

**SECTION 00100 – INVITATION TO BID**

West Virginia Community and Technical College System invites proposals to provide all Work including, but not limited to, labor, material, equipment supplies and transportation for:

**RFB 25167  
CAPERTON UPGRADES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG**

Scope of work under Base Bid consists of removal and replacement of the roof, siding and HVAC upgrades.

Bids must be submitted in accordance with Bidding Documents issued by the Architect and on the Form of Proposal provided. Bidding Documents may be obtained from:

**MCKINLEY ARCHITECTURE AND ENGINEERING  
FORT HENRY BUILDING 1324 CHAPLINE STREET SUITE 400  
WHEELING WV, 26003  
304-233-0140 & PROJECTS@MCKINLEYDELIVERS.COM**

Bidding Documents will be available from the Architect October 15, 2024, Bidding Documents will be provided (emailed) to Bidders in PDF format at no charge. Bidders, subcontractors, dealers, material, and equipment suppliers may obtain paper copies from Charleston Blueprint (304-343-1063) by paying actual cost of printing, handling, and shipping; however, such costs are not refundable. Only complete sets will be issued.

Questions concerning the Bidding Documents shall be directed to the Architect.

A Prebid meeting is scheduled for:

Time: 11:00 AM, Local Prevailing Time (LPT)  
Date: October 23, 2024  
Place: West Virginia University at Parkersburg (Caperton Center)  
300 Campus Drive, Parkersburg, WV 26104

Attendance is: **MANDATORY**

**MANDATORY:** All Bidders **MUST** attend the prebid meeting to familiarize themselves with the Project location, site conditions and other relevant information. Should a Bidder fail to attend, the Bid will be disqualified.

Subcontractors and material suppliers are encouraged to attend the prebid meeting.

The Invitation to Bid, Addenda and other relevant information concerning RFB 25167 will be posted at the following URL. It is the Bidder's obligation to check this website for current information:  
<https://wvhepc.org/purchasing/>

The Bidder, if successful and awarded a contract, will receive a notice to proceed from the Owner and agrees that all Work will start from date of Notice to Proceed and that the project will be Substantially Complete in number of days inserted on Form of Proposal by Bidder. Bidder also agrees to achieve Final Completion within 30 days thereafter.

The Owner will suffer financial loss if the Work is not Substantially Complete within the Contract Time. For each calendar day of delay in achieving Substantial Completion, the Contractor shall be liable for and shall pay the Owner, not as a penalty but as liquidated damages, in accordance with the following schedule:

For each calendar day the project is not Substantially Complete, damages to be assessed at \$ 500 per day.

For each calendar day of delay in achieving Final Completion, the Contractor shall be liable for and shall pay half the amount of liquidated damages stated above, plus any additional fees of the Architect and the Architect's consultants that may accrue. Allowances may be made for delays due to shortages of materials and/or energy resources, subject to proof by documentation, and for delays due to strikes or other delays beyond the control of the Contractor. The Contractor in accordance with the Contract Documents must properly document all delays and any claim for extension of the Contract Time.

Submitting Bids: Sealed Bids will be received by the OWNER at the following location until 3:00 PM, LPT, November 6, 2024, in accordance with the Instructions to Bidders, and Supplementary Instructions to Bidders:

Senior Director of Facilities  
RFB 25167  
WV Community and Technical College System  
2001 Union Carbide Drive, Building 2000  
Charleston, WV 25301

Special Instructions for Delivering Bids:

1. Bids Delivered by UPS and Federal Express: The UPS and FedEx drivers will deliver bids to the mail room at the address above.
2. Hand Delivered Bids: The preferred method to deliver bids. Deliver bids to the following address: 1st Floor, WV Community and Technical College System, 2001 Union Carbide Drive, Building 2000, South Charleston, WV 25303.
3. Delivering Bids via U. S. Postal Service is not recommended. Bids may or may not arrive on time. It is the contractor responsibility to make sure the bid was received to the recipient.

Electronically transmitted Bids and late Bids will not be accepted. Owner reserves the right to accept or reject any/all Bids.

All applicable federal, state, and local laws, rules and regulations apply.

END OF SECTION 00100