

FORMAL BID FB24-085

FOR

LEA/ROTC ROOM CONSTRUCTION

Submission Deadline: MARCH 15, 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 FB24-085 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 FB24-085**

LEA/ROTC ROOM CONSTRUCTION

**SCOPE**

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 forces and OWNER/CONSTRUCTION MANAGER-approved sub-trades to undertake the Work. The CONTRACTOR may not undertake further forces 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 under the plans, specifications, and performance standards and, by good building practice, any civic, municipal, provincial, and federal laws and codes about it and to the OWNER's Satisfaction. The CONTRACTOR further agrees to obtain all licenses in connection with his work and inform the site OWNER/CONSTRUCTION MANAGER of the date and time work will be ready for inspection.

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 local governing authorities having jurisdiction.  
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 from time to time 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 by 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, supplies, and work-in-progress.

E. FRAMING

1. The CONTRACTOR shall supply all labor, supervision, tools, and equipment for the complete framing of the project.  
2. The CONTRACTOR shall familiarize himself with the project's Mechanical and Electrical drawings if needed to appreciate the requirements of other trades concerning the project's framing.  
3. 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.  
4. The work shall include, but not necessarily be limited to, the following:  
 a. The CONTRACTOR shall supply all labor for the complete framing and drywall.

b. The CONTRACTOR shall supply a Forklift or manlift for all framing-related work, including all equipment for material handling and disposal. The OWNER shall provide the required power supply and hook-up.  
 c. The CONTRACTOR shall supply all labor to frame walls. Studs will be on 16-inch centers.

d. CONTRACTOR shall provide and install all dry-wall (5/8”). The drywall will be glued as well as screwed.

e. The CONTRACTOR shall supply all hand nails, power nails, and screws required for the work.  
 f. The CONTRACTOR shall schedule all work by and 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;

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

h. Project will consist of (3) areas listed below.

1. This section is approximately 17 feet wide by 9 feet 8 inches tall. This area will require the installation of wood studs and sheetrock.
2. This section is approximately 12 feet of wall and 19 feet in height. The area will be boxed to protect the roof drain and metal pillar. The wall will be to the deck using wood studs and sheetrock.
3. This section is approximately 29 feet 9 inches wide. The area must be furred out to tie into the existing wall using wood studs and sheetrock.

\*\*\*The contractor will finish all sheetrock.

**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 disconnected to allow a safe demo of the area if needed.
* All life safety devices shall be removed from walls where needed and safety placed above working heights to allow relocation.
* CONTRACTOR shall be responsible for any field verification to allow work to be completed as specified.

**MANDATORY PRE-BID MEETING**

There will a **mandatory** pre-bid meeting at the East parking lot at Wilson Hall on March 13, 2024 at 10:00am. Tours of all areas and questions will be answered at this meeting.

**PROJECT TIMELINE**

Mandatory Pre-Bid March 11, 2024

Bid-Opening March 15, 2024

Project Start Date: March 18, 2024

Final Completion March 22, 2024

**BID INFORMATION**

Sealed bids must be submitted no later than March 15, 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.** 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 **(FB24-085)** 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 7
* Include any addendum(s) with your initials
* Completed page 9
* 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 FB24-085**

LEA/ROTC ROOM CONSTRUCTION

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 |