

FORMAL BID FB20-048

FOR

 bio BUS VINYL WRAP

Submission Deadline: October 17, 2019 2:00 p.m. Central Time

Questions and/or requests for clarification of this formal bid (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 Wednesday, October 9, 2019. Questions received after this date may not be answered. Please reference the FB20-048 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.



**BIO BUS VINYL WRAP**

Missouri Western State University is seeking bids to print and install full color vinyl graphics on the Bio Bus, which we own. Please note that existing graphics will need to be removed.

**PROJECT SPECIFICATIONS:**

All panels are full color

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

Approximately 850 sq ft

Vehicle dimensions:

Length: 40 ft

Height: 12 ft

MWSU is requesting two (2) magnetic or slide in style signs that will attach to the side of the bus as needed. These signs need to be 3 ft tall by 5 ft long. MWSU will supply the art work/lettering design for these two items.

**NON MANDATORY PRE-BID MEETING:**

A non-mandatory pre-bid meeting is scheduled for Wednesday, October 2, 2019 at 10:00am in Agenstein Hall room 140. It is highly recommended that vendors attend as they will be able to inspect the bus and/or take additional measurements. Guided walk-throughs can’t be guaranteed on an individual basis. The bus is available for vendors to tour without a guide and with an appointment. 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>

**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.

**PROJECT DATES:**

Pre-bid meeting……………………………………………………………………………….………..October 2, 2019

Last day to submit questions…………………………………………………………..………….October 9, 2019

Deadline for Bid submission October 17, 2019

Winning Bid notified on or before October 24, 2019

Installation deadline on or before November 22, 2019

**BID SUBMISSION REQUIREMENTS:**

Sealed bids must be submitted no later than October 17, 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 **(FB20-048)** 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.



**BIO BUS VINYL WRAP**

**PRICING SHEET**

**PROJECT COSTS:**

Please include printing, installation and any additional incurred costs in the total per area. Bid will be awarded to one vendor.

**BIO BUS COST \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Magnetic or slide in signs qty 2

**SIGN COST \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Installation will be completed by November 22, 2019, if PO is emailed by October 25, 2019. (Please check the box to acknowledge)**

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

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