West Virginia State University  
Addendum 1  
Bid # RFB-WVSU23001  
Date: 9/20/22

This purpose of this addendum is to modify section 1.17 under Specification/Purpose and Scope Section 1 and to add section 1.18.

1.17  At a minimum the vendor shall provide insurance as follows:
1.17.1 Proof of Comprehensive General liability insurance in the amount of one million dollars for each occurrence.
1.17.2 Proof of Auto Coverage with a minimum of one million dollars of liability.
1.17.3 Builder’s Risk/Installation floater insurance with at least the limit of the contract and materials.
1.17.4 Workers’ Compensation as required by law with the Employers Liability Coverage included.

The insurance coverage needs to be in place for the complete term of the contract. If the insurance expires during the contract year, a new certificate must be provided to the State at least ten (10) days prior to the expiration of the current policy. The new insurance must still meet the original terms of the contract. The vendor should have continuous insurance coverage throughout the life of the contract. The vendor is required to notify the State within five (5) days of any cancellation, non-renewal or material change to the required insurance coverage. Should the vendor fail to keep the specified insurance coverage in effect at all times, the State may, in addition to any other remedies it may have, terminate the contract.

1.18  A Bid Bond form must be submitted on the Bid Bond form designated below. Agency name will be West Virginia State University. RFQ/RFP# will be RFB-WVSU23001. Minimum amount of acceptable bid bond is 5% of total bid. You may state “5% of total bid” or a specific amount on the form.
BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned,

________________________, _______________________, as Principal, and

________________________, _______________________, a corporation organized and existing under the laws of the State of ____________ with its principal office in the City of ____________, as Surety, are held and firmly bound unto the State of West Virginia, as Obligee, in the penal sum of ______________________ ($____________________) for the payment of which, well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for

____________________________________________________________________________________

____________________________________________________________________________________

NOW THEREFORE,

(a) If said bid shall be rejected, or

(b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Obligee may accept such bid, and said Surety does hereby waive notice of any such extension.

WITNESS, the following signatures and seals of Principal and Surety, executed and sealed by a proper officer of Principal and Surety, or by Principal individually if Principal is an individual, this _____ day of __________________________, 20____.

Principal Seal

__________________________________________________________

(Name of Principal)

By_______________________________________________________

(Must be President, Vice President, or Duly Authorized Agent)

_______________________________________________________

>Title

Surety Seal

_______________________________________________________

(Name of Surety)

_______________________________________________________

Attorney-in-Fact

IMPORTANT — Surety executing bonds must be licensed in West Virginia to transact surety insurance, must affix its seal, and must attach a power of attorney with its seal affixed.
BID BOND PREPARATION INSTRUCTIONS

AGENCY (A)       RFQ/RFP# (B)

(A) WV State Agency
(B) Request for Quotation Number (upper right corner of page #1)
(C) Your Business Entity Name (or Individual Name if Sole Proprietor)
(D) City, Location of your Company
(E) State, Location of your Company
(F) Surety Corporate Name
(G) City, Location of Surety
(H) State, Location of Surety
(I) State of Surety Incorporation
(J) City of Surety’s Principal Office
(K) Minimum amount of acceptable bid bond is 5% of total bid. You may state “5% of bid” or a specific amount on this line in words.
(L) Amount of bond in numbers
(M) Brief Description of scope of work
(N) Day of the month
(O) Month
(P) Year
(Q) Name of Business Entity (or Individual Name if Sole Proprietor)
(R) Seal of Principal
(S) Signature of President, Vice President, or Authorized Agent
(T) Title of Person Signing for Principal
(U) Seal of Surety
(V) Name of Surety
(W) Signature of Attorney in Fact of the Surety

NOTE 1: Dated Power of Attorney with Surety Seal must accompany this bid bond.

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, ____________________________, of ____________________________, as Principal, and ____________________________, of ____________________________, as Surety, are held and firmly bound unto The State of West Virginia, as Obligee, in the penal sum of ____________________________, for the payment of which, well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the Department of Administration a certain bid or proposal, attached hereto and made a part hereof to enter into a contract in writing for ____________________________

NOW THEREFORE

(a) If said bid shall be rejected, or
(b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform the agreement created by the acceptance of said bid then this obligation shall be null and void, otherwise this obligation shall remain in full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of time within which the Obligee may accept such bid: and said Surety does hereby waive notice of any such extension.

WITNESS, the following signatures and seals of Principal and Surety, executed and sealed by a proper officer of Principal and Surety, or by Principal individually if Principal is an individual, the ________ day of ________, 20____.

Principal Seal

(R) (Name of Principal)

By ____________________________

(S) (Must be President, Vice President, or Duly Authorized Agent)

Title

Surety Seal

(U) (Name of Surety)

(W) Attorney-in-Fact

IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance, must affix its seal, and must attach a power of attorney with its seal affixed.