OUTLINE FOR PRE-BID CONFERENCE FB24-093

MERCHANDISE BUILDING ELECTRICAL

PREVAILING WAGE PROJECT INFORMATION

1. All present need to sign Attendance sheet (a copy of the attendance sheet can be obtained upon request by sending an email to [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu)
2. When bids are submitted must have:
3. Signed and notarized work affidavit
4. **Last three pages** of E-verify Memorandum of Understanding electronically signed by vendor and Homeland Security
5. Invitation to Bid (Red Sheet)
6. W-9
7. Pricing Sheet page 7 of bid documents
8. This is not a Prevailing Wage Project
9. Ten-hour safety training: all on-site employees must complete 10-hours of safety training and must carry documentation of their successful completion while on-site. If employees do not have 10 hour safety training cards then do so at your own risk. If you would like more information on the Required Safety Training, you can go to the Division of Labor website for more information: <http://labor.mo.gov/DLS/WorkplaceSafety/required_safety_training>.

VI. After bid is awarded to successful bidder-vendor

1. A Certificate of Liability Insurance will also be required with MWSU listed as an additional insured.
2. A project exemption certificate will be made available to successful bidder.
3. Once work has commenced, payroll for all employees working on this project will need to be submitted to purchasing department

Contractors can go to Missouri Department of Labor and Industrial Relations-

Contractors Guidebook.