

## **00210 - INVITATION TO BID**

### **1 - DESCRIPTION**

This Project is for the Exterior Renovation of a single Two Story Sixteen Unit Apartment Building for Greater Greenville Housing & Revitalization Association, Inc. in Greenville, Mississippi. It will consist of work including general construction, new concrete drives & dumpster pad, new wood framing at the roof, concrete board siding, HVAC, painting, shingles and related work, etc.

### **2 - RECEIPT OF BID**

Sealed bids will be received by the Architect and Owner.

Bids on the project must be received on or before the period scheduled for the project and no bid withdrawn after the scheduled closing time for the project for a period of thirty (60) days.

### **3 - OPENING**

Sealed bids for the:

**Cypress Pointe Renovations  
630 Anne Stokes Road  
G.G.H.R.A.  
Greenville, MS**

will be received at the Conference Room of G.G.H.R.A., 504 Central Street, Greenville, MS until 11:00 A.M., Thursday, September 13, 2018.

### **4 - BID BASIS**

Bids will be on a lump sum basis and will include all labor, materials, permits, insurance, etc. as listed above or shown on the plans and included in the specifications.

### **5 - INSTRUMENTS**

Copies of the CONTRACT DOCUMENTS may be obtained by original paper copies or electronic PDF upon request. No partial sets will be issued. Contract Documents can be viewed at the office of the Owner. Original paper copies can be obtained for a fully refundable deposit of \$100.00 but they must be ordered through the Architect. Checks should be made

payable to Emily Poole Architecture and mailed to the office of the Architect: Emily Poole Architecture, PLLC 656 Cypress Lane, Greenville, MS 38701. Refunds will be issued to plan holders returning their plans in good condition within 10 days of the bid opening. The deposit will be forfeited by anyone not returning the plans and specifications within the 10 day period. For questions related to the contract documents, contact Emily Poole at (601) 597-2724.

Partial sets will not be issued.

## **6 - LICENSE**

All bidders must be licensed in State of Project, regardless of the base bid amount of the portion of the work on which they are bidding.

All bids submitted in excess of \$50,000.00 by a Prime or Sub-contractor to do any erection, building, construction, repair, maintenance or related work must comply with the Mississippi Contractors Act of 1988, by securing a Certificate of Responsibility from the State Board of Contractors prior to submitting a bid.

## **7 - BONDS**

Contractors shall furnish a 5% Bid Bond and a 100% Performance and Payment Bond if awarded contract.

## **8 – INSURANCES**

See Section 00800- Supplementary Conditions for Insurance Requirements for this project.

## **8 - REJECTION**

Owner reserves the right to reject any or all bids and to waive any informalities in bids.

## **9 - PRE – BID CONFERENCE**

There will be a Pre-Bid Conference and will be scheduled in Addendum No. 1.

## **10 – ENVELOPE**

The envelope shall contain the following information:

Upper Left Corner:

BIDDERS NAME  
ADDRESS  
CERTIFICATE OF RESPONSIBILITY NO.

Lower Left Corner:

SEALED BIDS FOR:  
CYPRESS POINTE RENOVATIONS  
630 ANNE STOKES ROAD  
GREENVILLE, MS

Center:

GREATER GREENVILLE HOUSING &  
REVITALIZATION ASSOCIATION, INC.  
504 CENTRAL STREET  
GREENVILLE, MS 38701

**11 – BID FORMS**

Submit (3) copies of the Bid Form for the use of the Architect and  
Owner/Agent.