

## **REQUEST FOR BIDS**

County Commission of Jefferson County, West Virginia  
ATTN: Jefferson County Engineering, Planning and Zoning  
116 East Washington Street, Suite 100  
Charles Town, West Virginia 25414

Project: WWTP Lagoon Decommission, Swale Development, and Sinkhole Remediation Project

Invitation is extended to bid on the above proposed construction contract as described in the following documents:

- A. Technical Specifications, WWTP Lagoon Decommission, Swale Development, and Sinkhole Remediation Project, dated May 29, 2018.
- B. Drawing Nos. 1 through 10 as follows.
  - 1. Cover Sheet
  - 2. Existing Conditions and Demolition Plan
  - 3. Existing Conditions Plan
  - 4. Sinkhole Remediation and Erosion & Sediment Control Plan
  - 5. Swale and Erosion & Sediment Control Plan
  - 6. Swale Cross Section
  - 7. Sinkhole Details
  - 8. Stormwater Calculations & Details
  - 9. Stormwater Calculations & Details
  - 10. Erosion & Sediment Detail
- C. Agreement between County Commission of Jefferson County and the Contractor covering the work.
- D. Contractors Bid Form (to be submitted as part of the bid).
- E. Exceptions to Request for Bid Requirements form (to be submitted as part of the bid).

## INSTRUCTIONS TO BIDDERS

1. Bid Due Date: July 6, 2018 no later than 3:00 PM.
2. Number of Copies of Bids Required: One (1) original and one (1) copy.
3. Bidder shall seal its Bid Form proposal in a separate mailing envelope marked "BID FOR JEFFERSON COUNTY LAGOON DECOMMISSIONING, SINKHOLE REMEDIATION AND SWALE DEVELOPMENT." Oral and electronically transmitted bids will not be considered. Bids shall be submitted to:

Jefferson County Engineering Office  
116 East Washington Street, Suite 100  
Charles Town, West Virginia 25414

4. A bidders meeting will be held on June 25, 2018 at 11:00 AM at the project site. In case of inclement weather, the meeting will be moved from the project site to the Jefferson County Development Authority (JCDA) Conference Room at 1945 Wiltshire Road, Kearneysville, West Virginia 25430. Attendance at the Bidders Meeting is a prerequisite to bidding the work. Bidders should review the bid documents prior to the meeting and be represented at the meeting by appropriate personnel, prepared to discuss the documents in detail.
5. Site visit - other than for the Bidders Meeting: Before any necessary subsequent visits to the site, bidders must contact Mr. Joe Kent of the Jefferson County Engineering Office at (304) 725-2998 and make arrangements at least two days before the visit.
6. If discrepancies are found in the bid documents, the precedence of documents shall be:
  - a. Agreement and Exhibits Thereto
  - b. Request for Bid: Instruction to Bidders
  - c. Technical Specifications
  - d. Drawings
7. If bidders find discrepancies or omissions, or are in doubt as to the meaning of the contract documents, they shall immediately notify K. Joe Knechtel of Potesta & Associates, Inc. at (304) 540-0180.

For Potesta & Associates, Inc. to properly respond to bidders' questions, notification must be received no later than June 28, 2018.

Upon receipt of such notice, all bidders will be furnished additional information as necessary to make the bidding uniform. County Commission of Jefferson County will not be responsible for any oral instructions.

8. All drawings, specifications, reports, test results, plans, and documents included with this inquiry are the property of Potesta & Associates, Inc. and County Commission of Jefferson County. No information or data contained therein shall be used or reproduced without the specific written permission of both parties.
9. Bidders shall itemize on the enclosed form "Exceptions to Request for Bid Requirements" any and all EXCEPTIONS to this Request for Bid, including EXCEPTIONS to the Agreement. If no EXCEPTIONS are taken, Bidder shall indicate this on the form. THE COMPLETED FORM SHALL BE SUBMITTED AS PART OF THE BID.
10. Bidders shall include with their bid a list of all subcontractors proposed for use and shall provide a copy of current contractor's license for bidder and all subcontractors proposed.
11. Bidder will provide information with his bid to demonstrate bidder's capabilities and experience for similar construction projects. Bidder will identify the superintendent proposed for this project and provide a brief resume of the superintendent's relevant construction supervisory experience and training.
12. Bidder is advised of the following proposed schedule for the work.

Bid Due Date:	July 6, 2018
Evaluate Bids, Select Contractor:	July 12, 2018
Contractor Begins Construction:	August 13, 2018
Construction Complete:	October 19, 2018

Bidder agrees that this bid is good for a period of 60 days from the bid due date.

Bidder shall submit a proposed schedule with this bid.

13. The Jefferson County Commission, Owner reserves the right to waive any informality in the bids and/or any formality in the bids submission process; and the right to reject any or all bids.
14. The successful bidder shall provide and deliver to County Commission of Jefferson County, at the time of execution of the Agreement, and prior to the performance of work, satisfactory surety bonds in an amount of not less than one hundred percent (100%) of the contract sum which shall include a Performance Bond and Labor and Material Payment Bond, with sureties acceptable to County Commission of Jefferson County, for faithful performance of the contract within the time specified.
15. A bid bond in the amount of 5 percent of the Bidder's total bid shall be submitted with the bid. Bid bonds will be held until award of the project and executed Agreement covering the Work, or 60 days, whichever occurs first.

16. All bids shall include (see above items for detailed information);
  - a. Contractor's Bid Form,
  - b. Exceptions to Request for Bid Requirements Form,
  - c. Bid Bond,
  - d. Copy of current licenses,
  - e. Information of contractor's and subcontractor's capabilities and experience,
  - f. Superintendent's resume, and
  - g. Proposed schedule.

## CONTRACTOR'S BID FORM

### *WWTP Lagoon Decommission, Swale Development & Sinkhole Remediation Jefferson County, West Virginia*

Item No.	Quantity		Description	Amount
12.0	1	LS	Mobilization and Demobilization (Limited to 10% of Total Bid)	
13.0	1	LS	Quality Control (Limited to 3% of the Total Bid)	
14.0	1	LS	Site Preparation (Limited to 10% of Total Bid)	
14.1	1,225.0	LF	Silt Fence	
14.2	1.0	EA	Construction Entrance	
14.3	87.0	LF	Diversion Ditches (DD3)	
14.4	581.0	LF	Diversion Dike (DD1 & DD2)	
14.5	990	SY	Erosion Control Matting	
15.1	5,900.0	CY	On-site Material	
15.2	2,025.0	CY	Off-site Soil Borrow Material	
17.0	1	LS	Sinkhole Remediation	
18.0	1	LS	Demolition and Removal of Sewage Lagoon Structures (Limited to 5% of Total Bid)	
19.0	4.63	AC	Revegetation	
<b>TOTAL:</b>				
Total Price (written in words)				

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Bidder's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Facsimile No.: \_\_\_\_\_

Email: \_\_\_\_\_

## EXCEPTIONS TO REQUEST FOR BID REQUIREMENTS

### *WWTP Lagoon Decommission, Swale Development and Sinkhole Remediation Jefferson County, West Virginia*

Bidders shall itemize below any and all EXCEPTIONS to this request for bid, including EXCEPTIONS to the Agreement and related documents contained herein. **BIDDERS' BOILERPLATE OR STANDARD TERMS AND CONDITIONS MAY NOT BE SUBMITTED AS A SUBSTITUTE OR REPLACEMENT FOR COUNTY COMMISSION OF JEFFERSON COUNTY'S PROPOSED AGREEMENT OR RELATED DOCUMENTS. NONCOMPLIANCE MAY RESULT IN REJECTION OF YOUR BID.**

Each EXCEPTION shall be referenced to the applicable section/article of the Request for Bid and the attached documents. Any descriptive information or additional data offered in support of the EXCEPTION shall be included. Any EXCEPTIONS mutually agreed to between successful Bidder and County Commission of Jefferson County will be included in the final Agreement. If Bidders take no EXCEPTIONS to this Request for Bid, it shall be so stated on this form.

This portion of the proposal shall contain only EXCEPTIONS to this Request for bid, their explanations, and suggested alternatives. No EXCEPTIONS will be binding unless specifically included in the final Agreement.

Exception No.	Document Name	Page No.	Article/ Section No.	Explanation Alternatives

No EXCEPTIONS taken to the Request for Bid, the Agreement, or related documents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title and Company Name