

## SECTION 00100 – INVITATION TO BID

WV Community and Technical College System (“WVCTCS”) invites sealed Bids to provide all Work including, but not limited to, labor, material, equipment, supplies, and transportation for:

RFB 25089  
JACKSON COUNTY CENTER WINDOWS AND SIDING  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
107 ACADEMY DRIVE  
RIPLEY, WV 25271

Scope of Work consists of, but is not limited to, providing all labor, material, equipment, supplies, transportation, tools, and incidentals to replace windows and siding as specified and shown in the Bid/Contract Documents.

Technical questions concerning the Bidding Documents shall be directed to McKinley Architecture and Engineering, Fort Henry Building, 1324 Chapline Street, Suite 400, Wheeling, WV 26003; 304-233-0140; & [Projects@McKinleyDelivers.com](mailto:Projects@McKinleyDelivers.com)

Bidding Documents may be requested from the Architect and will be provided (emailed) to Bidders in PDF format at no charge. Paper Bidding Documents may be requested from the Architect by paying actual cost of printing, handling, and shipping; however, such costs are not refundable. Only complete sets will be issued.

Bids shall be submitted in accordance with Bidding Documents issued by the Architect and on the Form of Proposal (Bid Form) provided.

A Mandatory Prebid meeting is scheduled for:

Time: 1:00 PM

Date: October 8, 2024

Location: West Virginia University at Parkersburg, Jackson County Center ,107 Academy Drive, Ripley, WV 25271

Attendance is **MANDATORY**: Bidders must attend the prebid meeting to familiarize themselves with the Project location, site conditions and other relevant information. Subcontractors and material suppliers are encouraged to attend the Prebid Meeting.

The Legal Advertisement, Addenda, and other relevant information concerning RFB 25089 will be posted at the following URL. It is the Bidder’s obligation to check this website for current information: <https://www.wvhepc.edu/resources/purchasing-and-finance/>

The successful Bidder will receive a Purchase Order from the Owner and agrees that all Work will start from date of the Purchase Order and that the Project will be Substantially Complete in number of days or the date identified in the Bid Form (Form of Proposal). 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 time specified. For each calendar day of delay in achieving Substantial Completion, the Contractor shall be liable for and shall pay the Owner Five Hundred Dollars (\$500) per day, not as a penalty but as liquidated damages. 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 must properly document all delays and any claim for an extension of the Contract Time.

Submitting Bids: Sealed Bids will be received by the OWNER at the following location until 3:00 PM, Eastern Time, October 17, 2024, in accordance with the Instructions to Bidders:

Senior Director of Facilities  
RFB 25089  
WV Community and Technical College System  
2001 Union Carbide Drive, Building 2000  
South Charleston, WV 25303

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: 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.

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.