

INVITATION TO BID

**Remodel
417 Gidding, Clovis, New Mexico**

Invitation to Bid No. 2012/13-07

**Submittal Deadline:
Wednesday, January 2, 2013 at 2:00 p.m.**

**Mail bids to the following address:
Curry County Administration
700 N. Main Street, Suite 10
Clovis, NM 88101
Attn: Purchasing Department**

**Bids must be submitted in a sealed
envelope that is clearly marked
“Bid No. 2012/13-07 – Do Not Open”**

The Curry County Board of Commissioners is requesting competitive sealed bids for remodel of the building located at 417 Gidding Street, Clovis, New Mexico.

SCOPE OF WORK

1. All work must be accomplished to common industry standards. Curry County will select wall texture types and paint colors for all rooms.
2. The Successful Bidder must be licensed, or have subcontractors who are licensed to perform any and all of the work required to complete the entire project.
3. Multiple junction/switch boxes and lengths of conduit will need to be removed and replaced to allow for professional wall finish. Any and all other items, fixtures, devices and anything else on the wall that can be removed will also need to be removed to allow for professional wall finish.
4. Contractor must secure all necessary permits for the project. A walk through of the building at 417 Gidding Street will take place Monday, December 17, 2012 at 2:00 p.m.. In order to be a successful bidder, the bidder, or its representative must appear and participate at the inspections. For purposes of the project, the following is a rough guideline of the work to be performed by the successful bidder under the contract.
5. Upon approval of the Curry County Commission, the successful contractor will need to begin construction on the remodel within fifteen (15) days. The project will need to be complete within sixty (60) days.

A. **Room 1** is 170 square foot room that will be used as an office. See attached Drawing. Repair small holes in walls, texture and paint 500 square feet of block wall.

- I. Provide and install 55 linear feet of commercial grade cove base.
- II. Extend duct work from adjoining room to provide A/C.
- III. Provide and install 170 square feet of drop ceiling (2X2) with appropriate lighting panels.
- IV. Remove 20 feet of abandoned piping.
- V. Adjust fire suppression sprinklers to new ceiling height.
- VII. Paint Door with Commercial Latex Semi Gloss Paint.
- VIII. Demo existing framed area inside block wall, provide and install a commercial grade interior window between Rooms 1 and 2. Window area must be a minimum of 48 Inches wide X 30 inches high. Professional finish installation with framing, casing and trim as needed.

IX. Professionally clean existing carpet upon completion 170 square feet.

B. **Room 2** is a 400 square foot office area.

- I. Demo double metal doors/frame and replace with commercial store front type three (3) foot zero (0) inches X seven (7) foot zero (0) inches glass door centered in new frame. Area must be finished out with glass panels on both sides of the new door.
- II. Patch small holes in block walls, paint and texture 340 Square Foot of Block Wall. The texture will be Medium Orange Peel. Paint will be commercial latex semi gloss. Note: The original brick walls will not be painted or textured. They will retain their original brick finish.
- III. Provide and install 72 linear feet of commercial grade cove base.
- IV. Professional clean existing carpet upon completion of construction 400 Square Feet.

C. **ROOM 3** is the North Side Lobby.

- I. Work will consist of providing/installing an ADA compatible door opener with all required signage and hardware. Contractor shall also install two (2) remote door openers, one interior and one exterior, at locations approved by County.

D. **Room 4** is the Hallway leading to the mechanical rooms.

- I. Provide and install 90 square feet of floor ceramic tile. Tile and grout should match existing in North Lobby Area. If exact matches cannot be acquired a professional transition must be placed where surfaces join. Any tile other than tile that exactly matches the tile in the north lobby area must be approved, in writing, by County prior to installation.
- II. Paint 300 square feet of block wall area with commercial latex semi gloss Paint.
- III. Remove double metal doors—frame will remain in place.
- IV. Reinstall doors in new metal frame 15 feet east of original location. Finish out installation by framing to exiting ceiling, installing and finishing drywall and texturing. Doors and new wall should be painted to match existing walls.
- V. Provide and install 40 linear feet of commercial grade cove base.
- VI. All sizes, square feet, linear feet and other units of measurements set for hereinabove are estimates. It shall be successful bidders' obligation to determine the exact size and area of each project hereinabove identified.

- E. **Room 5** is an existing storage room that will be converted into a restroom. Plumbing will need to be relocated/extended from Room 6—see drawing.
- I. Install 75 square feet of ceramic floor tile
 - II. Install 42 linear feet of commercial grade cove base.
 - III. Install 75 square feet of drop ceiling (2 feet X 2 feet) with required lighting panels. Lighting must be connected to a timed motion sensor switch.
 - IV. Paint and texture 140 Square Feet of block wall. The texture will be medium Orange Peel and the paint will be commercial latex semi gloss. The original brick walls will not be painted or textured. They will retain their original brick finish.
 - V. Fire suppression sprinklers must be readjusted to new ceiling height.
 - VI. Paint door and frame.
 - VII. Provide and install two (2) commodes with stalls and doors. One stall and one commode must be ADA compliant.
 - VIII. Provide and install ADA compliant sink and hardware, soap dispenser, toilet paper holder, and paper towel holder.
 - IX. Provide and install ADA compliant mirror as required.
 - X. Extend and or modify HVAC system—duct work will need to be extended to work with new drop ceiling. New heater (coil) must be provided and tied into existing plumbing.

PRE-BID CONFERENCE/VIEWING

A mandatory pre-bid conference is scheduled for 2:00 p.m., Monday, December 17, 2012 at the property, located at 417 Gidding, Clovis, NM 88101. During the pre-bid conference, the mandatory viewing of the property will occur.

VARIATIONS

Prior to the acceptance of the completed work, the successful bidder will be responsible for properly disposing of any and all trash, building debris and building materials from the worksite. The contract will be for a turnkey project and prior to acceptance, County personnel will walk through the building at 417 Gidding with a punch list if appropriate, and County will provide the successful bidder with an additional five (5) days to satisfactorily complete any and all items on said punch list. Any variations from, or exceptions to, the conditions and specifications of this bid must be listed on a separate sheet labeled "Exception(s) to Bid Conditions", and attached to the bid.

QUOTATION SHEETS

Bidders shall use the attached Quotation Sheet(s) to submit their bids. The Quotation Sheet(s) must be signed. New Mexico Gross Receipts tax will be applied to the entire project since it is a construction project.

NEW MEXICO BIDDER'S PREFERENCE

Pursuant to Sections 13-1-21 & 13-4-2 NMSA 1978, and GSD Rule 1.4.1 NMAC, bidders claiming the 5% preference must be certified prior to the bid opening. The number must appear on the Quotation Sheet(s) in the space provided in order to receive the preference.

BID OPENING

Competitive sealed bids will be accepted until **Wednesday, January 2, 2013 at 2:00 p.m.** at the Curry County Administration office, 700 N. Main Street, Clovis, New Mexico. At that time and place, the bids will be publicly opened. Bids should be submitted in a sealed envelope clearly marked: "**Bid No. 2012/13-07 - Do Not Open**".

RESERVATIONS

The Curry County Commission reserves the right to reject any or all bids, to waive any technicalities, to accept in whole or in part such bid or bids as may be deemed in the best interest of the County.

AWARD

The award may be made to the bidder providing a responsive, responsible bid which results in the lowest cost to the County. The award will be made by the Curry County Commission at their next regularly scheduled meeting. Bid prices must be good for sixty (60) days after date of award.

The undersigned hereby offers to furnish and deliver the products as specified above at the prices and terms there stated, and in strict accordance with the specifications and general conditions of the Invitation to Bid, all of which are made a part of this offer. This offer must be good for at least sixty (60) days subsequent to the bid opening date.

QUESTIONS

Questions regarding the specifications stated within the bid should be directed to Joseph Wright, Special Projects at (575)763-6016. Questions regarding the bidding process should be directed to Lee Ann Hutchins, Finance Director/Purchasing Agent at (575)763-6016.

QUOTATION SHEET

Cost of Materials: _____

Cost of Labor: _____

Gross Receipts Tax: _____

Total Project Cost: _____

Expected date to begin project: _____

Number of days to complete project: _____

Firm submitting bid: _____

Address: _____

Telephone: _____

New Mexico Contractor's License Number: _____

New Mexico Bidder's Preference Number: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____