



OFFICE OF BUSINESS AFFAIRS

PALATKA CAMPUS 5001 ST. JOHNS AVENUE
PALATKA, FL 32177-3807 | (386) 312-4200

ST. AUGUSTINE CAMPUS 2990 COLLEGE DRIVE
ST. AUGUSTINE, FL 32084-1197 | (904) 808-7400

ORANGE PARK CAMPUS 283 COLLEGE DRIVE
ORANGE PARK, FL 32065-7639 | (904) 276-6800

SJRstate.edu

EQUAL OPPORTUNITY/EQUAL ACCESS COLLEGE

February 21, 2023

INVITATION TO BID: BID-SJR-01-2023

Dear Prequalified Contractor:

Please accept this letter as your invitation to bid on the Thrasher Horne Center Interior Refurbishment Project located at St. Johns River State College, 283 College Drive, Orange Park, FL 32065.

This bid is identified as **BID-SJR-01-2023**. Information and notices pertaining to this bid will be posted on the College web page dedicated to this bid at <https://www.sjrstate.edu/012023>. This web page will be updated as the bid process progresses. Bidders are required to monitor the web page during the entire bid process for information and notices.

Description of Scope of Work:

Interior Refurbishment of the Thrasher Horne Center on the Orange Park campus including the base bid for flooring and wall finishings (painting, wall molding and/or decorative paneling) for the Conference Center and both levels of the Grand Lobby (upper and lower). Project will also include the following (2) alternates:

1. This is a 2-part alternate – 1A and 1B, for wall molding layout in the Conference Center, Suites A & B.
2. Carpet finish w/ rubber accessories to trim floor finish in the Auditorium and adjoining support spaces.

Mandatory Pre-Bid Meeting:

Attendance at a mandatory pre-bid meeting by you or a representative of your company is a requirement in order to be eligible to bid on this project. **The pre-bid meeting will be held on the SJR State Orange Park Campus in the Thrasher Horne Center, Suites E at 10:00 a.m. on March 3, 2023.** Attendance will be taken.

Bidding Documents:

Approval of construction documents will occur at the regularly scheduled District Board Of Trustees meeting on February 20, 2023, and will be available to contractors after the pre-bid meeting on March 3. Invited bidders are eligible to receive the bidding documents at no cost only after attending and signing the attendance log at the Mandatory Pre-Bid Meeting.

Bid Submission Deadline:

Sealed bids, clearly marked on the outside with the name of your firm and BID-SJR-01-2023, are due to Terry Thomas, Director of Capital Assets and Risk Management, St. Johns River State College, Business Office, 5001 St. Johns Avenue, Palatka, Florida 32177, by 10:30 a.m. on April 4, 2023. Bids must be received by the deadline in order to be considered. It is the responsibility of the bidder to ensure delivery to the correct location (Palatka Campus-Business Office). Failure of a delivery service or US mail to deliver bid responses by the due date and time shall not constitute an extension to the deadline. Faxed, e-mailed, conditional, improperly identified submissions, and bids received after the deadline will not be considered. The College is not responsible for any expense, including expedited delivery, incurred by the bidder in responding to this bid.

Bid Opening:

Bids received by the deadline date, time and location listed above will be publicly opened and read aloud on April 4, 2023, at 11:00 a.m. in Room A-152 Valhalla Hall, in the Administration Building on the SJR State Palatka Campus.

Notice of Intent to Award:

Notice of intent concerning bid award will be posted on the web page at <https://www.sjrstate.edu/012023> on or about April 5, 2023.

Basis of Award:

SJR State anticipates awarding the bid to a single bidder submitting the lowest bid meeting specifications and within budget. SJR State reserves the right to reject any or all bids submitted, to waive any informalities in regards thereto, to waive any minor deviations in an otherwise valid bid proposal, to rebid or not, and to accept the bid which will be in the best interest of the College. The College is not necessarily bound to accept the lowest bid if that bid is contrary to its best interest.

Bid Award:

Bid award is anticipated on April 18, 2023. The successful bidder will enter into a contract with the College immediately after bid award with notice to proceed to follow thereafter. No bidder may withdraw its bid for 60 days after bid opening.

We look forward to seeing you or your representative at the upcoming pre-bid meeting.

Sincerely,

Terry Thomas

Director of Capital Assets and Risk Management

St. Johns River State College

5001 St. Johns Avenue

Palatka, FL 32177

TerryThomas@sjrstate.edu

Phone: 386.312.4110