# CITY OF JOPLIN, MISSOURI

## BID PACKAGE

## #2024-RFP-24

for

Joplin History & Mineral Museum Tile Replacement

JOPLIN PARKS & RECREATION DEPARTMENT
Joplin Athletic Complex Department
3301 West 1st Street
Joplin, MO 64801

# NOTICE TO BIDDERS

The City of Joplin, Missouri will accept sealed bid proposals until Noon, October 03, 2024, at the Joplin Parks & Recreation Department located at 3301 West 1st Street, Joplin, Missouri, 64801 to PURCHASE the following:

## Joplin History & Mineral Museum Tile Replacement

Specifications and bid forms are available from Chri Wiseman, Parks & Recreation, Museum Division, by calling 417 623-1180 ext. 1586 or by writing to the address indicated above. Any bids received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all bids, to reject any or all bids and re-bid at a later date. The City may waive any irregularities in the bid or negotiate variances from specifications, and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of bids and issuance of awards.

The City encourages minority and female owned businesses to submit bids on all City purchases.

Leslie Haase, CPA
Finance Director

*Publication Date: September 10, 2024*

# INSTRUCTIONS TO BIDDERS

The City of Joplin, Missouri proposes to PURCHASE the following:

## Scope of Work

The City of Joplin, Missouri is issuing this Request for Proposals (RFP) to commercially refloor the multi-Purpose room in the **Joplin History and Mineral Museum**. Contractor is to remove existing composite tile. Prep floor as needed. Install new Composite Tile Vinyl floor tile.

## Project Description:
## Multi-Purpose Room Dimensions- 59.5'x 64.5' 3,192sqft

## Install new Luxury Vinyl Tile Description:

- **Existing vinyl cove base removed.**
- **Prep current floor for overlay.**
- **Raise floor receptacles (4) to be flush with new floor.**
- **Install Luxury Vinyl Tile (LVT).**
- **Install vinyl cove base.**
- **Wall surfaces to be protected.**
- **All work is to be completed in a workman-like manner.**
- **All waste material to be disposed of in a workman-like manner.**
- **2 yr. warranty. Labor and materials.**
- **Color to be specified.**

## ***INSTRUCTIONS TO BIDDERS***

## Museum Tile Replacement

All bids shall have firm-fixed F.O.B. Joplin, Missouri price and shall be honored for a minimum of ninety (90) days following the bid opening.

All bids shall be exclusive of Federal, State, and City taxes.

It is the intent of the specifications included with this bid document to generally describe the item(s) desired in sufficient detail as to secure bids on comparable items. All parts not specifically mentioned which are necessary in order for the item(s) to perform as intended shall be included. The strength, quality of workmanship, and material shall be in accordance with the best trade practices.

Specification variances, manufacturer's literature and additional information should be attached to the bid form. All blanks on the attached bid specifications shall be filled in completely and accurately. Any bid not meeting this requirement may be considered non-responsive.

Any protest or grievance must be issued in writing and delivered to the office of the Director of Finance within five (5) working days following the bid opening. Any protest filed after this time period has elapsed will not be considered.

The City encourages selection of products manufactured, assembled and/or produced in the United States, as long as the quality and price are comparable with other items bid.

Businesses which are located within the city limits of Joplin may be given preference in the awarding of a bid, providing the bid from the local business does not exceed the lowest bid by more than 3% or $2,500, whichever is less.

The City may give preference to vendors handling products that contain post-consumer recovered materials, providing the bid does not to exceed the lowest bid by more than 5% or $2,500, whichever is less.

Once the bids are reviewed and evaluated, the successful vendor will be notified, in writing, and will receive an authorized City of Joplin purchase order. Verbal acknowledgments will not be considered as official notification and will not obligate the City in any way. Delivery or performance should not be completed without the receipt of an authorized purchase order.

Minimum information to be submitted with each bid shall consist of the following:

1. Verification of Bid Specifications (with variances noted)
2. Bid Form

MARK BID ENVELOPES: "Joplin History & Mineral Museum Tile Replacement – Bid #2024-RFP-24, 12:00 P.M. , Thursday, October 03, 2024"

Questions concerning the specifications and bidding procedures should be directed to Chris Wiseman, Joplin Parks & Recreation Department, Museum Division at 3301,West 1st Street, Joplin, MO, 64801 or by phoning 417 623-1180 ext.1586

# CITY OF JOPLIN, MISSOURI
# BID PROPOSAL RESPONSE FORM

## Joplin History & Mineral Museum Tile Replacement

(PLEASE ATTACH SPECIFICATIONS IN BID REQUEST IF ALTERNATE PRODUCTS ARE SUBMITTED AS EQUIVALENT)

Manufacturer:_____

Interior Bid Price $_____

Exterior Bid Price $_____

**BID PRICE: Total $_____**

Estimated Completion Time following receipt of purchase order: _____ days

COMPANY NAME:_____

_____

ADDRESS:_____

_____

_____

_____

Signature of Company Representative:_____

_____

_____

Date:_____

Phone:_____

MARK BID ENVELOPES: **"Joplin History & Mineral Museum Tile Replacement " - BID #2024-RFP-24, 12:00 P.M., Thursday, October 03, 2024 "**

**Park Addresses:**
ATHLETIC COMPLEX
3301 W 1ST ST.
JOPLIN MO. 64801

Unauthorized Aliens Workers Act

The successful bidder will have to sign an agreement that they are enrolled and participating a Federal Work Authorization Program ("FWAP") that ensures that all of its employees or agents or subcontractors have the legal right to work in the United States, as defined in 8 U.S.C. 1324a(h)(3) and RSMo § 285.525-285.555, and that it will maintain this compliance for the entire duration of its contract with the City of Joplin, and will provide an Affidavit of Compliance to the City stating the same.

## AFFIDAVIT OF COMPLIANCE
## (Missouri Unauthorized Alien Workers Act)

My name is _____ (name) _____ and I am the _____ (Title) _____ of _____ (Company Name) _____. I hereby represent, affirm and certify to the City of Joplin that my company does not knowingly employ any person who is an unauthorized alien in connection with contracted services with the City. I further affirm that my company is actively enrolled and participating in a federal work authorization program with respect to all employees working in connection with the contract services provided to the City.

_____

Affiant