQ may be written, faxed, electronically submitted, or verbally submitted to the buyer and should be delivered to the procurement office by the target date and time stated in the RFQ. The method of response is identified in the RFQ. Bids may but are not normally opened at a public event. Evaluation of the bids is typically based on objective rather than subjective criteria. Low bid meeting specification requirements is the typical determining criterion. Awards shall be made to the bidder whose bid (1) complies with all mandatory specifications and requirements of the RFQ and (2) is the lowest and best bid, considering price, responsibility of the bidder, and all other evaluation criteria specified in the RFQ. At the option of the buyer, an award may be made immediately upon the expiration of the target date/time or the buyer may continue soliciting and receiving quotations for a reasonable time thereafter. The university may utilize the Request for Quotation Form, #MO 300-1224 available as a downloadable form at <a href="http://oa.mo.gov/general-services/state-printing-center/forms-services/downloadable-forms">http://oa.mo.gov/general-services/state-printing-center/forms-services/downloadable-forms</a> .  2. The university may utilize the Bid Record, #MO300-0162, for the recording of bids and no-bids solicited and received. The Bid Record form is available as a downloadable form at <a href="http://oa.mo.gov/general-services/state-printing-center/forms-services/downloadable-forms">http://oa.mo.gov/general-services/state-printing-center/forms-services/downloadable-forms</a> .
12/09/14	12/09/14	II. REQUIREMENTS and PROCEDURES, W. Open Records Request	Updated chapter 610, RSMo, website address:  When requested, the university must provide access to its public procurement records in accordance with section 610.021 and section 610.23, RSMo. The university may charge the requester as set forth in section 610.026, RSMo. ( <a href="http://www.moga.mo.gov/mostatutes/chapters/chapText610.html">http://www.moga.mo.gov/mostatutes/chapters/chapText610.html</a> ).



UPAD History (continued)

Date of E-Mail Notification	Effective Date	Section or Paragraph Revised	Summary of Changes
12/09/14	12/09/14	II. REQUIREMENTS and PROCEDURES, X. Procurement Authority	Updated DPMM Procurement Authority website address:  The delegation of authority and procedures for departments and universities, executive orders, rules and regulations, and state revised statutes pertaining to procurement are posted on DPMM's website at <a href="http://oa.mo.gov/purchasing-materials-management/procurement-authority">http://oa.mo.gov/purchasing-materials-management/procurement-authority</a> . The university should reference this website for the current version of these documents as well as any revisions to the current delegation of authority and procedures for universities.
12/09/14	12/09/14	II. REQUIREMENTS and PROCEDURES, EE. Submission of Requisitions	Updated Downloadable Forms website address:  The university must submit a requisition to the DPMM to request the procurement of supplies that exceeds their local procurement authority. The university must submit a requisition to the DPMM to request the renewal or amendment of an existing contract established by the DPMM. The university may utilize the following electronic requisition forms available for downloading on the Office of Administration, Division of General Services' website ( <a href="http://oa.mo.gov/general-services/state-printing-center/forms-services/downloadable-forms">http://oa.mo.gov/general-services/state-printing-center/forms-services/downloadable-forms</a> ) under <b>SAM II Forms - Purchasing: Non Pre-Encumbering Requisition (NR)</b> and <b>Non Pre-Encumbering Requisition (NR) Commodity Details/Text Continuation</b> .
12/09/14	12/09/14	III. PREFERENCES, KK. Buy American Preference, paragraph 2.	Updated Downloadable Forms website address:  2. The bidder must certify that the goods or commodities are manufactured or produced in the United States, in order to receive a preference for such products. The Domestic Products Procurement Act (Buy American) form may be utilized for such certification. The form is available as a downloadable form at <a href="http://oa.mo.gov/general-services/state-printing-center/forms-services/downloadable-forms">http://oa.mo.gov/general-services/state-printing-center/forms-services/downloadable-forms</a> under PURCHASING FORMS - UNIVERSAL.
12/09/14	12/09/14	IV. PROGRAMS, PP. Recycling Program	Updated Missouri State Recycling Program website address:  Obtain information on the recycling program at <a href="http://oa.mo.gov/purchasing-materials-management/missouri-state-recycling-program">http://oa.mo.gov/purchasing-materials-management/missouri-state-recycling-program</a> or contact the DPMM State Recycling Coordinator at <a href="mailto:recycling@oa.mo.gov">recycling@oa.mo.gov</a> or (573) 751-3384.
12/09/14	12/09/14	IV. PROGRAMS, QQ. Surplus Property Program	Updated State Agency for Surplus Property website address:  Obtain information on the surplus property program at <a href="http://oa.mo.gov/purchasing-materials-management/state-agency-surplus-property">http://oa.mo.gov/purchasing-materials-management/state-agency-surplus-property</a> . Contact the program at <a href="mailto:surplusmail@oa.mo.gov">surplusmail@oa.mo.gov</a> or (573) 751-3415.