

**University of Missouri**  
**INFORMATION FOR BIDDERS**  
**For Projects Less Than \$100,000**

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## **1. Contract Documents and Definitions**

**1.1** The “Drawings,” “Specifications,” and “Contract Documents” are defined in the “General Conditions of the Contract for Construction.”

**1.2** The Drawings, Specifications, and other Contract Documents may be obtained as indicated in the Advertisement for Bids.

**1.3** As used herein, “Bid” refers to an offer or proposal submitted to the Owner to enter into a contract for the work identified in the Drawings, Specifications and other Contract Documents.

**1.4** As used herein, “Bidder” means an individual or business entity that submits a Bid to the Owner as a prime bidder or general contractor.

**1.5** All other terms used herein shall have the meanings defined herein or in the General Conditions of the Contract for Construction or other Contract Documents.

## **2. Bidder Obligations**

**2.1** Before submitting a Bid, each Bidder shall carefully examine the Drawings and Specifications and related Contract Documents, visit the site of the work, and fully inform themselves as to all existing conditions, facilities, restrictions, and other matters that could affect the work or the cost thereof.

**2.2** Each Bidder shall include in their Bid the cost of all work and materials required to complete the contract in a first-class manner, as specified in the Drawings, Specifications, and other Contract Documents. All work shall be done as defined in the Specifications and as indicated on the Drawings.

**2.3** Failure or omission of any Bidder to receive or to examine any form, instrument, addendum, or other document, or to visit the site of the work and acquaint themselves with existing conditions, shall in no way relieve the Bidder from any obligation with respect to their Bid or any awarded contract. No extra compensation will be allowed concerning any matter about which the Bidder should have fully informed themselves prior to submitting a Bid.

**2.4** Submission of a Bid shall be deemed acceptance by the Bidder of the above obligations and every obligation required by the Contract Documents in the event the Bid is accepted by the Owner.

## **3. Interpretation of Documents**

**3.1** If any prospective Bidder is in doubt about the meaning of any part of the Drawings, Specifications, or

other Contract Documents, the Bidder shall submit a written request to the Architect for an interpretation.

**3.2** Any request for interpretation shall be delivered to the Architect at least one (1) week prior to time for receipt of bids.

**3.3** A Bid shall be based only on an interpretation issued in the form of an addendum mailed to each person or business entity that is on the Architect’s record as having received a set of the Contract Documents.

**3.4** Bidders shall not be entitled to rely on oral interpretations or written statements not issued in an addendum from either the Architect or a representative, agent, or employee of the Owner.

## **4. Bids**

**4.1** Bids shall be submitted on a single “Bid for Lump Sum Contract” form (“Bid Form”) as furnished by the Owner or Architect. Bids shall be received separately or in combination as required by Bid Form

**4.2** In addition to the Bid Form, the Bid shall include any documents or information required to be submitted by this Information for Bidders or the Contract Documents.

**4.3** Bids shall include amounts for alternate bids, unit prices, and cost accounting data where required by the Bid Form.

**4.4** Bidders shall apportion each base Bid between various phases of the work, where stipulated in the Bid Form.

**4.5** Bids shall be presented in sealed envelopes, which shall be plainly marked “Bids for (indicate name of project from cover sheet)” and mailed or delivered to the building and room number specified in the Advertisement for Bids.

**4.6** Each Bidder shall be responsible for actual delivery of their bid during business hours, and it shall not be sufficient to show that a Bid was mailed in time to be received before scheduled closing time for receipt of bids, nor shall it be sufficient to show that a Bid was somewhere in a university facility.

**4.7** The Bidder’s price shall include all federal sales, excise, and similar taxes that may be lawfully assessed in connection with their performance of work and purchase of materials to be incorporated in the work. City and State taxes shall not be included as stated in the General Conditions of the Contract for Construction.

4.8 No Bidder shall stipulate in their Bid any conditions not contained in the Bid Form or Contract Documents. Inclusion of any additional conditions or taking exception to any terms may result in rejection of the Bid.

4.9 The Owner reserves the right to waive informalities in bids and to reject any or all bids.

#### **5. Modification and Withdrawal of Bids**

5.1 A Bidder may withdraw their Bid at any time before the scheduled closing time for receipt of bids. No Bidder may withdraw their Bid after the scheduled closing time for receipt of bids.

5.2 Only a written request for modification or correction of a previously submitted Bid, contained in a sealed envelope that is plainly marked "Modification of Bid on (name of project on cover sheet)," which is addressed in the same manner as a Bid and received by Owner before the scheduled closing time for receipt of bids, will be accepted and the Bid modified in accordance with such written request.

#### **6. Signing of Bids**

6.1 All bids shall be signed manually, by an individual authorized to sign on behalf of the Bidder. The title or office held by the person signing for the Bidder shall appear below the signature.

6.2 A Bid should contain the full and correct legal name of the Bidder. If the Bidder is an entity registered with the Missouri Secretary of State, the Bidder's name on the Bid form should appear as shown in the Secretary of State's records.

6.3 A Bid from a partnership or joint venture shall be signed in the name of the partnership or joint venture by at least one partner or joint venturer or by an Attorney-in-Fact. If signed by Attorney-in-Fact there should be attached to the Bid, a Power of Attorney evidencing authority to sign the Bid executed by all partners or joint venturers.

6.4 A Bid from a corporation shall be signed by an officer of the corporation.

6.5 A Bid from a limited liability company (LLC) shall be signed by a manager or a managing member of the LLC.

6.6 A Bid from an individual or sole proprietor shall be signed in the name of the individual by the individual or an Attorney-in-Fact. If signed by Attorney-in-Fact there should be attached to the Bid, a Power of Attorney evidencing authority to sign the Bid

executed by the individual.

#### **7. Bid Security**

7.1 Each Bid shall be accompanied by a Bid Bond, certified check, or cashier's check, acceptable to and payable without condition to "The Curators of the University of Missouri" in an amount at least equal to five percent (5%) of the Bidder's Bid including additive alternates ("Bid Security").

7.2 Bid security is required as a guarantee that the Bidder will enter into a written contract and furnish a Performance Bond within the time and in form as specified herein or in the Contract Documents; and, if successful Bidder fails to do so, the Bid Security will be realized upon or retained by the Owner. The apparent low Bidder shall notify the Owner in writing within forty-eight (48) hours of the Bid opening of any circumstance that may affect the Bid Security including, but not limited to, an error in the Bid. This notification will not guarantee release of the Bidder's security and/or the Bidder from the Bidder's obligations.

7.3 If a Bid Bond is given as a Bid Security, the amount of the Bid Bond may be stated as an amount equal to at least five percent (5%) of the Bid, including additive alternates, described in the Bid. The Bid Bond shall be executed by the Bidder and a responsible surety licensed in the State of Missouri with a Best's rating of no less than A-/XL.

7.4 It is specifically understood that the Bid Security is a guarantee and shall not be considered as liquidated damages for failure of Bidder to execute and deliver the contract and Performance Bond, nor limit or fix the Bidder's liability to the Owner for any damages sustained because of failure to execute and deliver the required contract and Performance Bond.

7.5 The Bid Security of the two (2) lowest, responsive, responsible bidders will be retained by the Owner until a contract has been executed and an acceptable Performance Bond has been furnished, as required hereby, when such Bid Security will be returned. The Bid Bonds of all other Bidders will be destroyed and all other alternative forms of Bid Security will be returned to them within ten (10) days after the Owner has determined the two (2) lowest, responsive, responsible bids.

#### **8. Bidder's Statement of Qualifications**

8.1 Each Bidder shall present evidence of their experience, qualifications, financial responsibility, and ability to carry out the terms of the contract by completing and submitting with their Bid the "Bidder's Statement of Qualifications" form included with the Bid

documents.

**8.2** Financial information required to be included with the Statement of Qualifications may be submitted by the Bidder in a separately sealed envelope, which will not be opened by the Owner during the public Bid opening.

**8.3** The Bidder's Statement of Qualifications will be treated as confidential information by the Owner to the extent permitted by the Missouri Sunshine Law, Section 610.010, RSMo et seq.

**8.4** Bids not accompanied by the Bidder's Statement of Qualifications may be rejected.

## **9. Award of Contract**

**9.1** The Owner reserves the right to let other contracts in connection with the work, including, but not limited to, contracts for furnishing and installation of furniture, equipment, machines, appliances, and other apparatus.

**9.2** In awarding the contract, the Owner may take into consideration the ability of the Bidder, and their subcontractors, to handle promptly the additional work; the skill, facilities, capacity, experience, ability, responsibility, previous work, and financial standing of Bidder; the Bidder's ability to provide the required bonds and insurance; the quality, efficiency and construction of equipment proposed to be furnished; the period of time within which equipment is proposed to be furnished and delivered; and the Bidder's status as suspended or debarred. Inability of any Bidder to meet the requirements mentioned above may be cause for rejection of their Bid.

## **10. Contract Execution**

**10.1** The awarded Bidder shall submit within fifteen (15) days from receipt of notice of award, the documents required in Article 9 of the General Conditions of the Contract for Construction.

**10.2** No bids will be considered binding upon the Owner until all such required documents have been furnished. Failure of Contractor to execute and submit such documents within the time specified will be treated, at the option of the Owner, as a breach of the Bidder's Bid Security and the Owner shall be under no further obligation to the Bidder.

## **11. Contract Security**

**11.1** When the Contract Sum exceeds \$50,000, the Contractor shall procure and furnish a Performance Bond and a Payment Bond in the form prepared by the Owner. Each bond shall be in the amount equal to one

hundred percent (100%) of the Contract Sum, as well as adjustments to the Contract Sum. The Performance Bond shall secure and guarantee the Contractor's faithful performance of the Contract, including but not limited to the Contractor's obligation to correct any defects after final payment has been made as required by the Contract Documents. The Payment Bond shall secure and guarantee payment of all persons performing labor on the Project under the Contract and furnishing materials in connection with the Contract in accordance with Section 107.170, RSMo. These bonds shall be in effect through the duration of the Contract plus any Guaranty Period required by the Contract Documents.

**11.2** The bonds required hereunder shall be meet all requirements of Article 11 of the General Conditions of the Contract for Construction.

**11.3** If the surety of any bond furnished by the Contractor is declared bankrupt or becomes insolvent or its right to conduct business in the State of Missouri is terminated, or it ceases to meet the requirements of this Article 11, the Contractor shall within ten (10) days substitute another bond and surety, both of which must be acceptable to the Owner. If the Contractor fails to make such substitution, the Owner may procure such required bonds on behalf of Contractor at Contractor's expense.

## **12. Time of Completion**

**12.1** The awarded Contractor shall agree to commence work within five (5) days of the date "Notice to Proceed" is received from the Owner, and the entire work shall be completed by the completion date specified or within the number of consecutive calendar days stated in the Special Conditions. The duration of the construction period, when specified in consecutive calendar days, shall begin when the contractor receives notice requesting the documents required in Article 9 of the General Conditions of the Contract for Construction.

## **13. Number of Contract Documents**

**13.1** The Owner will furnish the Contractor a copy of the executed contract, Performance Bond, and Payment Bond.

**13.2** The Owner will furnish the Contractor the number of copies of complete sets of Drawings and Specifications for the work, as well as clarification and change order Drawings pertaining to change orders required during construction as set forth in the Special Conditions.

## **14. Missouri Products and Missouri Firms**

**14.1** The Curators of the University of Missouri have adopted a policy which is binding upon all

employees and departments of the University of Missouri, and which by contract, shall be binding upon independent contractors and subcontractors with the University of Missouri whereby all other things being equal, and when the same can be secured without additional cost over foreign products, or products of other states, a preference shall be granted in all construction, repair and purchase contracts, to all products, commodities, materials, supplies, and articles mined, grown, produced, and manufactured in marketable quantity and quality in the State of Missouri, and to all firms, corporations or individuals doing business as Missouri firms, corporations, or individuals. Each Bidder submitting a Bid agrees to comply with and be bound by the foregoing policy.

#### **15. Supplier Diversity**

**15.1.1** There are no Supplier Diversity Goals for projects costing under \$100,000. The Bidder is encouraged, but not required, to utilize Diverse Firms in the project where possible.

**15.1.2** A three (3) point bonus preference will be given to a Bidder that is a certified Service-Disabled Veteran Enterprises (SDVE) business doing business as Missouri firm, corporation, or individual, or that maintains a Missouri office or place of business. The bonus preference will **not** be given to a Bidder for the use of SDVE subcontractors, suppliers, or manufacturers. The bonus preference shall be calculated and applied by reducing the Bid amount of the SDVE Bidder by three (3) percent of the apparent low, responsive Bidder's Bid. Based on this calculation, if the SDVE Bidder's resulting total Bid valuation is less than the Bid of the apparent low, responsive Bidder, the SDVE Bid becomes the apparent low, responsive Bid. This reduction is for evaluation purposes only and will have no impact on the actual amount(s) of the SDVE Bidder's Bid or the amount(s) of any contract awarded.

**15.1.3** The Bidder shall submit, within forty-eight (48) hours of the receipt of bids to the University Contracting Officer, documentation of the Bidder's certification as an SDVE.

#### **15.2 Additional Bid/Proposer Information**

**15.2.1** The Contracting Officer reserves the right to request from the apparent low Bidder additional information regarding the Bidder's SDVE certification and supporting documentation. The Bidder shall respond in writing to the Contracting Officer within twenty-four (24) hours of a request.

**15.2.2** The Contracting Officer reserves the right to request additional information after the Bidder has

responded to prior requests. This information may include follow up and/or clarification of the information previously submitted.

#### **16. List of Subcontractors**

**16.1** If a list of subcontractors is required on the Bid Form, the Bidder shall list the name, city, and state of the firm(s) that will accomplish that portion of the contract requested in the space provided. This list is separate from both the list of Diverse Firms required in Section 15.2 and the complete list of subcontractors required in Section 10.1 of this document. Should the Bidder choose to perform any of the listed portions of the work with its own forces, the Bidder shall enter its own name, city, and state in the space provided. If acceptance or non-acceptance of alternates will affect the designation of a subcontractor, the Bidder shall provide that information on the Bid Form.

**16.2** Failure of the Bidder to supply the list of subcontractors required or the listing of more than one subcontractor for any category without designating the portion of the work to be performed by each, shall be grounds for the rejection of the Bid. The Bidder can petition the Owner to change a listed subcontractor within forty-eight (48) hours of the Bid opening. The Owner reserves the right to make the final determination on a petition to change a subcontractor. The Owner will consider factors such as clerical and mathematical errors in the Bid, a listed subcontractor's inability to perform the work, etc. Any request to change a listed subcontractor shall include at a minimum, a Bid sheet showing tabulation of the Bid; all subcontractor bids with documentation of the time they were received by the contractor; and a letter from the listed subcontractor on their letterhead stating why they cannot perform the work if applicable. The Owner reserves the right to ask for additional information.

**16.3** Upon award of the contract, the requirements of Article 10 herein and Article 5 of the General Conditions of the Contract for Construction will apply.