

The successful firm must ensure that subcontractors, agents, personnel assigned by or employees of prime firm and subcontractors are not discriminated against because of race, color, religion, sex or national origin. Offerors must make positive efforts to provide equal employment opportunity for minority and women owned businesses.

## **SCHEDULE**

Release of Bid	Wednesday, October 11, 2023
<b>Mandatory</b> Pre-Bid Conference	Wednesday October 18, 2023, 10AM
Bids Due	Friday, November 10, 2023

## **GENERAL INFORMATION**

- Funding for this project is from a 2013 SPLOST allocation and is limited in scope.
- The existing building is approximately fifty years old.
- The existing building is approximately 24 feet X 43 feet in dimension (1032 sq ft).
- The existing building exterior walls are constructed of cement block.
- The roof consists of stick-built framing with plywood decking covered in three-tab asphalt shingles.
- The building does not meet current ADA standards with regards to access or restroom facilities.

## **PROJECT DESCRIPTION**

The Town plans to renovate the existing town hall to bring it into compliance with current ADA requirements, energy and building codes. All work must meet current federal, state and local building, HVAC, electrical and plumbing codes and standards.

The following details the renovations proposed:

### **INTERIOR DEMOLITION**

- Remove all drywall from walls and ceiling
- Remove carpet and prepare surface for new flooring
- Remove plumbing fixtures in bathrooms and break room
- Remove wall between main meeting area and break room
- Remove all windows
- Remove all doors
- Remove existing HVAC duct work and furnace

- Remove cabinets from break room
- Remove water heater
- Remove ceiling framing in main meeting area
- Remove all existing lighting
- Remove baseboard heaters

#### EXTERIOR DEMOLITION

- Remove roofing shingles
- Remove exterior doors
- Remove and extend front entry area (concrete)
- Remove overhead electrical service
- Grade left side of building for handicap sidewalk from parking lot to front porch
- Pressure wash exterior of building for paint remove gutters
- Remove exterior shutters

#### FRAMING

- Frame new wall between meeting area and break room
- Frame new bathroom
- Frame main meeting area for vaulted ceiling
- Extend roof line four (4) feet at entry gable and covered entrance
- Install Hardi plank scalloped panels on front of new gable
- Add new 8" x 8" load bearing columns (4) at front entryway
- Fir interior walls out 1 ½ inches for drywall, rigid foam insulation and electrical devices
- Add framing for electrical closet with access door

#### PLUMBING

- Saw cut floor for new toilet and sink in bathroom
- Provide plumbing for a new sink in the break room
- Replace existing hot water heater with under counter instant hot water heaters in bathroom and breakroom
- Install new plumbing fixtures (ADA compliant) for sink in bathroom and breakroom and ADA compliant toilet

#### ELECTRICAL

- Add circuits for (2) split unit air conditioners
- Add new lighting in main meeting area and breakroom / LED self-contained can light fixtures / spacing to provide optimum lighting
- Provide new lighting / outlet in bathroom
- Provide exterior vented exhaust fan in bathroom on separate switch
- Provide power for (2) instant hot water heaters in break room and bathroom

- Install gooseneck light fixture for signage on front of building
- Install new exterior wall sconces on each side of front entrance doors
- Provide new underground electrical service to building
- Add circuits for additional receptacles per code

#### HVAC

- Provide and install properly sized mini split unit in meeting area
- Provide and install properly sized mini split unit in break room

#### DRYWALL

- Install drywall on newly framed walls and vaulted ceiling
- Skim and mud all joints
- Sand and prepare surfaces for paint

#### INSULATION

- Install spray foam insulation in attic area between rafters sufficient to meet energy code requirements
- Install 1 ½ inch foam board on all interior walls prior to installation of drywall

#### MILLWORK

- Trim windows and doors
- Trim out case openings in break room and bathroom
- Install interior Masonite six panel door with lever hardware in bathroom
- Install crown molding around all ceilings
- Install baseboards and shoe mold
- Install new cabinets and laminate countertops in break room

#### EXTERIOR DOORS AND WINDOWS

- Install white vinyl 6 over 6 insulated windows (single hung or stationary)
- Install double (6') insulated solid core, metal, raised panel doors with 9 light panels at front entrance
- Install single (3') solid core, metal, raised panel door on side entrance.
- All hardware will include locking lever handles with separate double cylinder deadbolts
- Install vinyl raised panel shutters on front windows

#### FLOORING

- Provide and install new glue down LVT flooring on all interior flooring surfaces

#### PAINTING

- Prime and paint exterior of building and trim

- Prime and paint all interior walls and ceilings
- Prime and paint interior and exterior doors
- Prime and paint exterior shutters

#### ADDITIONAL SERVICES

- Install new 20-year architectural asphalt shingles
- Add synthetic brick water table across front of building below window sill
- Install new gutters
- Install handicap sidewalk from parking area to front entrance on left side of building
- Install raised concrete porch 8' x 24' with concrete walkway from parking lot
- Landscape around building and front entryway
- Provide adequate construction dumpster to facilitate demolition and construction debris
- Provide disposal of debris to a appropriate landfill facility
- Provide security of work site as appropriate

All colors for roofing, flooring, cabinets, counter tops, interior and exterior paint to be determined by owner.

### **GENERAL TERMS AND CONDITIONS**

#### 1. RECEIPT AND OPENING OF SEALED BIDS:

- a. Sealed bids will be received on November 10, 2023 by 11:00 AM. Bids will be opened on November 14, 2023 at the monthly Town Council meeting at 6:00 PM.
- b. The Town will consider as non-responsive any bid not prepared and submitted in accordance with the provisions hereof and may waive any informality or reject any and all bids. Any bid may be withdrawn prior to the scheduled submittal date/time prior to the scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No responder may withdraw a bid within 120 days after the actual date of the opening thereof or as provided in the bid documents, whichever is first.

#### 2. RESPONDER QUALIFICATIONS:

To be acceptable to the Town, responders must be skilled and/or licensed. If applicable, in the class of work on which they respond, and no bid will be considered from any responder who is unable to show that he has actually performed considerable work of similar character to that on which he is responding.





