

ADVERTISEMENT FOR BIDS

Jefferson County Parks & Recreation Commission

JEFFERSON COUNTY, WEST VIRGINIA

James Hite Park PICKLEBALL COURTS

General Notice

Jefferson County Parks and Recreation Commission is requesting bids for the planning, design and construction of the following Project:

James Hite Park Pickleball Courts

Bids for the construction of the Project will be received at the Jefferson County Community Center, located at 235 Sam Michaels Lane, Shenandoah Junction, WV 25442 until Friday, November 22, 2024, at 10:00 am. At that time the bids received will be publicly opened and read. The bids will then be reviewed and approved at a meeting of the Jefferson County Parks & Recreation Commission. A mandatory pre-bid meeting will be held on site, at James Hite Park, on November 8, 2024 at 10:00 a.m.

The Project includes the following Work:

The project will consist of the design and construction of three (3) pickle ball courts at James Hite Park. Work will include design, site work, obtaining the proper state and local permits, utilizing the necessary protective measures and the actual installation of the courts as well as include parking lot, sidewalk, fencing, windscreens, netting and post and several other miscellaneous items.

Bid Documents and additional information regarding the RFP can be found on our website at www.jcprc.org or by contacting Jennifer Myers at jmyers@jcprc.org.

Request for Proposals

James Hite Park Pickleball Courts

Jefferson County Parks and Recreation Commission

Project Location

James Hite Park is located at 2545 Hite Road, Kearneysville, WV 25430. The courts will be located toward the middle of the park, past the main entrance.

Project is being funded by a Land and Water Conservation Fund Grant.

1. Scope

A. Layout, Design and Construction of three (3) Pickleball Courts

- Approval of site plan layout
- Design of pickleball courts
- Grade out area for Pickleball Courts
- Grade out area for parking lot
- Grade out area from sidewalk from parking lot to Pickleball Courts
- Apply acrylic playing surface
- Stripe the Pickleball Courts with one coat of primer and two coats of texturized white line paint. Owner will pick the colors.
- Install black coated 10' fencing around Pickleball Courts
- Install Windscreens
- 2 gates entering Pickleball Courts from sidewalk
- Install net posts and nets
- Clean work site thoroughly

2. Bid Requirements

- Itemized breakdown of cost for each item listed above which should include the demolition and removal.
- Timeline for completing project.
- Plan for maintaining a safe and useable park for the duration of the project.
- The Contractor shall walk the site at the close of every workday to assure it is either free of waste material and rubbish, or the waste material and rubbish is secured in a container that is inaccessible to park patrons.
- Must be able to provide copies of Business License, Workman's Compensation, Certificate of Liability Insurance, W9.
- Attendance at pre-bid meeting.

3. Award

The contract for this project may be awarded to the contractor who, in the opinion of Jefferson County Parks and Recreation Commission, provides the best value for the department and community. This project will be awarded once all bids have been reviewed by staff and approved by the Jefferson County Parks & Recreation Commission. All bids shall be clearly marked "James Hite Park Pickleball Courts Bid Opportunity", bids received by fax or email will not be accepted. **All proposals must be received by 10:00 a.m.; Friday, November 22, 2024.** Questions regarding the RFP may be directed to Jennifer Myers, Director at jmyers@jcprc.org.

Note: This sheet must be completed and submitted with the bid

**Jefferson County Parks & Recreation Commission
James Hite Park Pickleball Courts**

Bidder's Acknowledgement

Bidder's Name:

Contact Person:

Mailing Address:

City, State, Zip:

Email Address:

Telephone Number (best way to reach you):

The undersigned acknowledges the following:

A. Examination of the bidding documents.

B. The number and amount of other contracts and awards pending which I am or will become obligated to perform, now and during the course of my work on this project, will not interfere with or hinder the timely prosecution of my work.

Bidder's Signature: _____ Date: _____

Note: This sheet must be completed and submitted with the bid.

**Jefferson County Parks & Recreation Commission
James Hite Park Development**

Bidder's Name:

References

Organization:
Mailing Address:

City, State, Zip:

Telephone Number:

Length of Association:

Organization:

Mailing Address:

City, State, Zip:

Telephone Number:

Length of Association:

**Jefferson County Parks & Recreation Commission
James Hite Park Pickleball Courts**

Environmental Practices

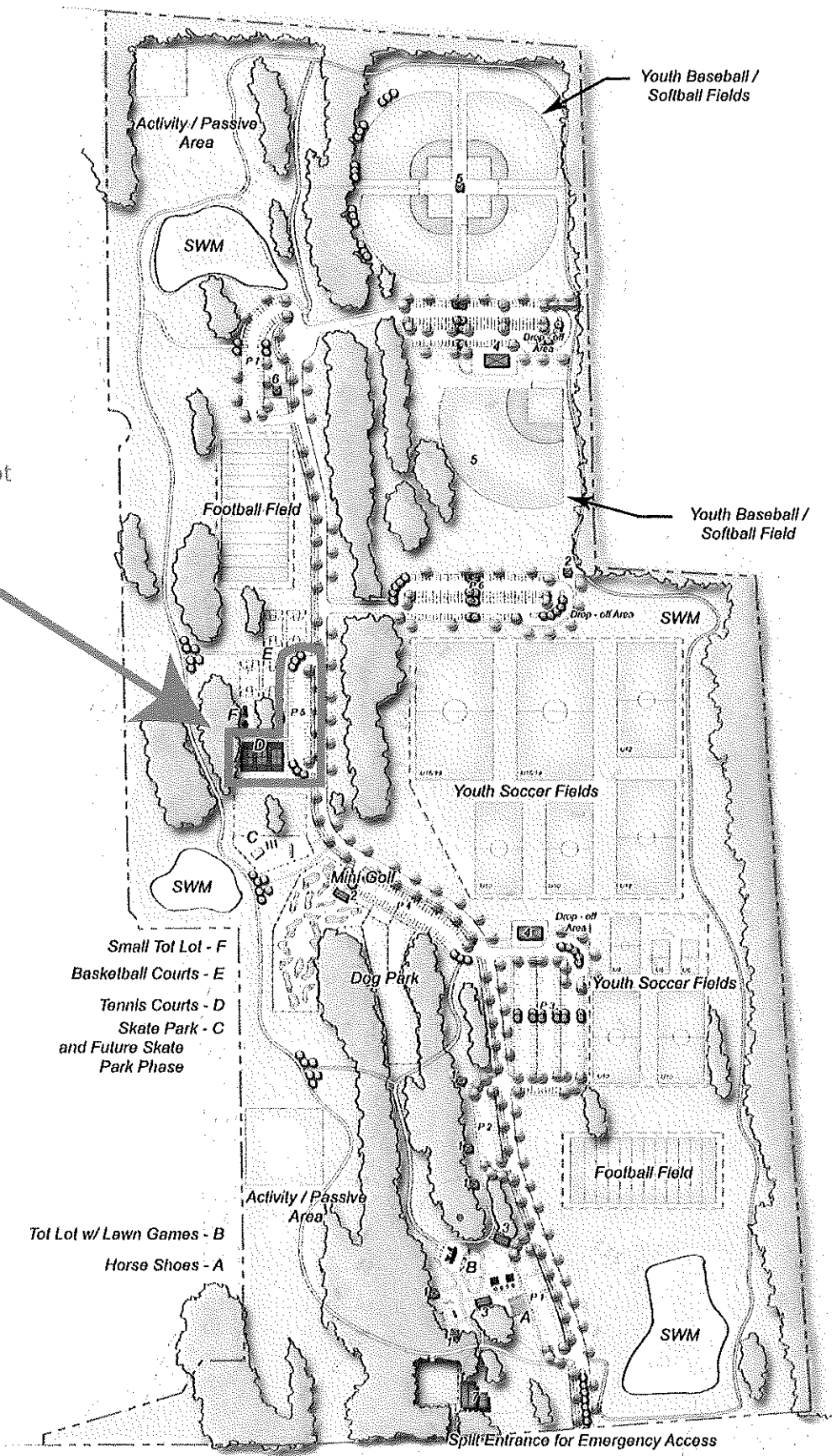
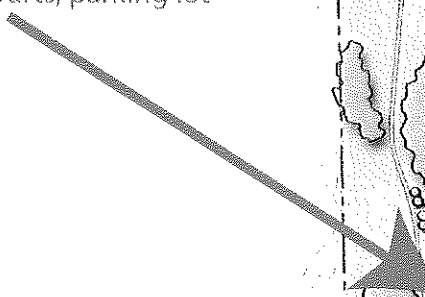
The Jefferson County Parks & Recreation Commission recognizes the irreplaceable value of a healthful environment for our patrons and is committed to protecting the environment while meeting the recreational needs of the community.

The Contractor Agrees to the following:

- We will operate in compliance with all applicable environmental laws and regulations and strive to exceed the minimal legal obligations for environmentally sound practices.
- We will consistently encourage environmentally responsible procedures for our employees and continually improve our environmental performance.
- We will continuously promote environmental awareness and model “best practices” in environmental responsibility to the public we serve.
- We will plan and budget with protecting the environment as a core value to minimize curtailing of environmentally sound decisions due to budgetary constraints.

Bidder's Signature: _____ Date: _____

3 pickleball courts, parking lot



Youth Baseball / Softball Fields

Youth Baseball / Softball Field

Small Tot Lot - F
 Basketball Courts - E
 Tennis Courts - D
 Skate Park - C
 and Future Skate
 Park Phase

Tot Lot w/ Lawn Games - B
 Horse Shoes - A

Split Entrance for Emergency Access