

FORMAL BID FB19-069

FOR

ADMISSION TOUR ROOM WRAP

Submission Deadline: DECEMBER 7, 2018 2:00 p.m. Central Time

Questions and/or requests for clarification of this FB should be submitted via email to the Purchasing Manager, Kelly Sloan at purchase@missouriwestern.edu. All questions and/or clarifications can be sent at any time regarding this FB to the Purchasing Department until 2:00pm on November 29, 2018. Questions received after this date may not be answered. Please reference the FB19-069 on all correspondence. Answers to the submitted questions will be e-mailed to each vendor as an addendum to this solicitation. It is the responsibility of all interested parties to read this information and return it as part of the FB confirming receipt.



**ADMISSIONS TOUR ROOM WRAP**

Missouri Western State University is seeking bids to print and install full color vinyl graphics in the walls of the Admissions Department.

**PROJECT SPECIFICATIONS:**

All panels are full color

Material: vinyl, laminated

**Wall 1** Cinderblock Wall Wrap

Premium vinyl graphics

Width: 273.5 Inches

Height: 91.5 Inches

**Wall 2** Textured Wall Wrap (this wall includes a door that will need to be wrapped also)

Premium vinyl graphics

Width: 275.625 Inches

Height: 91.5 Inches

**Wall 3** Right of Entry - Wall Wrap Graphics on Dry Wall

Premium vinyl graphics

Width: 244 Inches

Height: 91.5 Inches

**Wall 4** Left of Entry - Wall Wrap Graphics on Dry Wall

Premium vinyl graphics

Width: 236.75 Inches

Height: 91.5 Inches

**NON MANDATORY PRE-BID MEETING:**

A non-mandatory pre-bid meeting is scheduled for Tuesday, November 27th at 10:30am in Eder Hall, room 101K in Admissions. Vendors will be able to inspect the site and/or take additional measurements. Questions will also be able to be answered during this time. If you are unable to attend the pre-bid meeting and would like to view the site, you **MUST** make an appointment with Kendy Scudder at (816) 271-4359.

**ART WORK:**

Art will be provided to the vendor on the date indicated by vendor in order to complete the project by the deadline. Files will be submitted in the format requested by vendor.

**PROJECT DATES:**

Pre-bid meeting………………………………………………………………………………..November 27, 2018

MWSU closed for Thanksgiving Holiday…………………………………....November 19 – 23, 2018

Last day to submit questions…………………………………………………………….November 29, 2018

Deadline for Bid submission December 7, 2018

Winning Bid notified on or before December 10, 2018

Installation deadline on or before January 18, 2019

**VENDOR SAMPLES:**

With your bid, please submit at least two sample photos of wall graphics previously printed and installed by your company at local businesses. Please note the address of each sample so that MWSU can review the quality of the print and installation. Vendors that do not submit samples may not be considered.

**BID SUBMISSION REQUIREMENTS:**

Sealed bids must be submitted no later than December 7, 2018 2:00 p.m. Central Time to:

Missouri Western State University

Purchasing, Popplewell Hall 221

4525 Downs Drive

St. Joseph, MO 64507

**Electronic or faxed bids will not be accepted.** Missouri Western reserves the right to accept or reject any or all bids. Responses must be signed and sealed in mailing envelopes with the Respondent’s name and address clearly written on the outside. The Formal Bid Number **(FB19-069)** shall also be clearly marked on the outside of the envelope or package. Proposals may not be accepted if the FB number is not on the outside of the envelope.

Pricing must be FOB Missouri Western State University. All items must be new, first quality.

MWSU reserves the right to award to the bidder whose bid complies with all mandatory specifications and requirements and is the lowest and best bid for supplies. Bid will be evaluated and awarded as a whole; to one vendor.

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

All questions should be directed to Kelly Sloan, Purchasing Manager purchase@missouriwestern.edu.

Please include your company’s W-9 with your bid documents.



**ADMISSIONS TOUR ROOM WRAP**

**PRICING SHEET**

**PROJECT COSTS:**

Cost to Print Wall 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost to install Wall 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any miscellaneous costs (please detail) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost to Print Wall 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost to install Wall 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any miscellaneous costs (please detail) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost to Print Wall 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost to install Wall 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any miscellaneous costs (please detail) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost to Print Wall 4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost to install Wall 4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any miscellaneous costs (please detail) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL COST \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Installation will be completed by January 18, 2019 (Please check the box to acknowledge)**

**Vendor Authorized Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vendor**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_