

**SECTION 00100 – INVITATION TO BID**

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

**RFB 21152  
Restroom Renovations For  
Southern West Virginia Community and Technical College  
Williamson Campus - Main Building - Williamson, West Virginia**

The Work of this Project is defined by the Contract Documents, and consists of the following:

Selective Demolition.  
Interior CMU partition walls.  
New plumbing fixtures and related piping and connections.  
New hollow metal doors, frames, and door hardware.  
Application of new room interior finishes.  
New acoustical panel ceilings.  
New toilet room partitions.  
Related HVAC and electrical improvements.

Technical questions concerning the bidding documents shall be directed to ZMM Inc, Architects and Engineers, 222 Lee Street West, Charleston, WV 25302. (304) 342-0159.

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

Bidding Documents can be obtained by one of the following methods:

Prime Contract Bidders only may contact ZMM, Inc. Architects and Engineers at (304) 342-0159 and request information to access the firm's online F.T.P. site for the **Restroom Renovations For Southern West Virginia Community and Technical College Williamson Campus - Main Building - Williamson, West Virginia**

1. Once access is gained, Contractors can download Bidding Documents in the form of PDF files at no charge. Requests for access to documents must be made by telephone, and those requests received through mail, email, fax transmission, or other online communications will not receive a response.
2. Hard Copies may be obtained from Charleston Blueprint (304-343-1063) by General Contractors, Subcontractors, material suppliers and dealers by paying the actual cost of printing, binding, and mailing; however, such cost is not refundable.

Bidding documents may be examined at Viewing Depositories listed in the Bidding Documents.

Questions concerning the Bidding Documents shall be directed the Architect.

Special Instructions for Delivering Bids:

1. Community and Technical College Systems employees are working from home. The Chief Procurement Officer will be at the office to receive and open hand delivered bids from 1:00 PM to 3:00 PM, March 24, 2021. All bids received by 3:00 PM (hand delivered or delivered by UPS or FedEx) will be opened at 3:00 PM.
2. Hand Delivered Bids: The preferred method to deliver bids. Deliver bids to the following address:

Request for Bids (RFB) 21152  
Restroom Renovations For  
Southern West Virginia Community and Technical College  
Williamson Campus - Main Building - Williamson, West Virginia

February 19, 2021

6th Floor  
Community and Technical College System of West Virginia  
1018 Kanawha Boulevard, East  
Charleston, WV 25301

UPS and Federal Express: The UPS and FedEx drivers will deliver bids to the mail room at the following address:  
Community and Technical College System of West Virginia  
1018 Kanawha Boulevard, East, Suite 700  
Charleston, WV 25301

A Pre-bid meeting is scheduled for:

Time: 11:00 AM

Date: March 10, 2021

Place: Library Conference Room, Southern West Virginia Community and Technical College, 1601 Armory Drive, Williamson, WV 25661.

Attendance is: **MANDATORY:** All Bidders **MUST** attend the pre-bid 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 pre-bid meeting.

The Bidder, if successful and awarded a contract based on Base Bid, will receive a notice to proceed from the Owner not later than April 19, 2021, provided all contract documents are properly completed and executed and returned to the Owner within ten days following receipt of the Owner's written notice of intent to award a contract. All Work will start from date of Notice to Proceed, coordinate all work with other work to be performed under a separate contract to renovate fire alarm system in the same areas of work as this contract, and that the Work at the First Floor Toilet Rooms shall be Substantially Complete no later than **August 12, 2021**. Bidder also agrees to achieve Final Completion within 30 days thereafter.

Bidder is to propose number of days following the date of Owner's Notice To Proceed to achieve Substantial Completion of the entire work.

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 Five Hundred Dollars (\$500.00) 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.

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Submitting Bids: Sealed Bids will be received by the OWNER at the following location until 3:00 PM, Eastern Time, March 24, 2021, in accordance with the Instructions to Bidders, and Supplementary Instructions to Bidders:

Chief Procurement Officer  
RFB 21152  
Community and Technical College System of WV  
1018 Kanawha Boulevard, East, Suite 700  
Charleston, WV 25301

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.

Bidders are notified that The City of Williamson has a 2% B&O Tax which applies to this project.

END OF SECTION 00100