

**INVITATION TO BID**

The City of Wheeling, West Virginia invites proposals to provide all Work, including but not limited to labor, material, equipment supplies and transportation for:

City of Wheeling  
Council Chambers Renovation  
1500 Chapline Street, Room 103  
Wheeling, WV 26003

All Bids must be submitted in accordance with the Bidding Documents issued by the Architect and the Request for Bids. Bidding Documents may be obtained from:

Schamu Machowski Greco Architects  
14th & Chapline Street, Suite 505  
Wheeling, WV 26003  
TEL: 304.233.0048 FAX: 304.233.7564

**A \$100.00 deposit is required for each set.** Deposits will be refunded to Bidders who submit a bona fide Bid and return the Bidding Documents, in good condition, to the Architect within ten (10) days following the Bid Opening. Bidders and material suppliers may procure additional sets at actual cost. Only complete sets will be issued. **A CD containing PDFs of the Bidding Documents may be obtained from the Architect for a \$25.00 nonrefundable payment.**

**A MANDATORY PREBID MEETING IS SCHEDULED FOR:**

Time: Tuesday, September 18, 2012

Date: 2:00pm

Place: City County Building, 1500 Chapline Street, Room 103, Wheeling, WV 26003

***The City-County Building is a secure environment. Please allow additional time to pass through the security scanner at the main entry.***

Attendance is MANDATORY. All Bidders MUST attend the prebid meeting to familiarize themselves with the Project location, site conditions and other relevant information. Should any Bidder fail to attend, the Bid will be disqualified.

**Other site visits are prohibited. All Contractors should review drawings prior to prebid and come prepared with questions and items they wish to address during prebid and building tour.**

Following the Prebid Meeting, Contractors and their Subcontractors will be permitted to tour the site where the Architect will be available to answer questions.

After the review of the documents and after the prebid, only written questions will be addressed by addendum. The written questions must be submitted by **Thursday, September 20, 2012 at 12:00 pm, Eastern Time**, faxed to Mr. Victor Greco at Fax No.304-233-7564 or via email at [vgreco@smgarch.com](mailto:vgreco@smgarch.com). The last addendum will be issued no later than **Friday, September 21, 2012 at 5:00pm, Eastern Time**.

Sealed Bids will be received by The City of Wheeling, West Virginia at the following location until **2:00pm on Wednesday, September 26, 2012:**

City of Wheeling  
City Manager's Office  
1500 Chapline Street, Room 302  
Wheeling, WV 26003

at which time the bids will be publicly opened and read aloud. **The Owner reserves the right to reject any or all bids and to waive irregularity in the bids and in the bidding. After opening, the bids will be compared as to quality, thoroughness and cost by the Owner and it's representatives.**

Bidding Documents may be examined at the following locations:

Schamu Machowski Greco Architects  
14th & Chapline Streets, Suite 505  
Wheeling, WV 26003  
TEL: 304.233.0048  
FAX: 304.233.7564

Ohio Valley Construction Employers Council  
21 Armory Drive  
Wheeling, WV 26003  
TEL: 304.242.0520  
FAX: 304.242.7261

City of Wheeling  
Engineering Department – Room 308  
1500 Chapline Street  
Wheeling, WV 26003

Pittsburgh Builder's Exchange  
1813 Franklin Street  
Pittsburgh, PA 15233  
TEL: 412.992.4200  
FAX: 412.928.9406

Contractor's Association of West Virginia  
2114 Kanawha Blvd, East  
Charleston, WV 25311  
TEL: 304.342.1166  
FAX: 304.342.1074

Construction Employers Association of North Central WV  
2794 White Hall Blvd.  
White Hall, WV 26554  
TEL: 304.367.1290  
FAX: 304.367.0126

Bidding documents will be available through the following Virtual Plan Room:

McGraw-Hill Dodge Reports  
[www.dodgeconstruction.com](http://www.dodgeconstruction.com)  
Theresa Tolley  
Central Atlantic Editorial  
Email: [theresa\\_tolley@mcgraw-hill.com](mailto:theresa_tolley@mcgraw-hill.com)  
Phone: 304.722.3192  
Fax: 304.722.3143

A satisfactory Bid Bond executed by the bidder or an acceptable surety in an amount equal to 5% of the bid shall be submitted with each bid. The successful bidder will be required to furnish and pay for a satisfactory 100% Performance and Payment Bond in the amount of the contract price. Each bidder must insure that all employees and applicants for employment are not discriminated against because of race, creed, color, sex or national origin.

Bids may not be withdrawn for a period of thirty (30) days without the consent of the Owner.

Contractors shall comply with all applicable national and state codes and regulations. This is a West Virginia Division of Labor Prevailing Wage project.

Pursuant to Chapter 21-Article 11 of the "West Virginia Contractor Licensing Act" of 1991, all Contractors doing business in West Virginia must be licensed to perform work in the State; the Contractor's WV License number must be affixed to all submitted construction bids and fully executed and binding construction contracts or agreements.

To the extent permitted by law, the City of Wheeling, West Virginia reserves the right to reject any and all bids, and to make selections from the bids that are solely in the best interest of the Ohio County School System.

END INVITATION TO BID