# **BID DOCUMENT**

## **General Terms and Instructions to Bidders**

### ****Terms and Conditions of Bid****

Bids for the renovation of the **JCCM Medical Clinic** located at 202 Racetrack St., Ranson, WV, for Jefferson County Community Ministries (JCCM) ("Owner") will be received and read in public by JCCM at 238 West Washington St., Charles Town, WV, on **February 6th**, at noon, prevailing time. Bids shall be delivered in a sealed envelope to JCCM at 238 W. Washington St. Charles Town, WV and shall be marked on the outside **"JCCM - Medical Clinic Renovation."** All bid proposals must be submitted on the official bid form provided by the Owner. No electronic submissions will be accepted.

Each bid must be accompanied by:

* A properly executed **Non-Collusion Affidavit** certificate respecting compliance with Title VII of the U.S. Civil Rights Act of 1964.
* A properly executed **Affirmative Action Plan Affidavit Certificate** respecting compliance with Federal Law.
* Proof of compliance with Section 3 requirements

All specifications may be picked up at the JCCM office at 238 West Washington St., Charles Town, WV, during regular business hours (9 a.m.–3 p.m., Monday–Friday). Contact phone number: (304) 725-3186. All bid information will be made available on our website at jccm.us. **A mandatory Pre-Bid Meeting will be held on January 24th at noon at 202 Racetrack St. Ranson, WV.** Interested contractors must attend. Questions should be submitted ahead of time, and all responses will be shared with potential bidders.

JCCM shall award the contract or reject all bids within sixty (60) days after they are received, unless each bidder and their surety, by the submission of the bid, automatically agree to a thirty (30) day extension.

**Application for Payment:** Must follow the construction schedule and timeline and needs an original invoice attached for the **JCCM Medical Clinic Renovation** at 202 Racetrack St., Ranson, WV. The contractor shall also provide Certified Payrolls for all employees that worked on the project. The request for payment should be submitted within 10 days of the work performed.

## **Required Licenses**

Contractors must possess:

* A valid West Virginia state contractor’s license.
* A business license and a B&O license from the City of Ranson.

Copies of all licenses are required with bid documents. The contractor is responsible for payment of Business and Occupation Tax to the City of Ranson, West Virginia. Contact Caitlyn Delashmutt in the Finance Department at 304-724-3869 or go online at [Ransonwv.gov](http://www.ransonwv.gov) and click on forms to download the necessary forms.

## **Scope of Work**

1. **Demolition and Removal:**
   * **Roof Demolition:** The roof demolition and replacement were competitively bid and awarded during the upper-level renovation project. As part of this project, JCCM Medical Clinic Renovation, the contractor will allocate half of the total cost of the roof demolition and replacement to this scope of work. No additional roof work or pricing is required for this project.
   * **Interior Demolition:** Removal of non-load-bearing walls, doors, and structural components to align with the new clinic layout.
   * **Site Cleanup:** Post-demolition cleanup and proper disposal of all materials, adhering to environmental and safety regulations.
   * **Hazardous Materials:** JCCM has already verified that there are no hazardous materials on site. Report available upon request.
2. **Construction:**
   * **Public Areas:** Buildout of a welcoming foyer, lobby, and ADA-compliant restrooms. Includes structural framing, drywall, flooring, lighting, and fixtures.
   * **Administrative and Staff Areas:** Construction of offices and support spaces with electrical work and cabinetry installations.
   * **Laboratory Area:** Development of a specialized medical testing space with plumbing, electrical systems, cabinetry, and appropriate flooring.
   * **Parking Area:** Finishing the parking area with asphalt and lining the spaces. The City of Ranson has approved straight parking spaces rather than diagonal ones.
3. **Mechanical Systems:**
   * **HVAC Acquisition and Installation:** Complete system installation meeting healthcare facility standards.
   * **Electrical Systems:** Wiring and system upgrades to accommodate clinic needs.
   * **Plumbing Systems:** Installation of a 6-inch water line to the main, a sanitary line, and other required plumbing systems to meet healthcare facility standards.
4. **Finishes:**
   * **Interior Finishing:** Painting, flooring, and installation of cabinets for storage, creating a clean and professional clinic environment.
   * **Exterior Modifications:** Adjustments to exits, landscaping, and entryways to ensure ADA compliance and safe access for clients.
5. **Compliance:**
   * Ensure all work adheres to federal, state, and local building codes, as well as healthcare facility regulations.

## **Federal Requirements**

This project is subject to federal compliance requirements, including but not limited to:

• Procurement of contractor's services.

• Pay requests must include the certified payrolls for this project.

• Contractor must furnish evidence of proper insurance coverage including Builder’s Risk.

• Contractor must show evidence of being registered as a contractor in the central federal registry (www.sam.gov).

• Conflict of Interest.

• Record retention for 3 years after final payment.

• **Equal Employment Opportunity - Executive Order 11246.**

• **Section 3 Compliance in the Provision of Training, Employment, and Business Opportunities.**

**Proposal Submission**

Proposals must be delivered to: **Jefferson County Community Ministries**  
Attn: Keith Lowry, Executive Director  
238 W. Washington St, Charles Town, WV 25414

Submissions are due by **[Bid Submission Date and Time]**. Late submissions will not be considered.

**Evaluation Criteria**

JCCM shall evaluate bids based on:

* Experience with similar healthcare facility projects.
* Qualifications of personnel and subcontractors.
* Adherence to project timeline and budget.
* Pricing.

## **BID SHEET**

**JCCM Medical Clinic Renovation at 202 Racetrack St., Ranson, WV**

Jefferson County Community Ministries  
238 West Washington St.  
Charles Town, WV 25414

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Contractor, hereby declare that he/she is, or they are, the only person(s) interested in this bid as principal or principals, and that no other person other than herein above named has any interest in this proposal or in the contract proposed to be taken; that this bid or proposal is made without any connection with the person or persons making a bid or proposal for the same purpose; that the bid or proposal is in all respects fair and without collusion or fraud, and that no officer nor any person in the employ of the said organization is directly or indirectly interested in this bid, or in the supplies or work to which it relates, or in any portion of the profits thereof; that he/she has or they have examined the General Instructions to Bidders, Information for Bidders & General Conditions, Specifications and Proposals, herein referred to and hereto attached and that he/she proposes and agrees, or they will, contract to provide the specific equipment or they will accept in full payment therefore, the following sums to wit:

**Bid for the JCCM MEDICAL CLINIC RENOVATION**

List or attach bid(s) here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost to OWNER: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IF APPROPRIATE:  
Model Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Model Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Signature

Typed/Printed Name of Signer

Typed/Printed Company Name

Address

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **BIDDER SUBMISSION CHECKLIST**

Bidder should use the following checklist to ensure that all federal forms and certifications are included with the Bidder's bid proposal submission.

* \_\_\_ Affidavit of Non-Collusion. Completed and notarized.
* \_\_\_ Certificate Equal Opportunity Employment. Signed and Witnessed.
* \_\_\_ Minority Owned/Women Owned Business Certification  
  a. Attach State or Federal Certificate if this applies.  
  b. NOT Applicable
* \_\_\_ Section 3 Compliance Certification. Complete requested information and check where indicated.
* \_\_\_ Project Wage Rate Sheet indicating job classifications of wages and fringe for each worker, including workers employed by subcontractors.

## **LIST DEVIATIONS FROM BID SPECIFICATIONS**

## **AFFIDAVIT OF NON-COLLUSION**

THIS AFFIDAVIT IS TO BE FILLED OUT AND EXECUTED BY THE BIDDER. IF THE BID IS MADE BY A CORPORATION, THEN BY ITS PROPERLY AUTHORIZED AGENT.

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

(Name of Authorized Individual Making Bid)

residing at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, sworn does depose and say that

(Give Name of Bidder or Bidders)

(Business Address)

and, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Give Names and Address of All Other Persons, Firms, or Corporations Interested)

is or are the only person or persons interested with sharing in the profits of the herein contained Bid; that the said Bid is made without any connection or interest in the profits thereof with any other persons making any bid or proposal for said work; that said bid is on our part, in all respects fair and without collusion and fraud; and also that no member of, head of any department, or employee therein, or any Officer of the Organization Name, is directly or indirectly interested therein.

(Signature of Authorized Individual Making Bid)

Subscribed and sworn to this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_**, 20**, before me,

(Notary Public)

My Commission Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **CERTIFICATE**

### ****EQUAL OPPORTUNITY EMPLOYMENT****

The undersigned contractor does hereby certify to Jefferson County Community Ministries that it complies in all respects with the provisions of the equal employment opportunity provisions of Title VII of the United States Civil Rights Act of 1964, as amended and supplemented, and that it does not practice discrimination in employment because of race, color, religion, sex, or national origin.

BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
WITNESS: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Minority Owned Business/Women Owned Business Certification**

If certified as a Minority or Women Owned Business **attach Certificate.**

* \_\_\_ Applicable
* \_\_\_ Not Applicable

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Executive Order 11246 - Equal Opportunity Clause**

During the performance of this contract, the contractor certifies as follows:

1. **Non-Discrimination:** The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to these factors.
2. **Advertisements:** The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
3. **Notices to Labor Organizations:** The contractor will send to each labor union or representative of workers with which they have a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representative of the contractor's commitments under this section.
4. **Compliance with Executive Order 11246:** The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and the rules, regulations, and relevant orders of the Secretary of Labor.
5. **Information and Reports:** The contractor will furnish all information and reports required by Executive Order 11246 and will permit access to their books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation.
6. **Non-Compliance Sanctions:** In the event of the contractor's non-compliance, this contract may be canceled, terminated, or suspended in whole or in part, and the contractor may be declared ineligible for further Government contracts.
7. **Inclusion in Subcontracts:** The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted.

## **Notice of Requirement for Affirmative Action To Ensure Equal Employment Opportunity (Executive Order 11246)**

1. **Attention to Equal Opportunity Clause:** The Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Specifications" set forth herein.
2. **Goals and Timetables for Participation:**
   * **Goals for minority participation for each trade:** 25.2%
   * **Goals for female participation in each trade:** 6.9%

These goals are applicable to all the contractor's construction work performed in the covered area.

1. **Compliance:** The contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 will be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations, and efforts to meet the goals.
2. **Notification of Subcontracts:** The contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs within 10 working days of award of any construction subcontract in excess of $10,000.
3. **Covered Area:** As used in this Notice, and in the contract resulting from this solicitation, the "covered area" is Jefferson County, West Virginia.

## **SECTION 3 COMPLIANCE CERTIFICATION**

Your company is eligible for Section 3 Certification if any one of the following applies:

1. \_\_\_ 51% or more of your company is owned by Section 3 qualified persons.
2. \_\_\_ 30% or more of your permanent, full-time employees are Section 3 qualified persons.
3. \_\_\_ You can provide evidence of a commitment to subcontract in excess of 25% of the amount of all subcontractors to other Section 3 certified companies.

A Section 3 qualified person must:

1. **Residency:** Live in Jefferson County, or Berkeley County, West Virginia ("project area" as defined by HUD).
2. **Income Limits:** Currently or within the first three years of the date of hire meet or fall below the income limits specified by HUD.

**Please check the appropriate box below and specify the qualifying category above.**

* \_\_\_ I would like to self-certify my company as being Section 3 qualified, in accordance with the category indicated above.
* \_\_\_ My company is not Section 3 qualified.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **BID OPENING**

**JCCM Medical Clinic Renovation at 202 Racetrack St., Ranson, WV**

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRESENT:**

| **Bidder** | **Amount** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

Witness Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Witness Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_