

BECKLEY SANITARY BOARD
RALEIGH COUNTY, WEST VIRGINIA
PINEY CREEK WASTEWATER TREATMENT PLANT ADMINISTRATION BUILDING
ROOF REPLACEMENT PROJECT

BID SPECIFICATIONS, GENERAL BIDDING REQUIREMENTS

The project will consist of replacing an existing 4,800 square-foot EPDM roof on the Administration Building at the Piney Creek Wastewater Treatment Facility, 700 Piney Plant Road, Beckley, WV 25801.

The scope of work is outlined as follows:

- Acquire and Deliver to the Job Site all necessary materials and supplies to complete the job.
- Remove and dispose of existing roof membrane
- Attach new ½” recovery board insulation
- Mechanically attach new 0.045 reinforced EPDM membrane
- Install all flashing and detail work in accordance with manufacturer’s specifications.
- Fabricate and install new 24-gauge Kynar finished edge metal
- Remove and dispose of all debris generated by the project
- Conduct a detailed post job inspection with the project owner
- Secure manufacturer’s technical inspection of the completed project
- Provide a two-year contractor’s warranty
- Provide manufacturer’s fifteen-year labor and material NDL (No Dollar Limit) warranty

The Work will be substantially completed within 90 calendar days after the date when the Contract Times commence to run and completed and ready for final payment within 120 days after the date when the Contract Times commence to run. Liquidated damages shall be \$1,000 per day.

Section 1 - GENERAL REQUIREMENTS

1.01 Receipt and Opening of Proposals

- A. The City of Beckley Sanitary Board invites sealed bids on the forms attached hereto. All blanks must be appropriately filled in. Bids must be received at the Beckley Sanitary Board Office, 301 South Heber Street, Beckley, West Virginia 25801 no later than 2:00 P.M. local prevailing time, on **Friday, April 7, 2023**. Sealed bids, properly submitted, will then be publicly opened and read aloud.
- B. The Sanitary Board may consider informal any proposal not prepared and submitted in accordance with the provisions hereof and may waive any informalities and reject any and all bids. Any proposal may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any proposal received after the time and date specified shall not be considered. No bidder may withdraw a bid within ninety (90) days after the actual date of the opening.
- C. Award will be made to the responsible firm whose proposal is most advantageous to the Sanitary Board with price and other factors considered.

1.02 Preparation of Bid Proposal

- A. The Bid Submission shall be by a two-envelope system.
 - a. Envelope No. 1 must have the following information presented on the front: Name and Address of Bidder and "Bid on Roof Replacement"
 - b. Envelope No. 2 must be labeled "Bid Proposal" and shall be placed inside Envelope No. 1.
- B. Each proposal shall be submitted attached to the prescribed form. All blank spaces for prices shall be filled in (ink or typewritten) with both words and figures. In case of discrepancy, the amount in words shall govern.
- C. All copies of the Bid and other documents required to be submitted shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to the Beckley Sanitary Board and shall be identified with the words "Roof Replacement" and the Bidder's name and address written on the outside of the envelope containing the Bid. If the Bid is sent by mail, the sealed envelope containing the proposal shall be enclosed in a separate mailing envelope with the notation "**SEALED BID ENCLOSED**" on the face thereof. Other documents to include in Envelope No. 1 shall include:
 - a. copy of valid WV contractor's license;
 - b. valid bid bond;
 - c. copy of worker's compensation certificate of coverage,
 - d. drug free workplace affidavits, and
 - e. "Envelope No. 2".

- D. Bids shall be received at the Board office prior to the advertised time and date for receipt of Bids. The Bidder shall assume full responsibility for timely delivery at the designated location.
- E. Oral, telephonic or telegraphic Bids are invalid and will not receive consideration.
- F. A Bid may not be modified, withdrawn or canceled by the Bidder during the stipulated time period following the time and date designated for the receipt of Bids and each Bidder so agrees in submitting a Bid.
- G. Prior to the time and date designated for the receipt of Bids, a Bid submitted may be modified or withdrawn by notice to the Board. Such notice shall be in writing over the signature of the Bidder or by telegram; if by telegram, written confirmation over the signature of the Bidder shall be mailed and postmarked on or before the date and time set for receipt of Bids. A change shall be so worded as not to reveal the amount of the original Bid.
- H. Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids provided they are in full conformance with these instructions to bidders.
- I. Potential bidders may review the project site prior to bidding. Site reviews shall be scheduled in advance by contacting Chad Buzminsky, Piney Creek Plant Manager at 304-256-1789.

1.03 Qualifications of Bidder

- A. The Sanitary Board may make investigations it deems necessary to determine the ability of the Bidder to provide a satisfactory product. The Bidder shall furnish to the Sanitary Board all such information and data for this purpose that the Sanitary Board shall request. The Sanitary Board reserves the right to reject any proposal, if the evidence submitted by, or investigation of, the Bidder fails to satisfy the Sanitary Board that the Bidder is not properly qualified to carry out the obligations or the equipment fails to meet minimum specifications. Conditional proposals will not be accepted.

1.04 Award of Contract

- A. The Contract is awarded when a motion to award the contract is passed by the Sanitary Board of Beckley and formal notice of award or letter of intent has been served by the Sanitary Board.
- B. A five percent (5%) bid preference will be given to any Bidder with a mercantile establishment located in the City of Beckley, and who meets certain other requirements.

1.05 Time of Completion

- A. Each bidder shall submit within their bid an estimated completion time of the project.

1.06 Insurance

- A. A Contractor's General Liability policy shall be purchased and maintained by the Contractor to protect him from claims under workers compensation acts and other employee benefits acts; claims for damages because of bodily injury, including death; from claims for damages other than to the work itself; to property which may arise out of or result from the Contractor's operations under this contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. The Comprehensive General Liability policy shall include Contractor's Liability, Premises Operations and Contractual Liability coverage (maintained for one year after contract completion), Owner's Protective Liability and Comprehensive Automobile Liability coverage. This insurance (personal injury and property damage separately) shall be written for not less than \$500,000 each occurrence and \$1,000,000 aggregate.
- B. Certificates of specified insurance shall be filed with the Owner within 15 days of notice of award and prior to commencement of the work.
- C. Contractor shall maintain required West Virginia Workers Compensation insurance. A copy of the Worker's Compensation Certificate of Coverage shall be attached to the bid documents.

1.07 Bid, Performance and Payment Bonds

- A. The contractor shall obtain and submit with the bid a valid bid bond
- B. Upon contract award, the contractor shall obtain performance and payment bonds for the project.

1.08 Prevailing Wage

Prevailing and/or Davis-Bacon Wage rates do not apply to this project.

1.09 Drug-Free Workplace

The CONTRACTOR understands and agrees to the following:

1. That the CONTRACTOR, and all SUBCONTRACTORS, has implemented its drug-free workplace policy;
2. Cancellation of the Contract will occur if the CONTRACTOR or its SUBCONTRACTORS:

- a. Fails to implement its drug-free workplace policy;
 - b. Fails to provide information regarding implementation of the CONTRACTOR'S or its SUBCONTRACTOR'S drug-free workplace policy at the request of the OWNER; or
 - c. Provides to the OWNER false information regarding the CONTRACTOR'S or SUBCONTRACTOR'S drug-free workplace policy.
3. The Contractor and each of its Subcontractors are required to implement and maintain a written drug-free workplace policy in compliance with West Virginia Code § 21-1D-1 et seq. The Contractor and each of its Subcontractors shall provide affidavits in writing, under penalties of perjury, that they maintain a valid drug-free workplace policy in compliance with West Virginia Code § 21-1D-1 et seq. The Contractor shall submit a plan to implement its drug-free workplace policy prior to execution of the contract pursuant to West Virginia Code § 21-1D-1 et seq. The Contractor will provide the Subcontractors' affidavits to the Owner.

1.10 State Sales Tax

Since the OWNER is a public utility service, the purchase of services, supplies, and materials to be used or consumed by the Contractor in the construction of this project are exempt from State Sales Tax. Per West Virginia Code 11-15-8d and Administrative Notice 2007-19 issued by the West Virginia State Tax Department, this exemption can be accomplished by the Contractor utilizing one of the following methods:

- A. Pay the appropriate amount of State Sales Tax at the time of purchase and obtain a refund for the taxes paid from the State Tax Department, or
- B. Obtain the OWNER's direct pay permit number and utilize the "Special Contractors Exempt Purchases Certificate" to make purchases free of the State Sales Tax.

If the method described in B. above is utilized, the OWNER will provide the Contractor with the direct pay permit number.

1.11 Standards and Substitutions

- A. The materials, products and equipment described in the Bid Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution. Where a material, product and/or equipment is identified as "or approved equal", Bidder shall have the use of alternate material, product or equipment approved prior to inclusion in the proposal. Unless specifically stated otherwise, the Bidder shall assume the phrase "or equal" will place the burden upon the Bidder to prove such equality. Failure to provide an approved equal product may result in disqualification of proposal.
- B. Request for interpretation of the specifications or approval of equal products shall

be addressed in writing to General Manager, Beckley Sanitary Board, P. O. Box 2494, Beckley, West Virginia 25802 and to be given consideration, must be received at least five (5) days prior to the bid opening date. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be mailed to all prospective bidders (at the respective addresses furnished for such purposes), not later than three (3) days prior to the bid opening date. Failure of any bidder to receive any addenda or interpretation shall not relieve such bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the Contract Documents.

- C. Conditional proposals are not acceptable.
- D. If the Board approves a proposed substitution prior to receipt of bids, such approval will be set forth in an Addendum. Bidders shall not rely upon approvals made in any other manner. Deviations from the specifications shall be noted on the Bid Form. Major deviations may be cause for rejection of Bid. Unauthorized substitutions shall not be accepted.
- E. Substitutions will not be considered after the Bid award.

1.12 Payment

- A. Payment shall be based upon the submission of an invoice. Invoices shall reflect materials purchased and labor completed. Payment will be made after board approval, typically in less than 30 days.
- B. The board will retain 10% retainage from payment. Retainage will be paid once project is complete and accepted by owner.

Section 2 - PROJECT

2.01 DESCRIPTION AND SCOPE OF THE PROJECT

- A. This project will be constructed at the Board's Piney Creek Wastewater Treatment Plant located at 700 Piney Creek Road, Beckley, West Virginia.
- B. The purpose of the project is to replace the roof on the Administration Building due to its poor condition to prevent water from infiltrating the building.
- C. As part of this Bid package, each bidder will supply the estimated completion time of the project.
- D. At completion the roof must be properly installed with all flashing and detail work installed in accordance with manufacturer's specifications.

- E. The roof replacement project shall include all costs for labor and equipment to meet the following specifications:
1. Remove and dispose of existing roof membrane
 2. Attach new ½” recovery board insulation
 3. Mechanically attach new 0.045 reinforced EPDM membrane
 4. Install all flashing and detail work in accordance with manufacturer’s specifications
 5. Fabricate and install new 24-gauge Kynar finished edge metal
 6. Remove and dispose of all debris generated by the project

BID PROPOSAL

TO: City of Beckley Sanitary Board
301 South Heber Street
P. O. Box 2494
Beckley, West Virginia 25802

The undersigned, having familiarized themselves with the specifications and the conditions affecting the cost of the work and all components of the Bid Documents, hereby proposes to furnish necessary labor and materials to complete the project described herein.

List Addenda Received: _____

Completion of Project as specified and described:

Cost of Project \$ _____

(In Words)

ESTIMATED TIME OF COMPLETION: _____

In submitting this proposal, it is understood that the Sanitary Board reserves the right to reject any or all bids and to waive any informalities in the bidding.

It is agreed that this bid may not be withdrawn for a period of ninety (90) days from the opening, and that prices are valid for at least ninety (90) days from the award of bid.

By: _____
(Signature of Bidder's Authorized Representative)

(Printed or Typed Name of Bidder's Authorized Representative)

Title of Signatory: _____

Date: _____

Official Address: _____

Telephone No. _____