

DOCUMENT 00 11 16
INVITATION TO BID

Project: LOBBY RENOVATIONS
FOR THE
HARRISONBURG
CECIL F. GILKERSON
COMMUNITY ACTIVITIES CENTER
305 S. DOGWOOD DRIVE
HARRISONBURG, VA 22801

Owner: CITY OF HARRISONBURG

Architect: MILLER CUPP ASSOCIATES, ARCHITECTS, P.C.
1951-A EVELYN BYRD AVENUE
HARRISONBURG, VA 22801

Date: June 25, 2012

Your firm is invited to submit a sealed bid to the Owner for Lobby Renovations at the Cecil F. Gilkerson Community Activity Center, located at the above address. The Owner will receive bids at the office of the Architect located at 1951-A Evelyn Byrd Ave., Harrisonburg, VA until 2:00 P.M. local prevailing time on July 24, 2012 for the following project:

Description: Office renovations and reception desk replacement in the lobby area of the Community Activity Center.

Late bids will not be accepted. Faxed or e-mailed bids will not be accepted. It is the bidder's responsibility to ensure the bid is received prior to the bid acceptance time. The envelope shall be returned on or before the due date and clearly identified on the envelope as "Lobby Renovation". Hours of operation for Miller Cupp Associates, Architects, P.C. are 8:00 a.m. to 5:00 p.m. Monday through Friday.

Bidding Documents for a Stipulated Price contract may be obtained from the office of the Architect upon receipt of a refundable deposit, in the amount of \$25.00 for each set. General Contractors bidding on the project shall obtain a minimum of one set and a maximum of two sets. Bid documents will also be made available in electronic format.

Documents can be obtained by general contract and subcontract Bidders. Others may view the Bid Documents at the office of the Architect and at plan services.

Bidders will be required to furnish Bid Security.

Refer to other bidding requirements described in Document 00 21 13 - Instructions to Bidders.

Submit your Bid on the Bid Form provided.

Your Bid will be required to be submitted under a condition of irrevocability for a period of 60 days after submission.

The Owner reserves the right to accept or reject any or all Bids and to waive any informality in any bid.

Mr. Lee Foerster, Director
Department of Parks & Recreation
City of Harrisonburg