

## INVITATION TO BID

Mountwest Community & Technical College (hereinafter referred to as Owner) invites proposals to provide all Work, including but not limited to labor, material, equipment, supplies, and transportation for **Cybersecurity Renovations** for Mountwest Community & Technical College, One Mountwest Way, Huntington WV 25701.

All bids must be submitted in accordance with the Bidding Documents issued by the Architect, Edward Tucker Architects, Inc., 1401 Sixth Avenue, Huntington WV 25701 - and this Invitation to Bid. Sealed bids are to be delivered to Mountwest Community & Technical College, One Mountwest Way, Huntington, WV 25701, attn: Peter Andrew Smith, Director of Business Services, on or before **2:00 P.M., on Thursday, February 1, 2024**, at which time they will be publicly opened and read aloud.

If bids are submitted by postal or other delivery services, they must arrive prior to the time stated above and be enclosed in an outer envelope identified with "Cybersecurity Renovations – Mountwest Community & Technical College" highlighted on the outside of the outer envelope.

This Project is a renovation of two existing classrooms to create a Cybersecurity Training Lab with interactive digital simulation areas. The Project is located on the Second Floor and is accessible from a main corridor. The Project area is approximately 1,200 square feet. Construction work includes selective interior demolition, interior partitions, glazing, doors, interior finishes, casework, acoustical panels. The existing mechanical system shall be reused with modifications to ductwork, diffusers, etc. New lighting, electrical, fire protection and IT/data infrastructure work is included.

Bid Documents for the Stipulated Sum contract will be available on January 12, 2024 from C & B Blueprint, Inc., 824 6th Street, Huntington WV 25701, for a refundable deposit of \$250.00 for each set. Deposits will be refunded to Bidders who return the Bidding Documents, in good condition, within ten (10) days following the Bid Opening. Partial sets will not be issued. Bid Documents may be viewed at the office of the Architect, the Owner, McGraw-Hill Dodge Reports, Reed Construction Data, Contractor's Association of West Virginia, Parkersburg-Marietta Contractor's Association, Ohio Valley Construction Employer's Council, and the Construction Employer's Association of North Central West Virginia.

A **Pre-Bid Meeting** will be held at **11:00 AM on Tuesday, January 23, 2024**, at the Project site, followed by a walk-through of the Project area and surroundings. Attendance is mandatory for Prime Bidders. Prime Bidders **MUST** attend the pre-bid meeting to familiarize themselves with the Project. Should any Bidder fail to attend, their Bid will be disqualified.

Due to funding source restrictions, the work must be completed with all invoices paid on or before July 31, 2024.

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 \$500.00 per day, not as a penalty but as liquidated damages. For each calendar day of delay in achieving Final Completion, the Contractor shall be liable for and shall pay half of the amount of liquidated damages stated above, plus any and all 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. All delays and any claim for extension of the Contract's Time must be properly documented in accordance with the Contract Documents by the Contractor.

All bids must comply with Chapter 21, Article 11 of the West Virginia State Code "West Virginia Contractor Licensing Act."

Submit offer on the Bid Form provided. The Owner intends to issue a letter of intent to award a contract within 30 days of the bid date; however, bidders will be required to submit offer under a condition of irrevocability for a period of 60 days after submission. The Owner reserves the right to accept or reject any or all bids, to waive informalities, and to re-advertise.

Mountwest Community & Technical College  
Peter Andrew Smith, Director of Business Services



## INVITATION TO SUBMIT A WRITTEN BID

Mountwest Community & Technical College invites Sealed Written Bids (or Quotations) to provide all Work, including but not limited to labor, material, equipment, supplies and transportation, for:

CYBERSECURITY RENOVATIONS  
MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
ONE MOUNTWEST WAY  
HUNTINGTON, WEST VIRGINIA 25701

All Bids must be prepared and submitted in accordance with this Invitation to Submit a Written Bid and the Construction Documents issued by the Architect.

Construction Documents may be obtained from:

C&B Blueprint, Inc.  
824 Sixth Avenue  
Huntington, WV 25701-2618  
(304) 525-2175  
[www.cbblueprint.com](http://www.cbblueprint.com)

### SCOPE OF WORK

This Project is a renovation of two existing classrooms to create a Cybersecurity Training Lab with interactive digital simulation areas. The Project is located on the Second Floor and is accessible from a main corridor. The Project area is approximately 1,200 square feet.

Construction work includes selective interior demolition, interior partitions, glazing, doors, interior finishes, casework, acoustical panels. The existing mechanical system shall be reused with modifications to ductwork, diffusers, etc. New lighting, electrical, fire protection and IT/data infrastructure work is included.

Questions related to bidding requirements and conditions should be directed to:

Peter Andrew Smith  
Director of Business Services  
Mountwest Community & Technical College  
One Mountwest Way  
Huntington, WV 25701  
Office (304)-710-3509  
Fax (304)-710-3531  
Email: [smithp@mctc.edu](mailto:smithp@mctc.edu)

Technical questions concerning the Construction Documents should be directed to the Architect:

Phoebe Randolph, AIA  
Edward Tucker Architects, Inc.  
1401 Sixth Avenue  
Huntington, WV 25701  
(304) 697-4990

A \$250.00 deposit is required for each set. Bidders are limited to two (2) sets each. Deposits will be refunded to Bidders who submit a bona fide Bid and return the Bidding Documents, in good condition, to the Architect within ten (10) days following the Bid opening. Bidders and material suppliers may procure additional sets of Bidding Documents at actual cost. Only complete sets will be issued.

A mandatory pre-bid meeting is scheduled for January 23, 2024, at 11 a.m. at the Project site. A visit of the Project site and surroundings will occur immediately after the meeting. All Prime Bidders must attend to familiarize themselves with the Project and be eligible to submit a bid.

Written Bids shall be submitted on the Form of Proposal bound into the Project Manual.

Bidders must acknowledge receipt of each addendum by completing, signing, and enclosing with their bid the Addenda Acknowledgement Form bound into the Project Manual. Failure to include a completed Addenda Acknowledgement Form may be cause for the Quotation to be rejected.

A certified check in the amount of five percent (5%) of the total Bid, or a satisfactory Bid Bond furnished by a solvent surety company authorized to do business in the State of West Virginia in an amount equal to five percent (5%) of the total Bid, must be submitted by each Bidder with the Bid.

Sealed Bids shall be received by the Owner at the following location until 2:00 p.m. EST on February 1, 2024. Bid Packages shall be delivered to the attention of:

Peter Andrew Smith  
Director of Business Services  
Mountwest Community & Technical College  
One Mountwest Way  
Huntington, WV 25701

Each Bid Package shall be enclosed in a sealed, self-addressed, opaque envelope plainly marked:

**SEALED QUOTATION**

Proposal for:

**CYBERSECURITY RENOVATIONS  
MOUNTWEST COMMUNITY & TECHNICAL COLLEGE**

Contractor must be a registered vendor with the Purchasing Section of the West Virginia Department of Administration. Bids will be rejected from any vendor not properly registered with the Purchasing Section prior to issuance of a Purchase Order.

West Virginia State Code §21-11-2 requires that all persons desiring to perform contractual work in this State must be duly licensed. The West Virginia Contractor Licensing Board is empowered to issue the Contractor License. Application for a Contractor License may be made by contacting the West Virginia Department of Labor, 1800 Washington Street East, Charleston, WV 25305; telephone (304) 558-7890.

West Virginia State Code §21-11-11 requires any prospective Contractor to include the Contractor License number on their Quotation. The successful Contractor will be required to furnish a copy of their Contractor License prior to issuance of Purchase Order/ Contract.

To the extent allowed by West Virginia Code, the Owner reserves the right to waive any informality or irregularity in any Bid or Quotations and to reject any or all Bids in whole or in part; to reject any condition of the Bid that is in any way inconsistent with the requirements, terms and conditions of the Construction Documents; or to reject a Bid that is in any way incomplete or irregular.

Bids may not be modified or withdrawn for a period of sixty (60) days after receipt of Bids.

The successful Bidder will be required to execute a Contract, provide a Performance Bond and a Labor and Material Payment Bond for 100 percent of the contract award, comply with all of the rules and regulations of the West Virginia Workers Compensation Fund and provide evidence of insurance coverage to the minimum limits required by the Contract Documents.

The successful Bidder and all Subcontractors shall pay workers no less than the minimum wage rates as determined by the U.S. Department of Labor – Davis-Bacon Act.

Any work performed or any material contracted prior to receipt of the Owner's written Notice to Proceed and/or Purchase Order shall be at the Bidder's risk.

The Bidder, if successfully awarded a Contract, agrees that all Work is to be Substantially Complete within the time limitations stated in the Form of Proposal.

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 \$500.00 per day, not as a penalty but as liquidated damages. For each calendar day of delay in achieving Final Completion, the Contractor shall be liable for and shall pay half of the amount of liquidated damages stated above, plus any and all 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. All delays and any claim for extension of the Contract's Time must be properly documented in accordance with the Contract Documents by the Contractor.

## **END OF INVITATION TO SUBMIT A WRITTEN QUOTATION**