

ADVERTISEMENT FOR BIDS

**PROJECT:** Snellville City Hall Interior Buildout  
**OWNER:** City of Snellville  
**ARCHITECT:** Precision Planning, Inc.

Separate sealed pre-qualifications and bids will be received by the OWNER for a General Contract to furnish and install all materials, labor and equipment, necessary for the Snellville City Hall Interior Buildout located in Snellville, Georgia.

**PROJECT SCOPE:** The project is located at 2342 Oak Road, Snellville, Georgia. The existing building is an occupied two story structure. The interior buildout is located on the second floor and an unfinished portion of the building. The buildout includes offices, classrooms, break area and open workstations. In addition to the interior renovation, there are existing exterior aluminum clad wood windows on both floors in occupied spaces that require removal and replacement. The construction access will be limited to the building since it will be occupied during construction. Space will be available for the contractor to work from inside the unfinished area during construction; no job trailer is required. Site staging and parking will be limited to select areas away from the building and are identified in the bid documents.

Access to the electronic only Bid Documents shall be obtained from the office of Precision Planning, Inc. upon payment of a non-refundable fee of **\$100.00**. A request for access to the electronic bid docs shall be made via email only to [kbarker@ppi.us](mailto:kbarker@ppi.us) (scan and email a copy of your company check, made payable to Precision Planning, Inc., and access instructions will be provided). A hard copy of the Bid Documents may only be examined at the following locations:

Precision Planning, Inc.  
400 Pike Boulevard  
Lawrenceville, GA 30046  
(770) 338-8000

Snellville City Hall  
2342 Oak Street  
Snellville, GA 30078  
(770) 985-3500

**Bid packages will be received at Snellville City Hall, 2342 Oak Street, Snellville, Georgia 30078, no later than 2:00 p.m. on March 8, 2019.** Any packages received after 2:00 p.m. will not be considered by the OWNER. Bid packages will be opened at 2:00 p.m. on Friday, March 8, 2019 at Snellville City Hall. Bids will be evaluated by the OWNER, and the project award is anticipated upon completion of this evaluation.

**A mandatory pre-bid conference for interested bidders will be held at 10:00 a.m. on February 20, 2019, at the Snellville City Hall, 2342 Oak Street, Snellville, Georgia 30078.**

The required time of completion is stipulated in the bid package from the date of the written Notice to Proceed to the Substantial Completion.

OWNER requires a bid bond issued by a Surety listed on the Treasury as licensed in the State of Georgia, or a cashier's check in the amount of five percent (5%) of your total bid to be enclosed with your bid at the time of bid opening to be made payable to the OWNER. No other form of security will be acceptable.

Each bid package must be submitted in separate sealed envelopes, addressed to "OWNER". BIDDER shall provide three (3) originals in each envelope. Each bid sealed envelope must be plainly marked on the outside as "**BIDS Snellville City Hall Interior Buildout**".

Any and all packages received without the aforementioned criteria enclosed will be returned to BIDDER.

All Bid Packages must be made out on the bid form of the type bound in the Contract Documents, in accordance with the instructions in the Information for BIDDERS. No interlineations, additions, or deletions shall be made in the proposal form by BIDDER. No conditional Bids will be acceptable.

Contract will be awarded on a stipulated sum to the most responsive BIDDER presenting the lowest acceptable Bid, based on the Lump Sum Base Bid plus any combination of Alternates (if appropriate) acceptable to Owner.

OWNER reserves the rights to reject any and all bids, to waive informalities, and to re-advertise.

No BIDDER may withdraw his bid within the time limit specified in Section 00 01 00 Instructions to Bidders.

CITY OF SNELLVILLE