

FORMAL BID FB24-057

FOR

CARPET REPLACEMENT IN popplewell 115 Suite and room 217

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 FB24-057 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 FB24-057**

CARPET REPLACEMENT IN POPPLEWELL 115 SUITE AND ROOM 217

**SCOPE**

Remove the existing vinyl base in all areas. Provide and install J&J modular carpet and LVP. A vinyl base per scope is installed in all areas.

**Popplewell 115 Suite**

* Remove the existing vinyl base. Leave all metal base. Use caution to avoid damaging the walls when removing the base. Any damage will be the responsibility of the flooring contractor.
* Clean the floor of all dirt, debris, and adhesives per the manufacturer’s recommendations to provide a clean, dry surface for new flooring.
* Fill any low spots, holes, chips, and seams that may telegraph through the new flooring.
* Apply one coat of J&J Commercialon Premium Sealer per manufacturer’s recommendations
* Apply pressure-sensitive adhesive per manufacturer’s recommendations (No tabs)
* In open areas and hallways, install J&J LVT flooring. (Will be from the J&J Timeless book)
* In all offices install J&J 24”X24” modular carpet. (Will be from the J&J Intrinsic book)
* Install a new 4” black base. Nothing over the metal base
* All work to be completed by November 22, 2023
* Clean up and haul away all debris
* MWSU Physical Plant will inspect the project upon completion

**Popplewell 217 Office**

* Remove existing carpet and any vinyl base. Use caution to avoid damaging the walls when removing the base. Any damage will be the responsibility of the flooring contractor.
* Clean the floor of all dirt, debris, and adhesives per the manufacturer’s recommendations to provide a clean, dry surface for new flooring.
* Fill any low spots, holes, chips, and seams that may telegraph through the new flooring.
* Apply one coat of J&J Commercialon Premium Sealer per manufacturer’s recommendations
* Apply pressure-sensitive adhesive per manufacturer’s recommendations (No tabs)
* Install J&J 24” X24” modular carpet (Will be from the Intrinsic book)
* Install a transition strip, if needed, in the doorway between offices.
* Install a new 4” black base
* Clean up and haul away all debris
* The job should be completed between November 20th and 22nd.
* The project is to be inspected by the MWSU Physical Plant upon completion  
    
  NOTE: THE RESPONSIBILITY OF DETERMINING IF THE EXISTING FLOORING IS SUITABLE TO BE INSTALLED OVER TOP OF WITH RESILIENT RESTS SOLELY WITH THE INSTALLER/FLOORING CONTRACTOR ON SITE. IF THERE IS ANY DOUBT AS TO THE SUITABILITY, THE EXISTING FLOORING SHOULD BE REMOVED OR AN ACCEPTABLE UNDERLAYMENT INSTALLED OVER IT. INSTALLATIONS OVER EXISTING RESILIENT FLOORING MAY BE MORE SUSCEPTIBLE TO INDENTATION.

**MANDATORY PRE-BID MEETING**

There will a **mandatory** pre-bid meeting in Popplewell Suite 115 on October 25, 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 **(FB24-057)** 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. Bid will be awarded as a whole project.

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 6
* Include any addendum(s) with your initials
* Completed page 8
* Completed MOU signature pages (**the last three pages** of E-Verify)

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.

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 FB24-057**

CARPET REPLACEMENT IN POPPLEWELL 115 SUITE AND ROOM 217

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

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 |