OUTLINE FOR PRE-BID CONFERENCE FB24-001

CTAC BUILDING

PREVAILING WAGE PROJECT INFORMATION

1. All present need to sign Attendance sheet (a copy of the attendance sheet can be obtained upon request by sending an email to [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu)
2. When bids are submitted must have:
3. Signed and notarized work affidavit
4. **Last three pages** of E-verify Memorandum of Understanding electronically signed by vendor and Homeland Security
5. Invitation to Bid (Red Sheet)
6. W-9
7. Pricing Sheet
8. Bid Bond 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 to Bid.
9. This is a Prevailing Wage Project
10. Annual Wage Order #29 was in effect at the time the bid was advertised (5/4 & 5/5), last revised 06/13/22.
11. Ten-hour safety training: all on-site employees must complete 10-hours of safety training and must carry documentation of their successful completion while on-site. If employees do not have 10 hour safety training cards then do so at your own risk. If you would like more information on the Required Safety Training, you can go to the Division of Labor website for more information: <http://labor.mo.gov/DLS/WorkplaceSafety/required_safety_training>.

VI. After bid is awarded to successful bidder-vendor

1. Before work starts, 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 and a list of subcontractors.
2. A project exemption certificate will be made available to successful bidder.
3. Once work has commenced, payroll for all employees working on this project will need to be submitted to Jeremy Proctor then Bryan Adkins then VP Finance then Purchasing with each application for payment.
4. Affidavits of Compliance for all contractors and sub-contractors who worked on the project must be submitted with request for final payment.

Contractors can go to Missouri Department of Labor and Industrial Relations-

Contractors Guidebook.