

FORMAL BID FB23-052

FOR

CONSTRUCTION OF OFFICE SUITE MURPHY HALL 206

Submission Deadline: NOVEMBER 10, 2022

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). Please reference the FB23-052 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.



**BID SPECIFICATION SHEET FOR FB23-052**

CONSTRUCTION of office suite murphy 206

1.1 GENERAL

A. WORK

The term “Work” includes all labor, materials, equipment and services required of the CONTRACTOR, as shown, described or inferred in the Contract Documents.  
The CONTRACTOR is only to use its own forces and/or OWNER/CONSTRUCTION MANAGER approved sub-trades to undertake the Work. The CONTRACTOR may not sub out further work without the prior written consent of the OWNER, such consent to be granted at the discretion of the OWNER.

B. WORK, LICENCES, PERMITS AND INSPECTIONS

The CONTRACTOR agrees to do all work in accordance with the plans, specifications, and performance standards and in accordance with good building practice, any and all civic, municipal, provincial and federal laws and codes pertaining thereto and to the  
satisfaction of the OWNER. The CONTRACTOR further agrees to obtain all licenses required in connection with his work and to inform the site OWNER/CONSTRUCTION MANAGER of the date and time work will be ready for inspection.

C. GENERAL SITE MAINTENANCE

1. The CONTRACTOR shall clean up, remove, and dispose of all debris associated with this work to the bin provided by CONTRACTOR. Maintain cleanliness of the property at all times.  
2. All work, is to be performed during regular working hours unless otherwise approved by OWNER/CONSTRUCTION MANAGER.  
3. It is the intent of this document that all work performed by the CONTRACTOR is to be complete and functional in all respects meeting all applicable codes and requirements and to the final approval of local governing authorities having jurisdiction;  
4. The CONTRACTOR is responsible for protecting the work of other trades from any damage caused by his own work forces;

D. GENERAL RESPONSIBILITIES

1. The CONTRACTOR is responsible to familiarize their self with the site and point out any potential problems before starting the job.  
2. The awarding of this Contract shall be based on the assurance that adequate, qualified manpower will be provided to carry out this scope of work, and work will be commenced and completed as per the Project Schedule listed within, NOTE: this schedule may be revised from time to time by the Construction Manager.  
3. The CONTRACTOR shall provide all necessary equipment and flagging personnel required for off-loading, handling and distribution of the CONTRACTOR’s materials.  
4. The CONTRACTOR shall provide additional labor, for overtime and Saturday  
work if required from time to time to comply with Project Schedule at no additional cost to the OWNER.  
5. The CONTRACTOR shall provide all necessary temporary facilities necessary to carry out this work. Obtain permission from the CONSTRUCTION MANAGER prior to locating any temporary facilities on site. Erection of any sign on the site by the CONTRACTOR or its Sub-Contractors is not allowed without permission from the OWNER and CONSTRUCTION MANAGER.  
6. The CONTRACTOR shall cooperate with other trades to ensure a smooth and safe flow of work. Provide a plan detailing sequencing of work to the CONSTRUCTION MANAGER.  
7. The CONTRACTOR shall comply with all requirements for safety procedures, reports, and meetings in accordance with applicable regulations, bylaws, and safety programs.  
8. The CONTRACTOR agrees that the OWNER is not responsible for fire, theft, loss and/or vandalism of any of the CONTRACTOR’s tools, equipment, materials, supplies and/or work in progress

**1.2 Construction**

A. FRAMING

1. The CONTRACTOR shall supply all labor, supervision, tools and equipment for the complete framing of the project.

2. The CONTRACTOR shall familiarize himself with the project Mechanical and Electrical drawings to appreciate the requirements of other trades in respect to the framing of the project.

3. The CONTRACTOR confirms that he is an expert in this field of work and is fully knowledgeable and experienced in all aspects of procedures, methods, regulations, codes and municipal requirements and the CONTRACTOR further acknowledges that the OWNER is relying on this expertise.

4. The work shall include, but not necessarily be limited to, the following:  
 a. The CONTRACTOR shall supply all labor for the complete framing ready for drywall, interior painting, interior door, and all required backing for other trades;

b. The CONTRACTOR shall supply a Forklift, Manlift for all framing related work including all equipment for material handling and disposal. The OWNER shall provide required power supply and hook up;  
 c. The CONTRACTOR shall supply of all labor to frame all walls for offices, perimeter walls, which will be of metal. Studs will be on 16-inch centers.

d. All walls will erected to meet existing ceiling unless stated otherwise and approved by CONSTRUCTION MANAGER  
 e. The CONTRACTOR shall familiarize himself with the project mechanical and electrical systems to ensure adequate provisions are made in the framing for these trade requirements.  
 f. The CONTRACTOR shall construct all necessary block-outs, drop ceiling furring,  
etc., for the general finishes of all areas, for the electrical, mechanical, ventilation and drywall trades.

g. CONTRACTOR shall install all dry-wall (5/8”) provided by OWNER. Dry-wall will be glued as well as screwed.

h. CONTRACTOR shall frame in all door enclosures to accommodate clear width of 32 inches minimum.

i. CONTRACTOR shall ensure all doors are plumb / square and function correctly in all offices and storage areas.

j. CONTRACTOR shall install all hardware associated with all doors including office and entry doors.

k. The CONTRACTOR shall supply all hand nails, power nails, and screws required for the work.  
 l. The CONTRACTOR shall UTILIZE all materials supplied by the OWNER in an efficient manner. Effort must be made to minimize waste;  
 m. The CONTRACTOR shall schedule all work in accordance with and as directed by the PROJECT MANAGER. As time is of the essence, the schedule will be reviewed from time to time and is expected to be met;

n. Weekly progress meetings will be expected and scheduled by PROJECT MANAGER

**PROJECT TIMELINE**

Project Advertised October 21, 2022

Plans Available October 21, 2022

Mandatory Pre-Bid October 27, 2022

Bid-Opening November 10, 2022

Project Start Date November 28, 2022

Electrical / Data rough-in December 19, 2022

Project Substantial Completion January 6, 2023

Final Completion January 13, 2023

**NOTE**

* All work must be coordinated through Missouri Western State University.
* Contractor shall be responsible to collect temporary parking passes supplied by Missouri Western State University.
* All electrical and plumbing will be disconnected to allow safe demo of area.
* All life safety devices shall be removed for walls where needed and safety placed above working heights to allow for relocation.
* Contractor shall be responsible for any and all field verification to allow work to be completed as specified.
* Contractor shall allow the week of December 19, 2022 for electrical / data rough-in. This date will be adjusted as needed with framing completion. No dry-wall will be installed prior to area receiving rough-in work. Contractor will need to coordinate with Project Manager prior to dry-wall installation.

**MANDATORY PRE-BID MEETING**

There will a mandatory pre-bid meeting in Murphy Hall, room 206 on Thursday, October 27th at 10:00am. Tours of the area and questions will be answered at this meeting.

**BID INFORMATION**

Sealed bids must be submitted no later than November 10, 2022 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 **(FB23-052)** shall also be clearly marked on the outside of the envelope or package. Bids may not be accepted if the FB number is not on the outside of the envelope.

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

Bid will be evaluated and awarded as a whole; to one vendor. Bid awarded as a whole project and not as separate projects.

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

Pricing must be FOB Missouri Western State University.

Include with your bid:

* Current signed W-9
* Pricing sheet, page 7
* Include any addendum(s) with your initials
* Invitation to bid (separate document)
* Completed page 9
* Completed MOU signature pages (the last three pages of E-Verify) information found page 8



**PRICING SHEET FOR FB23-052**

CONSTRUCTION of office suite murphy 206

Base Bid $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

This will NOT be a prevailing wage project and the following are required:

* + Bidders must submit a notarized Affidavit of Work Authorization and completed MOU signature pages, per attached memorandum dated January 2014, with their bids.
  + A Certificate of Liability Insurance will also be required with MWSU listed as an additional insured and a performance bond.
  + 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.

**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:

<https://revisor.mo.gov/main/OneSection.aspx?section=285.530>

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). For vendors that are not already enrolled and participating in a federal work authorization program, E-Verify is available at:

<https://www.e-verify.gov/>

*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 may 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.)***

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|  |  |  |
| 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 |