

Invitation to Bid
City of Elkton, Kentucky
City Hall and Police Department Renovations

The City of Elkton is accepting sealed bids for the City Hall and Police Department Renovations Project.

A full copy of the specifications and official Bid Form is available at Elkton City Hall, 71 Public Square, Elkton, Kentucky 42220 or online at www.elktonky.com. Sealed bids must be clearly marked as "City Hall and Police Department Renovations" and submitted to City of Elkton, Attn: Mayor's Office, PO Box 578, Elkton, Kentucky, 42220, or delivered to Elkton City Hall, 71 Public Square, Elkton, Kentucky, by 3:00 p.m. Tuesday, November 28, 2023. Bids will be opened at this time.

The City of Elkton reserves the right to accept any bid, to reject any or all bids, and to waive any technicality or informality in bidding or bids received, where such acceptance, rejection, or waiver is considered to be in the best interest of the city. An Equal Opportunity Employer.

**BID SPECIFICATIONS
CITY HALL AND POLICE DEPARTMENT RENOVATIONS**

1. The city of Elkton is accepting sealed bids for renovations to Elkton City Hall and Police Department located at 71 and 72 Public Square in Elkton, Kentucky.
2. Specifications:

Designers Notes for Both Bid Items Attached as Sheet A-1 by AW Designs

Bid Item 1:

*Window details on City Hall:

Lower window: (1) Existing window to be relocated to the left side of the front of the building where the current door exists.

Upper windows: (2) Existing windows to remain, add any necessary weather stripping or flashing which is not exposed to prevent water leakage.

*Front door details:

City Hall:

Door: Standard 36" wide x 7'0" high with 10" wide sidelights (tempered). The door shall be of wood suitable for exterior use and stained. The style intended would be similar to the courthouse doors without the transom. The handle shall be ADA compatible lever (dk. Bronze) and there will be an electric door opener required. Place operation button on left side of door. (City of Elkton will provide all materials.)

Police Dept:

Use the same style door and hardware as City Hall without the electric door opener u.n.o. (City of Elkton will provide all materials.)

*Porch:

Change to existing plans to posts as shown on Sheet A-1 (they shall not be encased in a stone base but rather using 8" x 8" posts of material to match front door stained (with 8" collar on the bottom).

See illustration below for similar look. Porch is approx. 54'9" x 10'4".



*Facing on areas below awning:

The intent is to clad over the existing brick on both City Hall and PD with Wood material. This will project past the existing brick and terminate at the top of the awning. (City of Elkton will provide all materials.)

Option II material:

Manufacturer – Modern Materials (Fiber cement faux wood panels) finish
TBD (City of Elkton will provide all materials.)

Bid Item 2:

*Painting Brick on both buildings:

The intention of this project is to create a similar coloring of the brick of both buildings with the exception of details to be of a contrasting color, see (Sheet A-1) for those locations. **Price to include staining as Bid Item 2A and painting as a separate option as Bid Item 2B.** Be sure to include all labor with the respective options. Both options to include the side of the building. The side of the building is 1,447 SF. (City of Elkton will provide all materials.)

*Signage:

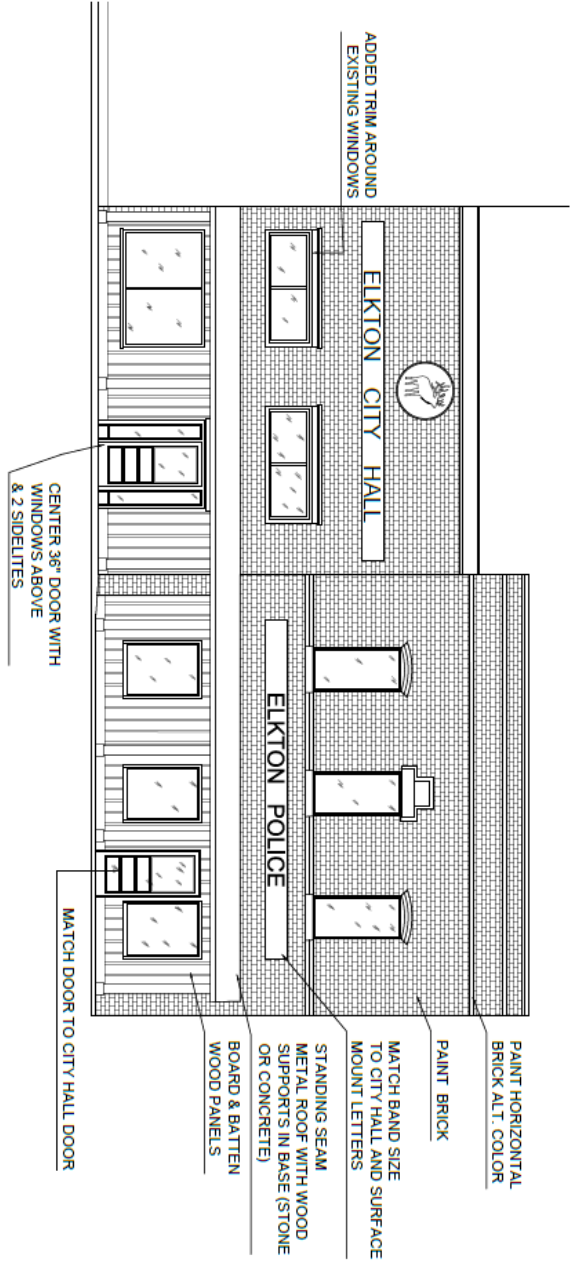
Clean existing recessed signage on City Hall and paint background white and letters black. Intent is to create a similar looking sign for the Police Dept., using a backing material (white) with letters applied to match City Hall. (City of Elkton will provide all materials.)

3. Contractor must furnish, at a minimum, proof of insurance as follows: \$1,000,000.00 General Liability Each Occurrence, \$1,000,000 Aggregate; Business Automobile Liability Insurance, \$1,000,000.00 Each Occurrence; and \$1,000,000.00 Workers Compensation. Contractor will be required to provide certificate of insurance with the City of Elkton, Kentucky listed as an additional insured before contract begins.
4. Contractor must also agree to hold harmless and indemnify the City of Elkton, its officers, elected officials, employees, attorneys and agents against any claim, demand, suit, judgment, fine or other monetary expense or penalty arising from or related in any way to the contractor's performance of the duties listed in or done outside the stated requirements of the invitation to bid, specification and/or the resulting contract.
5. Contractor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work of the Contract. The Contractor shall exercise caution at all times for the protection of persons and property. The Contractor shall observe the safety provisions of all applicable laws, regulations, and building codes, including safeguards on machinery and equipment, the elimination of hazards, and worker safety training.

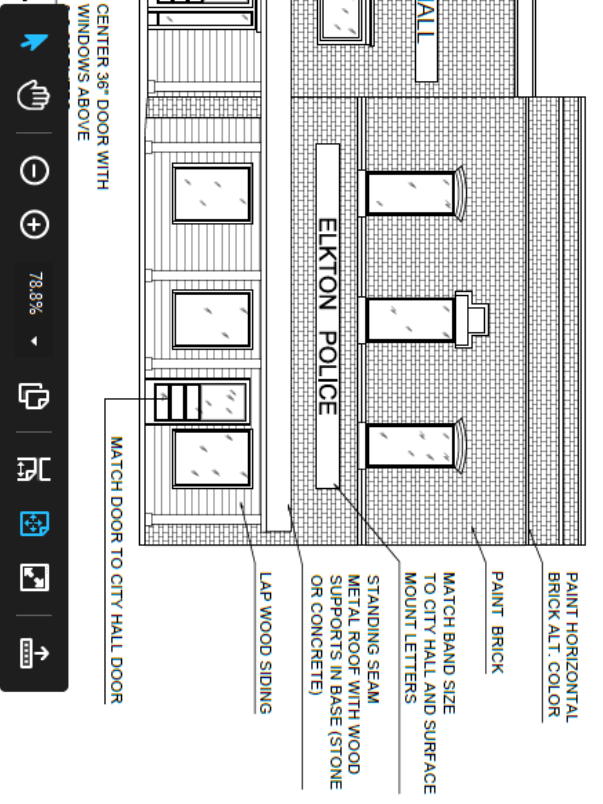
6. The Contractor guarantees, for a period of one year from and after the date of the final payment hereunder, that the work performed shall be free from failures, defects, or flaws.
7. Contractor must have a valid City of Elkton Occupational License (Business License) and must withhold City of Elkton Occupational License on gross wages (payroll tax) on all employees while working in the city limits of Elkton.

NOTE: Sealed bids must be clearly marked as “***Sealed Bid: City Hall and Police Department Renovations***” and submitted to City of Elkton, Attn: Mayor’s Office, PO Box 578, Elkton, Kentucky, 42220, or delivered to *Elkton City Hall, 71 Public Square, Elkton, Kentucky*, by **3:00 a.m. local time, Tuesday, November 28, 2023**. Bids will be opened at this time. The City of Elkton reserves the right to accept any bid, to reject any or all bids, and to waive any technicality or informality in bidding or bids received, where such acceptance, rejection, or waiver is considered to be in the best interest of the city. An Equal Opportunity Employer.

1 FRONT ELEVATION- OPTION I
SCALE: 1/8" = 1'-0"



2 FRONT ELEVATION- OPTION II
SCALE: 1/8" = 1'-0"



Navigation toolbar with icons for pan, zoom, and other drawing tools. Includes a scale indicator showing 78.8%.

ELKTON CITY HALL & POLICE

71 Public Square
Elkton, KY 42220

AWW Designs
ARCHITECTURAL SERVICES

409 E Main St.
Elkton, KY 42220
awwdesign21@gmail.com

Sheet Information	
Date	OCT. 24, 2023
Job Number	23-001
Scale	1/8" = 1'-0"
Sheet	A-1
Sheet name	ELEVATIONS
Approved	

BID FORM

In compliance with the **Invitation to Bid** and **Bid Specifications**, BIDDER hereby proposes to perform and complete all work for **City Hall and Police Department Renovations Project** in strict accordance with the **Invitation to Bid** and **Bid Specifications** for the bid price stated below.

By submission of this BID, each BIDDER certifies that this BID has been arrived at independently, without consultation, communication or agreement as to any matter relating to this BID with the CITY, or any other BIDDER or with any competitor.

BIDDER hereby agrees to commence WORK under this contract as stated in the Bid Specification and after entering into a Contract with the City.

BIDDER acknowledges that he has read and understood all specifications, instructions and requirements regarding the submission of a bid, and is familiar with the requirements and conditions.

BIDDER further affirms that he is experienced in the type of work proposed and competent to perform the work involved as described in the BID SPECIFICATIONS.

Bids are to include permits and all other applicable taxes and fees.

Submit this "BID FORM" and "STATEMENT OF EXPERIENCE" in a sealed envelope labeled as described in Invitation to Bid and Bid Specifications.

TOTAL BID ITEM 1: \$ _____
TOTAL BID ITEM 2A: \$ _____
TOTAL BID ITEM 2B: \$ _____

Submitted by:

Signature

Company

Printed or Typed Name

Address

Title

City, State, Zip Code

Date Signed

Phone No.

Fax No.

STATEMENT OF EXPERIENCE

The following list represents the most recent clients for whom similar work has been performed by the BIDDER. The persons listed may be contacted as references. Provide as many references as possible.

1. Company Name _____
Contact Person _____
Phone Number _____
Project Description _____

Project Value _____

2. Company Name _____
Contact Person _____
Phone Number _____
Project Description _____

Project Value _____

3. Company Name _____
Contact Person _____
Phone Number _____
Project Description _____

Project Value _____

Bidder Name (Please Print)