



## REQUEST FOR BIDS

The Berkeley County Development Authority (BCDA) is requesting bids for painting at 400 Foxcroft Avenue, Martinsburg, West Virginia, individually and collectively. Bids will be received until 3:00 p.m. on Friday, February 28, 2020, at which time they will be opened and read aloud. Each sealed bid envelope must be plainly marked as “400 Foxcroft Avenue Office Building 2<sup>nd</sup> Floor Painting”.

### Specifications:

Labor and materials necessary to complete the office painting, including but not limited to:

Preparation and minor repair of drywall surfaces;

Move and replace furniture and blinds;

Frame and finish drywall existing doorway; and

Selection of like-color paint with No VOC and Green Seal GS-11 certified paint, satin finish in office areas, and semi-gloss in restroom and kitchen areas.

Bids should be submitted to: Berkeley County Development Authority, C/O 1<sup>st</sup> Management Group, LLC, 71 Edmond Road, Suite 7, Kearneysville, WV 25430, or emailed to [Mike@RPSWV.com](mailto:Mike@RPSWV.com).

All pricing must include tax, equipment rental, disposal, equipment, permits, and any additional charges. All bids must include proof of Contractor/ Business License and Proof of Insurance. All waste material becomes property of the contractor and must be disposed of in an EPA approved landfill and be in compliance with all applicable laws and regulations. No material may be disposed of on the site. Work shall meet or exceed all applicable building and safety codes. The contractor will be responsible for obtaining the required City of Martinsburg and Berkeley County permits. All work must be completed within thirty (30) days of the Notice of Award/ Notice to Proceed. The BCDA reserves the right, by written notice, to terminate, in whole or in part, any such bid award when (1) necessary or convenient, due to legal, financial, or operational conditions within the BCDA or county, or (2) because of failure of the successful bidder to fulfill contract obligations in regard to quality of work, timeliness or deliverables, or other conditions found to be unsatisfactory by the BCDA. If additional information is required, it may be obtained by contacting 1<sup>st</sup> Management Group LLC by phone at 304-780-2323 or email: [Mike@RPSWV.com](mailto:Mike@RPSWV.com).