

FORMAL BID FB21-048

FOR

ADMISSION DEPARTMENT VINYL GRAPHICS

Submission Deadline: APRIL 19, 2021 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 2:00pm on April 12, 2021. Questions received after this date may not be answered. Please reference the FB21-048 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 FB21-048**

ADMISSIONS DEPARTMENT VINYL GRAPHICS

Missouri Western State University is seeking bids to print and install full color vinyl graphics in different areas of the Admissions Department.

**PROJECT SPECIFICATIONS: \*\*All measurements are estimated\*\***

All panels are full color

Material: vinyl, laminated either 3M or Avery listed below will be accepted.

**3M Vinyl**

3M™ Controltac™ Graphic Film with Comply™ v3 Adhesive IJ180CV3

<https://www.3m.com/3M/en_US/company-us/all-3m-products/~/IJ180Cv3-3M-Controltac-Graphic-Film-with-Comply-v3-Adhesive-IJ180Cv3/?N=5002385+3289499220&rt=rud>

3M™ Scotchcal™ Matte Graphic Protection Overlaminate 8520

<https://www.3m.com/3M/en_US/company-us/all-3m-products/~/3M-Scotchcal-Matte-Graphic-Protection-Overlaminate-8520/?N=5002385+3289499558&rt=rud>

**Avery Vinyl**

MPI 1105 Wrapping Series

<https://graphics.averydennison.com/en/home/graphics-products/digitally-printable-films/supercast-digital-color-graphics/mpi-1105-opaque-series-films.html>

DOL 1080Z Matte

<https://graphics.averydennison.com/en/home/graphics-products/digitally-printable-films/overlaminate-films/dol-1000-series-ap-na-sa.html>

**Wall 1** Photo Wall

Premium vinyl graphics

Width: 99 Inches

Height: 91.5 Inches

Quantity 1

**Wall 2** North Wall with Mural

Premium vinyl graphics

Width: 275 Inches

Height: 91.5 Inches

Quantity 1

**Wall 3** South Wall with Mural

Premium vinyl graphics

Width: 250 Inches

Height: 91.5 Inches

Quantity 1

**Wall 4** Left of Front Doors- Wall Graphics (floor to ceiling)

Premium vinyl graphics

Width: 250 Inches

Height: 89.5 Inches

Quantity 1

**Wall 5** Right of Front Doors- Wall Graphics (floor to ceiling)

Premium vinyl graphics

Width: 475 Inches

Height: 89.5 Inches

Quantity 1

**Wall 6** Over Top of Front Doors – Wall Graphics

Premium vinyl graphics

Width: 75 Inches

Height: 10 Inches

Quantity 1

**Wall 7** Translucent Graphics over Windows – Both Sides of Front Doors (You may select either 3M/Avery vinyl, no specific recommendation will be noted). **Existing vinyl will need to be removed by vendor.**

Premium vinyl graphics

Width: 82 Inches

Height: 63 Inches

Quantity 2

**Alternate Wall #1 East Back Wall Tour Room**

Premium vinyl graphics

Width: 227 Inches

Height: 91.5 Inches

Quantity 1

**Alternate Door #2 Mechanical Door**

Premium vinyl graphics

Width: 36 Inches

Height: 84 Inches

Quantity 1

**NO PRE-BID MEETING:**

No pre-bid meeting is scheduled or required. If you would like to view the site, you **MUST** make an appointment with Melissa Mace, VP for Enrollment Management at (816) 271-4266.

**ART WORK:**

Art will need to be designed by selected vendor based upon criteria set forth by Admissions Department. Due to the short timeline, every effort will be made to make timely decisions and constant communication. You will need to calculate your bleed and design artwork accordingly.

**PROJECT DATES:**

Last day to submit questions……………………………………………………………………..April 12, 2021

Deadline for Bid submission ……………………………………………………………………...April 19, 2021

Winning Bid notified on or before………………………………………………………………April 23, 2021

Rooms available beginning ………………………………………………………………………...May 10, 2021

Installation deadline on or before June 4, 2021

**VENDOR SAMPLES:**

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

**BID SUBMISSION REQUIREMENTS:**

Sealed bids must be submitted no later than April 19, 2021 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 **(FB21-048)** 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.

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.

Return the pricing sheet with your bid. Include any addendum(s) with your initials.

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

Please include your company’s W-9 with your bid documents.



**PRICING SHEET FOR FB21-048**

ADMISSIONS DEPARTMENT VINYL GRAPHICS

**PROJECT COSTS:**

Price to Print and Install Wall 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Price to Print and Install Wall 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Price to Print and Install Wall 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Price to Print and Install Wall 4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Price to Print and Install Wall 5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Price to Print and Install Wall 6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Price to Print and Install Wall 7 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Alternate Wall #1 East Back Wall Tour Room

Price to Print & install \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate Door #2 Mechanical Door

Price to Print & install \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Installation will be completed by June 4, 2021 (Please check the box to acknowledge)**

**Vendor Authorized Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vendor**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_