

WEST VIRGINIA WATER DEVELOPMENT AUTHORITY
PARKING LOT CONCRETE WORK

REQUIREMENTS

1. West Virginia Water Development Authority (the Authority) will receive sealed bids for its Parking Lot Concrete Work until 2:00 PM on Tuesday, the 19th day of June 2018, at their office located at 1009 Bullitt Street, Charleston, West Virginia 25301, at which time and place all bids will be publicly opened and read aloud. Bids may be delivered to the Authority office or mailed. Contact person is Mr. Randy Lengyel at (304) 414-6500 ext. 104 or emailed to rlengyel@wvwda.org. All bids shall be labeled as follows in the lower left-hand corner of the envelope:

SEALED BID OPENING:

BID OPENING DATE:

TIME:

PARKING LOT CONCRETE WORK

TUESDAY, JUNE 19, 2018

2:00 O'CLOCK PM

2. The Authority reserves the right to reject any or all proposals and to waive any informality in the bidding. Withdrawal of bids prior to and subsequent to the bid-opening deadline shall be permitted. The Authority anticipates awarding the contract around the 16th of July, 2018.
3. A contract shall be awarded to the lowest responsible bidder whose bid and performance meets the requirements of the specifications.
4. The Contractor shall provide all labor, tools, equipment, and safety equipment, supplies and services necessary to provide the concrete work and the removal of the old asphalt pavement, rock, dirt and debris as required at the following location:

The Authority's Office: 1009 Bullitt Street
Charleston, WV 25301
5. Any interested Contractor may contact the Authority to schedule a visit of the construction area of the Authority's parking lot at the above listed location, prior to the bid closing date and time.
6. The Contractor shall be responsible for all supervision required to satisfactorily perform the requirements of the Contract and shall not engage or use services of subcontractors without prior written approval from the Authority.
7. Employees of the Contractor shall conduct themselves in a businesslike and professional manner at all times.

8. The Contractor will be responsible for contacting MISS UTILITIY OF WEST VIRGINIA concerning the construction area of the Authority's parking lot.
9. The Contractor shall be responsible for any breakage, damage and/or loss of equipment or supplies through negligence resulting from performance of contract duties.
10. The Contractor shall be responsible for advising the Authority Management of any suspicious or unusual items of concern or problems noted while performing this construction work.
11. The Contractor shall comply with all safety instructions regarding operation of equipment and to supply and wear protective equipment where necessary. The Contractor shall exercise safety precautions at all times to prevent injury to him / herself or others.

SERVICES TO BE PERFORMED

The Authority requires asphalt pavement, dirt, rock and debris to be dug out and removed in an area of its parking lot measuring 14 feet wide, 30 feet long, and debt of 8 inches. The contractor will then fill the above described area with a gravel base, tamping in and pouring concrete that is 5000 PSI and no less than 8 inches thick. The construction area of the parking lot is located adjacent to the Authority's trash dumpster. The Contractor will be responsible for digging, along with the removal of, all asphalt pavement, dirt, rock and other debris in addition to any costs or fees associated with this removal.

GENERAL SPECIFICATIONS

1. The Contractor shall be required to carry and submit for approval evidence of worker's compensation (WV statutory limits), comprehensive general liability, occurrence basis policy, and errors and omissions insurance in the amount of \$1,000,000, carried with an "A" rated company as rated by Best and Standard & Poors, etc. and licensed to do business in the state of West Virginia. The Contractor shall be responsible for notifying the Authority in writing of any changes in insurance coverage and shall provide renewal certificates as needed.
2. The Contractor has not entered into any collusion with any person in respect to the bid for this contract.
3. Contractors shall be properly licensed for business with the State of West Virginia and City of Charleston and shall be responsible for payment of any and all fees and taxes required by State and local law with respect to this contract. The Authority is exempt

from sales tax, and a tax exempt certification will be provided the selected Contractor upon request. **Copies of current State and City (If required) Business Licenses shall be provided with the bid.**

4. The contract price shall be a fixed price not subject to increase throughout the contract duration unless the Authority requests a change in the scope of services provided. The Authority reserves the right to increase or decrease the scope of services specified herein by giving the Contractor a thirty (30) day prior written notice. A change in the contract price, whether increased or decreased, shall be negotiated on an hourly rate basis for the work item(s) involved.
5. The Contractor shall be required to submit with the bid a list of no less than three (3) experience references. Such information shall include the name of the contact person, telephone number, and brief description of work performed for each reference listed.
6. Invoices for payment shall be submitted once all work is completed.
7. The Authority reserves the right to terminate the contract for unsatisfactory performance or such other justifiable causes. In the event the Contractor is performing unsatisfactorily, notice of immediate termination shall be given the Contractor in writing. A thirty (30) day prior written notice shall be given of termination for other justifiable causes, e.g., loss or reduction in availability of funding.
8. The Contractor shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).
9. The Contractor shall comply with Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by the Department of Labor regulations (29 CFR Part 5).
10. The Contractor shall indemnify and hold harmless the Authority, its employees and agents for and against any and all liabilities, claims, demands, costs and expenses of every kind and nature, including attorney's fees, arising from injury, death or damage of any person, property or business sustained for any reason resulting or arising from the performance of this contract.
11. Any and all damages to the Authority property shall be repaired equivalent to existing by the contractor at no additional charge to WV Water Development Authority. Prompt

notification must be made to the Executive Director of the Authority within three (3) days, except in emergency situations, prior to proceeding with work.

12. The Contractor shall be required to abide by all Federal, State, and/or local regulations with regard to equal employment opportunity.
13. The Contractor shall be required to abide by all applicable regulations established by the Department of Labor with regard to payment of employees, work hours and all other pertinent regulations governing employees.
14. In order to comply with the law and provisions of the Immigration and Reform and Control Act of 1986, the Contractor must verify that all its employees are United States citizens or aliens authorized to work in the United States.
15. No member, officer or employee of WV Water Development Authority, during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract that may be issued as a result of this contract.
16. Construction must be completed within the timelines specified in the Contract. The Authority will negotiate with the successful bidder a timeline to complete the project.
17. Questions may be directed to Randy Lengyel, at rlengyel@wwwda.org, he can also be reached at (304) 414-6500, extension 104.

**WEST VIRGINIA WATER DEVELOPMENT AUTHORITY
PARKING LOT CONCRETE WORK**

FORM OF BID

LOCATION

PRICE

Office Building/Parking Lot
1009 Bullitt Street
Charleston, WV 25301

TOTAL PRICE \$ _____

Our Company can meet all of the requirements, services to be performed, and general specifications listed in the request for bids. If there are any exceptions, please note them in writing and attach to this bid form.

Bid Submitted By:

Company Name _____

Address _____

Phone Number _____

Fax Number _____

E-mail _____

Bidders Name(s) _____

Title _____

Signature _____

Date _____

Please attach:

- References**
- Copies of Current State and City (If Required) Business Licenses**