

**SECTION 00100 – INVITATION TO BID**

The West Virginia School of Osteopathic Medicine invites proposals to provide all work including, but not limited to, labor, material, equipment, supplies, and transportation for:

**REQUEST FOR BIDS (RFB) WVSOM-25-P-002**

Roof Replacement for Main Building 'C' and OCS  
Laboratory  
West Virginia School of Osteopathic Medicine  
Main Building  
400 Lee Street North,  
Lewisburg, West Virginia 24901

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

1. Roof Replacement for Main Building 'C' and OCS Laboratory.

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. Deadline for questions is October 29, 2024 at 12:00 p.m.

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

Bidding Documents will be available October 8, 2024, and can be obtained as described below:

Prime Contract Bidders only may contact ZMM, Inc. Architects Engineers **Attn: Receptionist;** [reception@zmm.com](mailto:reception@zmm.com) and request information to access the firm's online ShareFile site for the "Renovations of the Executive Corridor Finishes" project. Once access is gained, Bidders can download Bidding Documents in the form of PDF files at no charge.

Requests for access to documents must be made by email, and those requests received through mail, telephone, fax transmission, or other online communications will not receive a response.

1. 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.

A Pre-bid meeting is scheduled for:

Time: 11:30 AM, Eastern Time  
Date: October 17, 2024  
Place: OCS Classroom, Room # E124, located in  
building 3. Parking is available in lot P5  
West Virginia School of Osteopathic Medicine  
400 Lee Street North, Lewisburg, West Virginia 24901

The Bid Opening is scheduled for:

Time: 10:30 AM, Eastern Time  
Date: November 7, 2024  
Place: OCS Classroom, Room # E124, located in  
building 3. Parking is available in lot P5.  
West Virginia School of Osteopathic Medicine

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, will receive a purchase order and notice to proceed from the Owner after all contract documents are properly completed, executed and returned to the Owner within ten days following receipt of the Owner's written notice of intent to award a contract.

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 (\$1,000.00) 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.

Submitting Bids: Sealed Bids will be received by the OWNER at the following location until 3:00 PM, Eastern Time, **November 5, 2024**, in accordance with the Instructions to Bidders, and Supplementary Instructions to Bidders:

Contracts Department  
RFB WVSOM-25-P-003  
West Virginia School of Osteopathic Medicine  
Main Building  
400 Lee Street North,  
Lewisburg, West Virginia 24901

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: Please deliver bids to the WVSOM Welcome Center/Mail Room, located in Building 3, Room E126. Parking is available in lot P5.

Late Bids and electronically transmitted 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

# WVSOM Campus

## Legend

- |   |    |
|---|----|
| Admissions Center                                   | 1  |
| Main Building                                       | 2  |
| James R. Stookey Library/OCS Lab/Welcome Center     | 3  |
| Fredric W. Smith Science Building                   | 4  |
| Greenbrier Military School Museum                   | 5  |
| Roland P. Sharp Alumni Conference Center            | 6  |
| Center for Technology and Rural Medicine            | 7  |
| Clinical Evaluation Center                          | 8  |
| Maintenance/Shipping/Receiving                      | 9  |
| Lewisburg Detachment for West Virginia State Police | 10 |
| Founders' Activity Center                           | 11 |
| WVSOM Park  | 12 |
| Robert C. Byrd Clinic                               | 13 |
| Student Center/O'Cafe/WVSOM Campus Store            | 14 |
| Clinical and Translational Science Center           | 15 |
| Testing Center                                      | 16 |



WVSOM  
 400 Lee Street North  
 Lewisburg, WV 24901  
 1.800.35.OSTEO  
 www.wvsom.edu