**NOTICE TO BIDDERS**

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Notice is hereby given that sealed proposals will be received by the Jefferson County Community Ministries (JCCM) at their main office, 238 W. Washington St, Charles Town, WV 25414, on **February 6th**, at **noon**, for the **JCCM Medical Clinic Renovation**. The Bid Opening will occur at the same time in the JCCM Meeting Room, at which time all proposals submitted in accordance with the conditions of the contract documents will be publicly opened and read aloud.

**Overview of Project**

JCCM is seeking proposals to renovate the first floor of the building at 202 Racetrack St., Ranson, WV, to create a fully operational medical clinic. The selected contractor will provide all labor, equipment, supplies, and materials necessary to complete the project.

## **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.
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 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.

**Project Timeline**

* **Bid Posted**: **January 15th, 2025**
* **Mandatory Site Visit**: **January 24th at noon at 202 Racetrack St. Ranson**
* **Deadline to Submit Questions**: **January 28th**
* **Bid Responses Due**: **February 6th at noon at 238 W. Washington St. Charles Town**