

INVITATION TO SUBMIT CONSTRUCTION CONTRACT BID
ITB # 26-408 Hampstead Library Construction Services

- A. Licensed general contractors are invited to submit a single prime, fixed contract sealed bid to Pender County. Sealed proposals will be received until 3:00 p.m. on Thursday, December 18, 2025, at which time they will be publicly opened and read aloud in the boardroom of the Pender County Government Center, 805 S. Walker Street, Burgaw, NC 28425. Submit sealed proposals to the following addresses:
By Mail: Pender County, Attention: Trisha Newton, PO Box 1578, Burgaw, NC 28425
By UPS/FedEx/Courier: Pender County, Attention: Trisha Newton, 805 S. Walter Street, Burgaw, NC 28425
Clearly mark outside of package with general contractor's name, license number, and "ITB # 26-408 Hampstead Library Construction Services". A 5% bid bond is required, and shall be in a separate envelope from the sealed proposal.
- B. MINORITY BUSINESSES: Pender County encourages all businesses, including W/WBE, HUB, minority, and women-owned businesses to respond to all Invitations to Bid.
- C. Project Description: construction of a new 20,000 square foot library and associated site improvements. Scope of the work is further defined by the project manual and drawings.
- D. A pre-bid conference is scheduled for 2:00 PM on November 20, 2025, in the auditorium at the Pender County Hampstead Annex: 15060 US-17, Hampstead, NC 28443. Pre-bid conference is not mandatory, but bidders are encouraged to attend.
- E. By submitting a bid, Bidders represents that they have visited the site and become familiar with the conditions under which the work is to be performed. The project site is adjacent to the Pender County Hampstead Annex, and is open to the public.
- F. Electronic bid documents, plans, and specifications can be obtained by contacting Scott Spike with Sawyer Sherwood & Associate Architecture at 910 762-0892 or scott@s2a3.com, or by visiting the Architect's website; s2a3.com/contractors/. No partial sets will be issued.
- G. Requests for substitution requests shall be submitted in writing to the Architect by 5:00 PM on December 8, 2025.
- H. Requests for clarification or interpretation of the Bid Documents shall be submitted in writing to the Architect by 5:00 PM on December 11, 2025.
- I. Additional information and addenda will be made available to the public by email or on the Architect's website; s2a3.com/contractors/. The contractor is responsible for ensuring that their contact information (phone & email) is correct and on file with the person designated below.
- J. Bids submitted are done so under a condition of irrevocability for a period of 60 days after the bid date.
- L. The Owner reserves the right to accept or reject any or all bids. In order to be deemed responsive, the bidder must exemplify the skill, judgment, integrity, sufficient financial

resources, and ability necessary to the faithful performance of the construction contract. The bidder's Financial Statements may be requested by the County.