

FORMAL BID FB20-006

FOR

Blum Union First Floor GRAPHICS

Submission Deadline: JUNE 24, 2019 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](mailto: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 June 19, 2019. Questions received after this date may not be answered. Please reference the FB20-006 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.



**BLUM UNION FIRST FLOOR GRAPHICS**

Missouri Western State University is seeking bids to print and install full color vinyl graphics on the walls, doors, windows, and floor of the first floor of the Blum Union, including one outside wall.

**PROJECT SPECIFICATIONS:**

All panels are full color

Material: vinyl, laminated; reflective vinyl; graphic film; and or acrylic

**Item 1** Outdoor wall

Reflective vinyl

Width: 60”

Height: 60”

Qty: 1

**Item 2** North Door Windows

Outside two windows:

Perforated Window Film

Width: 27.5”

Height: 25”

Qty: 2

Inside four windows:

Perforated Window Film

Width: 27.5”

Height: 23”

Qty: 4

**Item 3** West Door Windows

Outside two windows:

Perforated Window Film

Width: 27”

Height: 36.5”

Qty: 2

Middle bottom four windows:

Perforated Window Film

Width: 25.5”

Height: 28.5”

Qty: 4

Top two center windows:

Perforated Window Film  
Width: 25.5”

Height: 36.75”

Qty: 2

**Item 4** South Door Side Windows

Perforated Window Film

Width: 45”

Height: 62”

Qty: 2

**Item 5** South Hallway Mural (floor to ceiling)

Full color vinyl

Width: 345”

Height: 95”

Qty: 1

**Item 6** 2nd South Hallway Mural (next to cafeteria entrance – floor to ceiling)

Full color vinyl

Width: 272”

Height: 126”

Qty: 1

**Item 7** Bathroom Wall Logo

Full color vinyl

Width: 36”

Height: 120”

Qty: 1

**Item 9** Stair tiles

Full color vinyl

Width: 36”

Height: 120”

Qty: 13

**Item 10** Info Sign

Acrylic with stand-offs

Full color vinyl

Width: 30”

Height: 40”

Qty: 2

**Item 11** Display Case Mural

Full color vinyl

Width: 398.5”

Height: 126”

Qty: 1

**Item 12** Floor Compass

Full color grip vinyl

Width: 120”

Height: 120”

Qty: 1

**NON MANDATORY PRE-BID MEETING:**

A non-mandatory pre-bid meeting is scheduled for Monday, June 17th at 11:00am in Blum Union, first floor lobby by Starbucks. It is highly recommended that vendors attend as they will be able to inspect the site and/or take additional measurements. Guided facility walk-throughs can’t be guaranteed on an individual basis. The facility is available for vendors to tour without a guide, but attendance at the pre-bid meeting is strongly encouraged. Questions will also be able to be answered during this time.

**ART WORK:**

MWSU is requesting each vendor make suggestions as to the graphic ideas in each of the areas. Art will be provided upon request to the vendor in order to complete the project by the deadline. Files will be submitted in the format requested by vendor. The successful bidder must create designs that comply with Missouri Western’s graphic standard, which can be found at <https://www.missouriwestern.edu/cps/wp-content/uploads/sites/110/2018/11/GraphicStandards.pdf>

**PROJECT DATES:**

Pre-bid meeting……………………………………………………………………………….………..June 17, 2019

Last day to submit questions…………………………………………………………..………….June 19, 2019

Deadline for Bid submission June 24, 2019

Winning Bid notified on or before July 1, 2019

Installation deadline on or before August 19, 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 June 24, 2019 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 **(FB20-006)** 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](mailto:purchase@missouriwestern.edu).

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



**BLUM UNION FIRST FLOOR GRAPHICS**

**PRICING SHEET**

**PROJECT COSTS:**

Please include printing, installation and any additional incurred costs in the total per area. Depending upon funds, MWSU may choose specific areas to be completed instead of all eleven (1) areas. Bid will be awarded to one vendor.

Area 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area 4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area 5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area 6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area 7 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area 9 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area 10 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area 11 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area 12 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Installation will be completed by August 19, 2019 (Please check the box to acknowledge)**

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

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