

**REQUEST FOR PROPOSALS  
COMMUNITY NETWORKS, INC.  
208 E. JOHN STREET, MARTINSBURG, WV  
FACILITY IMPROVEMENTS.**

Community Networks, Inc. (CNI), Martinsburg, West Virginia is seeking sealed proposals in response to a Request for Proposals (RFP) for exterior deck replacement, installation of an exterior wheelchair lift, and closing of an exterior door at their facility located at 208 East John Street in the City of Martinsburg.

One (1) original and one (1) copy of the written proposal must be submitted to Christie Bentley, Director Community Networks, Inc. c/o Cory Roman, 232 N. Queen Street, Martinsburg, WV 25401 by **2:00 p.m.** on **Wednesday, April 29<sup>th</sup>, 2026**. Proposals must be submitted in a sealed envelope marked “**CNI Facility Improvements.**” Only written and sealed proposals will be accepted. Faxed or emailed proposals will not be accepted. Any proposal received after the time and date proposals are due, will be returned unopened.

In order to receive consideration, a proposal must be accompanied by a Certified Check or Bid Bond from a Surety Company authorized to do business in West Virginia, made payable to the order of the Community Networks, Inc., in an amount equal to ten percent (10%) of the bid amount as a guarantee that, if the Proposal is accepted, the successful Bidder will enter into a Contract with CNI.

General Specifications and Bid Documents are available and may be obtained at the following location:

**City of Martinsburg Community Development Office**  
Cory Roman, Community Development Director  
Martinsburg City Hall  
232 North Queen Street  
Martinsburg, WV 25401

Davis Bacon wage rates, as established by the U.S. Department of Labor, and other Federal Labor Standard Provisions apply. Bidders shall comply with all State and Federal laws prohibiting discrimination in hiring or employment opportunities.

Should any bidder have any additional questions in regard to this request for proposals, please contact Cory Roman, City of Martinsburg Community Development Director, at (304) 264-2131 ext. 276 or at [croman@cityofmartinsburg.org](mailto:croman@cityofmartinsburg.org). There will be an onsite pre-bid meeting scheduled at 10:00 a.m. on April 21<sup>st</sup>, 2026. Networks, Inc. reserves the right to reject any and all bids in whole or in part, or to waive any informality in bidding, if it is determined to be in the best interest of the Community Networks, Inc.

Christie Bentley  
Community Networks, Inc.

*It is the policy of Community Networks, Inc. to provide equal opportunities for contracting for small firms owned by socially and economically disadvantaged persons. It is also policy of the CNI to prohibit discrimination against any firm in pursuit of these opportunities, to conduct its contracting activities so as to prevent such discrimination, to correct present effects of past discrimination, and to resolve complaints of such discrimination.*

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**I. GENERAL INFORMATION**

**1.1 Issuing Office:** This Request for Proposals (RFP) is issued by Community Networks, Inc. (CNI) of Martinsburg, West Virginia.

**1.2 Purpose:** It is the intent of CNI to replace the exterior deck and stairs, install an exterior wheelchair lift and close off an exterior door at their facility located at 208 East John Street.

Proposals must be all inclusive and include site preparation/clean-up, furnishing and installation of all materials. CNI will use a CDBG grant from the City of Martinsburg from its FY 2024 allocation from the U.S. Department of Housing and Urban Development (HUD) allocated for infrastructure improvements.

**1.3 Proposals:** All Proposals received by CNI in response to this RFP will be retained for up to ninety (90) days. Submissions must:

A. Constitute a complete response to this RFP, using the Proposal Form provided in this document (pages 7– 9) and items as detailed on the Required Checklist (page 10 and 11). A proposal will be considered incomplete and automatically rejected should any item on the Required Checklist not be included and/or acknowledged.

B. Include one (1) original and two (2) copies. The price proposal must list site preparation/clean-up; replacement of the deck and stairs as detail in the project specification, installation of an exterior wheelchair lift adjacent to/on the front porch and closing off an exterior door at the left side of the building.

C. Proposals must be received by no later than **2:00 p.m. on Wednesday, April 29<sup>th</sup>, 2026**, and submitted to:

Cory Roman on behalf of Community Networks, Inc.  
Community Development Director  
City of Martinsburg  
232 North Queen Street  
Martinsburg, WV 25401

D. The Proposal must be signed by an official authorized to bind the company to its price.

E. The Proposal must include a statement that the proposal will remain valid for a period of at least ninety (90) days from the date of the bid opening.

1.4 **Rejection of Proposals:** CNI reserves the right to reject any and all proposals received as a result of this RFP.

1.5 **Communications Concerning RFP:** All questions relevant to the development of a proposal are to be directed to:

Cory Roman on behalf of Community Networks, Inc.  
Community Development Director  
City of Martinsburg  
232 North Queen Street  
Martinsburg, WV 25401  
Phone: (304) 264-2131 ext. 276  
Email: [croman@cityofmartinsburg.org](mailto:croman@cityofmartinsburg.org)

1.6 **Site Visit:** There will be an onsite pre-bid meeting scheduled at 10:00 a.m. on April 21<sup>st</sup>, 2026. Site visit will establish limits and locations of work activity.

1.7 **Bid Security:** All Bidders must provide Bid Surety with their proposal. Bid Surety shall be made payable to CNI in an amount of not less than ten percent (10%) of the Bidder's maximum bid price in the form of either a certified bank check or a Bid Bond, issued by a Surety Company authorized to do business in West Virginia in meeting the requirements set forth at the bottom thereof.

The Bid Surety of the Successful Bidder will be retained until such Bidder has executed a Contract and furnished the Required Contract Surety, whereupon it will be returned; if the successful Bidder fails to execute and deliver the Contract and furnish the required Contract Surety within 15 days of Notice of Award, CNI may annul said Notice and the Bid Surety of that Bidder will be forfeited. The Bid Surety of any Bidder whom CNI believes to have a reasonable consideration for receiving the award may be retained by CNI until after the effective date of the Contract.

1.8 **Additional Information:**

A. **Experience:** Bidders must have experience in facility remodeling and reconstruction projects.

B. **Incurring Costs:** CNI will not be liable for any costs incurred in the preparation or submission of a proposal.

C. **Civil Rights Compliance:** Bidders must comply with Title VI of the Civil Rights Act of 1964, the Equal Employment Act, and Section 109 of the Housing and Community Development Act of 1974.

D. **Acceptance of Proposal Content:** The contents of the successful proposal may, at CNI's option, become part of the contract entered into by the successful company and CNI, Martinsburg, WV.

- E. **Anti-Kickback:** The Copeland Anti-Kickback Act applies to this project.
- F. **Wage Rates:** The Federal Davis-Bacon Prevailing Wage Rates apply to this project.
- G. **Supplementary Conditions:** HUD's Supplementary Conditions of the Contract for Construction apply to this project.
- H. **Code of Ethics Certificate and Indemnification Certificate:** At the time of award of the contract, the Code of Ethics Certificate will be in the form of the local Contractors' Association and signed by the Bidder. The Indemnification Certificate will be provided by the selected contractor and will be in the form of the Certificate of Insurance, which names CNI as an "additional insured party."
- I. **Bonding Requirements:** The successful Bidder will be required to furnish a Performance Bond and Payment Bond prior to the Authorization to Proceed. The amounts shall be for 100% of the Contract amount.
- J. **MBE/WBE/Section 3 Solicitation:** This Contract is subject to the Federal Requirements for minority, female, and Section 3 resident requirements. The Bidders must reach out to these companies for participation in this project. The City's goal is ten percent (10%) for MBE participation, five percent (5%) for WBE participation, and ten percent (10%) for Section 3 participation. Evidence of outreach must be provided as part of the proposal.

## II. CONTENT OF PROPOSALS

### 2.1 Scope of Services

CNI seeks a contractor to replace the exterior deck and stairs, install an exterior wheelchair lift and close off an exterior door at their facility located at 208 East John Street per the attached project specifications.

#### General information:

Replacement of the exterior deck and stairs, installation an exterior wheelchair lift and closing off an exterior door. Prior to start of construction

### 2.2 Other Requirements

Proposals must include a written narrative on company letterhead describing the following:

- A. Brief statement as to the company's abilities and qualifications related to this project.
- B. List of municipalities in West Virginia and other states for which the company

has provided similar services in the last three (3) years. Please include the name and contact information for these references.

- C. Additional information or documentation that would be useful and applicable to this project.
- D. Prior to contract, the awarded bidder will be required to show evidence of insurance coverage of a kind and an amount satisfactory to CNI.
- E. Information concerning any suits filed, judgments entered, or claims made against the company during the last five years with respect to playground systems provided by the company or installer or any declaration of default or termination for cause against the company with respect to such services. In addition, state whether during the past five years the company has been suspended from bidding or entering into any government contract.
- F. Bid Security in the amount of ten percent (10%) of the Bid amount must be included in the Proposal.
- G. Completed MBE/WBE/Section 3 Contact Solicitation and Commitment Statement including evidence of outreach.
- H. Prior to contract execution, the awarded company will be required to show evidence of City Business/Contractors License and registration to pay City Business and Occupation (B&O) taxes as applicable. Selected contactor must possess a valid West Virginia contractor license and attach copy with proposal.

### **III. SELECTION PROCESS**

#### **3.1 Review Process**

All proposals will be reviewed by a committee comprised of the CNI staff, the City's Community Development, and City's CDBG consultant for the City of Martinsburg, WV. CNI reserves the right to waive non-material deficiencies in any proposal. Any item not attached and/or acknowledged per the Required Checklist on pages 10 and 11 will be cause for automatic rejection of proposal.

Proposals will be evaluated based on what is deemed to be in the best interests of CNI, including such factors as the bidder's experience and expertise in providing similar installation in other municipalities, the quality of products proposed, recommendations of entities for which the bidder has previously provided services, and total cost. Cost will not be the sole factor in evaluating proposals.

Bids will be received until 2:00 p.m. on Wednesday, April 29<sup>th</sup>, 2026. Bids will be opened and read aloud Wednesday, April 29<sup>th</sup>, 2026, at 2:15 p.m. in Council Chambers. It is anticipated the announcement of the lowest responsible bidder will be made by Monday, May 4<sup>th</sup>, 2026, and awarded on Wednesday, May 6<sup>th</sup>, 2026,

after bids have been reviewed for completeness.

Selection of the company with the preferred proposal does not provide any contact rights to that company. Any such rights shall accrue only if and when CNI and the company execute a binding contract. CNI reserves the right to negotiate with the successful company in any manner necessary to best serve the interests of CNI. If CNI fails to reach an agreement with the successful bidder, CNI may commence negotiations with an alternative bidder or reject all bids and reinstate the RFP process.

**– END OF GENERAL INFORMATION SECTION –**

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**CONTRACTOR'S AFFIDAVIT  
AND PROPOSAL FORM**

The undersigned has read, understands, and affirms their compliance with the requirements contained in the Request for Proposals for the replacement of the exterior deck, installation of an exterior wheelchair lift, and closing off an exterior door at their facility located at 208 East John Street in the City of Martinsburg. The undersigned submits this proposal in good faith and without collusion with any other person, individual, or company.

The submission consists of this signature page and the proposal page.

Name, Title, and Contact Information (phone, fax, email) of *Authorized Representative*:

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Signature of *Authorized Representative*: \_\_\_\_\_

Date: \_\_\_\_\_

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**PROPOSAL**

***All items must be bid.***

**DEMOLITION AT 208 E. JOHN STREET –**

A. Lump Sum Price: \$ \_\_\_\_\_

**DECKING, PORCH, AND STAIRS AT 208 E. JOHN STREET –**

A. Lump Sum Price: \$ \_\_\_\_\_

**HANDICAP WHEEL CHAIR LIFT AT 208 E. JOHN STREET –**

A. Lump Sum Price: \$ \_\_\_\_\_

**CLOSING SIDE DOOR AND FINISHES AT 208 E. JOHN STREET –**

A. Lump Sum Price: \$ \_\_\_\_\_

**HANDICAP WHEEL CHAIR LIFT AT 208 E. JOHN STREET –**

A. Lump Sum Price: \$ \_\_\_\_\_

**SITE CLEAN-UP AND LANDSCAPING AT 208 E. JOHN STREET –**

A. Lump Sum Price: \$ \_\_\_\_\_

**TOTAL FACILITY IMPROVEMENTS AT 208 E. JOHN STREET –**

**208 E. John Street Total \$ \_\_\_\_\_ (not including alternates\*)**

208 E. John Street total dollar amount in written words:

\_\_\_\_\_

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**Alternates**

Should contractor wish to suggest any alternates for consideration, provide description of activity, materials, etc. and proposed cost. (Attach additional pages if necessary.)

Description of proposed alternate:

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Materials, etc.:

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**Total**     \$\_\_\_\_\_ (**Proposed alternates\***)

Total dollar amount in written words: \_\_\_\_\_

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<b>REQUIRED CHECKLIST (To be attached with Proposal)</b>		
	<p>Items A. through H. below are detailed in the REQUEST FOR PROPOSALS FOR FACILITY IMPROVEMENTS– <u>II. Contents of Proposal – Section 2.2 Other Requirements</u>. Items I through S are additional requirements and/or information which must be included with the proposal. The Contractor must initial each item that the requirement has been met and/or attached or acknowledged.</p>	Contractor's Initials
A.	Brief statement as to the company's abilities and qualifications related to this project.	
B.	List of municipalities in West Virginia and other states for which the company has provided similar services in the last three (3) years. Please include the name and contact information for these references.	
C.	Additional information or documentation that would be useful and applicable to this project.	
D.	Prior to contract, the awarded company will be required to show evidence of insurance coverage of a kind and an amount satisfactory to the City.	
E.	Prior to contract execution, the awarded company will be required to show evidence of City Business/Contractors License and registration to pay City Business and Occupation (B&O) taxes. (as applicable)	
F.	Information concerning any suits filed, judgments entered, or claims made against the company during the last five years or any declaration of default or termination for cause against the company with respect to such services. In addition, state whether during the past five years the company has been suspended from bidding or entering into any government contract.	
G.	Bid Security in the amount of ten percent (10%) of the Bid amount must be included in the Proposal.	
H.	Completed MBE/WBE/Section 3 Contact Solicitation and Commitment Statement including evidence of outreach.	
I.	Selected contractor must possess a valid West Virginia contractor license and attach copy with proposal.	
J.	Site Visit – required	
K.	Affidavit and Proposal Form – required	

L.	Product Cut Sheets – required	
M.	Product Warranty Information – required	
N.	Material List – required	
O.	Supplementary Condition of the Contract for Construction – attached for review	
P.	Davis-Bacon Act/Copeland “Anti-Kickback” Act – attached for review	
Q.	Federal Wage Rates – attached	
R.	Performance Bond – provide if awarded contract	
S.	Payment Bond – provide if awarded contract	
T.	Payroll and Employee Interview Forms – provide weekly payrolls if awarded contract, City will conduct employee interviews – attached for review	

Any item, as detailed above, not included and/or acknowledged in this proposal will be cause for automatic rejection of the proposal.

I \_\_\_\_\_ as authorized representative of  
(Print Name)

\_\_\_\_\_ acknowledge by signing this form I  
(Print Company Name)

have read and understand the provisions of the Request for Proposal for Facility Improvements.

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)