

Date: October 13, 2016

CONSTRUCTION

Project Name: West Columbia City Hall Office Subdivision

Project Number: N/A

Project Location: West Columbia City Hall, 200 N 12th Street, West Columbia, SC 29171

Bid Security Required: (check one)

Yes

No

Performance Bond Required: (check one)

Yes

No

Payment Bond Required: (check one)

Yes

No

Description of Project: The selected contractor will be responsible for:

Preparation of Construction Plans and Specifications

1. Consult with key city staff, to be designated by the City Administrator, to review renovations and to the City Hall room prior to preparation of any required construction documents.
2. Consult with key city staff, to be designated by the City Administrator, to develop a time line for construction activities to ensure City Hall functions are impacted as little as possible.
3. Prepare an updated cost estimate to ensure work is within the proposed project budget.
4. Coordinate all work with any subcontractors or third parties involved in the project.
5. Prepare bid package to include bid specifications, conditions, bid surety/performance bonding requirements.
6. Ensure all work is conducted by individuals or companies that are duly licensed and insured.

Permitting Services

Bidding Services

All Services During Construction

Submittals shall include and comply with the following:

1. Project approach and proposed schedule
2. Proof of General Contractors License
3. Proof of Workers Compensation Insurance
4. Three references from similar projects
5. A maximum of ten pages (both sides of the page may be used) shall be submitted with soft cover binding. No hard cover binders will be accepted. Covers are excluded from page count.
6. ONE (1) ORIGINAL AND THREE (3) COPIES OF YOUR PROPOSAL ARE REQUIRED.
7. Proposals will be received at West Columbia City Hall until 2:00 P.M. local time on the opening date shown.
8. Notice of intended award of contract will be posted at the location listed below:
www.westcolumbiasc.gov

Construction Cost Range: \$18,000-30,000

Architect/Engineer:

- **Firm:** N/A
- **Contact Person:**
- **Address:**
- **Telephone:**

- Fax:
- E-mail:

Plans On File At: (indicate city/cities where plans are available next to plan room)

- AGC: N/A
- Dodge:
- Other:

Plans May Be Obtained From: N/A

Plan Deposit: **Refundable?:**

Pre-Bid Conf./Site Visit: (check one)

- No
- Mandatory
- Non-mandatory

Pre-Bid Date/Time (if applicable): October 19 2016 at 2:00pm

Place: West Columbia City Hall

Bid Opening Date/Time: Sealed Proposals are due October 26, 2016 at 2:00pm

Place: City Hall-New Brookland Room

Agency/Owner: City of West Columbia

Name & Title of Agency Coordinator: Tara Greenwood, Grants Administrator

- **Address:** 200 N 12th Street, West Columbia, SC 29171
- **Telephone:** 803-939-8628
- **Fax:**
- **E-mail:** tgreenwood@westcolumbiasc.gov

Hand Deliver Bids To: Tara Greenwood City of West Columbia, 200 N 12th Street

Mail Bids To: City of West Columbia PO BOX 4044 West Columbia, SC 29171 Attn: Tara Greenwood

- Advertisements for Monday's publication are due by Noon on Friday / Advertisements for Thursday's publication are due by Noon on Wednesday.
- To submit: Fill out form, save to your computer, then attach to an email to mlfowler@mmo.sc.gov or fax to (803)737-0650. Emailed ads are confirmed by return email, faxed ads are not.
- Please check your ad in SCBO after it appears to make sure it has been included, & that the information contained in it is correct.
- You can leave out or add any information you wish. One way to do this is to unprotect this document. If you want to be able to tab through the fields, you must have enforcement of the protection start again once you made your change(s). Starred items are necessary to creating a SCBO ad & should be included.
- Buyers: You can download this form to your computer to a SCBO folder, & fill in the parts that repeat every time you fill out the form, like agency address, buyer's name, etc.. Then each time you open it, do a 'save as,' rename the file, & place it in your SCBO folder. This way you always start with a partially filled out form.