**Invitation to Bid**

**Paul Preserve Walking Trail**

The Board of Park and Recreation Commissioners is requesting sealed bids from qualified contractors to create a walking trail at Paul Preserve Park.  SCOPE OF WORK shall include all labor, materials, equipment, and transportation to complete the renovation.  **Complete bid packets can be received by request to** [**adminoffice@boparc.org**](mailto:adminoffice@boparc.org)**, by calling 304-296-8356, or by visiting http://www.boparc.org/invitation-to-bid-notifications.html**.  Sealed proposals will be accepted until 1pm on **January 30th, 2024** and opened immediately thereafter.  Bids should be delivered to the Marilla Center, BOPARC Office at 799 East Brockway Avenue, Morgantown, WV 26501, Monday-Friday, during normal business hours. **A PRE-BID MEETING will be held on-site Thursday, January 18th, 2024 at 9am.**  BOPARC reserves the right to reject any and all bids in whole or in part, as their interest may require; and to waive any informality in bids received.  Additionally, BOPARC reserves the right to accept or reject a Bid not accompanied by the required Bidding Documents to accept or reject any condition of the Bid by a Bidder that is in any way inconsistent with the terms and conditions of the Bidding Documents or to accept or reject a Bid that is in any way incomplete or irregular.  Bidders and any subcontractors must be in possession of a current WV State Contractors License.  Other local licensing and permits required and are listed within the complete bid packet.

**BOPARC Paul Preserve Walking Trail**

**PROJECT DESCRIPTION**

**Location: Paul Preserve Park**

**SCOPE OF WORK**

**Examination of Site:**

Prior to bidding, each bidder must:

* Examine the specifications and the scope of work thoroughly;
* Visit the site to familiarize themselves with conditions at the site that might impact the performance of the work;
* Familiarize themselves with all local laws, ordinances, rules, licensing requirements and regulations affecting the performance of the work;
* Carefully correlate observations with the requirements and specifications.

**GENERAL OVERVIEW WORK INCLUDES:**

See provided bid plans.

**Project Schedule:**

On-Site pre-bid meeting 9am, January 18th.

Bids due by 1:00PM on JANUARY 30TH, 2024

Approval of qualified bid on FEBRUARY 7TH, 2024

Work to be completed by JUNE 30TH, 2024

**Contract Award:**

After approval from the BOPARC Policy Board, BOPARC will enter into a binding contract with the lowest qualified bidder. Documents and information submitted in the Invitation to Bid will be used in that contract. If the bid from the lowest qualified bidder exceeds available funds, BOPARC may negotiate with the apparent low bidder to obtain a contract priced within available funds. BOPARC reserves the right to make a separate award of each item, a group of items or all items and to make an award either in whole or in part, whichever is deemed in the best interests of BOPARC. The award or awards will be made to the lowest qualified bidder or bidders as appliable. No renewal clause will be available, as this one contract will run the duration of the project. The awarding firm will be responsible and required to achieve a City of Morgantown Business License before work can begin.

**Minimum Requirements:**

BOPARC will evaluate all written submittals. All bids must meet the specifications as outlined in the Invitation to Bid. BOPARC reserves the right to investigate the qualifications and experience of the bidder(s). Bids not sufficiently detailed or in an unacceptable form may be rejected. Dates and documentation in bids become public information upon award of a contract.

Interested bidders must follow the process outlined in the following pages in submitting their bids.

1. Bidders must have five years of continuous experience.
2. BOPARC may, at its discretion, require bid, performance and payment bonds for any contract. In Lieu of the bid bond, an offeror may submit with the bid or proposal a cashier’s check or certified check payable to BOPARC in the amount not less than 5% of the purchase price specified in the bid.
3. Bidder must provide evidence, satisfactory to BOPARC, of the following insurance requirements:
   1. Owner requires contractor to have and maintain the following insurance coverage and indemnification provisions with BOPARC and the City of Morgantown named as an additional insured.
   2. The contractor agrees to provide and maintain insurance coverage until the contract is completed and to furnish certificates from its insurance carriers showing that it carries insurance in the following limits:
      1. $1,000,000 per occurrence limit comprehensive general liability, $1,000,000 per occurrence bodily injury
      2. Proof of the insurance via certificates showing the type, amount, class of operations covered, effective dates and date of expiration of policies.

**Considerations:**

Fully responsive Bids will contain the following information –

1. The name, address and phone number of three (3) current contacts for whom you have performed similar services with photos of finished projects.
2. Letter or other documentation stating the Project Manager and the following contact information – name, company mailing address, email address, office number and mobile number.
3. Detailed schedule including start date, work hours, and estimated completion date.
4. Proof of insurance
5. Copy of WV Contractor’s License
6. Bid Forms completely filled out completely, with itemized list of materials and labor, and signed.

**Bids should be sealed and delivered to the Marilla Center in Marilla Park at 799 East Brockway Avenue, Morgantown, WV 26501. Bids must be received by no later than 1:00PM, JANUARY 30TH , 2024 and will be opened immediately thereafter**.

The Board of Park and Recreation Commissioners reserves the right to reject any and all Bids in whole or in part, as their interest may require; and to waive any informality in bids received. Additionally, BOPARC reserves the right to accept or reject a Bid not accompanied by the required Bidding Documents (as listed in the Bid Packet), to accept or reject any condition of the Bid by a Bidder that is in any way inconsistent with the terms and conditions of the Bidding Documents or to accept or reject a Bid that is in any way incomplete or irregular.