

SECTION 00 11 16
INVITATION FOR BIDS

Sealed bids will be received by the Charles Town Utility Board for the Greenfield Force Main & Samuel Street Flow Meter Project until 10:00 AM, prevailing local time, on August 26, 2026 at the Charles Town Utility Board Office at 661 South George Street, Suite 101, Charles Town, WV 25414, at which time, date and place such Bids will be publicly opened and read aloud. The project consists of the construction of a new force main from the Greenfield Pump Station under WV-340, mechanical upgrades to the Greenfield Pump Station and installation of a flow meter at the Samuel Street Pump Station.

Bidding Documents including specifications are on-file and available for review during normal business hours (Monday thru Friday, 8:00 A.M. to 5:00 P.M.) at the offices of Gwin, Dobson & Foreman, Inc., Consulting Engineers, 3121 Fairway Drive, Altoona, PA 16602. Sets of documents may be obtained electronically at no charge by calling Gwin, Dobson & Foreman, Inc. at 814-943-5214. Addenda, if any, will be issued to only those persons names and addresses that are on record as having obtained the Contract Documents. **Bidding documents including specifications and addenda must be obtained directly from the Engineer for a bid to be considered.**

The Successful Bidder will be required to comply with any and all applicable local and State of West Virginia rules, regulations, and laws, including but not limited to the West Virginia Drug Free Workplace Act.

Each bid must be accompanied by a certified check or bank; or Bid Bond naming as payee or obligee, as applicable, the Charles Town Utility Board in the amount of ten percent (10%) of the total amount of the bid as security for proper execution of the Agreement and submitting other documents as required by the Bidding Documents. The Successful Bidder will be required to execute the Agreement and to furnish performance and payment bonds, each of said bonds to be in the amount of one hundred percent (100%) of the Contract Price, all in the respective forms provided in the Bidding Documents. The Contractor also will be required to furnish evidence of insurance coverage as required by the Bidding Documents. No refund will be given for returned documents.

All bonds shall be executed by sureties named in the current list, "Companies Holding Certificates of Authority as Acceptable Sureties in Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (as amended) by the Audit Staff, Bureau of Government Financial Operations, U.S. Treasury Department and shall be acceptable to the Charles Town Utility Board and the State of West Virginia. The surety executing bonds must be licensed in West Virginia to transact surety insurance, and to be authorized to transact business in the State of West Virginia.

The successful bidder will be required to possess a valid State of West Virginia Contractor's License and will be required to pay a 2% B&O tax to the City.

Bidders on this work will be required to comply with the President's Executive Order No. 11246. The requirements for bidders and contractors under this order are explained in the Specifications.

A mandatory pre-bid conference for prospective bidders will be held at 10:00 AM on August 12, 2026 at the Charles Town Utility Board office with a site visit afterwards.

All Bids shall be in a sealed envelope and plainly marked as follows:

**CHARLES TOWN UTILITY BOARD
661 SOUTH GEORGE STREET, SUITE 101
CHARLES TOWN, WV 25414**

**BID FOR: GREENFIELD FORCE MAIN & SAMUEL
STREET FLOW METER PROJECT**

The Charles Town Utility Board reserves the right to reject any or all bids or parts thereof or items therein, to waive any defects or irregularities in the Bids, and to accept any Bid which, in its judgment, is for its best interest.

Bids shall remain open for a period of ninety (90) days from the date of Bid opening unless award is delayed by a required approval from a governmental agency, the sale of bonds, or the award of a grant or grants, in which event the Bids shall remain open for a period of one hundred twenty (120) days from the date of Bid opening.