

DOCUMENT – REQUEST FOR BID SOLICITATION

Fairmont State University
Facilities Department
Physical Plant – 1201 Locust Avenue, Fairmont WV 26554

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ARTICLE 1 – INTRODUCTION

Fairmont State University (FSU), founded in 1865, is located Fairmont, West Virginia, a friendly city of nearly 19,000 residents. The cast (the name of a group of Falcons) soars at about 2800 students. Fairmont State provides 40+ degree programs and over 90 fields of study.

Fairmont State University, with a 120-acre main campus in Fairmont, is part of the state’s growing high technology corridor. With a long history of academic excellence, FSU is a place where teaching and learning matter and students are our first priority. FSU was the state’s first normal school in West Virginia.

Fairmont State University reminds all contractors that all tobacco use will be prohibited on the campus.

For additional information go to: http://www.fairmontstate.edu/aboutfsu/sites/default/files/bog-policies/fsu-policy-61_0.pdf

ARTICLE 2 – GENERAL INFORMATION

Fairmont State University on behalf of its Board of Governors invites qualified contractors to submit a bid to provide labor, material, equipment, supplies, and services necessary for the incidental to the following Project:

located at Fairmont State University. All Work shall take place in _____ County, West Virginia.

- A. **ISSUING DEPARTMENT**. Fairmont State University, Facilities Department, is issuing this Request for Bid Solicitation.
- B. **BID IDENTIFICATION NUMBER**. The identification number assigned by Fairmont State University for this project is RFB_____. Please use this number when communicating any information to the University regarding this project.

DOCUMENT – REQUEST FOR BID SOLICITATION

- C. **PRE-BID CONFERENCE**. There will be a mandatory Pre-Bid Conference. The Conference will be held:

Location: _____

Date: _____

Time: _____

- D. **BID DUE DATE**. Bids are due no later than 2:00 pm EST on _____. Bids must be delivered to Fairmont State University, Physical Plant, 1201 Locust Avenue, Fairmont WV 26554. (For additional information see Instructions to Bidders).

- E. **QUESTIONS**. FSU will attempt to provide Bidders (4) business days for the completion of responses without any new information being included in the solicitation. Therefore, all questions regarding this RFB shall be submitted to FSU by the following date and time:

Date and time for cut-off for questions: _____

_____ EST

- F. **ARCHITECT OF RECORD**. All Work shall be in accordance with the plans and specifications prepared by _____, and this Request for Bid. Bidding Documents may be obtained from (If no Architect on this Project, all information shall be obtained through FSU)

Name: _____

Address: _____

City _____ State _____ Zip _____

Phone _____

Email _____

Special instructions for obtaining copies of specifications, drawings, project manuals, or other project information:

Bidding documents can be accessed via any depositories. Digital versions and print copies can be accessed/obtained by contacting the Architect listed above.

DOCUMENT – REQUEST FOR BID SOLICITATION

- G. **PROJECT COMPLETION**. The Contractor shall achieve Substantial and Final Completion of the entire Work as calculated or indicated below. The date of issuance of the FSU’s Notice to Proceed shall be used to calculate Substantial and Final Completion if contract time stated below is in number of calendar days. Time is of the essence.

Substantial Completion within _____ Consecutive Calendar Days

Date Certain _____

Final Completion within _____ Consecutive Calendar Days

Date Certain _____

- H. **LIQUIDATED DAMAGES**. The Bidder does hereby agree that Liquidated Damages for this Request for Bid Solicitation shall be assessed pursuant to the terms of the Contract Document as follows: (If blank, no liquidated damages shall apply to this Request for Bid Solicitation of any Contract entered into between Fairmont State University and the successful Bidder)

DOCUMENT – REQUEST FOR BID SOLICITATION

- I. **INQUIRIES, INFORMATION, NOTICE AND CORRESPONDENCE**. All inquiries, requests for information, notices, and correspondence concerning this RFB shall be submitted in writing to:

All information to be official must be in writing directed to:

Fairmont State University
Facilities Department
c/o *Lenora Montgomery*
1201 Locust Avenue
Fairmont WV 26554
Phone: *304-367-4657*
Email: *Lenora.Montgomery@fairmontstate.edu*

Copy: Architect (if applicable)

Firm: _____
c/o _____
Address _____

Phone _____
Email _____

DOCUMENT – REQUEST FOR BID SOLICITATION

ARTICLE 3 – SCOPE OF SERVICES

(For acquiring a full set of Contract Documents see Article 2, paragraph f.)

