

REQUEST FOR BIDS

The Berkeley County Development Authority (BCDA) is requesting bids for the design, permitting, and construction services to modify the layout of the second floor of the 400 Foxcroft, Martinsburg, WV. Vendor shall be responsible for all code compliance, permits, and other requirements of the Unites States of America acting by and through the Department of Veterans Affairs. A complete scope of work and concept floor plan available by request made to the building manager, Mike Bush at Mike@RPSWV.com or (304) 724-6777. Mr. Bush is also available to answer any additional questions or to coordinate access and a tour of the space. Bids will be received until 1:00 p.m. on Monday, December 4, 2023, at which time they will be opened and read aloud. Each sealed bid envelope must be plainly marked as “400 Foxcroft Avenue Office Building Space Alterations”.

While the formal scope of work is available from Mr. Bush, the general areas of improvement are as follows:

* Add additional office spaces, reconfigure existing cubicle spaces;
* Modify the break room layout;
* Upgrade the IT closet with entry key fob and independent climate control;
* Add a key fob type entry-controlled device system for exterior access; and
* Carpet replacement, painting, and LED light fixture upgrade.

Bids should be submitted to: Berkeley County Development Authority, c/o 1st Management Group, LLC, 71 Edmond Road, Suite 7, Kearneysville, WV 25430.

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 (90) 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 Mr. Bush at the contact information set forth above.