

**West Virginia Northern Community College  
WESCO Building Renovation – M&G Project No. 16-008  
Request for Bids No. 18002**

**ADDENDUM NO. 1**  
August 9, 2017

**I. PRE-BID MEETING MINUTES - AUGUST 3, 2017, 2:00 PM:**

*General Discussion of the Project*

The Work of the project is defined by the Contract Documents and consists of the following:

- A. Work under this contract addresses renovations and upgrades to the existing 26,910 SF WESCO Building as required to convert the building into an industrial technology education building for West Virginia Northern Community College. Work under this contract includes but is not limited to:
  - 1. Demolition
  - 2. Site Work/Site Utilities
  - 3. Architectural and Structural
  - 4. Mechanical, Electrical and Plumbing Systems
- B. Type of Contract:
  - 1. Project will be constructed under a single prime contract.
- C. Project Schedule:
  - 1. Out to Bid ..... July 25<sup>th</sup>, 2017
  - 2. Mandatory Pre-Bid Meeting ..... 2:00 PM, August 3<sup>rd</sup>, 2017
  - 3. Last Day for Substitution Requests ..... 4:00 PM, August 11<sup>th</sup>, 2017
  - 4. Last Day for Contractor Questions ..... 4:00 PM, August 17<sup>th</sup>, 2017
  - 5. Bid Opening/Bid Review ..... 3:00 PM August 22<sup>nd</sup>, 2017
  - 6. Substantial Completion ..... 259 Calendar Days From Notice to Proceed Date

*Bidding Requirements*

The following items shall be incorporated as a part of the Project Manual and Construction Drawings for this project and as such, shall be honored in your proposal.

- A. Sealed proposals (one original and one copy) for the WESCO Building Renovation will be received by the **Community and Technical College System of West Virginia, at 1018 Kanawha Boulevard East, Suite 700, Charleston, West Virginia 25301, until 3:00 PM local time on August 22<sup>nd</sup>, 2017**, at which time and place all bids will be opened publicly and read aloud. After opening, the bids will be compared for quality, thoroughness, and cost by the Owner and M&G Architects & Engineers. Hard copies of bids are required at the above listed address. Electronic submissions are not acceptable. Reference AIA Document A701 and WV Supplementary Instructions to Bidders for AIA Document A701-1997 in the Project Manual.
- B. Copies of the Bidding Documents will be available on or after July 25, 2017, at the office of the Architect, M&G Architects & Engineers, at the address noted below, upon payment of a deposit of \$250.00 per hard copy set. The deposit will be refunded if the bidding documents are returned in good condition within ten days following receipt of bids. Electronic copies of the bidding documents are also available in pdf format for a non-refundable cost of \$50.00. All bids must be submitted in accordance with the requirements listed in the bidding documents to be considered valid.
- C. Owner: Community and Technical College System of West Virginia, Attention: Mr. Richard Donovan.
- D. Owner contact for additional site visits: Tricia Marker. E-mail: [pmarker@wvncc.edu](mailto:pmarker@wvncc.edu) ; Phone: (304) 830-2812
  - 1. All additional site visits must be scheduled with the Owner contact.
- E. All requests for clarification during bidding shall be submitted in writing via e-mail to: [mg1@mgarc.com](mailto:mg1@mgarc.com). The deadline for requests for clarification is 4:00 PM, August 17<sup>th</sup>, 2017. No verbal response to requests for clarification will be given.
- F. All requests for substitution during bidding shall be submitted in writing via email to: [mg1@mgarc.com](mailto:mg1@mgarc.com). The deadline for requests for substitution is 4:00 PM, August 11, 2017. Reference AIA A701, paragraph 3.3, Substitutions, for requirements of submission.
- G. Bidders must follow exactly all the directions included in the Project Manual.
- H. Bids must be submitted with the Form of Proposal completed and all related attachments included.
- I. Liquidated damages of \$500.00 per day will be applied if work is not substantially complete after 259 calendar days.
- J. Contractor is responsible for all applicable taxes and fees, including the City of Wheeling Business and Occupation (B&O) Tax.
- K. A City of Wheeling building permit is not required for this project.

***Alternates***

- A. Add Alternate No. 1: Add to the Base Bid all of the labor and material for all work associated with the installation of a concrete sidewalk at the North end of the building, including the

associated additional landscaping bed and plantings. Reference Keynote C18 on Sheet A1.0, Sheet A1.1 and Sheet C1.1.

- B. Add Alternate No. 2: Add to the Base Bid all of the labor and material for all work associated with the demolition and replacement of the concrete sidewalk along the East side of the building. Existing concrete curb to remain. Reference Keynote C19 on Sheet A1.0, Sheet A1.1 and Sheet C1.1.
- C. Add Alternate No. 3: Add to the Base Bid all of the labor and material for all work associated with the installation of a snow melt system in the concrete pedestrian areas of the ADA ramp, entry stairs and adjacent sidewalks on the West side of the building. Reference Sheet E3.1.
- D. Add Alternate No. 4: Add to the Base Bid all of the labor and material for all work associated with the painting of the existing exterior concrete wall in accordance with the Project Manual. Reference Keynote E22 on Sheet A1.0 and Sheet A2.1. Contractor shall hold this cost as submitted here until an evaluation of the appearance of the concrete is made following the specified cleaning and patching process.

### *Allowance*

Allowance No. 1 – Lump Sum Allowance: Include the lump sum of **\$2,500.00** for work related to providing 28 room signs as directed by the Architect and per Section 104310.

- o This allowance includes material cost receiving, handling, installation and Contractor overhead and profit. Work under this allowance shall be billed via change order.

### *Unit Prices*

- A. Unit Price No. 1 – Cost per square foot for exterior existing concrete wall repair as described in Keynote E8 on Sheet A1.0 in the event that additional repairs are required beyond what is illustrated.
- B. Unit Price No. 2 – Cost per square foot for exterior existing brick repointing as described in Keynote E4 on Sheet A1.0 in the event that additional repointing is required beyond what is illustrated.
- C. Unit Price No. 3 – Cost per square foot for exterior brick repair/replacement as described in Keynote E2 on Sheet A1.0 in the event that additional repair is required beyond what is illustrated.

### *Access to Site*

- A. Use of Site: Limit use of Project site to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
  - 1. Limits: Confine construction operations to contract limits.
  - 2. Driveways, Walkways and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
    - a. Schedule deliveries to minimize use of driveways and entrances by construction operations.

- b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- B. Parking / Lay-Down Areas:
1. The south parking area directly adjacent to the facility will be available for use as a lay-down area. Additionally, attached is the “Application for Use of City of Wheeling Right of Way” and additional insured requirements for your information in regard to the potential use of the dead-end portion of Eoff Street as an additional lay-down area as another option.

***Coordination with Owner-Provided Contractors and Vendors***

- A. The Owner will engage in direct contracts with other vendors / contractors to provide services related to the work detailed within this contract. The general contractor under this contract shall be responsible to coordinate their activities as required with the following listed vendors and contractors to insure proper integration of work related to these vendors / contractors:
1. HVAC DDC System:  
West Virginia Northern Community College  
Trish Marker (304) 214-8960  
  
Note: HVAC DDC contact information included for coordination only. Contractor shall be responsible to provide all equipment and related appurtenances required for a fully functional HVAC system that is fully coordinated and operational with the existing DDC system.
  2. Door Access Control System:  
Dagostino Electronic Services, Inc.  
Mark Gillenberger (412) 894-7015
  3. Security Camera System:  
Dagostino Electronic Services, Inc.  
Mark Gillenberger (412) 894-7015
  4. Information Technology Systems:  
West Virginia Northern Community College  
Chris Corbin (304) 214-8828

***General Discussion***

- A. Owner representative, Mr. Rich Donovan, reviewed key bidding requirements:
1. The Invitation to Bid, Addenda and other relevant information concerning RFB 18002 will be posted at the following URL. It is the Bidder’s obligation to check this website for current information: <https://wvhepc.org/purchasing/>
  2. Affidavits to be submitted with the Bid are Purchasing Affidavit and Drug-Free Workplace Conformance Affidavit. These affidavit forms are provided in the Project Manual.
  3. Bidders shall use the Form of Proposal and bond forms provided in the Project Manual.
  4. A five percent (5%) bid Bond shall be submitted with the Bid.

5. The successful Bidder shall provide a Performance Bond and a Labor and Material Payment Bond for 100% of the Contract Sum; and a 2-year Roof Maintenance Bond for the full value of the roofing system.
  
- B. M&G reviewed the general aspects of the project scope of work.
  
- C. Addendum #1 will be issued on or around 8/9/17. Bidding contractors must acknowledge receipt of all addenda in writing via e-mail to: [mg1@mgarc.com](mailto:mg1@mgarc.com). Additionally, receipt of Addenda must be acknowledged on the Form of Proposal.
  
- D. M&G reviewed all allowances that are required within the contract documents.
  
- E. M&G reviewed all alternates that are required within the contract documents.
  
- F. M&G reviewed all unit price requirements that are required within the contract documents.
  
- G. M&G reminded bidders to review the project bonding requirements listed within the project manual.
  
- H. M&G noted that asbestos containing elements had been identified within the facility by SDI Environmental, and subsequently removed by the Owner. If the contractor discovers other elements during performance of the work that may be asbestos containing, they are to stop work immediately and notify the Architect. The current WESCO Building Environmental Reports are available at the following URL: <https://wvhepc.org/purchasing/>
  
- I. Following the meeting discussion, all attendees were invited to walk through the project site to review the various items of work.

End of Pre-Bid Meeting Minutes

## II. CLARIFICATIONS:

### *Architectural*

- A. Refer to Drawing A1.0 - Keynotes and Wall Types.
  1. Revise Plan Keynote 5 to read “Custom Industrial Products, Inc.” in lieu of “Custom Industrial Provides, Inc.”
  
- B. Refer to Drawing A1.1 – First Floor Plan, Drawing A1.2 – Incidental Storage Area Plan, Drawing A4.1 – Finish & Door Schedules & Details, and Drawing A4.3 – Head and Jamb Details.
  1. All interior and exterior steel lintels, including existing lintels, are to be properly prepared, primed and painted in accordance with the requirements of the Project Manual.
  
- C. Refer to Drawing A1.1 – First Floor Plan, and Drawing A4.1 – Finish & Door Schedules & Details.
  1. The exterior window in Petroleum Lab 130 shall be window type W-4 with window head type 2 and window sill similar to window sill type 10, including precast concrete sill, except provide cultured marble sill and exposed CMU interior face of wall similar to window sill type 4.
  
- D. Refer to Project Manual, Section 011000, paragraph 1.4.

1. Disregard paragraph 1.4, Coordination with Occupants. There will be no Owner limited occupancy of completed areas of construction required.

### *Electrical*

- A. Refer to Drawings E1.1 - Demolition – First Floor Plan – Electrical, and E1.2 Demolition – Incidental Storage Area Electrical.
  1. Revise Plan Note A to read “Concrete-encased conduits to be abandoned in place. Remove wiring, cut conduits **flush with floor, and grout with concrete to match finished floor.**”
- B. Refer to Drawing E3.1 - Power – First Floor Plan – Electrical.
  1. Revise Coded Note 22 to read “**Bare copper** grounding conductor up the exterior wall in **Schedule 80 PVC**. Stub into room above accessible ceiling space.”
  2. Revise Coded Note 23 to read “**Bare copper** grounding conductor to service entrance ground bar. **Grounding conductor may be routed exposed through building mounted to structural steel.**”
- C. Refer to Drawing E8.1 - Electrical Details.
  1. Refer to “Service Entrance Detail”. Conduits entering building from CT cabinet should be noted as “Feeder #2”.
- D. Refer to Drawing E8.2 - Electrical Details
  1. Refer to “Cantilever Fixture Mounting Detail”. Fixture type should indicate “W4” instead of “W8.”

### *Questions*

- A. Question: Is melamine for semiexposed (interior of cabinets) acceptable?  
Answer: Melamine is acceptable at cabinet interiors only.
- B. Question: Is ½” Corian built up to 1½” on the edges acceptable?  
Answer: Use ¾” Corian built up to 1½” on the edges as illustrated.
- C. Question: Are the Corian backsplashes coved or set on?  
Answer: The backsplashes are to be integral coved at the back and set on at the ends.
- D. Question: There is no provision for framed openings in the mezzanine floor for the ductwork off of RTU-1.  
Answer: Reference Drawing Sheet S1.3, Detail B/S1.3.
- E. Question: Lintels are detailed but not indicated on the plans. Provide locations of each type of lintel.  
Answer: Reference Drawing Sheets A3.1 and A3.2. Provide L-2 at Door 200 and provide L-2 at Door 201, except plate and anchors to be welded to existing roof beam at Door 201.

F. Question: Are marble sills required at the 2<sup>nd</sup> floor windows?

Answer: No.

G. Question: Is there schedule for interior door/wall signage?

Answer: No. Provide room signage per listed Allowance No. 1. Signage style, color, text, etc. will be determined during construction.

H. Question: Is carbon steel pipe railings (inc. mesh) with powder coated finish on the hot dip galvanized carbon railings in lieu of aluminum electrolyzing are acceptable for this project.

Answer: No. Power coated galvanized steel railings are not an acceptable equal for the specified anodized aluminum railings.

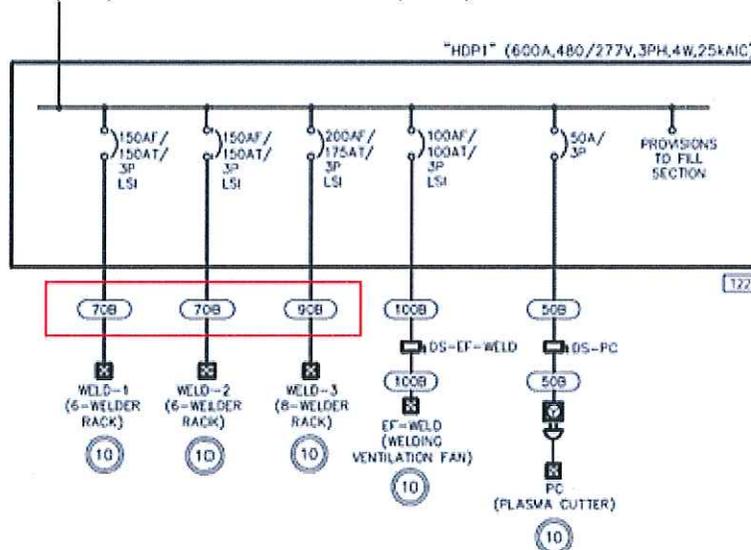
I. Question: Specification Section 323113 calls out horizontal gates/motor-operated gates. The only fence referenced is the temp fence and the ventilation equipment enclosure. Please confirm.

Answer: Disregard references to horizontal and motor-operated gates.

J. Question: Drawing E5.1, Power Riser Diagram Panel “HDP1” WELD-1 (6-WELDER RACK) both call for feeder size (70B). Shouldn’t these two be (150B) feeder size?

Answer: Feeder sizes are acceptable as shown on the drawings. NEC 630 permits overcurrent protection to be higher than the feeder ampacity for welders.

K. Question: Drawing E5.1, Power Riser Diagram Panel “HDP1” WELD-3 (8-WELDER RACK) call for feeder size (90B). Shouldn’t this one be (175B) feeder size?



Answer: Feeder sizes are acceptable as shown on the drawings. NEC 630 permits overcurrent protection to be higher than the feeder ampacity for welders.

- L. Question: Drawing E8.5 Telecommunications Grounding/Bonding Detail shows a typical detail with cable tray. The drawings and specs do not show any cable tray. Please verify that cable tray is not part of this project.

Answer: Cable tray is not included in this project.

- M. Question: Can MC cable be used for lighting, power and fire alarm branch circuits in drywall walls and above ceilings?

Answer: No, EMT shall be used for branch circuits. MC cable shall only be used as indicated in the specifications.

- N. Question: Can EMT conduit be used for the secondary feeder from the CT cabinet to the MSB? These feeders will be run indoors.

Answer: No, EMT is not permitted. The contractor may install the secondary feeder indoors if it is protected by a 2-hour fire-rated enclosure or wiring system. Otherwise, the secondary feeder should be installed under the floor slab as shown on the drawings.

- O. Question: Will the flagpole be provided with a light fixture according to Drawing ES.2? Will this light be prewired? If not, what is the height of the flagpole?

Answer: Reference Sheet A1.0, Site Plan Keynote 17, for additional information about this item.

- P. Question: P2.2, Note 15, says to extend the storm piping from the canopy downspout drains to the nearest storm line. Any idea where the existing storm lines are?

Answer: There is an existing storm catch basin and related storm water piping in the adjacent parking lot and wrapping around building. Reference Drawing Sheet SR-1.1, Site Survey, for additional information on storm water piping locations.

Respectfully submitted,

M&G ARCHITECTS & ENGINEERS



Eric Matyskiela, PE  
President

Attachments: Pre-Bid Meeting Sign-in Sheet  
City of Wheeling Application for  
Use of City of Wheeling Right of Way

cc: All Attendees and Plan Holders

ls

ACKNOWLEDGEMENT OF RECEIPT  
OF ADDENDUM NO. 1  
FOR  
WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
WESCO BUILDING RENOVATION  
REQUEST FOR BIDS NO. 18002

I, \_\_\_\_\_ of \_\_\_\_\_ hereby  
*(name)* *(company)*

acknowledge that I have received a copy of Addendum No. 1 with all its attachments and understand that my bid will not be honored unless this acknowledgement is returned to the Architect and I have noted receipt on the Proposal Form.

\_\_\_\_\_  
*(company name)*

\_\_\_\_\_  
*(name)*

\_\_\_\_\_  
*(date)*

Upon receipt, fax or email this page to 304/242-8249 or [mg1@mgarc.com](mailto:mg1@mgarc.com)

Mandatory Pre-Bid Meeting Sign-In Sheet  
 WVNCC – WESCO Building Renovation – RFB 18002  
 August 3, 2017 2:00 PM

Business Name: JDE  
 Business Address: 200 GC & P Rd, Wheeling, WV 26003  
 Business Phone # 304-232-5000 Fax # 304-232-0619  
 Representative Name (printed): Mark Sampson E-Mail Address mark@jde-inc.com  
 Check Appropriate Title: General Contractor  Subcontractor  Supplier  Other-List:

Business Name: GAR - CON  
 Business Address: 8700 W. 116th Ohio  
 Business Phone # 740-282-6830 Fax # 740-282-6049  
 Representative Name (printed): ED BEZAK E-Mail Address J.Edward@garcon.com  
 Check Appropriate Title: General Contractor  Subcontractor  Supplier  Other-List:

Business Name: BRUCE & MERRILEES ELECTRIC  
 Business Address: 930 CASS ST. NEW CASTLE, PA  
 Business Phone # 1-724-996-8985 Fax # com  
 Representative Name (printed): DAVID GRAY E-Mail Address dgray@bruceandmerrilee.com  
 Check Appropriate Title: General Contractor  Subcontractor  Supplier  Other-List:

Business Name: COLAIANNI CONST.  
 Business Address: 2141 S.R. 150, DILLONVALE, OH 43917  
 Business Phone # 740-769-2362 Fax # 740-769-2069  
 Representative Name (printed): KEN WEAVER E-Mail Address KWEAVER@COLAIANNI.CONST.COM  
 Check Appropriate Title: General Contractor  Subcontractor  Supplier  Other-List:

Business Name: Mangretto Roofing  
 Business Address: 116 Wood St, Martins Ferry, OH 43935  
 Business Phone # 740-633-7320 Fax # 740-633-7322  
 Representative Name (printed): Justin Dean E-Mail Address Justin@mangrettoroofing.com  
 Check Appropriate Title: General Contractor  Subcontractor  Supplier  Other-List:

Business Name: WALTERS CONSTRUCTION  
 Business Address: 600 FULLON STREET  
 Business Phone # 304-233-1152 Fax # 304-233-3585  
 Representative Name (printed): BUER WALTERS E-Mail Address wc1@walters-construction.com  
 Check Appropriate Title: General Contractor  Subcontractor  Supplier  Other-List:

Mandatory Pre-Bid Meeting Sign-In Sheet  
WVNCC – WESCO Building Renovation – RFB 18002  
August 3, 2017 2:00 PM

Business Name: Lombardi Development Company Ph: 304-748-5920  
Business Address: 649 Virginia Avenue Fax: 304-748-8488  
Follansbee, WV 26037 Email: bernie@lombardicompanies.com  
Business Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
Representative Name (printed): PAUL NUZUM E-Mail Address \_\_\_\_\_  
Check Appropriate Title: General Contractor  Subcontractor \_\_\_\_\_ Supplier \_\_\_\_\_ Other-List: \_\_\_\_\_

Business Name: Rycan Construction Inc  
Business Address: 2501 SULLYMAN STREET PGH PA 15222  
Business Phone # 412-392-2525 Fax # 412-392-2539  
Representative Name (printed): DONALD E RAUTZ E-Mail Address SPECIALPROJECTS@RYCANINC.COM  
Check Appropriate Title: General Contractor  Subcontractor \_\_\_\_\_ Supplier \_\_\_\_\_ Other-List: \_\_\_\_\_

Business Name: Yahn Electric  
Business Address: 113 17th Street Wheeling, WV 26003  
Business Phone # 304-232-5070 Fax # \_\_\_\_\_  
Representative Name (printed): Chris Yahn E-Mail Address CYahn@yahnelectric.com  
Check Appropriate Title: General Contractor \_\_\_\_\_ Subcontractor  Supplier \_\_\_\_\_ Other-List: \_\_\_\_\_

Business Name: Walters Construction  
Business Address: 600 Fulton St  
Business Phone # 304-233-1121 Fax # \_\_\_\_\_  
Representative Name (printed): Mark Hooser E-Mail Address Mark@WaltersConstruction.com  
Check Appropriate Title: General Contractor  Subcontractor \_\_\_\_\_ Supplier \_\_\_\_\_ Other-List: \_\_\_\_\_

Business Name: FIRE FOE CORP.  
Business Address: 999 TRUMBULL AVE  
Business Phone # 330-759-9834 Fax # 330-759-8949  
Representative Name (printed): ERIC WESTON E-Mail Address eric@firefoe.com  
Check Appropriate Title: General Contractor \_\_\_\_\_ Subcontractor \_\_\_\_\_ Supplier \_\_\_\_\_ Other-List: SPRINKLER

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Business Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
Representative Name (printed): \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
Check Appropriate Title: General Contractor \_\_\_\_\_ Subcontractor \_\_\_\_\_ Supplier \_\_\_\_\_ Other-List: \_\_\_\_\_

Mandatory Pre-Bid Meeting Sign-In Sheet  
WVNCC - WESCO Building Renovation - RFB 18002  
August 3, 2017 2:00 PM

Business Name: ERB Electric Co  
Business Address: 500 Hall Street Bridgeport Ohio 43912  
Business Phone # 740-633-5055 Fax # 740 633-5127  
Representative Name (printed): Randy Beihl E-Mail Address Rbeihl@erbelectric.com  
Check Appropriate Title: General Contractor  Subcontractor  Supplier  Other-List:

Business Name: Cattrell Co  
Business Address: \_\_\_\_\_  
Business Phone # 740-424-7756 Fax # \_\_\_\_\_  
Representative Name (printed): Don Teichman E-Mail Address dteichman@cattrell.com  
Check Appropriate Title: General Contractor  Subcontractor  Supplier  Other-List:

Business Name: H.E. NEUMANN  
Business Address: 100 Middle Creek Road, TRIADAPLHIA, WY 26059  
Business Phone # 304-232-3040 Fax # 304-232-8858  
Representative Name (printed): MIKE McCLEARY E-Mail Address mmcclleary@heneumann.com  
Check Appropriate Title: General Contractor  Subcontractor  Supplier  Other-List:

Business Name: COLAIANNI CONSTRUCTION, INC  
Business Address: 2141 ST. RT. 150; DILLONVALE, OH 43917  
Business Phone # 740-769-2362 Fax # 740-769-2069  
Representative Name (printed): DAVID WODZISKY E-Mail Address dwodzesky@colaianniconst.com  
Check Appropriate Title: General Contractor  Subcontractor  Supplier  Other-List:

Business Name: Wilson Restoration Inc  
Business Address: 4520 New Texas Rd.  
Business Phone # 412-793-4400 Fax # 412-793-1301  
Representative Name (printed): Mike Lowe E-Mail Address mikelowe@wilsonrestoration.net  
Check Appropriate Title: General Contractor  Subcontractor  Supplier  Other-List:

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Business Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
Representative Name (printed): \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
Check Appropriate Title: General Contractor  Subcontractor  Supplier  Other-List:

Mandatory Pre-Bid Meeting Sign-In Sheet  
 WVNCC – WESCO Building Renovation – RFB 18002  
 August 3, 2017 2:00 PM

Business Name: Ryan Construction  
 Business Address: 2501 Smallman Street, Suite 100 Pittsburgh PA 15222  
 Business Phone # 412-392-2525 Fax # 412-392-2539  
 Representative Name (printed): Erik Holzer E-Mail Address specialprojects@ryaninc.com  
 Check Appropriate Title: General Contractor  Subcontractor  Supplier  Other-List:

Business Name: Kalkreuth Roofing and Sheet Metal  
 Business Address: 53 14th Street, Wheeling WV 26003  
 Business Phone # 304-232-8540 Fax # \_\_\_\_\_  
 Representative Name (printed): Goeff Wack E-Mail Address gwack@krsn.net  
 Check Appropriate Title: General Contractor  Subcontractor  Supplier  Other-List:

Business Name: UNITED ELECTRIC OF WHEELING  
 Business Address: 18th + Edff, Wheeling WV 26003  
 Business Phone # 304-232-1330 Fax # 304-232-5850  
 Representative Name (printed): Arnon Pollock E-Mail Address arnon.pollock@swave.net  
 Check Appropriate Title: General Contractor  Subcontractor  Supplier  Other-List:

Business Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Business Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Representative Name (printed): \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
 Check Appropriate Title: General Contractor  Subcontractor  Supplier  Other-List:

Business Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Business Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Representative Name (printed): \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
 Check Appropriate Title: General Contractor  Subcontractor  Supplier  Other-List:

Business Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Business Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Representative Name (printed): \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
 Check Appropriate Title: General Contractor  Subcontractor  Supplier  Other-List:



**CITY MANAGER'S OFFICE  
CITY OF WHEELING**

July 1, 2015

Dear Applicant:

Enclosed please find an Application for use of City of Wheeling Right of Way, a copy of Section 311.05 of the Municipal Code, as well as a sample certificate of insurance, all of which are being supplied to you in response to your recent request to utilize City right of way in connection with your planned event. Please complete and sign the application, providing a current e-mail address for the permit to be returned to you, and forward to my attention, along with your certificate of insurance naming the City of Wheeling as an **additional insured**, at your earliest convenience. Please note that the application must be received by the City of Wheeling at least **ten business days** prior to your proposed use to allow ample time for processing your request. If your planned event is a parade, run, walk or street fair, contact must be made with Deputy Chief Kimball (304-234-6456) in order to finalize all safety concerns prior to the issuance of a permit. If your event will include food vendors, it will be your responsibility to ensure that all are properly licensed through the City of Wheeling and you will be required to ensure that all participants obtain the necessary permits from the Wheeling-Ohio County Health Department (304-234-3682).

Should you have any questions regarding the above, please do not hesitate to contact me at 304-234-3617.

Sincerely,

Judy Beabout  
City Manager's Office

jb

Enclosures



APPLICATION FOR USE OF CITY OF WHEELING RIGHT OF WAY	
Date of Application	
Name, Address and Phone Number of Applicant	
Person to contact (including phone number) in case of emergency <u>during</u> use	
Date(s) and Time(s) of Proposed Use	
Description of Proposed Use (i.e., Street Fair, Run, Parade, etc.)	
City Rights of Way to be Utilized (i.e., City Streets obstructed); Proposed Detours, if applicable.	

The undersigned, on behalf of \_\_\_\_\_ (name of individual/organization), agrees to indemnify and save the City of Wheeling harmless from any claims, liability or damages arising from the use of the public way in connection with the above-described use and as set forth in Section 311.05(b) of the Municipal Code. Additionally, your signature indicates that it is understood and agreed that any insurance carried by the City of Wheeling is excess and in no way contributory or quota share.

\_\_\_\_\_  
Name and Title Date

\_\_\_\_\_  
valid e-mail address (Permit will be provided via e-mail)

-----  
For office use only:

\_\_\_\_\_ CODES \_\_\_\_\_ FD \_\_\_\_\_ PD \_\_\_\_\_ OP \_\_\_\_\_ CC \_\_\_\_\_ HEALTH

<b>ACORD</b>	<b>CERTIFICATE OF INSURANCE</b>	DATE (MM/DD/YY)
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<b>PRODUCER</b>	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE APPROVED BY THE POLICIES BELOW.
	COMPANIES AFFORDING COVERAGE
	COMPANY
<b>INSURED</b>	COMPANY
	COMPANY
	COMPANY

**COVERAGE**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THE CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

OO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
<b>A</b>	<b>GENERAL LIABILITY</b>		MM/DD/YY	MM/DD/YY	GENERAL AGGREGATE	\$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG	\$ 1,000,000
	<input type="checkbox"/> CLAIMS <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY	\$ 1,000,000
	OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE	\$ 1,000,000
					FIRE DAMAGE (ANY ONE FIRE)	\$ 50,000
					MED EXP (ANY ONE PERSON)	
	<b>AUTOMOBILE LIABILITY</b>				COMBINED SINGLE LIMT	\$
	ANY AUTO				BODILY INJURY (Per Person)	\$
	ALL OWNED AUTOS				BODILY INJURY (Per Accident)	\$
	SCHEDULED AUTOS				PROPERTY DAMAGE	\$
	HIRED AUTOS					
	NON-OWNED AUTOS					
	<b>GARAGE LIABILITY</b>				AUTO ONLY-EA ACCIDENT	\$
	ANY AUTO				OTHER THAN AUTO ONLY:	
					EACH ACCIDENT	\$
					AGGREGATE	\$
	<b>EXCESS LIABILITY</b>				EACH OCCURRENCE	\$
	UMBRELLA FORM				AGGREGATE	\$
	OTHER THAN UMBRELLA FORM					
	<b>WORKERS COMPENSATION AND EMPLOYER'S LIABILITY</b>				WC STATUTORY LIMITS	OT-HER
	THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE:				EL EACH ACCIDENT	\$
	<input type="checkbox"/> INCL <input type="checkbox"/> EXCL				EL DISEASE-POLICY LIMIT	\$
					EL DISEASE-EA EMPLOYEE	\$
	<b>OTHER</b>					

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS**  
**ADDITIONAL INSURED: CITY OF WHEELING - IT IS UNDERSTOOD AND AGREED THAT ANY INSURANCE CARRIED BY THE CITY OF WHEELING IS EXCESS AND IN NO WAY CONTRIBUTORY OR QUOTA SHARE.**

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
CITY OF WHEELING 1500 CHAPLINE STREET WHEELING, WV 26003	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE

### 311.05 PARADES; PUBLIC ASSEMBLAGE.

(a) All organizations, associations or persons desiring to use any of the streets or public ways for the purpose of conducting a procession or parade shall, prior to the proposed time for holding such procession or parade, make application therefore to the City Manager designating the time and proposed route for such procession or parade. Application must be made at least ten (10) days prior to the planned event. The City Manager may issue to all persons or organizations so applying a permit stipulating the time, route and other conditions governing same. This section shall not apply to funeral processions.

(b) Any person desiring to use any sidewalk, street or public way of the City for the purpose of public assemblage or other lawful purpose, in such a manner as to preclude or interfere with the ordinary use of such street, sidewalk or public way, shall, in advance of the time of any proposed use, notify the City Manager of the time and place of such proposed use and the purpose therefor. Application must be made at least ten (10) days prior to the planned event. Before such use occurs, the City Manager shall issue a permit, if the use is one that is not unreasonably detrimental to the peace, health, morals and good order of the inhabitants of the City, provided that the applicant obtains a certificate of insurance providing liability insurance in an amount determined by the City Manager, but not less than one million dollars (\$1,000,000), naming the City as an additional insured, and further provided that the applicant agrees to indemnify and save the City harmless from any and all claims, liability and damages arising from the use of the sidewalk, street or public way.

(c) The organization, association or person conducting a procession or parade upon the public way as noted in subsection (a) hereof, being the Applicant receiving the permit and acquiring the requisite insurance as noted in subsection (b) hereof, is to control the flow and route of such parade without interference by any other person, entity or association. Such control of the parade or procession is to be coordinated between the Permitted Applicant and the Wheeling Police Department regarding traffic control. Any interference subjects the violator to the General Penalty provisions of the Traffic Code, which includes a fine up to five hundred dollars (\$500.00) and the potential for imprisonment as well as monetary fines for such interference. (Ord. 14388. Passed 11-7-12.)

### 311.99 PENALTY.

(EDITOR'S NOTE: See Section 303.99 for general Traffic Code penalty.)