



Request for Proposal (RFP) For: MBCPR Lambert Pool Liner Replacement

RFP Posted: 9/22/25

Bids Due and Opening: 10:30 AM 10/14/2025

Introduction

Martinsburg Berkeley County Parks & Recreation will receive sealed bids for this RFP at the administrative office located at 273 Woodbury Avenue, Martinsburg, WV 25404 or by email. If emailing, send quotation in PDF no later than the due date and time to joe.burton@mbcparks-rec.org

For more information about the project, please contact Joe Burton, MBCPR Executive Director at joe.burton@mbcparks-rec.org

Background

The successful bidder will provide liner replacement service to Lambert Pool, located at 273 Woodbury Ave, Martinsburg WV 25404.

Pre-Bid meeting

Pre-bid site inspection and meeting will be held at Lambert Pool , 273 Woodbury Ave, Martinsburg WV 25404. Monday, October 6 at 10:00 am. Contractor attendance is recommended. Contact Joe Burton with any questions at joe.burton@mbcparks-rec.org

Submission Procedure & Opening

The sealed bids will be accepted until the date and time listed above (**Bid Due and Opening**), at the MBCPR, 273 Woodbury Avenue, Martinsburg, WV 25404, at which time and place all bids will be publicly opened and read aloud. All bids should be marked "Lambert Pool Liner Replacement" attention to "Joe Burton". MBCPR reserves the right to reject any or all bids and to waive any informalities in the bidding process.

Proposal Evaluation and Award of Contract

All proposals satisfying the requirements of this RFP will be evaluated to establish which of the bidder's best fulfills the needs of the Owner and this project.

Contractors may bid on any or all of the projects. The winning bidder may be awarded a single project or both. Any discounts offered for awarding both projects should be described in the bid.

There will be a maximum of one week of evaluation by the Owner, after which all bidders who submitted a complete proposal will be notified of the results.

This RFP does not commit the Owner to award a contract, to pay any costs incurred in the preparation of the proposal or to contract for the goods and/or services offered. The Owner reserves the right to accept or reject any or all proposals received as a result of this request, to rescind this RFP, if it is in the best interests of Owner to do so. An award will be made in the best interest of Martinsburg Berkeley County Parks & Recreation. The decision of MBCPR Berkeley County Board of Education shall be final.

Project Completion

The Pool Renovations described in this bid must be completed by May 1, 2025.

Contractor Requirements

- Contractor must hold a valid WV Contractors License and a City of Martinsburg business license, or obtain one prior to beginning work.
- Contractor shall maintain general liability and property damage insurance (\$1,000,000 per incident, 1,000,000 in aggregate) and workers compensation coverage as required by law. Copies of the insurance certificate must be included in bid documents.

Proposal Contents

Proposal must include the following:

- *Separate proposals for (1) Slide Pool Liner Replacement, (2) Wading Pool Liner Replacement as described in scope of work, any additional materials required, and all labor.*
- *Any alternate methods, optional or additional line items recommended.*
- *Clear specifications of products used*
- *List number of employees available for this project*
- *Proposed start date*
- *Any proposed subcontractors*
- *Additional information pertinent to the project*
- *WV contractor's License*
- *City of Martinsburg Business License*
- *Insurance Information*
- *Two professional references*
- *Photos of similar work completed*
- *5% Bid Bond*

- *Please specify all warranties provided.*

Contractor will attend the following construction meetings for the project:

- Pre-construction meeting to review schedule and building details
- Weekly site meetings during construction
- Walk-through at substantial completion

Scope of Work

Slide Pool Liner Replacement

Items	Description	Qty/Unit	Price
PVC Liner Replacement	<p>Remove the existing PVC membranes, terminations, and residue, and prep the surface of the pool for the installation of the new 60 mil PVC membrane and terminations.</p> <p>Fully adhere an 11-ounce polypropylene felt protection / leveling layer to the entire surface of the pools.</p> <p>Custom fit and adhere a premium 60 mil light blue PVC membrane to the entire surface of the pools. Hot air weld and seal all seams.</p> <p>Terminate the membrane using hard PVC strips set into a bed of caulking and fastened onto the top of the walls just below the bullnose of decking around the perimeter of the pools. Finish with a bead of white caulking.</p> <p>Where necessary install custom made Type 1 Hard PVC flanges around all penetrations i.e.; skimmers, returns, lights, railings, and main drains.</p> <p>Install white printed depth markers on the top of the interior pool walls according to WV state code.</p> <p>Install black PVC transition lines on the steps according to WV state code.</p> <p>Install 60 mil light blue slip resistant PVC membrane on the pool's steps and shallow areas.</p> <p>Issue a 10-year material warranty (covers PVC membrane material and welds) and a one-year workmanship warranty upon substantial completion.</p>	1400 SF	

Wading Pool Liner Replacement

Items	Description	Qty/Unit	Price
PVC Liner Replacement	<p>Remove the existing PVC membranes, terminations, and residue, and prep the surface of the pool for the installation of the new 60 mil PVC membrane and terminations.</p> <p>Fully adhere an 11-ounce polypropylene felt protection / leveling layer to the entire surface of the pools.</p> <p>Custom fit and adhere a premium 60 mil light blue PVC membrane to the entire surface of the pools. Hot air weld and seal all seams.</p> <p>Terminate the membrane using hard PVC strips set into a bed of caulking and fastened onto the top of the walls just below the bullnose of decking around the perimeter of the pools. Finish with a bead of white caulking.</p> <p>Where necessary install custom made Type 1 Hard PVC flanges around all penetrations i.e.; skimmers, returns, lights, railings, and main drains.</p> <p>Install white printed depth markers on the top of the interior pool walls according to WV state code.</p> <p>Install black PVC transition lines on the steps according to WV state code.</p> <p>Install 60 mil light blue slip resistant PVC membrane on the pool's steps and shallow areas.</p> <p>Issue a 10-year material warranty (covers PVC membrane material and welds) and a one-year workmanship warranty upon substantial completion.</p>	610 SF	