

**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, Central Region, State of Missouri  
**Project No.: ZASIDIQ-0023**

**3.0 BIDS WILL BE RECEIVED:**

- A. Until: 1:30 PM, Thursday, November 21, 2019.
- 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 performance of construction services including, but not limited to, minor construction, repairs, renovations, alterations, and maintenance.
- 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: November 12, 2019 @ noon, Harry S Truman State Office Building, 301 W. High Street, Room 750, Jefferson City, Missouri 65101.
- B. Access to State of Missouri property requires presentation of a photo ID by all persons

**6.0 HOW TO GET PLANS & SPECIFICATIONS:**

- A. Request: 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.**
- C. 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. Project Manager:  
Drew Henrickson  
Phone: 573-751-8128 or 573-690-6945  
Email: [drew.henrickson@oa.mo.gov](mailto:drew.henrickson@oa.mo.gov)
- B. Contract Specialist:  
Kelly Copeland  
Phone: 573-522-2283  
Email: [Kelly.copeland@oa.mo.gov](mailto:Kelly.copeland@oa.mo.gov)

**8.0 GENERAL INFORMATION:**

- A. 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 No bid may be withdrawn for a period of 20 working days subsequent to the specified bid opening time.
- B. If the amount of any job order under the awarded contract is greater than \$75,000, the contractor will be required to pay not less than the prevailing hourly rate of wages or the public works contracting minimum wage, whichever is applicable, to all workers performing work under that job order in accordance with sections 290.210 to 290.340, RSMo.
- C. 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://missouribuyss.mo.gov> and register. The bidder must register before access is granted to the solicitation details and bidding is possible, however, the bidder can review a summary of the project by selecting "Bid Board" and then checking off "Open" under "Status" and "OA-FMDC-Contracts Chapter 8" under "Organization" in the boxes shown on the left margin.
- B. Once registered, log in.
1. Under "Solicitation" select "View Current Solicitations." A new screen will open.
  2. Under "Filter by Agency" select "OA-FMDC-Contracts Chapter 8."
  3. Under "Filter by Opp. No." type in the State Project Number. Select "Submit."
  4. Above the dark blue bar, select "Other Active Opportunities."
  5. To see the Solicitation Summary, single click the Opp. No. (Project Number) and the summary will open. Single quick click each blue bar 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, we encourage you to submit a fake bid early. Label the fake bid as such to distinguish it from the real bid. The contracts person you contact will let you know if your "bid" was received successfully. Please contact Drew Henrickson: 573-751-8128, [drew.henrickson@oa.mo.gov](mailto:drew.henrickson@oa.mo.gov); Marlene Blackburn: 573-522-6035, [marlene.blackburn@oa.mo.gov](mailto:marlene.blackburn@oa.mo.gov); Kelly Copeland: 573-522-2283, [kelly.copeland@oa.mo.gov](mailto:kelly.copeland@oa.mo.gov); or Mandy Roberson: 573-522-0074, [mandy.roberson@oa.mo.gov](mailto: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 Cathy Holliday at 573-751-3491. Her email: [cathy.holliday@oa.mo.gov](mailto:cathy.holliday@oa.mo.gov).