PART 1- GENERAL

**1.1 Summary**

1. Scope includes an all new, fully functioning, full range with sub-bass woofer, high fidelity  
   Sound Reproduction System for the new football stadium as laid out in drawings SS-1, SS-2, SS-2A, SS-3, SS-4, SS-5, SS-6 and the equipment list (Excel spreadsheet). These documents and drawings may or may not show a complete and functioning system and is up to the vendor to bid and then install said all new, fully functioning, full range with sub-bass woofer, high fidelity Sound Reproduction System.
2. Work under this Section shall include all prevailing wage labor, equipment, material, installation and MWSU scheduled testing as required to provide complete and properly operating sound reinforcement systems as called out within these specifications and as shown on the sound system drawings.

**1.2 Submittals**

1. The Vendor shall provide calculations and detailed drawings showing proposed method of suspension and rigging of all over-head loudspeakers to be used in the system and any other drawings developed in the bid generation process.

**1.3 Quality Assurance**

1. Vendor shall have been in business a minimum of five years, performing installation of the same types of systems.
2. Vendor shall submit proof of liability insurance with MWSU listed as an additional insured.
3. Vendor shall comply with all applicable provisions of national, state and local codes.

**1.4 Coordination**

1. It shall be the responsibility of the Vendor to coordinate with an Electrical Contractor (hired by MWSU) the installation (correct location and type) of junction boxes, outdoor weatherproof boxes, conduit and 120VAC power circuits as required.
   1. **Interpretation of Specifications and Drawings**

A. The equipment and materials specified is a result of efforts on the part of the MWSU, Architect  
and MWSU Operations Engineer to select equipment and materials for reliability, performance and suitability for MWSU’s purpose of use.

B. Questions and/or requests for clarification should be submitted via email to the Purchasing Manager, Kelly Sloan at [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu). All questions and/or clarifications can be sent at any time regarding this FB to the Purchasing Department until June 10, 2016 at noon. Questions received after this date may not be answered. Any and all communication with respect to this solicitation shall be made to Kelly Sloan, Purchasing Manager, as the Missouri Western State University Contact Person, in writing via email.

C. Alternate substitute equipment, by other manufacturers, will not be considered.

PART 2- PRODUCTS

These are listed on the pricing sheet. Please complete and return with your bid. (Excel Spreadsheet)

PART 3 – EXECUTION

**3.1 Project Submittals**

A. ALL Shop Drawings shall be submitted in PDF file format. Shop Drawing PDF files of all equipment and material shall be submitted in same order as the item of equipment and materials listed in the Project Specifications. All items of equipment and material not specifically called out in the specifications, however shown in the drawings and/or required for a complete and properly operating system shall be inserted at the end of the specified items of equipment and material.

B. Shop Drawing PDF files will be electronically stamped by MWSU and returned by email to the Vendor.

C. Shop drawing submittal at a minimum shall contain cut sheets of all items of equipment and material, specified, shown on the drawings and proposed to be furnished as required for a complete and properly operating system.

D. The Vendor will not be permitted to provide any item of equipment or material which Shop Drawings have not been submitted in PDF file format and electronically stamped by MWSU.

**3.2 System Installation**

1. All cable connection points (each end) within the equipment racks, between all equipment, between the source and output equipment of the mixer and on the amplifier end of all speaker lines, shall be labeled. The identification name and/or numbered cable markers shall be clearly visible on each cable end. The Vendor shall make absolutely sure that all cable numbering is correct and in a systematical order and approved by the MWSU Operations Engineer.
2. The Vendor shall mark all cable numbers on one set of drawings. This set of drawings shall be provided by MWSU. This set of drawings shall remain with MWSU as part of the documentation.
3. The exposed drain wire (shield) on all shielded cable shall be sheathed in plastic tubing. ALL tubbing shall be either clear, or green in color, Ico-Rally PVC-105 or equivalent, heat resistant material.
4. Connection to all screw type terminals shall be made with mechanically connected uninsulated spade type lugs secured with one of the following tools. Thomas & Betes WT-1 IM, or WT-2000 crimping tool. If terminals are crimped with tools other than specified without the MWSU Operations Engineers written approval, all terminals will be replaced.
5. Absolutely all solder connections, shall be made using a temperature controlled soldering pencil. The soldering pencil shall be a Weller model WTCPS or a Hako model 936 soldering station, or equal. A very narrow screwdriver tip or conical tip controlled at 700 degrees shall be used. Damaged or untinned tips shall be replaced.
6. The Vendor shall carefully read the operation manuals of all equipment furnished and verify the wiring polarity of all terminals and connectors prior to installation. The Vendor shall also carefully read the operation manuals of all equipment furnished to verify all dip switch settings and RS-232 serial protocol as may be required for this installation.
7. The Vendor shall have all amplifiers labeled on the front and rear as to what speaker they are attached to. This MUST be done prior to the MWSU scheduled testing.
8. The Vendor shall be responsible for programing the Biamp Flex. This MUST be done prior to the MWSU scheduled testing. The Vendor shall provide the MWSU with a thumb drive with the Bitmap file on it as part of the MWSU’s documentation.

**3.3 Preliminary System Test, Adjustments, Setup and Reports**

1. The Vendor shall be responsible for preliminary system test, adjustments, and setup of the complete system or systems as specified herein and as shown on the drawings. Preliminary test, adjustments, and setup shall be made prior to time set aside by the MWSU Operations Engineer for MWSU scheduled testing.
2. The Vendor shall repair or replace any equipment and or material with malfunctions encountered during preliminary system test, ALL such repairs or replacements shall be made prior to the time set aside by the MWSU Operations Engineer for MWSU scheduled testing.

**3.4 Contractor Services**

1. The Vendor shall furnish the services of one or more of the technicians who are responsible for the installation of the system/s specified herein to make any adjustment, repairs, changes, or other services pertaining to the systems specified herein at the request of the MWSU Operations Engineer.
2. The technician's services shall be made available for a minimum time period as outlined below for each system.
   1. Football Stadium, a minimum time period of 16 hours.
3. The minimum time periods listed above shall be broken down in eight hour workdays, or longer as required to assist the MWSU Operations Engineer in system inspection, test, equalization, adjustments and setup of the systems specified herein. The technician/s shall have with him/them, at that time, all the tools of this trade, including any required test equipment that may be required the making any repairs, replacements, or test that is requested by the Consulting firm. NOTE: The minimum time periods listed above, will NOT include the time that might have to be used in the correction of minor system wiring errors, or improper system operation. If requested by the MWSU Operations Engineer, the technician /s services shall be made available for additional hours to correct such problems. However, if that time is extended beyond 8 hours per workday, work shall continue on the next workday, unless otherwise agreed to by the Vendor and the MWSU Operations Engineer.
4. Upon completion of final system inspection and testing, the MWSU Operations Engineer will schedule dates and times for MWSU training in the complete operation and setup of the new sound reinforcement systems as specified herein. The Vendor shall be familiar with the operation of all installed equipment as required to provide necessary assistance to the MWSU Operations Engineer during MWSU training.

**3.5 Project Closeout**

1. At the time of final system inspection, the MWSU Operations Engineer shall review all systems as specified herein and issue Punch-List items as required for notification to correct any problems noted in the installation. Prior to submittal and approval of final application for payment, all Punch-List items must be corrected to the satisfaction of the representatives of the Architect and MWSU.
2. All As-Built Drawings, manuals, etc. will have been delivered to the MWSU Operations Engineer. The MWSU Operations Engineer shall verify, the content and accuracy of all material.
3. The Vendor shall remove all trash associated with this project.
4. The Vendor shall clean all dust, fingerprints, scuff marks, etc. from all equipment installed.

**3.6 System Warranty**

1. The Vendor shall guarantee all equipment, materials, and the workmanship of the installation for a minimum period of one year from date of completion. The date of completion shall be the day the representative of the Architect and MWSU make final approval of the systems contracted for. In the case where the equipment manufacturer warrants the equipment to be free from defects in excess of one year, that warranty shall be extended to MWSU. After the first year MWSU shall be responsible for all system maintenance and repair. The Vendor shall provide a list of all equipment that has a factory warranty in excess of one year. This information shall be included in the equipment binder under the "WARRANTY SECTION".
2. Within the first year, the Vendor must respond to a request for service (at the problem location) within a maximum of thirty-six hours from time of receipt of said service call.

**3.7 System Manuals and Software:**

1. One complete set of system operation; programming; setup; service: cut sheets; all project documents; 12"x 18" reduced size project drawings; all shop drawing submittals shall be inserted in one large three ring binder and in digital form (USB thumb drive). Binder size as required, with "Slant-Ring", white in color and have a clear sleeve on the end and front cover for inserting a cover sheet. The binder cover and end sheets shall be furnished by the MWSU Operations Engineer.
2. All software USB thumb drives shall be placed in appropriate holders, and inserted in a three ring binder, with "Slant-Ring", white in color and have a clear sleeve on the end and front cover for inserting a cover sheet. The binder cover and end sheets shall be furnished by the MWSU Operations Engineer. NOTE: The Vendor will have the binders 100% COMPLETE at the project site at the time of project MWSU scheduled testing.

**4.1 Timeline of Project:**

* **Mandatory pre-bid meeting** at Spratt Stadium Banquet Hall June 3, 2016 at 10:00am (2 hour minimum)
* All questions submitted by June 10, 2016 at noon
* Bid opening June 17, 2016 at 2:00pm Purchasing Department, Popplewell 221
* Decision from bid results, June 21, 2016
* Contractor start date, June 27, 2016
* Project completion date, August 8, 2016

**4.2 Submit with Bid Documents:**

* One original plus one copy for a total of two hard copies of all the listed documents. Also, Non-returnable flash drive with all the documents. ELECTRONIC AND/OR FAXED COPIES WILL NOT BE ACCEPTED. Responses must be signed and sealed in mailing envelopes with the Respondent’s name and address clearly written on the outside. The Invitation for Bid Number **(FB16-072)** shall also be clearly marked on the outside of the envelope or package. Bids are to be mailed or hand delivered to Missouri Western State University, Purchasing Department, Room 221, 4525 Downs Drive, St. Joseph MO 64507, prior to 2:00 p.m. CDT, June 17, 2016. Bids received after this time will not be considered.
* The completed Invitation for Bid with the respondent’s response shall be signed by an authorized officer of the company (Invitation to Bid, separate document)
* Individual Product Pricing Sheet (Excel document, separate document)
* Calculations and detailed drawings showing proposed method of suspension and rigging of all over-head loudspeakers to be used in the system and any other drawings developed in the process (this document page 1, section 1.2 A)
* Summary Pricing Sheet (this document page 6)
* Notarized Affidavit of Work Authorization and completed MOU signature page (this document page 7 & 8)
* Bid Bond in the amount of 5% of the total amount bid
* Vendor’s W-9

**4.3 Documents Required After bid is Awarded:**

* A Performance, Material and Labor bond will be required from the vendor awarded the contract for the entire bid amount.
* A Certificate of Liability Insurance will also be required with MWSU listed as an additional insured.

**SUMMARY PRICING SHEET FOR FB16-072**

INSTALLATION OF SOUND SYSTEM SPRATT STADIUM

**This will be a prevailing wage project.**

* + **Bidders must submit a notarized Affidavit of Work Authorization and completed MOU signature pages, per attached memorandum dated January 2014, with their bids.**
  + **Annual Wage Order Number 23 is currently in effect. A copy of this order will be attached separately once bid is awarded.**
  + **A bid bond is required in the amount of 5% of the total amount bid by the vendor at the time of submittal of vendor’s response to the Invitation for Bid.**
  + **A Performance, Material and Labor bond will be required from the vendor awarded the contract for the entire bid amount, and a Certificate of Liability Insurance will also be required with MWSU listed as an additional insured.**
  + **Missouri Revised Statute Chapter 292.675 went into effect on August 28, 2008, all on-site employees are required to complete the ten-hour safety training program.**

Total Bid Amount $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return this pricing sheet with your bid. Include any addendum(s) with your initials.

Pricing must be FOB Missouri Western State University.

All questions should be directed to Purchasing Manager, Kelly Sloan, (816) 271-4465, [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu)

Missouri Western reserves the right to accept or reject any or all items of this bid.

Provision: Vendor acknowledges specific project timeframes as outlined in bid specification and will be able to complete all work with those specific timeframes.

Initial to acknowledge this provision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor acknowledges they have been in business a minimum of five years, performing installation of the same types of systems.

Initial to acknowledge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PREVAILING WAGE PROJECT INFORMATION**

TO: ALL BIDDERS

FROM: MISSOURI WESTERN STATE UNIVERSITY

DATE: January 2014

RE: ADDITIONAL BID SUBMISSION REQUIREMENTS

Please review Missouri statute, 285.530 RSMo, regarding employment of unauthorized aliens. 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, and (2), the bidder must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by:

Submitting a completed, notarized copy of AFFIDAVIT OF WORK AUTHORIZATION (attached) and,

Providing documentation affirming the bidder’s enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

A copy of RSMo 285.530 can be viewed in its entirety at:

<http://www.moga.mo.gov/statutes/C200-299/2850000530.HTM>

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of completed copy of the E-Verify Memorandum of Understanding (MOU). A sample of the MOU is included. For vendors that are not already enrolled and participating in a federal work authorization program, E-Verify is available at:

<http://www.dhs.gov/files/programs/gc_1185221678150.shtm>

*The successful bidder will be required to submit a notarized Affidavit of Work Authorization and the completed MOU signature pages (the last three pages) with their bid. A bid that does not include these items will be deemed Non-responsive.*

**WORK AUTHORIZATION AFFIDAVIT**

**PURSUANT TO R.S.Mo. §285.530**

**(For all bids in excess of $5,000.00)**

**Effective 1/1/09**

State of Missouri )

)ss

County of Buchanan )

Comes now \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Business Entity Authorized Representative) as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Position/Title) first being duly sworn on my oath, affirm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Business Entity Name)does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

***In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)***

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Authorized Representative’s Signature |  | Printed Name |
|  |  |  |
|  |  |  |
| Title |  | Date |
| E-Mail Address |  | E-Verify Company ID Number |

Subscribed and sworn to before me this \_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am

(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, State of

(NAME OF COUNTY)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and my commission expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(NAME OF STATE) (DATE)

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of Notary |  | Date |