

REQUEST FOR PROPOSALS
REGARDING QUALIFICATION AND PRICE PROPOSALS FOR
FLOOR COVERING MATERIALS & INSTALLATION

The County Council of Berkeley County, West Virginia (herein referred to as the "County Council" or "Council") is requesting Qualification and Price Proposals from interested parties for the Law Enforcement Building Floor Covering Materials & Installation at 510 S. Raleigh Street, Martinsburg, WV, 25401.

The County Council (or its designated representatives) will be evaluating submissions to this request and will ultimately select a firm judged to be both responsible and responsive to the request in every way, including having offered the most beneficial, appropriate price proposals. The County Council reserves the right to interview some or all prospective firms to discuss Qualifications & Price Proposals. The format for submittals, information regarding the scope of work, and selection criteria used by the County Council is available from the County Council Office, 400 W. Stephen Street, Suite 201, Martinsburg, WV 25401, or by telephone at 304-264-1923. Inquiries should be directed Jim Thompson, Clerk of Works, 304-582-0145.

A Mandatory Pre-Proposal Conference will be held at 10:00 AM on Monday, April 22, 2013 in the Dunn Building, 400 W. Stephen Street, Room 205, Martinsburg, WV, 25401. Attendance at this conference is mandatory for those wishing to submit proposals. Attendees will be taken to the worksite for review.

Three (3) copies of submittals of Qualification & Price information from interested businesses should be enclosed in a sealed opaque envelope marked "Law Enforcement Building Floor Covering Materials & Installation. Proposals must be submitted and time-stamped into the County Council Office, 400 W. Stephen Street, Suite 201 Martinsburg, WV, 25401 no later than 4:00 PM on May 1, 2013. Failure to provide the required information as requested in the RFP for Berkeley County's review may result in disqualification.

Proposals will be opened and entered into public record at 10:25 AM on Thursday, May 2, 2013 in the County Council Meeting Room, 400 W. Stephen Street, Room 205, Martinsburg, WV, 25401.

Berkeley County shall make positive efforts to utilize Disadvantaged Business Enterprises for its supplies and services and shall allow these sources the maximum feasible opportunity to compete for contracts. Berkeley County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability for the provision of services.

Berkeley County reserves the right to accept or reject any or all proposals, to waive technicalities, and to take whatever action is in the best interest of the Berkeley County Council.