

FORMAL BID FB24-086

FOR

VASELAKOS RESIDENCE HALL DRAPERY

Submission Deadline: MARCH 28, 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 FB24-086 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 FB24-086**

VASELAKOS RESIDENCE HALL DRAPERY

**SCOPE**

* Provide and install drapery in all resident's bedrooms (approximately 134) and common areas (approximately 67).
* The drapery will be pinch pleat, Meyer Drapery Milan color white, or approved equal.
* Graber rods, baton draw
* The contractor shall provide all brackets, screws, and any other materials to perform the job entirely and by industry standards.
* The contractor shall provide all qualified labor.
* The contractor will move furniture to perform the project safely.
* The contractor must field verify the number and size of the drapery needed.

**NOTES**

* Work must be coordinated with MWSU to minimize interference with university functions.
* A one (1) year material and labor warranty shall be included.

**MANDATORY PRE-BID MEETING**

There will a **mandatory** pre-bid meeting in Vaselakos Residence Hall lobby on March 14, 2024 at 10:00am. Tours of all areas and questions will be answered at this meeting.

**PROJECT TIMELINE**

Mandatory Pre-Bid March 14, 2024

Bid-Opening March 28, 2024

Project Start Date: March 29, 2024

Final Completion May 10, 2024

**BID INFORMATION**

Sealed bids must be submitted no later than March 28, 2024 2:00 p.m. Central Time to:

Missouri Western State University

Purchasing, Popplewell Hall 115

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 **(FB24-086)** 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 4
* Include any addendum(s) with your initials

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 FB24-086**

VASELAKOS RESIDENCE HALL DRAPERY

Base bid: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Vendor Signature

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_