

**CITY OF GREENVILLE
CITY HALL ELEVATOR IMPROVEMENTS**

SECTION 00100 - INVITATION TO BID

Sealed proposals will be received by The City of Greenville up until March 15, 2018 at 2:00 PM, in the conference room of The City of Greenville Public Works Facility, 1500 Beatty Street, Greenville, NC 27834 for furnishing all labor, materials and equipment entering into the construction of **City Hall Elevator Improvements** in accordance with the documents prepared by The East Group, PA.

The City of Greenville will follow "Informal Bidding Procedures" for this project. Proposals will be privately opened, and a certified tabulation of the proposals will be made available after contract has been awarded.

The basis of the contract will be a Single Prime General Contract.

A Mandatory Pre-Bid Conference will be held at 10:00 AM March 1st, 2018 in the third floor conference room at The City of Greenville Administrative Office Building – 200 W Fifth Street, Greenville, NC.

A Site Visit will be mandatory. A site visit will be held after the Pre-Bid Conference with additional site visits available at 10:00 AM, March 8th.

A Bid Bond in the amount of 5% of the base bid will be required with each bid.

The Owner reserves the right to reject any or all bids and waive any and all defects and informalities in the submission of any bid.

END OF SECTION 00100

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