

FORMAL BID FB24-041

FOR

VASELAKOS RESIDENCE HALL CARPET

Submission Deadline: OCTOBER 10, 2023

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 FB24-041 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 FB24-041**

VASELAKOS RESIDENCE HALL CARPET

**SCOPE**

Remove existing carpet, vinyl flooring and vinyl base. Provide and install J&JJ modular carpet and LVT flooring.

**Vaselakos Hall**

* Remove existing carpet and vinyl base in all 3 floors and a portion of the basement in Vaselakos Hall. This will include dorm rooms, hallways, and common areas. Use care as to not damage walls when removing base. Any damage repair will be responsibility of the flooring contractor.
* Clean floor of all dirt, debris, and adhesives to provide a clean dry surface for new carpet per manufactures recommendations.
* Apply J&J Commercial on Sealer per manufactures recommendations.
* Install J&J Intrinsic Modular 7096 Carpet (Color choice of owner) using glue down method (No tabs) in a quarter turn pattern.
* All areas including but not limited to reception desk, offices, restrooms, dorm room common area and restrooms, basement common area, and laundry room with vinyl flooring. Remove existing flooring, clean floor of all dirt, debris, and old adhesive to provide a clean dry surface for new flooring.
* Apply J&J Commercial on Sealer per manufactures recommendations.
* Install J&J Timeless LVT flooring per manufacturer’s recommendations. (Color choice of owner)
* Install 4” vinyl base on all walls (color choice of owner).
* Install transition strips where needed.

**Notes**

* Walk off carpet in building entrances to remain.
* Dumpsters can be placed in the service drive in front of Vaselakos Hall. Coordinate placement with Physical Plant.
* We will be painting Vaselakos Hall prior to carpet installation however if schedules overlap we will need to coordinate work schedule with painting contractor.
* Work in the basement includes the common area and laundry. No other rooms receive work.
* All work to completed by April 26, 2024
* Clean up and haul away all debris.
* Project inspected by MWSU Physical Plant upon completion.

**MANDATORY PRE-BID MEETING**

There will a mandatory pre-bid meeting in Vaselakos Hall Lobby on September 28, 2023 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 October 10, 2023 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 **(FB24-041)** 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. All questions should be directed to Purchasing Manager, Kelly Sloan, (816) 271-4465, [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu)

Bid awarded as a whole project and not as separate projects.

Include with your bid:

* Current signed W-9
* Pricing sheet page 4
* Include any addendum(s) with your initials
* Completed page 6
* Completed MOU signature pages (the **last three pages** of E-Verify)
* Bid Bond in the amount of 5% of the total amount of bid (A Performance Bond will be required of the awarded vendor)

This will be a prevailing wage project. 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.
  + Annual Wage Order Number 30 is currently in effect. A copy of this order will be attached separately once bid is awarded.
  + A Certificate of Liability Insurance will also be required with MWSU listed as an additional insured will be required after bid has been awarded.
  + 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.



**PRICING SHEET FOR FB24-041**

VASELAKOS RESIDENCE HALL CARPET

Base bid (Carpet/LVT/Base/Installation):

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate bid: Price for removing and putting back contents of all rooms:

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**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 |