**BID ADVERTISEMENT**

The Board of Park and Recreation Commissioners is requesting sealed bids from qualified professionals for a facility improvement project of Krepps Park Courts (Tennis, Basketball, Pickleball) in Krepps Park, Morgantown, WV. SCOPE OF WORK shall include all labor, materials, equipment, and transportation to complete the project as specified in the engineering and technical documents, which can be requested through the following methods: Email adminoffice@boparc.org; Call 304-296-8356; or Visit http://www.boparc.org/current-bid-opportunities.html . **Sealed proposals will be accepted until 1pm on March 28, 2024, and opened immediately thereafter**. Bids can be hand-delivered to the Marilla Center BOPARC Office at 799 East Brockway Avenue, Morgantown, WV 26501, Monday-Friday, during normal business hours. Please label hand-delivered bids **Bid -** **Krepps Park Courts**. **There will be a mandatory on-site meeting for this project on March 5, 2024 at 1:00PM**. Once on-site meeting is complete, interested bidders will have until March 20th to submit questions, which will be responded to via addendum by March 22, 2024. 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, which are listed within the materials available by request above, 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 insurance certificate and applicable licenses. Other local licensing and permits may be required and are listed within the complete bid packet.

**PROJECT DESCRIPTION:** Location: Krepps Park, Morgantown WV.

**SCOPE OF WORK:** Improvement project for tennis, basketball, pickleball court complex.

**EXAMINATION OF SITE AND DUE DILIGENCE:** Bidders are required to attend the pre-bid site visit in order to familiarize themselves with the conditions on-site that might impact the performance of the work; familiarize themselves with all local laws, ordinances, rules, licensing requirements and regulations related to the work; carefully correlate observations with the requirements and specifications that are a part of the bid documents.

**GENERAL OVERVIEW WORK INCLUDES:** See specifications and technical information provided within bid documents.

**PROJECT SCHEDULE:**

* Advertisement for Bid Opportunity – February 21st and 28th
* Mandatory Site Visit – March 5th at 1:00PM
* Submission of Questions Deadline – March 20th
* Applicable Addendum(s) Released – March 22nd
* Bids Due – March 28th by 1:00PM

**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. ***A bid bond will be required for this project.***

3. Bidder must provide evidence, satisfactory to BOPARC, of the following insurance requirements:

a. Owner requires contractor to have and maintain the following insurance coverage - $1,000,000 per occurrence limit comprehensive general liability, $1,000,000 per occurrence bodily injury;

b. The contractor agrees to provide and maintain this insurance coverage until the contract is completed and to furnish certificates from its insurance carriers showing that it carries insurance required and to provide proof of the insurance via certificates showing the type, amount, class of operations covered, effective dates and date of expiration of policies;

c. The contractor may be required to provide indemnification provisions with BOPARC and the City of Morgantown named as an additional insured upon execution of a contract.

4. **Fully responsive Bids will contain the following information** –

* The name, address and phone number of three (3) current contacts for whom you have performed similar services with photos of finished projects.
* Letter or other documentation stating the Project Manager and the following contact information – name, company mailing address, email address, office number and mobile number.
* Detailed schedule that includes a proposed start date, outline of scheduled work and an estimated completion date.
* Proof of insurance
* Copy of WV Contractor’s License
* Bid Forms completed, 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 or emailed to adminoffice@boparc.org and clearly labeled “Bid – Krepps Park Courts”. Bids must be received by no later than **1:00PM, MARCH 28, 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.

Please direct any questions to: adminoffice@boparc.org.