

FORMAL BID FB24-070

FOR

 FLOORING INSTALLATION WILSON HALL

HEAD START

Submission Deadline: DECEMBER 19, 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 FB24-070 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 FB24-070**

FLOORING INSTALLATION WILSON HALL HEAD START

**SCOPE**

Provide and install J&J Timeless LVT flooring and new vinyl base in Wilson Hall, Head Start.

* Remove existing flooring where needed and vinyl base on all current classrooms 185, 186, and 188 floors. Use care so as not to damage walls when removing the base. Any damage repair will be the responsibility of the flooring contractor.
* Clean the floor of all dirt, debris, and adhesives to provide a clean, dry surface for the new LVT flooring.
* Apply J&J Commercial on Sealer per manufacturer's recommendations.
* In all areas, install J&J Timeless LVT 7096 per the manufacturer's recommendations (Color choice of owner).
* Install a 4” vinyl base with a toe on all walls (owner's color choice).
* Install transition strips where needed.
* All work to be completed by February 2, 2024.
* Clean up and haul away all debris.
* MWSU Physical Plant will inspect the project upon completion.

**MANDATORY PRE-BID MEETING**

There will a mandatory pre-bid meeting in Wilson Hall, Room 185 on December 12, 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 December 19, 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 **(FB24-070)** 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

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)

Please note this bid is using Federal Funds and this project will follow the Davis-Bacon Act, as amended, requires that each contract over $2,000 for construction, alternation, or repair of public building or public works shall contain a clause setting forth the minimum wages to be paid to various classes of laborers.

Debarment (Per §200.212 Suspension and debarment)

By submitting a bid, the vendor certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Missouri or Federal government and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issue by any political subdivision or agency of the State of Missouri.

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.
	+ Davis-Bacon Act WD General Decision Number: MO20230037 11/10/2023 for wage determination
	+ 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 FB24-070**

FLOORING WILSON HALL HEAD START

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

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

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

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

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

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.

**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 |