

**INVITATION TO BID**

**Town of Cheraw Invitation For Bid No. 2024-02**

Sealed bids for construction of the **Town of Cheraw Theatre on the Green**, will be received in person, via regular mail by U.S. Postal Service, or via special courier service at **Cheraw Town Hall, 200 Market Street, Cheraw, SC, 29520** in the **Upstairs Council Chambers**, until but no later than **2:00 P.M.**, local prevailing time, **Tuesday, March 26, 2024**, 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, text message, email, or facsimile shall not be accepted.

The Work generally consists of stabilization and weatherization of the Theatre on the Green building, including but not limited to floor, wall, and ceiling repairs, access ramp removal and replacement, and toilet room renovations. The Work includes updating and renovating plumbing and electrical systems.

A **non-mandatory** pre-bid conference will be held at **10:00 A.M.**, on **Tuesday, March 12, 2024**, at the Town Hall at address above. The pre-bid conference will include a visit to the existing theater building. Pre-bid questions will not be answered at the pre-bid conference; submit questions via the process below to allow for record-keeping.

Bidders may obtain Bidding Documents electronically and submit Pre-Bid Questions by visiting [www.moseleyarchitects.com](http://www.moseleyarchitects.com). At the top of the website select "Bidding," and find the applicable project.

To obtain Bidding Documents select the "Bid Documents" link and complete the Bid Documents Request Form to receive a key that will allow access to the documents. To submit a pre-bid question, select the "Submit a Question" link.

Only Bidders or entities who obtain Bid Documents through Moseley Architects via the electronic process above will be considered Planholders. All others who obtain electronic Bid Documents or hard/paper Bid Documents through other means, including Plan Rooms, other Contractors, Owner, or third-party websites (ConstructConnect, Dodge, iSqFt., etc) are not considered Planholders. Only Planholders will be notified of Addenda.

Refer to the Instructions to Bidders for bidding procedures and requirements. Bidding instructions will also be available through the Town of Cheraw at:

[https://www.cheraw.com/government/business\\_opportunities.php](https://www.cheraw.com/government/business_opportunities.php)

The Bidder and each Subcontractor shall have a local business license from the Town of Cheraw. Information may be obtained at:

[https://www.cheraw.com/residents/licenses\\_permits/business\\_licenses\\_permits.php](https://www.cheraw.com/residents/licenses_permits/business_licenses_permits.php)

The Bidder shall be responsible for purchasing Building Permit for the work; the Town of Cheraw does not waive fees for Building Permits.

The Bidding Process shall not be considered final until approval by Cheraw Town Council in accordance with town procurement policy.

Any questions relating to the Bidding Documents shall be directed to Ben Anderson, Moseley Architects at [banderson@moseleyarchitects.com](mailto:banderson@moseleyarchitects.com).

**END OF INVITATION TO BID**