



ADVERTISEMENT FOR BIDS

**TOWN OF CLAYTON
CLAYTON, NC
Town Hall HR Suite Renovation**

General Notice

The Town of Clayton (Owner) is requesting Bids for the construction of the following Project:

**Town Hall HR Suite Renovation
Project # 700-ENG-2024-19**

Bids for the construction of the Project will be received at the **Town of Clayton Town Hall** located at **111 E. Second St. Clayton, NC 27520** until **2:00 PM** local time on **Thursday, May 30th, 2024**. Bids received will be opened **privately**.

The Project includes the following Work:

Renovation of 1,379 sq. ft. to create office space for the HR Dept.

Alterations include creation of storage space, conference room, and three new office spaces; materials and finishes include but are not limited to steel stud and gypsum drywall partitions, carpet, vinyl wall base, doors and door hardware, suspended acoustic tile ceilings and suspension systems, painting, LED lighting fixtures, and relocating/rerouting existing duct configurations for the new floor layout.

The Project has an expected duration of **90** days.

SUBMISSION REQUIREMENTS

Mail: Town of Clayton
Att: Christopher Gallant – Engineering Project Manager
RE: Town Hall HR Suite Renovation
PO BOX 879
Clayton, NC 27528

Hand Delivered: Town of Clayton
Att: Christopher Gallant – Engineering Project Manager
111 E Second Street
Clayton, NC 27520

Email: cgallant@townofclaytonnc.org

OBTAINING BID DOCUMENTS

The Issuing Office for the Bidding Documents is:

Town of Clayton
Christopher Gallant – Engineering Project Manager
111 E. Second St, Clayton, NC 27520
Email cgallant@townofclaytonnc.org.

Town of Clayton Construction Bidding Opportunities Page:
<https://www.townofclaytonnc.org/Bids.aspx>

Digital copies of the Bidding Documents from the Issuing Office may be obtained as described above.

PRE-BID CONFERENCE

A non-mandatory pre-bid conference for the Project will be held on **Friday May 10th, 2024**, at **1:00 PM** at **Town of Clayton Town Hall, Wooten Room, 111 E Second St., Clayton, NC 27520**. Attendance at the pre-bid conference is encouraged but not required. Only emailed questions received prior to the time and date listed below, or questions received at the pre-bid meeting will be addressed. **All emailed questions to cgallant@townofclaytonnc.org must be received by 4:00 PM, Eastern Standard Time on Friday May 17th, 2024**. No questions or requests for clarifications will be accepted after this time. Responses to questions will be issued in the form of an addendum and issued by **2:00 PM, Eastern Standard Time on Tuesday May 21st, 2024** (if needed) on the Town of Clayton Construction Bidding Opportunities website. The issuance of such written responses is the only official method by which interpretation, clarification or additional information will be given by the Town. Only requests answered by formal written responses will be binding. Oral and other interpretations or clarifications will be without legal effect.

INSTRUCTIONS TO BIDDERS

For all further requirements regarding bid submittal, qualifications, procedures, and contract award, refer to the Bidding Documents.

This Advertisement is issued by:

Owner: **Town of Clayton**
By: **Christopher Gallant**
Title: **Engineering – Project Manager**
Date: **May 2nd, 2024**

RIGHT TO REJECT SUBMITTALS

The Town reserves the right to reject any and all submittals. This submittals request is neither a contractual offer nor a commitment to purchase services. The Town assumes no contractual obligation as a result of the issuance of this request, the preparation or submission of a bid by a Respondent, the evaluation of statements, or final selection.