

INVITATION TO BID

Sealed bids for construction of the **Efland-Cheeks Elementary School Vestibule**, will be received in person, via regular mail by U.S. Postal Service, or via special courier service at **Orange County Schools, 200 East King Street, Hillsborough NC 27278**, until but no later than **03:00:00 p.m.**, local prevailing time, **March 31, 2020**, and then publicly opened and read immediately thereafter.

Bids received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. Bidders are responsible for ensuring their Bid is received before the deadline indicated. Bids submitted by telephone, telegraph, email, text message, or facsimile shall not be accepted.

The Work generally consists of interior renovations to the office area in order to provide a new secure reception vestibule and visitor circulation. Some exterior work is involved to provide a new entry door location and new windows in existing exterior walls.

A non-mandatory pre-bid conference will be held at **10:00 a.m.**, on **March 16, 2020**, at **Efland-Cheeks Elementary School, 4401 Fuller Road, Efland NC 27243**. Submit questions in writing, at this time on the required "Pre-Bid Question Form." The "Pre-Bid Question Form" may be accessed within the Project Manual, or you may submit online via www.moseleyarchitects.com. Responses will be in the form of addenda if required.

Beginning on **March 4, 2020**, Bidders may view/obtain electronic Bidding Documents by visiting www.moseleyarchitects.com/bidding.

In order for Moseley Architects to maintain an accurate list of plan holders (General Contractor's only) and notify them of any addenda, each General Contractor shall complete and forward the following required steps:

1. Submit the following information to Moseley Architects by email:

jhill@moseleyarchitects.com

ATTN: Jessica Hill

Company Name:

Address:

Phone/Fax Number:

Email address:

Contact Person:

2. Visit <http://www.moseleyarchitects.com/>, select "Bidding", click on "Bid Documents", and follow the instructions located at the top of the page to "Request a Key". Once complete, access to the electronic Bidding Document files can be obtained, saved and/or examined as needed.

Refer to the Instructions to Bidders for bidding procedures and requirements.

Any questions related to the Bidding Documents shall be directed to the Architect, Moseley Architects at (919) 840-0091, or visit <http://www.moseleyarchitects.com/> and "Submit Question".

END OF INVITATION TO BID