

**NOTICE TO BIDDERS**  
**Brookings Arts Council Renovations**

Sealed bids will be received by the City Council of Brookings, South Dakota, at the office of the City Clerk at the Brookings City & County Government Center, 520 3<sup>rd</sup> St., Suite 230, Room 241, PO Box 270, Brookings, South Dakota, until **1:30 p.m. CST, Tuesday, December 20, 2016**, for the **Brookings Arts Council (Carnegie Building) Renovation Project**. All bids will then be publicly opened and read.

Such bids are for Architectural, Mechanical and Electrical upgrades. Mechanical upgrades will include a new forced air system with split condensing units located outside of the facility. Electrical service upgrades will include installing new electrical panels to support the new mechanical systems. Lighting in the entire building will also be included as part of the electrical upgrade, as well as new light switches and outlets. This renovation will include a reconstruction of a non-compliant ADA bathroom to bring it up to ADA standards. Lastly, various finishes will be included as part of the renovation including hardwood floors, paint, wall panels, new vinyl flooring, and cabinetry. A Pre-Bid Conference will be held at the site on Tuesday, December 13, 2016, at 1:30 p.m. CST.

Specifications and proposal forms may be inspected and procured at the City Engineers Office, Brookings City & County Government Center, 520 3<sup>rd</sup> Street, Suite 130, Brookings, South Dakota 57006 or online at [www.cityofbrookings.org](http://www.cityofbrookings.org). Please direct specific inquiries to Kevin A. Catlin, Assistant to the City Manager at (605) 697-8639 or email [kcatlin@cityofbrookings.org](mailto:kcatlin@cityofbrookings.org). Bidders shall check for Addendums on the website.

Each proposal must be accompanied by a certified check, cashier's check, or draft for five percent (5%) of the amount of the bid, such check to be certified or issued by either a State or National Bank, and payable to the City of Brookings, South Dakota, or in lieu thereof, a bid bond for ten percent (10%) of the amount of the bid, such bond to be issued by a surety authorized to do business in this State and payable to the City of Brookings. The check or bond will be retained by the City as liquidated damages if the successful bidder refuses or fails to enter into a contract and performance bond in accordance with the bid when notified. **All bidders are required to hold all applicable South Dakota tax licenses.** Bidder is required to furnish a Performance/Surety Bond in an amount not less than the contract price, for the faithful performance of the contract, Contractor shall promptly pay all persons supplying him/her with labor or material in the performance of the work provided for in the contract. By virtue of Statutory Authority, preference will be given to materials, products, and supplies found or procured within the State of South Dakota.

All bids must be signed and submitted in a sealed envelope and shall state on the left hand corner of the envelope "**Brookings Arts Council Renovations.**" Any bids received after the deadline will not be accepted.

Bids may not be withdrawn within thirty (30) days after the actual opening thereof. The City of Brookings reserves the right to waive irregularities and to reject any and all bids.

Shari Thornes, City Clerk

*If you require assistance, alternative formats and/or accessible locations consistent with the Americans with Disabilities Act, please contact the City ADA Coordinator at 692-6281 at least 48 hours prior to the meeting.*

*Published 2 times at approximate cost:\_\_\_\_\_.*