

FORMAL BID FB24-076

FOR

WEIGHT ROOM WALL GRAPHICS

Submission Deadline: FEBRUARY 9, 2024

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). All questions and/or clarifications can be sent at any time regarding this FB to the Purchasing Department until 12:00pm on February 2, 2024. Questions received after this date may not be answered. Please reference the FB24-068 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 FB24-076**

WEIGHT ROOM GRAPHICS

Missouri Western State University (MWSU) is seeking bids to print and install full color vinyl graphics on a cement wall of our Weight room in the Griffon Indoor Sports Complex (GISC).

**PROJECT SPECIFICATIONS:**

All panels are full color

Material: vinyl, laminated; reflective vinyl; graphic film; and or acrylic

Cement wall

Reflective vinyl

Width: 51.6”

Height: 10’6”

Wall decal with lamination

**NON MANDATORY PRE-BID MEETING:**

A non-mandatory pre-bid meeting is scheduled for Tuesday, January 30, 2024 in the GISC lobby at 10:00am. It is highly recommended that vendors attend as they will be able to inspect the site and/or take additional measurements. Guided facility walk-throughs can’t be guaranteed on an individual basis. The facility isn’t available for vendors to tour without a guide, and attendance at the pre-bid meeting is strongly encouraged. Questions will also be able to be answered during this time.

**ART WORK:**

MWSU will provide the approved art work. Files will be submitted in the format requested by vendor. The successful bidder must create designs that comply with Missouri Western’s graphic standard, which can be found at <https://www.missouriwestern.edu/cps/wp-content/uploads/sites/110/2018/11/GraphicStandards.pdf>

**PROJECT DATES:**

Non mandatory Pre-bid meeting……………………January 30, 2024 10:00am

Last day to submit questions……………………………...February 2, 2024 Noon

Deadline for Bid submission February 9, 2024 2:00pm Central Time

Winning Bid notified on or before February 19, 2024

Installation deadline on or before March 15, 2024

**VENDOR SAMPLES:**

With your bid, please submit at least two sample photos of wall graphics previously printed and installed by your company at local businesses. Please note the address of each sample so that MWSU can review the quality of the print and installation. Vendors that do not submit samples may not be considered.

**BID INFORMATION:**

Sealed bids must be submitted no later than February 9, 2024 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 **(FB24-076)** 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.

Pricing must be FOB Missouri Western State University. All items must be new, first quality.

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 evaluated and awarded as a whole; to one vendor.

Include with your bid:

* Current signed and dated W-9
* Pricing sheet page 5
* Include any addendum(s) with your initials

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



**PRICING SHEET FOR FB24-076**

WEIGHT ROOM GRAPHICS

**PROJECT COSTS:**

Please include printing, installation and any additional incurred costs.

**TOTAL COST \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Installation will be completed by March 15, 2024 (Please check the box to acknowledge)**

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.