

FORMAL BID FB24-055

FOR

asphalt WORK WEST CAMPUS

Submission Deadline: NOVEMBER 6, 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 FB24-055 on all correspondence. Answers to the submitted questions will be e-mailed to each vendor as an addendum to this solicitation as time permits. 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 FB24-055**

ASPHALT WORK WEST CAMPUS

**SCOPE AND BID SPECIFICATION**

All work shall be in accordance with the attached proposal.

* The contractor will be responsible for visiting the site to determine preparations, materials, and labor, confirm measurements, and assess equipment required for completing the quotation.
* Work must be coordinated with MWSU to minimize interference with university functions.
* It is the contractor's responsibility to protect the surrounding area, including but not limited to existing concrete and asphalt, fencing, and all structures.
* The Contractor shall follow all applicable City, County, and State codes and regulations.
* The Contractor will be responsible for all necessary permits to complete this project.
* Contractor shall provide all tools and equipment necessary to complete the project.
* Contractor is responsible for any trash, litter, or debris.
* It is the responsibility of the contractor to locate all utilities if needed.
* Remove the concrete island
* Remove existing asphalt
* Install a minimum of 6-inch rock base
* Install 8-inch Asphalt Concrete by the latest edition of the Missouri State Highway recommended standards.
* Assure all transitions from asphalt to sidewalks or roadways are free from any hazards.
* 1/2-inch expansion joint at all joints and transitions.
* Seal all joints.
* Ensure all water drains away from any structure
* All demolished materials are to be removed from campus unless otherwise requested by the University.
* Ensure proper barricades and signage are used for pedestrian and vehicle safety.
* Match all existing concrete and asphalt where new and existing meet.
* The Physical Plant shall approve all schedules before starting work.

**PREBID MEETING**  
There will a mandatory pre-bid meeting at West Campus by Physical Plant office on October 26, 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 November 6, 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 **(FB24-055)** 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.

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

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

Include with your bid:

* Current signed and dated W-9
* Pricing sheet on page 4
* Include any addendum(s) with your initials
* Completed page 6
* Invitation to bid (separate document)
* 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)

Notice Regarding Open Records Requests: Missouri Western State University is a public governmental body subject to Missouri’s Sunshine/Open Records law found at Mo. Rev. Stat. § 610.010 et seq. Generally, MWSU must disclose the entire contents of bids, proposals, and contracts submitted to or entered into with MWSU with regard to a particular bid/proposal/contract after an award. Limited exceptions to MWSU’s disclosure obligations do exist, and most bidders should anticipate that the entire contents of their bid/proposal/contracts could be disclosed without notice pursuant to an open records request received by MWSU.



**PRICING SHEET FOR FB24-055**

ASPHALT WORK WEST CAMPUS

Base Bid (approximately 19,140 sq. ft.) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate #1 (approximately 10,500 sq. ft.) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

More detail provided at pre-bid meeting

Alternate #2 (approximately 8,400 sq. ft.) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

More detail provided at pre-bid meeting

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

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

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

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

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.
  + 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 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 |