

FORMAL BID FB24-054

FOR

 CARPET REPLACEMENT IN GRIFFON INDOOR SPORTS COMPLEX

Submission Deadline: October 17, 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. Please reference the FB24-054 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 FB24-054**

CARPET INSTALLATION GRIFFON INDOOR SPORTS COMPLEX

**SCOPE**

Remove existing carpet and vinyl base in lobby, hallways, meeting rooms, offices and conference room. Provide and install J&J modular carpet. Vinyl base per scope installed in all areas.

* Remove existing carpet and vinyl base. Use care to not damage walls when removing the vinyl base. Any damage repair will be the responsibility of the flooring contractor.
* Clean floor of all dirt, debris, and adhesives per manufacturer's specifications to provide a clean dry surface for new carpet
* Apply 1 coat of J&J Commercialon Premium Sealer
* Apply pressure sensitive adhesive per manufacturer's installation recommendations. (No tabs)
* Install J&J Modular Carpet

Style: Outfitter 7064

Color: 2396 Tweed

Size: 18”X36”

Installed in an Ashlar pattern

* Install new 4” black vinyl base
* Install all new transition strips where needed.
* **Install all hallways and lobby first. Work on hallways to be completed November 15th through November 26th. Work on all remaining spaces to be completed December 15th through January 5th.**
* All work to be coordinated through Mike Halloran, Associate Athletic Director of Facilities
* All moving of furniture and equipment will be handled by MWSU Athletics staff.

**ALTERNATE**

* Remove existing flooring and vinyl base and install new in 3 additional offices in the Training room and Weight room using specifications from base bid.

**Special Notes**

* All work must be completed by January 5, 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 the lobby of Griffon Indoor Sports Complex on October 3, 2023 at 10:00am. Tours of all areas and questions will be answered at this meeting.

**BID INFORMATION**

Sealed bids must be submitted no later than October 17, 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.** MWSU reserves the right to accept or reject any or all bids. Responses must be signed and sealed in mailing envelopes with the Vendor’s name and address clearly written on the outside. The Formal Bid Number **(FB24-054)** 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. MWSU reserves the right to accept or reject any or all items of this bid.

All questions should be directed to Purchasing Manager, Kelly Sloan, (816) 271-4465, purchase@missouriwestern.edu

Include with your bid:

* Current signed and dated W-9
* Pricing sheet on page 5
* Include any addendum(s) with your initials
* Completed page 7
* 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) when project price is over $50,000

Bid will be awarded as a whole project.

This will NOT 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.
* A Certificate of Liability Insurance will also be required with MWSU listed as an additional insured and a performance bond once bid is 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 FB24-054**

CARPET INSTALLATION GRIFFON INDOOR SPORTS COMPLEX

Base bid: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Vendor Signature

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

Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 |