

A Brief Intro to Bidding on CLSP Projects

CLSP is a beneficial program which serves to provide West Virginians with disabilities the resources necessary to live independently in their own homes. The program typically purchases home and vehicle modifications and durable medical goods. The program is open to all West Virginians with disabilities; however this particular office serves 20 counties in Northeast WV. Because of our large service area and limited monetary resources, there is a significant waiting list for services from this program, generally in the area of 3+ years.

Because we are providing resources in the homes of others, and because of the nature of our funding, our bidding process is probably a little different than most jobs you may have done in the past.

In order to be considered, all bids must meet the following requirements:

1. Include a copy of current WV Contractors License
2. Include proof of current insurance
3. Include a detailed materials list
 - a. Prices do not need to be itemized, however materials cost must be presented.
4. Items must be of an "accessible" nature. (Toilets, showers, etc.)
5. Include an available start date and approximate time required for completion
6. Include a drawing of the proposed alterations if one is not provided.

Other unique details about this program:

1. The contract will be signed between the contractor and our agency, **NOT** the individual who owns the home.
2. The agency supplies the contract to the contractor, not the other way around.
3. The contract is absolutely locked to the amounts laid out in the contract. Changes are necessary and common, but must not be completed without a signed change order from the agency. (This is laid out in the contract.)
4. The contractor will be working in the home of a person with a disability. Extra safety practices may be required during construction, such as dust mitigation.
5. Regardless of local jurisdiction or lack thereof, all work completed must meet current state building code requirements as a MINIMUM standard.

If you are unable or unwilling to abide by these requirements, please do not submit a bid.

Bids may be hand delivered, mailed, or faxed:

NWVCIL

Clark Creamer

601-3 East Brockway Ave. Suites A&B

Morgantown, WV 26501

Fax: 304-2925217