

FORMAL BID FB24-077

FOR

MERCHANDISE BUILDING

Submission Deadline: FEBRUARY 20, 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). Please reference the FB24-077 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 FB24-077**

MERCHANDISE BUILDING

**1.1 GENERAL**

A. WORK

“Work” includes all labor, materials, equipment, and services required of the CONTRACTOR, as shown, described, or inferred in the Contract Documents.  
The CONTRACTOR is only to use its own forces and OWNER/CONSTRUCTION MANAGER-approved sub-trades to undertake the Work. The CONTRACTOR may not undertake further work without the OWNER's prior written consent; such consent will be granted at the OWNER's discretion.

B. WORK, LICENCES, PERMITS AND INSPECTIONS

The CONTRACTOR agrees to do all work by the plans, specifications, and performance standards and by good building practice, any civic, municipal, provincial, and federal laws and codes pertaining to it, and the OWNER's satisfaction.

C. GENERAL SITE MAINTENANCE

1. The CONTRACTOR shall clean up, remove, and dispose of all debris associated with this work in the bin provided by CONTRACTOR. Maintain cleanliness of the property at all times.  
2. All work will be performed during regular working hours unless otherwise approved by OWNER/CONSTRUCTION MANAGER.  
3. This document intends that all work performed by the CONTRACTOR is to be complete and functional in all respects, meeting all applicable codes and requirements, and to the final approval of Missouri Western State University.  
4. The CONTRACTOR is responsible for protecting the work of other trades from any damage caused by his workforce;

D. GENERAL RESPONSIBILITIES

1. The CONTRACTOR must familiarize himself with the site and identify potential problems before starting the job.  
2. The awarding of this Contract shall be based on the assurance that adequate, qualified manpower will be provided to carry out this scope of work, and work will be commenced and completed as per the Project Schedule listed within. NOTE: This schedule may be revised occasionally by the Construction Manager.

3. The CONTRACTOR shall provide all necessary equipment and flagging personnel required for off-loading, handling, and distribution of the CONTRACTOR’s materials.  
4. The CONTRACTOR shall provide additional labor for overtime and Saturday  
Work is required occasionally to comply with the Project Schedule at no additional cost to the OWNER.  
5. The CONTRACTOR shall provide all temporary facilities for this work. Obtain permission from the CONSTRUCTION MANAGER before locating any temporary facilities on site. Erection of any sign on the site by the CONTRACTOR or its Sub-Contractors is not allowed without permission from the OWNER and CONSTRUCTION MANAGER.  
6. The CONTRACTOR shall cooperate with other trades to ensure a smooth and safe workflow. Provide a plan detailing the sequencing of work to the CONSTRUCTION MANAGER.  
7. The CONTRACTOR shall comply with all requirements for safety procedures, reports, and meetings in accordance with applicable regulations, bylaws, and safety programs.  
8. The CONTRACTOR agrees that the OWNER is not responsible for fire, theft, loss, or vandalism of any of the CONTRACTOR’s tools, equipment, materials, or supplies.

**1.2 Site Prep**

1. A 40’ x 60’ gravel site pad is in place. This pad must be extended 10’ to the south of the existing pad.
2. The pad extension will need to match the existing pad. This pad must be 8” above concrete immediately to the south of the site, extend 5 feet on all sides beyond the marked building, and taper an additional 5’ to meet the surrounding grade.
3. The area shall be prepared for 1” clean rock, 4” in-depth, and ¼” rock, 4” in-depth.

**1.3 Concrete Pad**

1. Prepare the site as needed. This will include working with plumbing and electrical for all stub-up applications.
2. Concrete to support 30’ x 50’ building. This shall include proper footings 12” wide 3’ deep #4 rebar.
3. There shall be a 6’ walking pad around the exterior of the building.
4. All concrete will be 4” minimum, including heavy mesh wire 8 gauge.
5. All interior concrete shall have a smooth finish, and all exterior walking areas shall have a non-slip finish.
6. All concrete shall be sealed
7. Saw cut interior 10’ x 10’ squares, exterior every 10’.

**1.4 Construction/FRAMING**

1. The CONTRACTOR shall supply all labor, supervision, tools, materials, and equipment for the complete framing and construction of a 30’ x 50’ x 12’ wood frame building.
2. The CONTRACTOR confirms that he is an expert in this field of work and is fully knowledgeable and experienced in all aspects of procedures, methods, regulations, codes, and municipal requirements. The CONTRACTOR further acknowledges that the OWNER is relying on this expertise.
3. The work shall include, but not necessarily be limited to, the following:  
   a. The CONTRACTOR shall supply all labor and materials for the complete framing of all walls, drywall and finishing, interior painting, interior and exterior doors, all windows, roof, metal siding, brick wainscot, and trim as listed in this scope.

b. The CONTRACTOR shall supply all heavy equipment for all framing-related work, including all material handling and disposal equipment.

c. The roof shall be 4:12 pitch, with trusses on 2’ centers, 5/8” plywood, and 29-gauge metal siding (color owner choice).

d. The CONTRACTOR shall supply all labor to frame all walls for perimeter walls and primary and secondary entrances (this must meet NATIONAL FIRE CODE requirements), which will be of wood. Studs will be on 16-inch centers constructed of 2” x 6” studs.

e. All walls will be 12 feet unless stated otherwise and approved by CONSTRUCTION MANAGER

f. All exterior walls, restroom walls, utility walls, and ceilings shall have insulation with R-19 ratings.

g. All interior walls will be corrugated metal (color owner choice) 48” in height from the floor. Top trim shall be included.

h. CONTRACTOR shall install drywall (5/8”) on the remaining walls and ceilings. The drywall will be glued as well as screwed.

i. All walls shall be finished to allow for finished paint.

j. The exterior of the building shall have a 3’ high brick wainscot and 29-gauge metal siding. All trim, including soffit, window, door, corner, etc., shall be included per manufacturer recommendations (color owner choice).

k. 6” gutter, including downspouts on the east and west sides of the building, to be drained to the north (color owner choice).

l. The CONTRACTOR shall purchase and install all windows as shown on supporting drawings. Windows shall be clear, insulated, and specified in the bid proposal.   
m. The CONTRACTOR shall familiarize himself with the project's mechanical and electrical future systems to ensure adequate provisions in framing these trade requirements.

n. CONTRACTOR shall frame all door enclosures to accommodate a clear width listed in the attached drawings.

o. CONTRACTOR shall ensure all doors are plumb/square and function correctly in all areas.

p. CONTRACTOR shall install all hardware associated with all doors. The Owner will choose this, and the Contractor shall include a $6000.00 allowance. Doors will be purchased by contractor

q. The CONTRACTOR shall schedule all work as directed by the PROJECT MANAGER. As time is of the essence, the schedule will be reviewed from time to time and is expected to be met;

r. Weekly progress meetings will be expected and scheduled by PROJECT MANAGER

**MANDATORY PRE-BID MEETING**

There will a mandatory pre-bid meeting in the parking lot directly north of the Bill Snyder Pavilion on February 13, 2024 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 February 20, 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 **(FB24-077)** 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](mailto:purchase@missouriwestern.edu)

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

Include with your bid:

* Current, signed and dated W-9
* Invitation to Bid (separate document)
* Pricing sheet page 7
* Include any addendum(s) with your initials
* Completed page 9
* 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)

**Project Timeline:**

Project Advertised February 2, 2024

Mandatory Pre-Bid February 13, 2024

Bid-Opening February 20, 2024

Board Approval February 22, 2024

Project Start Date: February 26, 2024

Project Substantial Completion May 6, 2024

Final Completion May 13, 2024

NOTE:

* All work must be coordinated through Missouri Western State University.
* Contractor shall collect temporary parking passes supplied by the Owner.
* All electrical and plumbing will be the responsibility of the owner.
* HVAC will be the owner's responsibility.
* All life safety requirements will be the responsibility of the owner.
* CONTRACTOR shall be responsible for all field verification to allow work to be completed as specified.
* CONTRACTOR shall allow (1) one week for electrical, plumbing, and data rough-in. This date will be adjusted as needed with framing completion. No drywall or ceiling will be installed before the area receives rough-in work.
* CONTRACTOR will need to coordinate with PROJECT MANGER before dry-wall or ceiling grid installation

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.
  + 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 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 FB24-077**

MERCHANDISE BUILDING

Base bid:

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 |