

Barbour County Commission

Stained Glass Dome Cleaning , Repair and Lighting

Deadline for the
Submission of Bids
4:00 pm, Friday
April 30, 2019

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Request for Proposals
Barbour County Courthouse
Stained Glass Dome Cleaning, Repair and Lighting

The Office of the Barbour County Commission is requesting bid proposals for the above referenced project to prevent further damage to the stained glass dome in the Courtroom at the Barbour County Courthouse.

Contractors must provide an itemized quote for cleaning and repairing the stained glass dome in the Courtroom, purchase of materials, labor and any applicable rental charges on the bid pricing sheet provided. Quotes shall include all applicable charges and warranties. The Barbour County Commission is a tax exempt entity. Three references, including name, contact number, email address and a brief description of the project are required with the bid submission. Project must be completed by December 31, 2019.

Questions regarding the project shall be directed to Shana Frey, County Administrator @ sfrey@barbourcountywv.org A bid packet, including the scope of work and bid pricing sheet may be obtained online at <https://barbourcountywv.org/document-center/>

Contractor shall furnish the following documentation along with their bid submission:

- Business License
- Contractor's License
- Certificate of Liability Insurance naming the Barbour County Commission as an additional insured with \$1,000,000 minimum general liability coverage
- Certificate of Coverage of Workers' Compensation or Approved Waiver
- In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. Personal or business checks are not acceptable.
- Affidavit of Non-Collusion
- Three References – preference will be given to Contractor's with prior stained glass cleaning and restoration experience
- Any Additional Documentation as Required by the Owner

Any and all bids must be received no later than 4 p.m. on
April 30, 2019 at the following address:

Office of the Barbour County Commission
Bid – Stained Glass Dome Cleaning, Repair and Lighting Project
26 N Main
Philippi, WV 26416

Bids that are received by the above deadline will be reviewed by the Barbour County Commission and acted upon at the County Commission Meeting held on May 6, 2019 at 5:00pm.

The Barbour County Commission reserves the right to award the bid for the project based upon certain criteria, including but not limited to, submitted bid price, references, experience and/or any other factor determined to be in the best interest to the completion of the contract. The Barbour County Commission reserves the right to reject any and all bids, in whole or in part, and waive any informality during the bidding process.

Scope of Work
STAINED GLASS DOME CLEANING, REPAIR and LIGHTING PROJECT

The Office of the Barbour County Commission is requesting bid proposals for the above referenced project located at the Barbour County Courthouse, 26 North Main Street, Philippi, WV 26416.

Project phases and specifications are described below. The project must be completed by December 31, 2019.

1. Extensive and meticulous cleaning to the underside and top of the historic stained glass dome located in the Courtroom of the Barbour County Courthouse.
2. Re-putty around the wind bars and lead with a DAP glazing compound
3. Fix and/or replace copper support bars where required
4. Install a plastic protective sheeting over the outer side of the stained glass in the attic
5. Furnish and install 8 commercial 52-watt LED fixtures to allow for an even wash of light over the stained glass dome. Fixtures must be installed in the attic, out of view from inside the courtroom, around the parameter of the dome. Each fixture shall be rated for 50,000 hours with an output of 6,070 lumens and 3000 Kelvin.
6. A scaffolding system will be required.

Requirements:

Contractor shall furnish any and all requested and/or required documentation, including but not limited to the following: *Items listed in bold must be included with the bid submission*

- **Business License**
- **Contractor's License**
- **Certificate of Insurance - at least \$1,000,000 liability limit with Barbour County Commission named as an additional insured**
- **Certificate of Coverage of Workers' Compensation or Approved Waiver**
- **In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. Personal or business checks are not acceptable.**
- **Affidavit of Non-Collusion**
- **Three References—preference will be given to Contractor's with prior stained glass cleaning/restoration**
- **Company information including number of years in business, description of similar project experience and an anticipated competition date.**
- Any Additional Documentation as Required by the Owner

Barbour County Courthouse
Stained Glass Dome Photos



Basis of Bid/Pricing Sheet
STAINED GLASS DOME CLEANING, REPAIR and LIGHTING PROJECT

Bidder will complete work in accordance with the bidding documents for the following bid price:
 \$_____. Installation will be warranted for _____ year(s).

Item	Price (\$)
Stained Glass Dome Cleaning / Repair <i>Shall include cleaning of the underside and top of stained glass, putty and glazing, repair of support bars, plastic protective covering</i>	
Light Fixtures <i>Shall include fixtures and installation</i>	
Scaffolding	
Other	
Total	

Contractor's Certification of Eligibility

The contractor certifies, by acceptance of this contract and signature on the agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department / agency or any state department / agency.

In addition, the contractor certifies, by acceptance of this contract and signature on the agreement, that no debt in an amount greater than one thousand dollars (\$1,000) is owed to the state or any political subdivision thereof (WV Code §5A-3-10a) and is eligible for the award of this contract.

My signature below indicates and certifies that this information is true and complete to the best of my knowledge and I fully understand the Owner may take appropriate action for making a false statement.

Please Print Name of Firm; and Name and Title of Individual Signing Certification

Signature

Date

Affidavit of Non-Collusion

Barbour County, WV
STAINED GLASS DOME CLEANING, REPAIR and LIGHTING PROJECT

State of _____
County of _____

I, _____ (name and title) representative for
_____ (vendor) being duly sworn does depose, say and certify:

Said vendor has not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with the Stained Glass Dome Cleaning, Repair and Lighting Project in Barbour County, WV.

Vendor

Name and Title of authorized representative

State of _____
County of _____

The foregoing affidavit was acknowledged before me this ____ day of _____, 2017
by _____ representative for _____.

Notary

Commission expiration date

(seal)

Agreement Between Owner and Contractor
On the Basis of a Stipulated Price

Date _____

THIS AGREEMENT is by and between the County Commission of Barbour County, West Virginia (“OWNER”) and _____ (“CONTRACTOR”) for the Stained Glass Dome Cleaning, Repair and Lighting Project. Owner and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Section 1 – Work

Contractor shall complete all work as specified or indicated in written or oral form, which will include at least the following items:

1. Extensive and meticulous cleaning to the underside and top of the historic stained glass dome located in the Courtroom of the Barbour County Courthouse.
2. Re-putty around the wind bars and lead with a DAP glazing compound
3. Fix and/or replace copper support bars where required
4. Install a plastic protective sheeting over the outer side of the stained glass in the attic
5. Furnish and install 8 commercial 52-watt LED fixtures to allow for an even wash of light over the stained glass dome. Fixtures must be installed in the attic, out of view from inside the courtroom, around the parameter of the dome. Each fixture shall be rated for 50,000 hours with an output of 6,070 lumens and 3000 Kelvin.

Section 2 – Time Period for Project Completion

The project must be completed by December 31, 2019.

Section 3 – Required Documentation from Contractor

Contractor shall furnish any and all requested and/or required documentation, including but not limited to the following: *Items listed in bold must be included with the bid submission*

- **Business License**
- **Contractor’s License**
- **Certificate of Insurance - at least \$1,000,000 liability limit with Barbour County Commission named as an additional insured**
- **Certificate of Coverage of Workers’ Compensation or Approved Waiver**
- **In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier’s checks, or irrevocable letters of credit. Any certified check, cashier’s check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. Personal or business checks are not acceptable.**
- **Affidavit of Non-Collusion**
- **Three References – preference will be given to Contractor’s with prior stained glass cleaning/restoration**
- **Company information including number of years in business, description of similar project experience and an anticipated competition date**
- Any Additional Documentation as Required by the Owner

Section 4 – Sub-Contractor Restriction

Contractor shall not employ any sub-contractor to complete any work for any portion of this project without expressed written approval from the Owner.

Section 5 – Bid Price for Project

Bidder will complete work in accordance with the bidding documents for the following bid price:

\$ _____.

Section 6 – Payment Procedures

Contractor may submit an Application for Payment or an Invoice for Payment to the Owner upon award of the project for up to fifty percent (50%) payment of the base bid. A second and final Application for Payment or Invoice for Payment shall be submitted by the Contractor to the Owner once the project is complete. Owner shall have thirty (30) days from the date the invoice is received to issue payment, less any disputed charges. Preferred method of payment is MASTERCARD credit card.

Section 7 – Contractor's Representations

By signature on this agreement the undersigned representative of the Contractor makes the following representations:

- 1) Contractor has examined and studied any documentation related to the scope of work for this project as outlined in Section 1 of this agreement. Such documentation is sufficient to indicate and convey understanding for performance and furnishing of the work.
- 2) Contractor has visited the sites and/or is familiar with and is satisfied as to the general or local site conditions that may affect cost, process and performance of the work.
- 3) Contractor agrees that compliance with any federal, state, and/or local law and/or regulation is their sole responsibility and not the responsibility of the Owner.
- 4) Contractor does not consider that any further examinations, investigations, tests, studies, or data are necessary for the performance of this work at the stated contract price, within the contract time period, and in accordance with any other terms and conditions so stated.

Section 8 – Miscellaneous

Successors and Assigns:

Owner and Contractor each binds itself, its partners, successors, assigns and legal representatives to the other party hereto, its partners, successors, assigns and legal representatives in respect to all covenants, agreements, and obligations contained herein.

Severability:

Any provision or part of this agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon Owner and Contractor.

This Agreement will be effective on the ____ day of _____, 2019.

OWNER:

County Commission of Barbour County

CONTRACTOR:

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

Attest: _____

Attest: _____

Address for Giving Notices:

Address for Giving Notices:

Office of the Barbour County Commission
26N Main Street
Philippi, WV 26416

Telephone: 304 /457.0025
Facsimile: 304/ 457.5472

Telephone:
Facsimile: