



INVITATION FOR BIDS

City of Suffolk

IFB #2013-00083-MC

April 22, 2013

Purchasing Division

441 Market Street, Room 105

Suffolk, VA 23434

Phone: (757) 514-7523/ Fax: (757) 514-7524

<http://www.suffolkva.us/purchasing>

WHALEYVILLE COMMUNITY CENTER

Sealed bids subject to the conditions and instructions contained herein, will be received at the office of the Purchasing Agent listed above, until the time and date shown below (local prevailing time), for furnishing the items or services described in the bid.

SCOPE OF WORK – Provide all labor, equipment, hardware, services, materials, to construct and complete approximately 23,634 sq. ft. of renovation and addition to the Robertson Elementary School to become the City of Suffolk Department of Parks and Recreation's new Whaleyville Community Center as shown on the construction documents/drawings.

Mandatory Pre-Bid Conference: Tuesday, May 7, 2013 at 2:00 p.m. at the project site, Robertson Elementary School, located at 132 Robertson Street, Suffolk, VA.

Bid Due: 3:00 p.m., May 22, 2013

Bid Documents:

A. General: Interested bidders may purchase full sets of the Bidding Documents (as defined below) from the below listed location for the specified amount. There is a limit of two (2) sets per firm. Partial sets will not be issued.

1. Location: Bidding Documents can be obtained from Hackworth Reprographics, located at 1700 Liberty St., Chesapeake, VA 23324, Tel: (757) 545-7675.
2. Availability: Bidding Documents will be available for distribution to interested bidders on April 22, 2013.
3. Any questions concerning this project must be in writing and addressed to Michael Coburn, Purchasing Manager, mcoburn@suffolkva.us and must be received no later than five (5) business days preceeding the date that the bids are accepted.

B. Cost: Each set of the Bid Documents require a payment of \$260.00 which is non-refundable. Requests for Bidding Documents must be received at least 7-days prior to date of bid opening. All payments for Bidding Documents shall be in the form of cash or checks which shall be made payable to: "Treasurer, City of Suffolk". Credit cards will not be accepted, nor will separate invoices be issued.

C. Bidding Documents: The Bidding Documents shall consist of the INVITATION FOR BIDS, these INSTRUCTIONS TO BIDDERS, BID FORM, and the Contract Drawings consisting of the Civil, Landscape, Architectural, Structural, Mechanical, Plumbing and Electrical drawings and the Contract Documents/Specifications Manual.