

FACILITIES MANAGEMENT REQUEST FOR BID INFORMATION SHEET

1. Who will be the Project Manager?

Address

Address

City

State

Zip Code

Phone Number

Email

2. What will be the Project Name?

3. What is the TMA Project Number Assigned to this Project?

4. TMA Req. #

5. Oracle Req. #

6. What is the estimated Construction budget?

7. What campus of West Virginia University will the Project take place?

8. What Unit/Department/College is requesting this Project?

9. What County will the Project take place in?

10. Where is the physical location of this Project?

Address

Address

City

State

Zip Code

11. Will there be a Pre-Bid Conference associated with this Project?

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12. If applicable, where will the conference be held? _____

Address _____

City State _____ Zip Code _____

13. What date will the conference be held? _____ Eastern Standard Time

14. The date and time for cut off for questions? _____

Eastern Standard Time

15. The Architect of record for this Project is? _____

Bidding Documents may be obtained? Name _____

Address _____

Address _____

City _____ State _____ Zip Code _____

If no Architect, leave information blank and indicate no architect below:

No Architect

Phone Number _____

Fax Number

Email _____

16. What, if any, are the instructions to obtain Bidding Documents?

17. What are the required Substantial and Final Completion Dates?

Substantial Completion within _____ Consecutive Calendar Days

Date Certain _____

Final Completion within _____ Consecutive Calendar Days

Date Certain _____

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18. Does this Project require a Maintenance Bond for the full value of a roofing system? Yes No

19. Is the Bidder required to fill out a Pre-Qualification Statement?

Pre-Qualification Statement required? Yes No

West Virginia University Procurement, Contracting & Payment Services Section

20. PCPS Procurement Responsible Staff?

C/O _____	Phone Number _____
Address _____	_____
Address _____	Email _____
City _____ State _____ Zip Code _____	

21. What date will the Request for Bid be due?

22. What is the Request for Bid Identification Number?

***NOTE* YOU MUST FILL OUT LD'S & SCOPE OF SERVICES ON FORM**

Document - Request for Bid Solicitation

West Virginia University
Procurement, Contracting & Payment Services
One Waterfront Place 3rd Floor PO Box 6024 Morgantown, WV 26506-6024

www.wvu.edu
e: pcps@mail.wvu.edu
v: 304.293.5711 f: 304.293.8152

ARTICLE 1 - INTRODUCTION

West Virginia University (WVU), founded in 1867, is located in Morgantown, West Virginia, a city of nearly 29,000 residents. As of the Fall 2007 semester, WVU's enrollment is 28,113 students from all 55 WV counties, 49 states, the District of Columbia, 2 Territories (Puerto Rico and Virgin Islands) and 99 nations. Through 15 colleges and schools, WVU offers 185 bachelors, masters, doctoral and professional degree programs. WVU ranks nationally in the number of students who have garnered prestigious scholarships, including 25 Rhodes Scholars, 18 Truman Scholars, 30 Goldwater Scholars, 2 British Marshall Scholars, 2 Morris K. Udall Scholars, and 5 USA Today All-USA College Academic First Team Members.

WVU is a Research University - high research activity institution as classified by the Carnegie Classification of Institutions of Higher Education -- based on the complexity and breadth of the institution's mission. As West Virginia's major research and development center and only comprehensive doctoral-granting institution, WVU faculty conducts over \$138 million in sponsored contracts and grants per year. WVU has earned an A+ rating from Standard and Poor's and an A1 rating from Moody's representing the overall strength of WVU financial health. WVU employs 1,925 instructional faculty members, 16 of whom have been named Carnegie Foundation Professors of the year for West Virginia, as well as more than 6,000 staff, graduate assistants, and researchers in achieving its academic and operational missions.

WVU is accredited by the Higher Learning Commission, North Central Association of Colleges and Schools and dozens of specialized academic accrediting agencies. The University's total operating budget is approximately \$749 million.

WVU's mix of historic and modern facilities includes 233 buildings on 913 acres. A Student Recreation Center, Life Sciences Building, Library, and Residence Hall have been added in recent years. Ten main campus buildings are located on the National Register of Historic Places, and WVU operates eight experimental farms and four forests throughout the state, in addition to WVU Jackson's Mill State 4-H Camp and Lifelong Learning Center near Weston.

Tobacco Free Campus:

West Virginia University reminds all contractor's that all tobacco use will be prohibited on the campus as of July 1, 2013.

The policy will extend to all premises owned, operated, leased or occupied by WVU.

For additional information go to: <http://bog.wvu.edu/r/download/132220>

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ARTICLE 2 - GENERAL INFORMATION

West Virginia University on behalf of its Board of Governors invites qualified Contractors to submit a bid to provide all labor, material, equipment, supplies, and services necessary for and incidental to the following Project:

_____ located on the _____ Campus of West Virginia University. All Work shall take place in _____ County, West Virginia.

A. ISSUING DEPARTMENT. West Virginia University Department of Procurement, Contracting, & Payment Services in conjunction with the West Virginia Department of Facilities Management Construction Services.

B. BID IDENTIFICATION NUMBER. The identification number assigned by West Virginia University for this project is RFB _____. Please use this number when communicating any information to the University regarding this project.

C. PRE-BID CONFERENCE. There _____ Pre-Bid Conference. The Conference, if applicable, will be held on at the following location and time:

Address _____

City _____ State _____ Zip Code _____

Conference will be held on _____ Eastern Standard Time

D. BID DUE DATE. Bids are due no later than 3:00 p.m. Eastern Standard Time on _____. Bids must be delivered to West Virginia University, Procurement, Contracting & Payment Services, One Waterfront Place 3rd Floor, PO Box 6024, Morgantown, WV 26506. (For additional information see Instruction to Bidders)

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E. CUT-OFF FOR QUESTIONS. WVU will attempt to provide Bidders (4) business days for the completion of responses without any new information being included in the solicitation. Therefore, all questions regarding this RFB shall be submitted to WVU by the following date and time:

The date and time for cut off for questions? _____

_____ Eastern Standard Time

F. ARCHITECT OF RECORD. All Work shall be in accordance with the plans and specifications prepared by _____, and this Request for Bid. Bidding Documents may be obtained from: (If no Architect on this Project, all information shall be obtained through WVU)

Project does not utilize Architect Services.



Name _____

Address _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____

Fax Number _____

Email _____

Special Instructions for obtaining copies of specifications, drawings, project manuals, or other project information:

G. The Contractor shall achieve Substantial and Final Completion of the entire Work as calculated or indicated below. The date of issuance of the West Virginia University's Notice to Proceed shall be used to calculate Substantial and Final Completion if contract time stated below is in number of calendar days. Time is of the essence.

Substantial Completion within _____ Consecutive Calendar Days
Date Certain _____

Final Completion within _____ Consecutive Calendar Days
Date Certain _____

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G. The Bidder does hereby agree that Liquidated Damages for this Request for Bid Solicitation shall be assessed pursuant to the terms of the Contract Documents as follows: (If blank, no liquidated damages shall apply to this Request for Bid Solicitation of any Contract entered into between West Virginia University and the successful Bidder)

H. **Contractor's Qualification Statement.** If applicable, the Bidders MUST complete in its entirety the Contractor's Qualification Statement attached to this Request For Bid. Bidder's must submit all information requested and meet all requirements stated in the Contractor's Qualification Statement. Failure to provide this Qualification Statement and meet all requirements will be cause for disqualification of Bid. Owner is not obligated to, but reserves the right to request missing information, clarifications of information, and/or additional information after bids are received and prior to award to confirm the qualifications of an apparent low bidder. Approval of Bidder's as qualified for participation in the bidding process is at the sole and absolute discretion of West Virginia University.

Pre-Qualification Statement required? Yes No

I. **Prevailing Wage Rates.** The successful Bidder and all subcontractors must pay the West Virginia Department of Labor Wage Rates as established for the County in which the Work is being performed, pursuant to West Virginia Code § 21-5-1, et seq. in effect at the time of bid opening.

Copies of current wage rates may be located at the following web site:

State of WV Wage Rates
State of WV Wage Rates <http://www.sos.wv.gov/Pages/default.aspx>

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K. INQUIRIES, INFORMATION, NOTICE, AND CORRESPONDENCE. All inquires, requests for information, notices, and correspondence concerning this RFB shall be submitted in writing to:

All information to be official must be in writing directed to:

West Virginia University
Department of Procurement, Contracting & Payment Services

C/O _____ Phone Number _____
Address _____
Address _____ Email _____
City _____ State _____ Zip Code _____

Copy: WVU Project Manager

West Virginia University
Facilities Management

C/O _____ Phone Number _____
Address _____
Address _____ Email _____
City _____ State Zip Code _____

Copy: Architect (if applicable) Project does not utilize Architect Services.

Name _____ Phone Number _____
C/O _____
Address _____ Fax Number _____
Address _____
City _____ State _____ Zip Code _____ Email _____

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ARTICLE 3 - SCOPE OF SERVICES

(For acquiring a full set of Contract Documents see Article 2, paragraph f.)

