

LEWIS COUNTY BOARD OF EDUCATION

239 Court Avenue, Weston, WV 26452

ADVERTISEMENT FOR BIDS: COMMERCIAL MOVING SERVICES

The Lewis County Board of Education is accepting sealed bids from qualified, licensed, and insured commercial moving companies to provide relocation and transport services for furniture, fixtures, equipment, and supplies across various school facilities and administrative buildings throughout Lewis County, West Virginia.

Scope of Work

- **Loading, Transport, and Unloading:** Safe moving of desks, chairs, filing cabinets, shelving units, boxed supplies, and instructional equipment between designated Lewis County Schools facilities.
- **Protection & Handling:** Furnishing all necessary moving equipment, padding, shrink wrap, dollies, ramps, and secured box trucks.
- **Site Care:** Protection of flooring, doorways, and interior walls at both pickup and delivery locations.
- **Coordination:** Services to be performed on scheduled dates during standard operating hours, weekends, or district break periods as mutually agreed upon with the district facilities coordinator.

Bid Submission Guidelines

- **Submission Deadline:** Sealed bids must be received no later than 11:00 AM on Wednesday, September 16, 2026.
- **Pre-Bid Meeting** will be held on Wednesday, September 9, 2026 at 9:00 AM at the Lewis County Board of Education Office at 239 Court Avenue, Weston, WV 26452.
- **Delivery Method:** Hand-deliver or mail sealed envelopes clearly marked:

SEALED BID: Moving Services – Do Not Open Until Bid Opening

Address:

Lewis County Board of Education

Attn: Tim Payton, Assistant Superintendent

239 Court Avenue

Weston, WV 26452

tpayton@k12.wv.us

- **Bid Opening:** Bids will be publicly opened and read aloud at the Board of Education office immediately following the submission deadline.

Contractor Requirements

- **Proof of Licensure:** Valid West Virginia Business License and Motor Carrier Authority.
- **Insurance:** Proof of Commercial General Liability, Cargo Insurance, and statutory West Virginia Workers' Compensation coverage (Certificate of Insurance required prior to contract execution).
- **References:** A minimum of three (3) professional or commercial references demonstrating experience with similar institutional or multi-site moves.

General Terms & Conditions

- Specifications and official bid packets may be obtained by contacting the Lewis County Schools Central Office at 304-269-8300 or by email at tpayton@k12.wv.us.
- The Lewis County Board of Education reserves the right to reject any or all bids, to waive minor informalities or technicalities, and to accept the bid deemed in the best interest of the school district.