



REQUEST FOR PROPOSAL RFP26-016
FOR
BAKER ROOF REPLACEMENT

Submission Deadline: April 24, 2026

2:00 p.m. CST

Questions and/or requests for clarification of this RFP should be submitted via email to the Purchasing Department at purchase@missouriwestern.edu. All questions and/or clarifications can be sent at any time regarding this RFP to the Purchasing Department until 9:00 a.m. CST on April 16, 2026. Questions received after this date may not be answered. Please reference RFP26-016 on all correspondence. Answers to the submitted questions will be emailed to each Vendor as an addendum to this solicitation by April 17, 2026. It is the responsibility of all interested parties to read this information and return it as part of the RFP confirming receipt.



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Description

- A. Remove all the modified roofing material on the north section and the two (2) south sections and replace with TPO roofing at the Missouri Western State University (MWSU) Baker Fitness Center located at 4525 Downs Drive in St. Joseph, MO, 64507. This will include metal flashings, copings, scuppers, waterheads, and downspouts.
- B. The project consists of installing Carlisle SynTec's Sure-Weld (TPO) Adhered Roofing System as outlined below:

Apply the Sure-Weld Adhered Roofing System in conjunction with Insulbase Polyiso for main roof sections, and Taper 1/8" per 1'0" Taper Polyiso 1" start for the canopy roofs (plywood deck), after tear off of the existing modified roof to expose the Tectum deck in main roof sections, plywood deck in canopy sections, for verification of suitable substrate as specified in this specification.
- C. Replace any damaged Tectum decking panels as needed and specified on drawing. Replacement Tectum decking panels will be provided by MWSU.

Extent of Work

- A. Provide all labor, material, tools, equipment, and supervision necessary to complete the installation of the Sure-Weld reinforced TPO (Thermoplastic Polyolefin) Adhered Roofing System including flashings and insulation as specified herein and as indicated on the drawings in accordance with the manufacturer's most current specifications and details.
- B. The roofing contractor shall be fully knowledgeable of all requirements of the contract documents and shall make themselves aware of all job site conditions that will affect their work.
- C. The roofing contractor shall confirm all given information and advise the building owner, prior to bid, of any conflicts that will affect their cost proposal.
- D. Any contractor who intends to submit a bid using a roofing system other than the approved manufacturer must submit for pre-qualification in writing fourteen (14) days prior to the bid date. Any contractor who fails to submit all information as requested will be subject to rejection. Bids stating "as per plans and specs" will be unacceptable.

Submittals

- A. Prior to starting work, the roofing contractor must submit the following:
 - 1. Shop drawings showing layout, details of construction, and identification of materials.
 - 2. A sample of the manufacturer's Membrane System Warranty.



3. Submit a letter of certification from the manufacturer which certifies the roofing contractor is authorized to install the manufacturer's roofing system and lists foremen who have received training from the manufacturer along with the dates training was received.
 4. Certification from the membrane manufacturer indicating the membrane thickness over the reinforcing scrim (top ply membrane thickness) is nominal 15 mil or thicker.
 5. Certification of the manufacturer's warranty reserve.
- B. Upon completion of the installed work, submit copies of the manufacturer's final inspection to the specifier prior to the issuance of the manufacturer's warranty.

Product, Delivery, Storage, and Handling

- A. Deliver materials to the job site in the manufacturer's original, unopened containers or wrappings with the manufacturer's name, brand name and installation instructions intact and legible. Deliver in sufficient quantity to permit work to continue without interruption.
- B. Comply with the manufacturer's written instructions for proper material storage.
1. Store Sure-Weld membrane in the original undisturbed plastic wrap in a cool, shaded area. Sure-Weld membrane that has been exposed to the elements for approximately 7 days must be prepared with Carlisle Weathered Membrane Cleaner prior to hot air welding.
 2. Store curable materials (adhesives and sealants) between 60°F and 80°F in dry areas protected from water and direct sunlight. If exposed to lower temperature, restore to 60°F minimum temperature before using.
 3. Store materials containing solvents in dry, well-ventilated spaces with proper fire and safety precautions. Keep lids on tight. Use before expiration of their shelf life.
 4. The roofing contractor shall confirm all given information and advise the building owner, prior to bid, of any conflicts that will affect their cost proposal.
 5. Any contractor who intends to submit a bid using a roofing system other than the approved manufacturer must submit for pre-qualification in writing fourteen (14) days prior to the bid date. Any contractor who fails to submit all information as requested will be subject to rejection. Bids stating "as per plans and specs" will be unacceptable.
- C. Any materials which are found to be damaged shall be removed and replaced at the applicator's expense.



Work Sequence

- A. Schedule and execute work to prevent leaks and excessive traffic on completed roof sections. Care should be exercised to provide protection for the interior of the building and to ensure water does not flow beneath any completed sections of the membrane system.
- B. Do not disrupt activities in occupied spaces.

Use of the Premises

- A. Before beginning work, the roofing contractor must secure approval from the building owner's representative for the following:
 - 1. Areas permitted for personnel parking.
 - 2. Access to the site.
 - 3. Areas permitted for storage of materials and debris.
 - 4. Areas permitted for the location of cranes, hoists and chutes for loading and unloading materials to and from the roof.
- B. Interior stairs or elevators may not be used for removing debris or delivering materials, except as authorized by the building superintendent.

Existing Conditions

- A. If discrepancies are discovered between the existing conditions and those noted on the drawings, immediately notify the owner's representative by phone and solicit the manufacturer's approval prior to commencing with the work. Necessary steps shall be taken to make the building watertight until the discrepancies are resolved. Any conditions which are not shown on the shop drawings should be indicated on a copy of the shop drawing and included with bid submittal if necessary to clarify any conditions not shown.

Mandatory Pre-Bid Meeting

- B. A pre-bid meeting will be held at the job site. Meet at the back side of Baker near the football scoreboard on Tuesday April 14th at 10:00 AM with Brian Harrah. He can be reached at 816-689-9790 if there are any questions.



Temporary Facilities and Controls

A. Temporary Utilities:

1. Water, power for construction purposes and lighting are available at the site and will be made available to the roofing contractor.
2. Provide all hoses, valves and connections for water from a source designated by the owner when made available.
3. When available, electrical power should be extended as required from the source. Provide all trailers, connections and fused disconnects.

B. Temporary, Sanitary Facilities

Sanitary facilities will not be available at the job site. The roofing contractor shall be responsible for the provision and maintenance of portable toilets or their equal.

C. Building Site:

1. The roofing contractor shall use reasonable care and responsibility to protect the building and site against damages. The contractor shall be responsible for the correction of any damage incurred as a result of the performance of the contract.
2. The roofing contractor shall remove all debris from the job site in a timely and legally acceptable manner so as to not detract from the aesthetics or the functions of the building.

D. Security:

Obey the owner's requirements for personnel identification, inspection and other security measures.

Job Site Protection

- A. The roofing contractor shall adequately protect building, paved areas, service drives, lawn, shrubs, trees, etc. from damage while performing the required work. Provide canvas, boards and sheet metal (properly secured) as necessary for protection and remove protection material at completion. The contractor shall repair or be responsible for costs to repair all property damaged during the roofing application.



- B. During the roofing contractor's performance of the work, the building owner will continue to occupy the existing building. The contractor shall take precautions to prevent the spread of dust and debris, particularly where such material may shift into the building. The roofing contractor shall provide labor and materials to construct, maintain and remove necessary, temporary enclosures to prevent dust or debris in the construction area(s) from entering the remainder of the building.
- C. Do not overload any portion of the building, by either use of or placement of equipment, storage of debris, or storage of materials.
- D. Protect against fire and flame spread. Maintain proper and adequate fire extinguishers.
- E. Take precautions to prevent drains from clogging during the roofing application. Remove debris at the completion of each day's work and clean drains, if required. At completion, test drains to ensure the system is free running and drains are watertight. Remove strainers and plug drains in areas **where work is in progress**. Install flags or other telltales on plugs. Remove plugs each night and screen drain.
- F. Store moisture susceptible materials above ground and protect with waterproof coverings.
- G. Remove all traces of piled bulk material and return the job site to its original condition upon completion of the work.

Safety

The roofing contractor shall be responsible for all means and methods as they relate to safety and shall comply with all applicable local, state and federal requirements that are safety related. **Safety shall be the responsibility of the roofing contractor.** All related personnel shall be instructed daily to be mindful of the full-time requirement to maintain a safe environment for the facility's occupants including staff, visitors, customers and the occurrence of the general public on or near the site.

Workmanship

- A. Applicators installing new roof, flashing and related work shall be factory trained and approved by the manufacturer they are representing.
- B. All work shall be of highest quality and in strict accordance with the manufacturer's published specifications and to the building owner's satisfaction.



- C. There shall be a supervisor on the job site at all times while work is in progress.

Quality Assurance

- A. The Sure-Weld Membrane Roofing System must achieve a UL Class A₂.
- B. The membrane must be manufactured by the material supplier. Manufacturer's supplying membrane made by others are not acceptable.
- C. Unless otherwise noted in this specification, the roofing contractor must strictly comply with the manufacturer's current specifications and details.
- D. The roofing system must be installed by an applicator authorized and trained by the manufacturer in compliance with shop drawings as approved by the manufacturer. The roofing applicator shall be thoroughly experienced and upon request be able to provide evidence of having at least five (5) years successful experience installing single-ply TPO roofing systems and having installed at least one (1) roofing application or several similar systems of equal or greater size within one year.
- E. Provide adequate number of experienced workmen regularly engaged in this type of work who are skilled in the application techniques of the materials specified. Provide at least one thoroughly trained and experienced superintendent on the job at all times roofing work is in progress.
- F. There shall be no deviations made from this specification or the approved shop drawings without the prior written approval of the specifier. Any deviation from the manufacturer's installation procedures must be supported by a written certification on the manufacturer's letterhead and presented for the specifier's consideration.
- G. The Sure-Weld TPO White membrane meets CRRC (Cool Roof Rating Council) for reflectance and emittance. When tested in accordance with ASTM C1549, the Sure-Weld White material has an initial solar reflectance of 0.79 and a 3-year aged reflectance of 0.70. The material has also been tested for emittance in accordance with ASTM C1371; an initial emittance of 0.90 and a 3-year aged emittance of 0.86 were achieved.
- H. The Sure-Weld White TPO membrane meets the emittance requirements set forth by the USGBC (U. S. Green Building Council) for their LEED (Leadership in Energy and Environmental Design) Program. The Sure-Weld White TPO material has an emittance of 0.90 (when tested in accordance with ASTM E408) and an SRI (solar reflectance index) of 99 (calculated using ASTM E 1980).
- I. Upon completion of the installation, the applicator shall arrange for an inspection to be made by a non-sale's technical representative of the membrane manufacturer in order to determine whether or not corrective work will be required before the warranty will be issued. Notify the building owner seventy-two (72) hours prior to the manufacturer's final inspection.



Job Conditions, Cautions, and Warnings

Refer to Carlisle's Sure-Weld Roofing System specification for General Job Site Considerations.

- A. Safety Data Sheets (SDS) must be on location at all times during the transportation, storage and application of materials.
- B. When positioning membrane sheets, exercise care to locate all field splices away from low spots and out of drain sumps. All field splices should be shingled to prevent bucking of water.
- C. When loading materials onto the roof, the Carlisle Authorized Roofing Applicator must comply with the requirements of the building owner to prevent overloading and possible disturbance to the building structure.
- D. Proceed with roofing work only when weather conditions are in compliance with the manufacturer's recommended limitations, and when conditions will permit the work to proceed in accordance with the manufacturer's requirements and recommendations.
- E. Proceed with work so new roofing materials are not subject to construction traffic. When necessary, new roof sections shall be protected and inspected upon completion for possible damage.
- F. Provide protection, such as 3/4-inch-thick plywood, for all roof areas exposed to traffic during construction. Plywood must be smooth and free of fasteners and splinters.
- G. The surface on which the insulation or roofing membrane is to be applied shall be clean, smooth, dry, and free of projections or contaminants that would prevent proper application of or be incompatible with the new installation, such as fins, sharp edges, foreign materials, oil and grease.
- H. New roofing shall be complete and weather tight at the end of the work day.
- I. Contaminants such as grease, fats and oils shall not be allowed to come in direct contact with the roofing membrane.

Warranty

- A. Provide manufacturer's 20 Year Total System Warranty covering both labor and material with no dollar limitation. The maximum wind speed coverage shall be peak gusts of 55 mph measured at 10 meters above ground level. Certification is required with bid submittal indicating the manufacturer has reviewed and agreed to such wind coverage.



- B. Pro-rated System Warranties shall not be accepted.
- C. Evidence of the manufacturer's warranty reserve shall be included as part of the project submittals for the specifier's approval.

Products

General

- A. All components of the specified roofing system shall be products of Carlisle SynTec or accepted by Carlisle SynTec as compatible.
- B. All products (including insulation, fasteners, fastening plates, prefabricated accessories and edgings) must be **manufactured and/or supplied** by the roofing system manufacturer and covered by the warranty.

Membrane

Furnish Sure-Weld 60-mil thick white reinforced TPO (Thermoplastic Polyolefin) membrane with APEEL Protective Film as needed to complete the roofing system. Membrane thickness over the reinforcing scrim (top-ply thickness) shall be nominal 15 mil thick or greater. Sure-Weld 60-mil thick white membrane with APEEL Protective Film sheets are available in rolls 12', 10', 8', 6' and 4' wide by 100' long.

Insulation/Underlayment

- A. When applicable, insulation shall be installed in multiple layers. The first and second layers of insulation shall be mechanically fastened to the substrate in accordance with the manufacturer's published specifications.
- B. Insulation shall be 1 ½" Carlisle Insulbase Polyiso for the main roof (tectum deck), and Taper 1/8" per 1'0" Taper Polyiso 1" start for the canopy roofs (plywood deck) as supplied by Carlisle SynTec. Crickets and Taper to be installed.
 - 1. **Carlisle Insulbase Polyisocyanurate** – A foam core insulation board covered on both sides with a medium weight fiber-reinforced felt facer meeting ASTM C 1289-06, Type II, Class 1, Grade 2 (20 psi) or Grade 3 (25 psi). The product is available in 4' x 8' standard size with a thickness from 1 to 4 inches. 4' x 4' tapered panels are also available.

Fastening Components

To be used for mechanical attachment of insulation and to provide additional membrane securement:

A. Fasteners, Plates and Bars

- 1. **InsulFast Fasteners:** A threaded #12 fastener with #3 phillips drive used for insulation attachment into steel or wood decks.



2. **Insulation Fastening Plates:** a nominal 3-inch diameter plastic or metal plate used for insulation attachment.

3. **Sure-Weld Pressure-Sensitive RUSS™** (Reinforced Universal Securement Strip): a 6” wide, nominal 45-mil thick reinforced TPO membrane with 3” wide Pressure Sensitive Tape laminated along one edge. The 6” wide Pressure-Sensitive RUSS is used horizontally at the base of walls, curbs, etc., in conjunction with 2” diameter Seam Fastening Plates below the TPO deck membrane for additional membrane securement.
 - a. **6” wide Pressure-Sensitive RUSS** is used horizontally or vertically at the base of walls, curbs, etc., in conjunction with Piranha Fastening Plates below the TPO deck membrane for additional membrane securement.

 - b. **10” wide Pressure-Sensitive RUSS** is for perimeter membrane securement.

Adhesives, Cleaners, and Sealants

All products shall be furnished by Carlisle and specifically formulated for the intended purpose.

- A. **CAV-GRIP III Low-VOC Aerosol Contact Adhesive/Primer:** a low-VOC, methylene chloride-free adhesive that can be used for a variety of applications including: bonding Sure-Weld membrane to various surfaces, enhancing the bond between Carlisle’s VapAir Seal 725TR and various substrates, priming unexposed asphalt prior to applying Flexible FAST Adhesive and for adhering Sure-Weld/Sure-Flex FleeceBACK and Sure-Weld TPO membrane to vertical walls. Coverage rate is approximately 2,000-2,500 sq. ft. per #40 cylinder and 4,000-5,000 sq. ft. per #85 cylinder as a primer, in a single-sided application and 750 sq. ft. per #40 cylinder and 1,500 sq. ft. per #85 cylinder as an adhesive for vertical walls, in a double-sided application.

- A. **Cut-Edge Sealant:** A white or clear colored sealant used to seal cut edges of reinforced Sure-Weld membrane. A coverage rate of approximately 225 - 275 linear feet per squeeze bottle can be achieved when a 1/8" diameter bead is applied.

- B. **Water Cut-Off Mastic:** Used as a mastic to prevent moisture migration at drains, compression terminations and beneath conventional metal edging (at a coverage rate of approximately 10' per tube or 100' per gallon).

- C. **Universal Single-Ply Sealant:** A 100% solids, solvent free, voc free, one part polyether sealant that provides a weather tight seal to a variety of building materials. It is white in color and is used for general caulking such as above termination bars and metal counter flashings and at scuppers.

- D. **Thermoplastic One-Part Pourable Sealer:** A one-part, moisture curing, elastomeric polyether sealant used to fill TPO Molded Pourable Sealant Pockets. Packaged in 4, 2-liter foil pouches inside a reusable plastic bucket. 1 pouch will fill 2 TPO Molded Pourable Sealant Pockets.

- E. **Weathered Membrane Cleaner:** Used to prepare membrane for heat welding that has been exposed to the elements or to remove general construction dirt at an approximate coverage rate of



400 square feet per gallon (one surface).

- F. **TPO Primer:** A solvent-based primer used to prepare the surface of Sure-Weld Membrane prior to application of Pressure-Sensitive Coverstrip and TPO Pressure-Sensitive RUSS.
- G. **TPO Low VOC Primer:** A solvent-based, low solids primer used to prepare the surface of Sure-Weld Membrane prior to application of Pressure-Sensitive Coverstrip and TPO Pressure-Sensitive RUSS. This low VOC product is ideal for use in states where environmental issues are a concern.

Metal Edging and Membrane Terminations

- A. **General:** All metal edgings shall be tested and meet ANSI/SPRI ES-1 standards and comply with International Building Code.
- B. **Flashings, Coping, Scuppers, Downspouts:** Install shop fabricated 24-gauge galvanized kynar finished metal flashings, coping, scuppers, waterheads, and downspouts. Match existing color and profiles.
- C. **Termination Bar:** a 1” wide and .098” thick extruded aluminum bar pre-punched 6” on center; incorporates a sealant ledge to support Lap Sealant and provide increased stability for membrane terminations.

Walkways

Protective surfacing for roof traffic shall be Sure-Weld TPO Walkway Rolls installed per manufacturer’s requirements or concrete pavers loose laid over an approved slip sheet (pavers not recommended for slopes greater than 2” in 12”).

Execution

General

- A. Comply with the manufacturer's published instructions for the installation of the membrane roofing system including proper substrate preparation, job site considerations and weather restrictions.
- B. Position sheets to accommodate contours of the roof deck and shingle splices to avoid bucking water.

Insulation Placement and Attachment

- A. Install insulation or membrane underlayment over the substrate with boards butted tightly together with no joints or gaps greater than 1/4 inch. Stagger joints horizontally and vertically if multiple layers are provided.



- B. Secure insulation and crickets/tapered insulation to the substrate with the required mechanical fasteners in accordance with the manufacturer's specifications.

Membrane Placement and Attachment

- A. Position Sure-Weld membrane over the acceptable substrate. Fold membrane sheet back onto itself so half the underside of the membrane is exposed.
- B. Apply Bonding Adhesive in accordance with the manufacturer's published instructions, to the exposed underside of the membrane and the corresponding substrate area. Do not apply Bonding Adhesive along the splice edge of the membrane to be hot air welded over the adjoining sheet. Allow the adhesive to dry until it is tacky but will not string or stick to a dry finger touch.
 - 1. Roll the coated membrane into the coated substrate while avoiding wrinkles. Brush down the bonded section of the membrane sheet immediately after rolling the membrane into the adhesive with a soft bristle push broom to achieve maximum contact.
 - 2. Fold back the unbonded half of the sheet and repeat the bonding procedures.
- C. Position adjoining sheets to allow a minimum overlap of 2 inches to provide a minimum 1-1/2" hot air weld.
- D. Continue to install adjoining membrane sheets in the same manner, overlapping edges a minimum of 2 inches and complete the bonding procedures as stated previously.

Membrane Hot Air Welding Procedures

- A. APEEL Protective Film should be removed from within areas that are to be heat-welded together. In areas that do not require heat welding, the APEEL Protective Film can be left in place for up to 90 days.
- B. Hot air weld the Sure-Weld membrane using an Automatic Hot Air Welding Machine or Hot Air Hand Welder in accordance with the manufacturer's specifications. At all splice intersections, roll the seam with a silicone roller immediately after welder crossed the membrane step-off to ensure a continuous hot air welded seam.

Note: When using 60-mil thick or thicker membrane, all splice intersections shall be overlaid with Sure-Weld T-joint covers or non-reinforced flashing.
- C. Probe all seams once the hot air welds have thoroughly cooled (approximately 30 minutes).



- D. Repair all seam deficiencies the same day they are discovered.
- E. Apply Cut Edge Sealant on all cut edges of reinforced membrane (where the scrim reinforcement is exposed) after seam probing is complete. Cut Edge Sealant is not required on vertical splices.

Flashing

- A. Flashing of parapets, curbs, expansion joints and other parts of the roof must be performed using Sure-Weld reinforced membrane. Sure-Weld non-reinforced membrane can be used for flashing pipe penetrations, Sealant Pockets, and scuppers, as well as inside and outside corners, when the use of prefabricated accessories is not feasible.
- B. Follow manufacturer's typical flashing procedures for all wall, curb, and penetration flashing including metal edging/coping and roof drain applications.
- C. When APEEL Protective Film is utilized on TPO, remove and discard the APEEL Protective Film after the installation of the entire TPO Roofing System is complete.

Walkways

- A. Install walkways at all traffic concentration points (such as roof hatches, access doors, rooftop ladders, etc.) and all locations as identified on the specifier's drawing.
- B. Hot air weld walkway material to the membrane in accordance with the manufacturer's specifications.

Daily Seal

- A. On phased roofing, when the completion of flashings and terminations is not achieved by the end of the work day, a daily seal must be performed to temporarily close the membrane to prevent water infiltration.
- B. Complete an acceptable membrane seal in accordance with the manufacturer's requirements.

Clean Up

- A. Perform daily clean up to collect all wrappings, empty containers, paper, and other debris from the project site. Upon completion, all debris must be disposed of in a legally acceptable manner.
- B. Prior to the manufacturer's inspection for warranty, the applicator must perform a pre-inspection to review all work and to verify all flashing has been completed as well as the application of all caulking.



Submission Deadline

Confidential proposals must be submitted no later than April 24, 2026 2:00 p.m. CST to:

Missouri Western State University
Purchasing, Popplewell Hall 115
4525 Downs Drive St. Joseph, MO 64507

Faxed bid proposals will not be accepted.

Electronic bid proposals are acceptable when emailed to purchase@missouriwestern.edu with the RFP Number “RFP26-016” in the subject line.

Written bid proposals must be signed and sealed in mailing envelopes with the Vendor’s name and address clearly written on the outside. The RFP Number “RFP26-016” shall also be clearly marked on the outside of the envelope or package. Proposals may not be accepted if the RFP number is not on the outside of the envelope.

Timeline

RFP Issued	April 1, 2026	
Pre-Bid Meeting	April 14, 2026	10:00 a.m. CST
Deadline for Submission of Questions	April 16, 2026	9:00 a.m. CST
RFP Due Date	April 24, 2026	2:00 p.m. CST
Bid Opening Popplewell Room 101	April 24, 2026	3:15 p.m. CST
RFP Award Notification (approximate)	May 1, 2026	
Job Start (approximate)	Mid May	

Proposal Instructions

All vendors must include the following in their proposal submission:

Attachment A – Questionnaire

Please ensure all information requested on Attachment A is included within the submission and is accurate.

- a. Section A Pricing
- b. Section B Experience, Performance and Reference

Attachment B - Response Cover Sheet

Please complete to ensure all information is accurate. Required to be included with submitted documents.

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Please complete with current date and signature.

Affidavit of Work Authorization

Bidders must submit a notarized Affidavit of Work Authorization and completed MOU signature pages. 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/>

Addendum(s)

Include any addendum(s) with your initials for verification of receipt.

Prevailing Wage

MISSOURI PREVAILING WAGE LAW (Sections 290.210 to 290.340, RSMo): The Contractor shall pay not less than the specified hourly rate of wages, as set out in the Annual Wage Order and made part of the specifications for work under this contract, to all workers performing work under the contract, in accordance with sections 290.210 to 290.340, RSMo. The Contractor shall forfeit a penalty to the Owner of one hundred dollars per day (or portion of a day) for each worker that is paid less than the specified rates for any work done under the contract by the Contractor or by any subcontractor, in accordance with section 290.250, RSMo.

Bid Bond

A Bid Bond of 5% of the total amount bid by the Vendor is due at the time of the submittal of the Vendor's response to this RFP.

Evaluation

All proposals will be evaluated based on the following key criteria:

- Demonstrates understanding of the purpose, nature, requirements, and vision - 10%
- Demonstrates vendor strengths, experience level and expertise with project - 10%
- Demonstrates the ability to execute the requirements and specifications with completeness and quality of response, including clear deliverables and compliance - 20%
- Demonstrates the innovation, market evolution, and approach to modern process improvements to maximize effectiveness and efficiency – 5%
- Proposed cost - 20%
- Availability of Vendor to complete scope as outlined in timeline on-time and on-budget - 20%
- Reference completeness of required information and subsequent reports - 10%
- Additional criteria may be considered by the selection committee unique to the product or service – 5%



Attachment A: Questionnaire

IMPORTANT: This questionnaire is part of the proposal and must be completed and submitted with the RFP. Each Vendor must answer all questions, fill in all blanks, and provide all required documentation. Any errors, omissions, or misrepresentation of information may be grounds to reject the proposal or cancel any RFP contract award.

Section A: Pricing

Section 1

Price separately by location.

ROOF REPLACEMENT LOCATION	PRICE
Baker Fitness North Side	\$
Baker Fitness South Side (West and East Canopy)	\$
Total	\$

* MWSU reserves the right to accept or reject in whole or in part.

Section 2

ADDITIONAL TIME AND MATERIALS (IF APPICABLE)	PRICE
Per unit price to provide materials and labor to replace any damaged plywood decking on the south canopy roofs.	\$
Labor only per unit to replace any additional Tectum decking on the north roof section above the 4 pieces marked on the drawing. Material up to 6 panels total will be provided by the owner.	\$



Section B: Experience, Performance and References

1. Describe the Vendor's business and operations within the last 10 years.
City and State, Name of Business, Years in Business, Type of Business
2. Describe the warranty and/or included maintenance schedule for the product or service:
3. Describe the process and requirements for handling maintenance, troubleshooting or customer services that are not covered by the Vendor's standard maintenance program:
4. In the past 10 years, has the bidder or any of the bidder's owners, officers, or partners been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency? If yes, explain:
5. Explain the process for managing and resolving complaints for all parties involved:
6. Please list contact information for at least three organizations to which you have provided the product and related services for the product named in Section A. The Vendor authorizes MWSU to contact such clients regarding the delivery and execution of the product you provide.

References should include the following information:

- Business name and address
- Contact name and telephone number
- Description of project



Attachment B: Response Cover Sheet

RFP NO: RFP26-016
BUYER: MISSOURI WESTERN STATE UNIVERSITY
(purchase@missouriwestern.edu)
PHONE: (816) 271-4464

PROPOSALS MUST BE RECEIVED NO LATER THAN:

Date: April 24, 2026

Time 2:00 p.m. CST

RFP26-016 MUST BE CLEARLY IDENTIFIED

Return Proposals To: Missouri Western State University
Purchasing Department, Popplewell Hall, Room 115
4525 Downs Drive
St. Joseph, MO 64507
Purchase@missouriwestern.edu

All prospective applicants must submit this document along with their proposals.

By submitting this RFP and signing below, the vendor agrees to furnish or deliver the items or perform the services upon which prices are quoted herein. Subject to all terms and conditions contained in this RFP and in the manner and according to the schedule agreed to by the parties.

Bid Firm for 60 Days Unless Otherwise Stated:

Date of Submission _____	Minority Vendor _____ Yes	_____ No

Vendor E-Mail Address _____		

Company (Entity) Name _____	Vendor Telephone _____	

Address _____	City/State _____	Zip _____

By (Signature of Authorized Agent) _____	Title _____	Printed Name _____

Unsigned Proposals May Be Considered Non-responsive



University Standard Terms and Conditions

This Proposal Request is made upon and subject to the following conditions, all of which are accepted by the Vendor. Upon acceptance by MWSU, this Bid Request, Bid and the Purchase Order issued thereon shall constitute the contract for furnishing the items described in the bid in strict conformity with the contract instruments.

1. **Right to Control RFP and Process:** MWSU reserves the right to accept or reject any submissions, in whole or in part, to advertise for new submissions, to abandon the need for services, and to cancel or amend this RFP at any time. MWSU reserves the right to reject any and all bids and to waive any informality in bids.
2. **Solicitation Caveat:** Vendor understands and agrees that MWSU shall have no financial responsibility for any costs incurred in responding to this RFP and shall not be liable for any costs until the Vendor has executed a contract with MWSU and has been authorized in writing to proceed. MWSU reserves the right to terminate this RFP. The submission of a proposal shall be conclusive evidence that the Vendor has investigated and understands, to its satisfaction, the conditions to be encountered, the character, quality, and scope of work to be performed the requirements of MWSU, and the applicable regulations as outlined in this RFP.
3. **Clarification.** No oral explanation in regards to the meaning of the specifications will be made, and no oral interpretation will be given before the award of the contract. If any person contemplating submitting a bid for the contract is in doubt as to the true meaning of any part of the specifications or any other proposed contract documents, he may submit to MWSU a written request for an interpretation thereof. Any interpretation of the proposed documents will be made by addendum duly issued or delivered to each person receiving a set of such documents. MWSU will not be responsible for any other explanation or interpretations of the proposed documents.
4. **Identification.** All invoices and correspondence shall show the Purchase Order Number. All invoices must be rendered containing full descriptive information on items or services furnished.
5. **Delivery.** For any exception to the delivery date as specified on this purchase order, the Vendor shall give prior notification and obtain approval thereto from MWSU's Purchasing Department.
6. **Shipping.** Unless otherwise specified, all goods are to be shipped prepaid, F.O.B. Destination. Vendor agrees to prepay all shipping charges. MWSU reserves the right to refuse any C.O.D. shipments.
7. **Contract Price.** All prices and fees shall be firm, fixed for the term of the contract. MWSU shall not pay, nor be liable for, any other additional costs including, but not limited to taxes, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.
8. **Taxes.** The Vendor shall assume and pay all taxes and contributions including, but not limited to, State, Federal and Municipal which are payable by virtue of the furnishing and delivery of items(s) specified herein. Materials and services furnished to MWSU are not subject to Federal Excise Taxes or Missouri State Tax.



9. **Performance Bond/Irrevocable Letter of Credit:** If a performance bond or irrevocable letter of credit is required the Vendor shall furnish to MWSU, along with their signed contract, a performance bond or unconditional, irrevocable letter of credit payable to MWSU in the face amount as surety for faithful performance under the terms and conditions of the contract.
10. **Applicable Laws and Regulations.** The contract shall be construed according to the laws of the State of Missouri. Additionally, the Vendor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable. MWSU may serve from time to time as a Vendor for the United States government. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to equal employment opportunity and affirmative action in the employment of minorities (Executive Order 11246), women (Executive Order 11375), persons with disabilities (29 USC 706 and Executive Order 11758), and certain veterans (38 USC 4212 formerly [2012]) contracting with business concerns with small disadvantaged business concerns (Publication L. 95-507). Contract clauses required by the Government in such circumstances are incorporated herein by reference.
11. **Sovereign Immunity:** MWSU, due to its status as a state entity and its entitlement to sovereign immunity, cannot accept contract provisions that require MWSU to indemnify another party (§ 537.600, RSMo). Any indemnity language in the proposed terms and conditions will be modified to conform to the language that MWSU can accept.
12. **Appropriations:** MWSU is a public corporation and, as such, cannot create indebtedness in any one year (the fiscal year beginning July 1 to June 30) above what they can pay out of the annual income of said year as set forth in § 172.250, RSMo. Therefore, if MWSU determines it has not received adequate, appropriate budget allocations or income to enable it to meet the terms of this contract, MWSU reserves the right to cancel any awarded contract with 30 days' notice.
13. **Changes.** No alteration in any of the terms, condition, delivery, price, quality, quantity or specifications of this order will be effective without the written consent of MWSU's Purchasing Office.
14. **Rejection.** MWSU reserves the right to reject at Vendor's risk and expense any and all goods resulting from nonconformity to the terms and specifications of the contract, whether held by Buyer or returned to Vendor.
15. **Warranty and Acceptance:** The Vendor expressly warrants that all equipment supplies and/or services provided shall: (1) conform to every specification, drawing, sample, or other description which was furnished or adopted by MWSU, (2) be fit and sufficient for the purpose expressed in the RFP, (3) be merchantable, (4) be of suitable materials and workmanship, and (5) be free from defect. Such warranty shall survive delivery and shall not be deemed waived either because of MWSU's acceptance of or payment for such equipment, supplies, and or service. No equipment, supplies, and /or services received by MWSU pursuant to a contract shall be deemed accepted until MWSU has had a reasonable opportunity to inspect said equipment, supplies, and/or services. All equipment, supplies, and/or services that do not comply with specifications and/or requirements or are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services discovered to be faulty or which do not conform to the Vendor's warranty upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
16. **Insurance Requirements:** Vendor agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 Each Occurrence, \$2,000,000 Annual Aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability, or Cross Liability; the Vendor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There shall be no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. The Vendor agrees to endorse MWSU, its officers, employees, and agents as Additional Insured on the Umbrella or Excess Liability unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.
17. **Insurance Contract Language:** MWSU, its officers, employees, and agents are to be Additional Insured with respect to the project to which these insurance requirements pertain. A certificate of insurance evidencing all coverage required is to be provided at least 10 days before the inception date of the contract between the Vendor and MWSU. Vendor is required to maintain coverages as stated and provide written notice of cancellation according to the policy



- provisions. MWSU reserves the right to request a copy of the policy. MWSU reserves the right to require higher limits on any contract provided notice of such requirement is stated in the proposal request.
18. **Payment, Cash Discount.** Payment in full will be made within forty-five (45) days after receiving invoices for goods (s)/services rendered as meeting all performance specifications. MWSU reserves the right to withhold a portion of the payment until the services have been completed. Any different payment terms desired by the Vendor must be clearly stated and may or may not be accepted by MWSU. MWSU may withhold payment or make such deductions as necessary to protect MWSU from loss or damage on account of defective work, claims, damages, or to pay for repair or correction of equipment or supplies furnished hereunder. Payment may not be made until satisfactory delivery and acceptance by MWSU and receipt of the correct invoice have occurred. Payment shall not be considered late if a check is available or mailed within the time specified.
 19. **Award of Bid.** MWSU reserves the right to award an order to the lowest aggregate bidder for all items or on an item-by-item basis, or group of like items, whichever is found to be in the best interest of MWSU. If a split award is not acceptable to a bidder, it must be stated in the bid response.
 20. **Preference for Missouri Firms:** In accordance with Mo. Rev. Stat. §§ 34.070 and 34.073, preference shall be given to Missouri products, materials, services and firms when the goods or services to be provided are equally or better suited for the intended purpose.
 21. **Indemnification.** The Vendor agrees to defend, indemnify, and save harmless MWSU, their Officers, Agents, Employees, and Volunteers from and against all loss or expense from any cause of action arising from the Vendor's operations. The Vendor agrees to investigate, handle, respond to, and provide defense for and defend against any such liability, claims, and demands at the sole expense of the Vendor, or at the option of MWSU, agrees to pay to or reimburse MWSU for the defense costs incurred by MWSU in connection with any such liability claims. The parties hereto understand and agree that MWSU is relying on, and does not waive or intend to waive by any provision of this Contract, any monetary limitations or any other rights, immunities, and protections provided by the State of Missouri (as from time to time amended) or otherwise available to MWSU, or its officers, employees, agents or volunteers. Failure to maintain the required insurance in force may be cause for contract termination. If Vendor fails to maintain and enforce the necessary insurance or obtain coverage from its subcontractors, then MWSU shall have the right to cancel and terminate the contract without notice. The insurance required by the provisions of this article is required in the public interest, and MWSU does not assume any liability for acts of the Vendor and/or their employees, subcontractors, agents, or assigns in the performance of this contract.
 22. **Bidders Tie.** In the event of a tie, the awarding of the bid will be at the sole discretion of the Director of Purchasing. If the vendor's qualifications are such that no distinction can be made, the names of the bidders will be placed in a drawing and the firm's name that is picked will be recommended as the lowest bidder.
 23. **Contract Award and Assignment:** The successful Vendor shall, within ten (10) days after the receipt of formal notice of award of the contract, enter into a contract prepared by MWSU. The Contract Documents shall include the Advertisement for Request for Proposals, Attachments, Request for Proposal Form, RFP#, Contract, Statement of Work, Letter of Award, Purchase Order, Payment and Performance Bond, if required. The contract to be awarded and any amount to be paid thereunder shall not be transferred, sublet, or assigned without the prior approval of MWSU.
 24. **Termination of Contract.** In the event of a breach by Contractor of any of the provisions of any terms and conditions of this RFP or any provision of an agreement entered into pursuant to this RFP, MWSU reserves the right to cancel and terminate the agreement forthwith upon giving written notice to the Vendor. The Vendor shall be liable for damages suffered by MWSU resulting from the Vendor's breach of the agreement. Additionally, MWSU reserves the right, in its best interest as determined by MWSU, to cancel the contract by giving written notice to the Vendor thirty (30) days before the effective date of such cancellation.
 25. **Notice Regarding Open Records Requests:** MWSU 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, but most vendors 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.



26. **Confidentiality of Information:** All records received from a Vendor will be deemed public records and presumed to be open. If the Vendor submits with the Request for Proposal any information claimed to be exempt under the Revised Statutes of Missouri, Chapter 610, this information must be placed in a separate envelope and marked with: "This data shall not be disclosed outside MWSU or be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the Request for Proposal." A basis for the exemption must be identified by Vendor, and ultimate discretion as to whether the exemption applies shall rest with MWSU. In any case, if a contract is awarded to this Vendor as a result of or in connection with the submission of such information, MWSU shall have the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit MWSU's right to use information obtained from another source.
27. **Campus Restrictions:** Vendor shall not permit tobacco, electronic cigarettes, alcohol, or illegal drugs to be used by any of its officers, agents' representatives, employees, subcontractors, licensees, partner organizations, guests or invitees while on the campus of MWSU. Vendor further agrees that it will not permit any of its officers, directors, agents, employees, contractors, subcontractors, licensees, partner organizations, guests or invites to bring any explosives, firearms or other weapons onto the campus of MWSU. Vendor shall not allow any of its officers, directors, agents, employees, contractors, subcontractors, licensees, partner organizations, guests or invites that are registered sex offenders to enter the campus of MWSU. Vendor agrees that it will not permit any of its officers, directors, agents, employees, contractors, subcontractors, licensees, partner organizations, guests or invitees who have been convicted of a felony involving force, violence, or possession or use of illegal drugs to work on this campus. Vendor will fully comply with all applicable MWSU policies, and federal, state and local laws, ordinances, and regulations.
28. **Equal Opportunity and Non-Discrimination:** In connection with the furnishing of equipment, supplies, and/or services under the contract, the Vendor and all subcontractors shall agree not to discriminate against any recipients of services, or employees or applicants for employment based on race, color, religion, national origin, sex, age, disability, or veteran status. The Vendor shall comply with federal laws, rules, and regulations applicable to subcontractors of government contracts, including those relating to equal employment of minorities, women, persons with disabilities, and certain veterans. Contract clauses required by the United States Government in such circumstances are incorporated herein by reference.
29. **Supplier Diversity Participation:** MWSU is committed to and supports supplier diversity as an essential part of MWSU's mission and core values. To qualify as a Diverse Supplier, the company must be at least 51% owned and controlled by someone in one of the recognized groups (see below). These firms can be sole proprietorships, partnerships, joint ventures, or corporations. Diverse suppliers should be certified by a recognized certifying agency.

MWSU recognizes the following groups:

- MBE (Minority Owned Business Enterprise): An independent business concern that is 51% owned and controlled by a minority group member.
 - African American
 - Asian American
 - Pacific Asian American
 - Subcontinent Asian American
 - Hispanic American
 - Native American
 - WBE (Women Owned Business Enterprise)
 - DVBE (Service-Disabled Veteran Owned Business Enterprise)
 - VBE (Veteran Owned Business Enterprise)
 - LGBT (Lesbian, Gay, Bisexual, Transgender)
 - DBE (Disadvantaged Business Enterprise)
30. **Unauthorized Employment of Illegal Aliens:** For contracts with a value in excess of \$5,000.00 and pursuant to Mo. Rev. Stat. § 285.530.2, the employment of unauthorized aliens in connection with the contract shall be strictly prohibited. Vendor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. Vendor agrees that it will provide affidavits at MWSU's request that:



(i) affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contract, and (ii) affirm that it does not knowingly employ any person who is an unauthorized alien in connection with the contract.

31. **No Boycott Against Israel:** For contracts with a value of \$100,000.00 or more, Vendor agrees that neither it nor any company affiliated with it boycotts Israel, and none will boycott Israel during the term of the contract. In this paragraph, the terms “company” and “boycott Israel” shall have the meanings described in Mo. Rev. Stat. § 34.600.

