



# Activity Center Parking Lot Improvements

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**Moberly Area Community College  
101 College Avenue  
Moberly, Missouri 65270**

**PROJECT # 0622-01**

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## **NOTICE TO CONTRACTORS**

Moberly Area Community College, 101 College Avenue, Moberly, MO 65270 is accepting sealed bids for the repair and seal coat of the Activity Center parking lots located in Moberly, Missouri. For specifications and site visits, please contact the Office of Plant Operations at 660-263-4100 extension 11230 or 11206.

Sealed bids are due in the Office of Plant Operations, room 136 of the Main Building, by June 20, 2022 at 11am. A public bid opening will be held in the Office of Plant Operations immediately after bids are due. Bids shall be signed and submitted on the Proposal Form, included in the specification documents. Contractors must also include their specifications for their proposal with the Proposal Form.

This project is exempt from Missouri sales and use taxes.

The Owner reserves the right to accept or reject any and all bids, and to waive all informalities in bids. Likewise the Owner reserves the right to select the lowest and best bid which is in the best interest of the Owner. No bid may be withdrawn for a period of 60 days subsequent to the specified time for receipt of bids.

## **INSTRUCTIONS TO BIDDERS**

**Owner:** Moberly Area Community College  
101 College Avenue  
Moberly, MO 65270

**Project Location:** Moberly Area Community College  
Activity Center  
101 College Avenue  
Moberly, MO 65270

**Owner's Representative:** Darrin Fox

**Project Description:** Clean, crack fill, seal and stripe specified parking area

- Moberly Area Community College is a tax exempt entity. A copy of the College's Tax Exempt letter will be provided upon request by the successful bidder.
- Complete statement of warranty for all products shall be provided with the proposal, as well as the vendor's own warranty or guarantee for installation.
- Final bid approval rests with the Board of Trustees.
- It is the intent of the College to have this project completed prior to September 1, 2022.
- MACC reserves the right to accept or reject any or all bids.
- Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance required for the Work.

# PROPOSAL FORM

BID TIME: 11:00 AM

BID DATE: June 20, 2022

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(hereinafter called the Bidder)

TO: **MOBERLY AREA COMMUNITY COLLEGE**

101 College Avenue

Moberly, Missouri 65270

(hereinafter called the Owner)

FOR: **Activity Center Parking Lot Improvements**

Moberly Area Community College

101 College Avenue

Moberly, Missouri

(hereinafter called the Work)

1. The undersigned, having examined and being familiar with the local conditions affecting the Work and with the contract documents, the Notice to Contractors, Instructions and Supplementary Instructions to Bidders, Statement of Bidder Qualifications, Job Site Management Procedures and the body of technical specifications, as issued by the Owner, hereby propose to furnish all labor, materials, equipment, services, etc., required for the performance and completion of the aforementioned Work as follows:

## TOTAL BID –

The Sum Of: \_\_\_\_\_

\_\_\_\_\_ Dollars (\$) \_\_\_\_\_).

NOTE: This project is exempt from Missouri Sales and Use Tax

2. The Contractor agrees to substantially complete the Work in the number of working days listed below from the Owner's Notice to Proceed

**CONTRACTOR'S ANTICIPATED PROJECT DURATION:** \_\_\_\_\_.

3. The Bidder hereby certifies: That this Proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association or corporation; That he has not directly or indirectly induced or solicited any other bidder to put in a false or sham proposal; That he has not solicited or induced any person, firm or corporation to refrain from bidding; That he has not sought by collusion or otherwise to obtain for himself any advantage over any other bidder or over the Owner; and That discrimination against any employee or applicant for employment because of race, creed, color or national origin is not practiced in connection with the performance of this Work.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022

**IF AN INDIVIDUAL:**

\_\_\_\_\_  
Name of Individual Firm Name (if any)

\_\_\_\_\_  
Telephone Number Address for Communications

\_\_\_\_\_  
Signature Address for Communications

**IF A PARTNERSHIP:**

\_\_\_\_\_  
Name of Partnership Address for Communications

\_\_\_\_\_  
Name of Partner Address for Communications

\_\_\_\_\_  
Name of Partner (2) Residence Address

\_\_\_\_\_  
Telephone Number Residence Address

\_\_\_\_\_  
Federal Tax I.D. Number Residence Address (2)

\_\_\_\_\_  
Signature of Either Partner Residence Address (2)  
(State names and Residence addresses of all Partners)

**IF A CORPORATION:**

\_\_\_\_\_  
Name of Corporation Address for Communications

\_\_\_\_\_  
Telephone Number Address for Communications

\_\_\_\_\_  
Federal Tax I.D. Number Incorporated under the laws of the State of Missouri

\_\_\_\_\_  
Name and Title of Office Corporate License Number

\_\_\_\_\_  
Signature of Officer (If a corporation organized in a state other than Missouri,  
attach Certificate of Authority to do Business in the State  
of Missouri)

\_\_\_\_\_  
(Attest Seal) Secretary

(Each bidder must complete the Proposal Form by signing in the proper signature line above and by  
supplying the required information called for in connection with the signature.)

## STATEMENT OF BIDDER QUALIFICATIONS

Each bidder for the work included in the specifications and drawings and the Contract Documents shall submit with their bid the data requested in the following schedule of information, **if they have not previously performed work for the College**. This data must be included in and made a part of each bid document and be contained in the sealed envelope. Failure to comply with this instruction may be regarded as justification for rejecting the Contractor's Proposal. Statement to be in one (1) original and one (1) copy. The Owner reserves the right to request additional information concerning the qualifications of the Bidder or any of his subcontractors prior to award of Contract.

1. Name of bidder
  
2. Business address
  
3. When organized
  
4. When incorporated
  
5. Number of years engaged in contracting business under present firm name
  
6. Have you ever failed to complete any work awarded to your company? If so, where and why
  
7. Have you ever defaulted on a contract?
  
8. List of completed projects within last four years, including cost of each:
  
9. List of projects currently under construction, including cost of each:

Note: Attach additional sheets giving information required, if necessary.

## **GENERAL CONDITIONS**

The Contract Documents do not include bidding requirements such as the Notice to Contractors, the Instructions to Bidders, sample forms, or portions of Addenda relating to bidding requirements. The Contract Documents do include the executed proposal form submitted by the Bidder.

Moberly Area Community College is exempt from taxation pursuant to Missouri Statutes, all purchases of tangible personal property and materials to be incorporated into or consumed in the construction of this project shall be made by contractors and subcontractors on a tax-exempt basis.

The Owner will furnish to the Contractor, and the Contractor shall distribute to all subcontractors, an executed and signed copy of a Missouri Project Exemption Certificate for this project, along with a copy of the Owner's MO Tax Exemption Letter.

Contractors and subcontractors purchasing materials for this project shall present copies of such documents to all suppliers as authorization to purchase, on behalf of the Owner, all tangible personal property and materials to be incorporated into or consumed in the construction of this project.

The Contractor is solely responsible for the safe installation, maintenance and use of all shoring, scaffolding, barricades, etc. and for supervising the wearing of appropriate safety clothing and other protective devices.



# **JOB SITE MANAGEMENT PROCEDURES**

## **Project Crewmembers**

The project crew must be professional in behavior and appearance. Strict behavior standards are expected of crew members at all times.

## **Utilities**

Use of the Owner's electricity, water, and sanitary facilities will be permitted without metering, provided the utilities are not abused and facilities are maintained in a proper working order.

## **Temporary Facilities**

Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work. Protect the site from damage from construction activities and temporary facilities. Contractor shall be responsible for repairing areas damaged due to construction activities.

## **Owner's Occupancy Requirements**

Full Owner Occupancy: Owner will occupy site during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing access and exits, unless otherwise indicated.

1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
2. Provide not less than 72 hours' notice to Owner of activities that will affect Owner's operations.

## **Work Restrictions**

Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:

1. Notify Owner not less than 72 hours in advance of proposed utility interruptions.
2. Do not proceed with utility interruptions without Owner's permission.

## **General**

Specifications are considered design development and are used to indicate design intent and may not necessarily reflect exact actual conditions. Verification of existing site and actual conditions is necessary by the Contractor. Field modifications may be required for actual and final installation. Changes to materials and design intent shall be submitted to Owner for approval before construction. Contractor shall be responsible for complete and finished installation of all detailed and specified systems. All exterior building construction shall be installed weather-tight.

**Permits:** The successful bidder is responsible for obtaining any and all permits, and or certificates, as necessary to perform the work.

**Support Facilities:**

1. Protect existing site improvements to remain including curbs, pavement, and utilities.
2. Maintain access for fire-fighting equipment and access to fire hydrants.
3. Parking: Use designated areas of Owner's existing parking areas for construction personnel.
4. Dewatering Facilities and Drains: Comply with requirements of authorities having jurisdiction. Maintain Project site, excavations, and construction free of water. Dispose of rainwater in a lawful manner that will not result in flooding Project or adjoining properties nor endanger permanent Work or temporary facilities. Remove snow and ice as required to minimize accumulations.

**Security and Protection Facilities**

1. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
2. Temporary Erosion and Sedimentation Control: Provide measures to prevent soil erosion and discharge of soil-bearing water runoff and airborne dust to adjacent properties and walkways, according to requirements of authorities having jurisdiction.
3. Inspect, repair, and maintain erosion- and sedimentation-control measures during construction until permanent vegetation has been established.
4. Stormwater Control: Comply with authorities having jurisdiction. Provide barriers in and around excavations and subgrade construction to prevent flooding by runoff of stormwater from heavy rains.
5. Tree and Plant Protection: Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from damage from construction operations. Protect tree root systems from damage, flooding, and erosion.
6. Site Enclosure Fence: Before construction operations begin, furnish and install site enclosure fence in a manner that will prevent people and animals from easily entering site except by entrance gates.
7. Extent of Fence: As required to enclose entire Project site or portion determined sufficient to accommodate construction operations.
8. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.

**Project Start-up Meeting:**

On the first day of the project a meeting will be held to discuss parking, access to electrical outlets and water, as well as general scheduling of the crew's workday.

**Project Progress Meetings:**

Informal meetings during the course of the project are essential. The crew supervisor should be available to answer any questions that may arise at any time during the project.

**Waste Removal:**

Upon completion of the work all trash, waste materials, rubbish, tools, and equipment shall be removed from the job site. Any cost associated with trash removal and landfill charges will be the responsibility of the Contractor. All work areas shall be clean and left in the same condition as they were found. Any damage or costs associated with repairs and or removal will be billed to the Contractor in the amount necessary to perform the necessary clean up or repairs.

**References:**

A minimum of ten references must be provided, with project scopes similar and as large as or larger than the one provided, unless contractor has performed prior work for the College.

**Insurance Information:** Upon receiving a signed contract, a certificate of insurance will be required and sent directly from the insurance carrier naming the building Owner as an additional insured. Coverage should include:

Commercial General Liability General Aggregate \$2,000,000

Automobile Liability Combined Single Limit \$1,000,000

Excess Liability Each Occurrence \$5,000,000

Workers Compensation and Employers Liability Statutory

## **SPECIFICATIONS**

### **Work Area:**

- Lot F in front of Activity Center (as described on the map) to include driveways, as indicated.
- Parking area and driveway directly behind the Activity Center facility from Holman Road.

### **Scope of Work:**

- Remove/Replace all parking blocks, as needed.
- Clean all cracks ¼” and larger with blowers and grazers, removing all loose and broken material.
- Fill cracks with commercial filler in accordance with manufacturers recommended application processes.
- Crack filler material must be allowed to set 24 hours before sealant is applied
- Clean off entire area with brooms and blowers and apply two (2) coats of 100% coal tar with one coat being squeegeed and one coat sprayed.
- Sidewalks must be kept clean and free of materials used in repair process. ADA compliance must be maintained in regard to transition to the sidewalks, entryways and staircases in all locations.
- Restripe and stencil parking lot as it is currently.

### **Substitutions:**

- Any material or method substitutions from that which is listed above must be specified in detail on the bid submission.
- **See next page for site map**

