

INVITATION FOR BIDS

IFB #2014-00017-MC

September 8, 2013

ADDITION TO POLICE ADMINISTRATIVE BUILDING

Mandatory Prebid Meeting: September 24th at 9:00 A.M.

Bid Due: 11:00 AM, October 9, 2013

Provide all plant, labor, superintendence, materials, tools, equipment, supplies, incidentals, and other ancillary items necessary, as identified in the specifications, in order to complete the addition to the Police Administration Building as indicated on the plans. Approximate size of addition is: 10,900 sf.

Bid Documents shall be obtained from the office of HBA Architecture & Interior Design, Inc., One Columbus Center, Suite 1000, Virginia Beach, VA 23462, (757)490-9048, and will only be issued as complete sets, for a **non-refundable fee of \$75.00 per set. If an electronic copy is preferred, that will be available for a non-refundable fee of \$35.00.** There is a limit of two (2) sets per firm for printed copies. Payment will be accepted in the form of cash or check made payable to "TREASURER, CITY OF SUFFOLK" only. Credit cards will not be accepted, nor will separate invoices be issued.

Firms requesting Bid Documents via mail shall also include separate payment for a **non-refundable postage and handling fee of \$15.00 per set**, made payable to "HBA Architecture & Interior Design, Inc.," or by providing a UPS Account Number. If requested, overnight delivery service shall be at the requesting firm's expense.

Questions concerning this project must be in writing and addressed to the Contract Officer stated hereon; and, must be received no later than five (5) business days preceding the date that the bids are accepted. Email submittal of questions is preferred. Send to: mcoburn@suffolkva.us .

In case of error bidders may request withdrawal of bids within two (2) days after the bid opening by submitting original work papers with notice of request