

## Request for Proposals

Project: Alley Concrete Work and Iron Fence Installation  
Issued by: The Greenbrier County Commission  
Proposals Due: November 8, 2024

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The Greenbrier County Commission is soliciting competitive bids for the construction of a concrete walkway, curbing and installation of iron fencing along the alley on the north side of the county courthouse.

**SCOPE OF WORK:** The specifications included in the following attachments which are incorporated into the request and where this Scope of Work conflicts with the engineer's drawing, the drawings shall prevail:

Engineer's Drawings

Fence Installation Guide

The concrete sidewalk shall be installed to the engineer's specifications contained in the attached drawing and shall be constructed as follows:

Walkway width = 4' 8" and a thickness of 4", with the installation of two runs of 8'x5' iron fence panels, separated by a two-panel gate (6'x5' each) hung on posts which will be affixed to the concrete with bolted flanges. Concrete walkway must be sloped towards the alley at the gate location to accommodate automobile drive-through. All concrete to be constructed for ADA compliance. The concrete shall be constructed so that the iron fence is installed exactly on the north property line of the Alley, with approximately 4" of concrete on the property next to the alley such to allow the fence to be properly seated on the edge of the Walkway separating the alley from the property next door.

6" wide Concrete curb on the opposite (south) edge of the 10' wide alley to be 6" above grade and 12" below grade.

Bids are NOT to include asphalt paving of the Alley.

Bids are NOT to include iron fencing.

Proposals will be received via delivery to the office of the Greenbrier County Commission, 912 Court Street N, Lewisburg, WV 24901 until 4PM on Friday, November 8, 2024. Delivery may be accomplished by hand, USPS, or other commercial delivery service. Faxed or emailed bids will not be accepted. It shall be the bidders' responsibility to determine their method of transmittal such that their bids will arrive in the Commission's office prior to the scheduled bid opening. The Commission cannot waive or excuse late receipt of a proposal which is delayed and

late for any reason. **All proposals must be enclosed in a sealed envelope.** The Greenbrier County Commission reserves the right to reject any and/or all proposals.

All bids must be submitted in accordance with the provisions contained in these instructions and the solicitation, otherwise the bid may be disqualified. Questions regarding this RFP should be directed to Kelly Banton via email at: [kelly.banton@greenbriercounty.net](mailto:kelly.banton@greenbriercounty.net).

Vendor must be properly registered with the WV Secretary of State, WV State Tax Department, as applicable, and any other entities as necessary. Each of these entities has different fees that may be applicable to their respective registration requirements.

**INSTRUCTIONS FOR BID:** The required documentation must include, but is not limited to:

1. Time period for installation once bid accepted/notice to proceed;
2. Certificate of Insurance;
3. Copy of Contractor's License;
4. Copy of a Certificate of Good Standing from the West Virginia Tax Division; and
5. Signed Addendum to Vendor's Standard Contractual Terms, which may be obtained from the email address above.