

## **INVITATION TO BID**

Sealed bids for construction of the **Facilities Services and Adult Education Conversion + Gymnasium Lighting, Newberry, SC**, will be received in person or via special courier service at the **School District of Newberry County Facilities Building, 3419 Main Street, Newberry, SC 29108**, until but no later than **2:00 p.m.**, local prevailing time, **May 31, 2018**, and then publicly opened and read immediately thereafter.

Bids received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. Bidders are responsible for ensuring their Bid is received before the deadline indicated. Bids submitted by telephone, telegraph, email, text message, or facsimile shall not be accepted.

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

- A. The Facilities Services and Adult Education Conversion project is a renovation to an existing 33,800 square foot retail shopping center. The existing shopping center is composed of an area previously served as a grocery store and four smaller shops ranging from retail, laundry and restaurant services. The renovation will accommodate two user groups which will function separately. These user groups include, the Facilities management and services and the Newberry Adult and Continuing Education program. Facilities management and services will be primarily divided into administration and warehouse/storage functions, where the adult education will be primarily divided into administrative and classroom functions. Renovation work includes, but is not limited to, demolition, masonry, finishes, plumbing, mechanical, electrical, fire protection and all other components necessary to complete the construction.
- B. The Gymnasium Lighting projects will be a one for one replacement of existing.

A non-mandatory pre-bid conference will be held at **10:30 a.m.**, on **May 16, 2017**, at the **Project Location; 709 Kendall Road, Newberry, SC 29108**. Submit questions in writing at this time. The last day for substitutions, questions, and clarifications shall be placed by the end of the day on **May 24, 2018**. Responses will be in the form of addenda if required.

Bidders may obtain, and/or examine electronic Bidding Documents by visiting [moseleyarchitects.com](http://moseleyarchitects.com), "Bidding."

In order for Moseley Architects to maintain an accurate list of planholders (General Contractor's only), each GC shall forward and complete the following required steps:

1. Submit the following information to Moseley Architects:

**ATTN: Kerry Petrie** [kpetrie@moseleyarchitects.com](mailto:kpetrie@moseleyarchitects.com)

Company Name:

Address:

Phone/Fax Number:

Email Address:

Contact Person:

2. Visit [moseleyarchitects.com](http://moseleyarchitects.com), select "Bidding" (**Newberry Facilities Services & Adult Education**), click on "Bid Documents", and follow the instructions located at the top of the page to "Request a key". Once complete, access to the electronic Bidding Document files can be obtained, saved, and or examined as needed.

**A Bid Guarantee in the form of a certified check or bank draft**, payable to the order of The School District of Newberry County, or a satisfactory bid bond, executed by the bidder and acceptable surety, in an amount equal to five per-cent (5%) of the total bid shall be submitted on AIA Document A310, with each bid. It is called to the attention of the bidder that all bid bonds must be co-signed by a resident agent of the State of South Carolina.

**The Contractor's attention is called to the requirements** relative to the contractor's license. No contract will be awarded hereunder to any contractor who has not been properly licensed by the South Carolina Licensing Board of Contractors.

**The Owner reserves the right** to reject any or all proposals and to waive any informalities in the bidding. Bids may be held by the Owner for a period not to exceed sixty (60) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the qualifications of the bidders, prior to awarding of the contract.

Any questions relating to the Bidding Documents shall be directed to the architect, Moseley Architects at [www.moseleyarchitects.com/bidding/](http://www.moseleyarchitects.com/bidding/), click on "Submit Question".

END OF INVITATION TO BID