SECTION 001116 - INVITATION FOR BID

1.0   OWNER:

A.   The State of Missouri
Office of Administration
Division of Facilities Management, Design and Construction
Jefferson City, Missouri

2.0   PROJECT TITLE AND NUMBER:

A.   Construction Services
Telecom & Data Wiring
Eastern Region
Project No.: IDIQMCA-3004

3.0   BIDS WILL BE RECEIVED:

A.   Until: 1:30 PM, Tuesday, April 11, 2023

B.   **Only electronic bids on MissouriBUYS shall be accepted: https://missouribuys.mo.gov.   Bidder must be registered to bid.**

4.0   DESCRIPTION:

A.   Scope: This will be an indefinite delivery/indefinite quantity type of contract for the installation of telecommunication and data fiber optic and copper wiring at numerous state buildings and state-leased buildings in the Eastern Region of Missouri.

The contractor may also be requested to perform work outside the Eastern Region.

The contractor must have an office in the Eastern Region for the duration of the contract.

B.   Estimate: Less than $100,000.00 per project, not to exceed $1,000,000.00 per year for all projects

5.0   PRE-BID MEETING:

A.   Place/Time**:** 9:00 AM, Monday, March 27, 2023, Harry S Truman Bldg., Room 750, 301 W. High St., Jefferson City, MO. This meeting will also be available virtually via Webex utilizing the link, meeting number, and password listed below. For audio only, attendees may call (650) 479-3207.

https://stateofmo.webex.com/stateofmo/j.php?MTID=m9e014d389af65004fcfa1aaa0336b14c

Meeting number (access code): 2469 277 2860

Meeting password: SvXUZGmp426

B.   Access to State of Missouri property requires presentation of a photo ID by all persons.

6.0   HOW TO GET PLANS & SPECIFICATIONS:

A.   View Only Electronic bid sets or paper bid sets are available at no cost from American Document Solutions (ADS), 1400 Forum Blvd., Suite 7A, Columbia, Missouri 65203. Phone 573-446-7768, Fax 573-355-5433, https://www.adsplanroom.net. **Bidder must secure at least one bid set to become a planholder.**

B.   Information for upcoming bids, including downloadable plans, specifications, Invitation for Bid, bid tabulation, award, addenda, and access to the ADS planholders list, is available on the Division of Facilities Management, Design and Construction's website: https://oa.mo.gov/facilities/bid-opportunities/bid-listing-electronic-plans.

7.0   POINT OF CONTACT:

A.   FMDC Contracts: Paul Girouard, (573) 751-4797, email: Paul.Girouard@oa.mo.gov

8.0   GENERAL INFORMATION:

A.   A bid bond is **NOT** required as part of submissions.

B.   The State reserves the right to reject any and all bids and to waive all informalities in bids. No bid may be withdrawn for a period of 20 working days subsequent to the specified bid opening time.

C.   For each job order issued under the awarded contract that is greater than $75,000, the Bidder shall be required to pay not less than the applicable wage rate set by Department of Labor and Industrial Relations in the wage order(s) in effect for the location of work at the time of the job order, in accordance with sections 290.210 to 290.340, RSMo.

D.   Bid results will be available at https://oa.mo.gov/facilities/bid-opportunities/bid-listing-electronic-plans after it is verified that at least one bid is awardable and affordable.

Very Important MissouriBUYS Instructions to Help Submit a Bid Correctly

A.   The bidder shall submit his or her bid and all supporting documentation on MissouriBUYS eProcurement System. No hard copy bids shall be accepted. Go to https://missouribuys.mo.gov and register. The bidder must register and complete a profile fully with all required documents submitted prior to submitting a bid.

B.   Once registered, log in.
1. Under "Solicitation" select "View Current Solicitations."
2. Under "Filter by Agency" select "OA-FMDC-Contracts Chapter 8", then click "Filter Solicitation" button.
3. Select "Active Solicitations" tab.
4. To see the Solicitation Summary, click on the Project Number and the summary will open. Click each heading to open detailed information.

C.   Here are simplified instructions for uploading the bid to MissouriBUYS:
1. Find the solicitation by completing Steps 1 through 4 above.
2. Select the three dots under "Actions." Select "Add New Response."
3. When the Quote box opens, give the response a title and select "OK."
4. The detailed solicitation will open. Select "Check All" for the Original Solicitation Documents, open each document, and select "Accept." If this step is not completed, a bid cannot be uploaded. Scroll to the bottom of the page and select "Add Attachments." If you do not see this command, not all documents have been opened and accepted.
5. The Supplier Attachments box will open. Select "Add Attachment" again.
6. The Upload Documents box will open. Read the instructions for uploading. Disregard the "Confidential" check box.
7. Browse and attach up to 5 files at a time. Scroll to bottom of box and select "Upload." The Supplier Attachments box will open. Repeat Steps 5 through 7 if more than 5 files are to be uploaded.
8. When the Supplier Attachments box opens again and uploading is complete, select "Done." A message should appear that the upload is successful. If it does not, go to the Bidder Response tab and select "Submit."
9. The detailed solicitation will open. At the bottom select "Close."

D.   Any time a bidder wants to modify the bid, he or she will have to submit a new one. FMDC will open the last response the bidder submits. The bidder may revise and submit the bid up to the close of the solicitation (bid date and time). Be sure to allow for uploading time so that the bid is successfully uploaded prior to the 1:30 PM deadline; we can only accept the bid if it is uploaded before the deadline.

E.   If you want to verify that you are uploading documents correctly, please contact Paul Girouard: 573-751-4797, paul.girouard@oa.mo.gov ; April Howser: 573-751-0053, April.Howser@oa.mo.gov ; or Mandy Roberson: 573-522-0074, Mandy.Roberson@oa.mo.gov.

F.   If you are experiencing login issues, please contact Web Procure Support (Proactis) at 866-889-8533 anytime from 7:00 AM to 7:00 PM Central Time, Monday through Friday. If you try using a userid or password several times that is incorrect, the system will lock you out. Web Procure Support is the only option to unlock you! If you forget your userid or password, Web Procure Support will provide a temporary userid or password. Also, if it has been a while since your last successful login and you receive an "inactive" message, contact Web Procure (Proactis). If you are having a registration issue, you may contact Office of Administration Division of Purchasing at 573-751-3491.