

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.

Agency _____
REQ.P.O# _____

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, _____
_____ of _____, _____, as Principal, and _____
_____ of _____, _____, 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
(Stated on Page 1 "Spending Unit")
(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,
(C) _____ of (D) _____, (E) _____
as Principal, and (F) _____ of (G) _____,
(H) _____, a corporation organized and existing under the laws
of the State of (I) _____ with its principal office in the City of
(J) _____, as Surety, are held and firmly bound unto The State
of West Virginia, as Oblige, in the penal sum of (K) _____
(\$ (L) _____) 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 _____

(M) _____

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 Oblige 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 (N) _____ day of (O) _____, 20 (P) _____.

Principal Seal _____
(R) _____
(Q) _____
(Name of Principal)

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

(T) _____
Title

Surety Seal _____
(U) _____
(V) _____
(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.