

REQUEST FOR PROPOSAL (RFP)

RFP # 26-005

Removal and Installation of X-Ray Room Equipment

ISSUE DATE:

June 03, 2026

SUBMISSION DATE:

June 29, 2026

This document constitutes a request for competitive, sealed bids from qualified individuals and organizations to provide X-Ray Room Equipment for Missouri Southern State University in accordance with the terms and conditions set forth herein. These components and system are intended to describe the project's general requirements and are not intended to be representative of all specifications and details that may be required.

Prior to award of the contract all questions and/or clarifications regarding this proposal should be submitted by email to Jennings-k@mssu.edu by 12:00pm CST June 16, 2026. Questions received after this date may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

Projected Schedule and Timeline:

Pre-Bid Meeting..... June 15, 2026
Bid Opening date..... June 29, 2026
Estimated award date July 07, 2026

*MSSU Reserves the right to change the projected schedule and timeline

Pre-Bid Meeting:

There will be a **mandatory** pre-bid meeting held at MSSU Leon Health Science Center Room 328 to review the scope of work and answer any questions at that time. Please see Attachment A – Campus Map. The meeting will be held at 10:00am CST June 15, 2026 in Location 32 – Leon Health Science Center. University Address: 3950 E Newman Road, Joplin MO, 64801.

Proposal Due Date:

No later than 2:00pm, Central Standard Time, June 29, 2026

Bid Opening:

Bid opening will begin at 2:00pm Central Standard Time June 29, 2026 in Leon Health Science Center Room 328, 3950 E Newman Road, Joplin MO 64801.

Submission Requirements:

Electronic submission is not allowed.

Sealing Requirements:

Bid materials must be completely sealed in an envelope with the bid number showing on the outside of the envelope. Two (2) hard copies and one (1) flash drive/USB compatible device including all attachments and certifications should be included.

Hand Delivering Instructions:

If you will be hand delivering your bid within 30 minutes of the bid opening time stated above please deliver the bid to Leon Health Science Center Room 328. If you will be hand delivering your bid any time before the 30 minutes noted above, please deliver the bid to Hearnes Hall 211B.

Mail-In Instructions:

If you elect to mail in your bid, they need to be received on campus at least 24 hours in advance of the bid opening to ensure enough time for delivery to Financial Services. It is your responsibility to confirm that Financial Services has received your bid in advance of the bid opening. Mailed bids should be mailed to the address below.

Missouri Southern State University
Financial Services, Hearnes Hall 211
3950 E Newman Rd,
Joplin, MO 64801

Please see Offeror’s Information Section for details on proprietary information when submitting bids. Your proposal must be valid for a period of 180 days from the proposal due date.

All pages with a signature line or fillable information are required. Responses with unsigned/unfilled forms may be considered non-responsive.

Project Description and Scope of Services

Project Description: Missouri Southern State University is updating two X-ray rooms and all relevant equipment to operate those machines. Machines should be different and do not have to be the same brand. Awarded bidder would be responsible for removing all previous equipment, ordering new equipment, and installation of all new equipment. The Scope of Services goes into greater detail of awarded bidders' expectations.

Scope of Services:

Two Digital Radiography (DR) Systems, each with the following:

- Two (2) Wireless DR Detectors:
 - One (1) 14 x 17 Detector
 - One (1) 17 x 17 Detector
- Automatic Exposure Control (AEC) Required
- UPS System Included
- 14 x 17 Grid
- 17 x 17 Grid
- Removable Grid for Wall Bucky
- Removable Grid for Table Bucky
- Automatic Tracking Not Required
- Touch-Screen Acquisition Workstation Monitor
- Weight-Bearing Radiographic Table
- Six-Way Elevating Table (Four-Way Tables Not Acceptable)
- Detector Drop Protection Coverage Included
- Full System Installation and Application Training Included
- System Suitable for Frequent Student Use in a Teaching Environment
- Removal and Disposal of Old Equipment
- One (1) PM And Calibration Per Year Included
- All System Parts and Freight Included (Tube/Glassware, Batteries, Detector, Etc.)
- All Labor and Travel During Normal Business Hours (Monday – Friday, 8am – 5pm) Included
- System Capable of Proper Function on Current Power (480/3 Phase) OR provision for minimal upgrades to ensure systems can function
- POS Service Agreement to Cover 3-5 Years After Warranty Expires

Authorized to Do Business: If Contractor is a corporation or limited liability company organized in the State of Missouri, Contractor represents that it is in Good Standing with the Missouri Secretary of State. If Contractor is a corporation or limited liability company organized in a state other than Missouri, Contractor represents that it is authorized to do business in the State of Missouri.

Liquidated Damages: should the contractor fail to finish the work on or before September 01, 2026, contractor shall be charged by the University, as liquidated and ascertained damages, the sum of five hundred dollars (\$500) for each calendar day that the work remains incomplete beyond the specified date(s), subject only to extensions of time granted in writing by the University for unforeseen conditions. The amount so charged shall be deducted by the University from any monies which otherwise be or become payable to the Contractor.

Examination of Bid Package:

Before Submitting a Proposal, it is the responsibility of each bidder to:

1. Thoroughly examine this bid package and other related data identified in this bid package.
2. Consider federal, state, and local laws, ordinances, rules and regulations that may in any manner affect cost, progress, performance, and furnishing of the work.
3. Promptly notify the University of all conflicts, errors, ambiguities, or discrepancies which Bidder has discovered in or between the information provided in this bid package and such other related documents.

Offeror's Information:

1. Proposals, pricing pages, and all other marketing materials and documents must be in one volume. Submit two (2) hard copies of the bid and one (1) flash drive/USB compatible device including all attachments. Bids must be submitted on 8 ½" x 11" paper and shall not exceed one hundred (100) pages in total length.
2. If your proposal contains any information you consider to be proprietary, you must place it in a separate envelope or file if e-mailed and/or saved on a flash drive/USB compatible device and mark it "Proprietary Information". Missouri Southern State University is the final authority as to the extent of material considered proprietary or confidential. Pricing information cannot be considered proprietary.
3. Once an award is announced, all proposals submitted in response to this RFP will be open to inspection by any interested person or organization. Therefore, an offeror shall not request that its entire proposal be treated as confidential or proprietary information. In addition, the pricing/financial proposal will not be treated as trade secret or proprietary information, or otherwise be deemed confidential.
4. Pursuant to Section 610.021 RSMo, proposals will not be available for public review until after a contractual agreement is executed or all proposals are rejected. Missouri Southern State University will notify RFP respondents of the vendor who has been selected to perform these services. Any award protest must be received within 10 days after the date of notification of award in accordance with the statute.
5. To facilitate evaluation, it is highly desirable that the proposal be organized to respond to each section of the RFP, utilizing the same numbering arrangement for each item. In addition, the pages in the proposal should be numbered.

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Evaluation Process:

1. Proposals will be competitively evaluated based on the responses to all requirements in this RFP. The evaluation of a Contractor’s ability to provide the required services will be based on Contractor’s written proposal, and if selected as a finalist, presentation, interviews, visits to Contractor’s client reference accounts, and best and final offers. The following is the criteria that will be used as part of the evaluation:

Scoring Criteria	0	5	10	15	Points
Length/Value of the Warranty *focuses on warranty length, inclusivity of components over time, annual PMs, annual calibrations, technician response times, and loaner equipment if applicable	Less than 3-year warranty	3-year manufacturer warranty	5-year manufacturer warranty	5-year manufacturer warranty or more; option for extended service contract.	15
Strategy/Implementation Timeline *Installation includes site readiness, radiation safety, acceptance testing, shielding verification and operator training. Timeline for install is less than 6 months from date of award.	5 Full installation and training completed by September 15, 2026	10 Full installation and training completed by September 1, 2026	15 Full installation and training completed by August 15, 2026	20 Full installation and training completed by August 1, 2026	20
Suitability for Educational Purposes *Considers instructional quality, safety, usability, workflow simulation, and integration with teaching objectives. Has the ability to network with MSSU.	5 Machines are similar or identical. Detector is tethered only.	10 Machines are different. Detector is only tethered.	15 Machines should be different, with one being clinic-level and the other being Level 2 trauma capable. Detector capable of functioning tethered or wireless.	20 Machines should be different, with one being clinic-level and the other being Level 2 trauma capable. Detector capable of functioning tethered or wireless. Removable grids on upright bucky.	20
Pricing/Total Cost of Ownership *Evaluates 50 year cost, including consumables and high-value replacements.	7 Pricing is not competitive; proposal does not include consideration of future expenses	13 Total cost of ownership is provided with minimal detail, does not consider future expenses.	18 Pricing is competitive and considers some consumables and high-value replacements	25 Pricing is competitive and inclusive of 5-year costs, including consumables and anticipated high-value replacement costs.	25

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Limited Room Modification *Considerate of current room structure and function and operates within current specs OR requires very minimal modifications.	5 Proposal requires significant room and power modification for machine placement and operations.	10 Proposal requires power modifications for machine operation. X-ray rooms are not well suited to room configuration.	15 Proposal requires minor power modifications for machine operation. X-ray room options fit well in current space.	20 Proposal does not require room or power modifications for installation and operation. X-ray room options fit well in current space.	20
					100

2. When evaluating a proposal, the University reserves the right to consider relevant information and fact, whether gained from a proposal, a Supplier, a Supplier’s references, or from any other source. Any information submitted with the proposal, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a proposal and the award of an Agreement.

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Proposal:

1. The undersigned, having examined and being familiar with all the requirements of this RFP, hereby proposes to furnish the requested items or services required for the performance and completion, in a workmanlike manner, of all work for **Removal and Replacement of X-Ray Equipment**, Missouri Southern State University, Joplin Missouri all in accordance with the aforementioned documents for:

Base Proposal:

The fixed sum of _____ Dollars (\$_____).

2. In submitting the proposal, it is understood that the right is reserved by the owner to reject any and all proposals, and it is agreed that the proposals may not be withdrawn for a period of one-hundred eighty (180) days after the specified time for receiving the proposals.

3. The undersigned agrees to accept an award for the contract for work above and shall begin the work within ten (10) calendar days after Notice to Proceed is received as defined in the contract documents.

4. This proposal shall remain valid for a period of one-hundred eighty (180) days.

5. **Unsigned proposals will be considered non-responsive.**

Dated this _____ day of _____, 2026

Company Name _____

Signature _____

Responders acknowledged receipt of the following addenda:

Addendum No. ____, Dated _____

Addendum No. ____, Dated _____

Addendum No. ____, Dated _____

Addendum No. ____, Dated _____

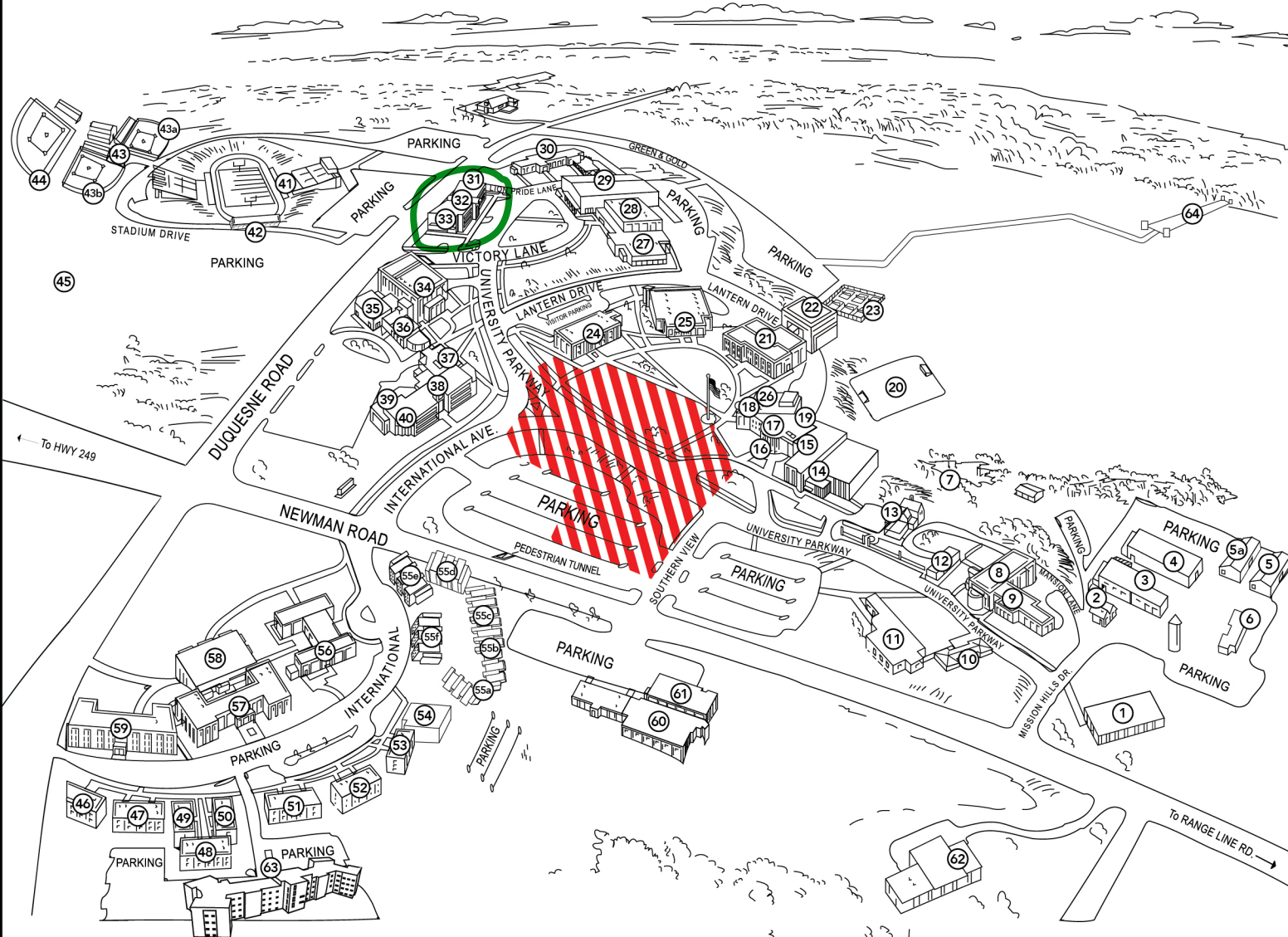


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CAMPUS MAP

LAYOUT AS OF OCTOBER 2024

 **Blocked for Construction**



ACADEMICS

- 1. Ummel Technology Building
- 7. Biology Pond
- 8. Robert W. Plaster Free Enterprise Center
- 9. Cornell Auditorium
- 10. Kuhn Annex
- 11. Kuhn Hall
- 16. Billingsly Student Center
- 17. Bookstore
- 19. Phelps Theatre
- 21. Reynolds Hall
- 22. Jeremiah 'Jay' Nixon Hall
- 25. Spiva Library
- 30. Taylor Hall
- 31. Nursing Simulation Center
- 32. Julio S. León Health Science Center
- 33. Corley Dental Hygiene Clinic
- 40. KGCS TV / KXMS Radio
- 62. Lion Cub Academy

Fine Arts Complex

- 34. Taylor Performing Arts Center
- 35. Bud Walton Theatre
- 36. Phinney Hall
- 37. Cragin Art Gallery
- 38. Webster Hall
- 39. W. Robert Corley Auditorium
- 60. Mills Anderson Public Safety Center
- 61. Criminal Justice Auditorium

ADMINISTRATION

- 2. University Police
- 3. Physical Plant
- 4. Annex
- 5. Custodial Warehouse/Fire Safety & Environmental Health Office
- 5a. Physical Plant Warehouse
- 6. Mechanical Maintenance Shop
- 12. Univ. Relations & Marketing (Mansion Annex)
- 13. Ralph L. Gray Alumni Center
- 24. Hearnes Hall

ATHLETICS

- 20. Hal Boden Soccer Field
- 28. Robert Ellis Young Gymnasium
- 29. Leggett & Platt Athletic Center

Robert W. Plaster Sports Complex

- 41. Fred G. Hughes Stadium
- 42. Ron Richard Athletic Center
- 43. Pat Lipira Softball Complex
- 43a. Gene Wild Softball Field
- 43b. Lea Kungie Softball Field
- 44. Baseball Stadium
- 45. MSSU Cross Country Course

DINING

- 18. The Lion's Den
- 26. Coffee Shop

HEALTH

- 14. Willcoxon Health Center

RECREATION

- 15. Student Recreation Center
- 23. Tennis Courts
- 27. Olympic Pool and Racquetball Courts
- 64. MSSU Trail

RESIDENTIAL AREA

- 46. Mitchell Hall
- 47. Maupin Hall
- 48. Stone Hall
- 49. Headlee Hall
- 50. Dryer Hall
- 51. Dishman Hall
- 52. Stegge Hall
- 53. Gockell Hall
- 54. FEMA Shelter
- 55. Quad Buildings (A-F)
- 56. McCormick Hall
- 57. Blaine Hall
- 58. Dianne Mayes Student Life Center
- 59. East Hall
- 63. Lion Village



Date drawn:
11-02-10
 Drawn by:
JAS
 Checked by:
 Revised:
 09-07-12
 08-04-14
 04-19-17
 Approved by
 Date approved

MISSOURI SOUTHERN
STATE UNIVERSITY
PHYSICAL PLANT
 3950 Newman Rd.
Joplin, Missouri 64801

HEALTH SCIENCE BUILDING
THIRD FLOOR - NORTH

FILE CODE:
Hs3rd.dwg

FLOOR
PLAN

A-3.1

FLOOR PLAN
SCALE: 1/16" = 1'0" NORTH

SEE SHEET A32 FOR CONTINUATION