

NOTICE TO BIDDERS

Sealed proposals will be received at the Pontotoc County Clerk's Office, 301 S. Broadway, Ada, OK 74820, until 9:00 a.m. (CST) on November 18, 2024, and at that time will be publicly opened and read aloud for the work listed below.

***Bid #25-09 – conference room addition and partial remodel project for
the Pontotoc County Specialty Courts Office***

This work will be performed according to the project specifications provided for this project. The proposal will include a special provision concerning the Contractor's Non-Collusion Affidavit and a 5% bid bond in a certified or cashier's check or surety bond shall accompany the sealed proposal of each bidder. Evidence of having proper worker's compensation coverage for employees as provided by Title 85 of the Oklahoma Statutes Section 61, a warranty bond, and a performance bond shall be required before issuance of a work order.

Examination of plans, specifications, provisions, and site of work is required. Plans, forms of proposals, contracts, and specifications may be examined at the County Clerk's office, 301 S. Broadway, Ada, OK 74820.

There is mandatory attendance for a pre-bid meeting that will be held at the Pontotoc County Clerk's Office, 301 S. Broadway, Ada, OK 74820 at 10:00 a.m. (CST) on *Wednesday, October 30, 2024*. Bidder questions concerning this proposal will be accepted at that time, and vendors will be given a bid packet at this time as well. Non-attendance by any potential bidder will result in the disqualification of said bidder at bid opening.

Pontotoc County reserves the right to reject any or all bids.

**BOARD OF COUNTY COMMISSIONERS
PONTOTOC COUNTY, OKLAHOMA**

Victor Bolen
Chairman

Pontotoc County Specialty Courts Office
310 S. Townsend Annex 5
Ada, OK 74820

**Conference Room Addition & Partial Remodel
Scope of Work**

Remodel portion:

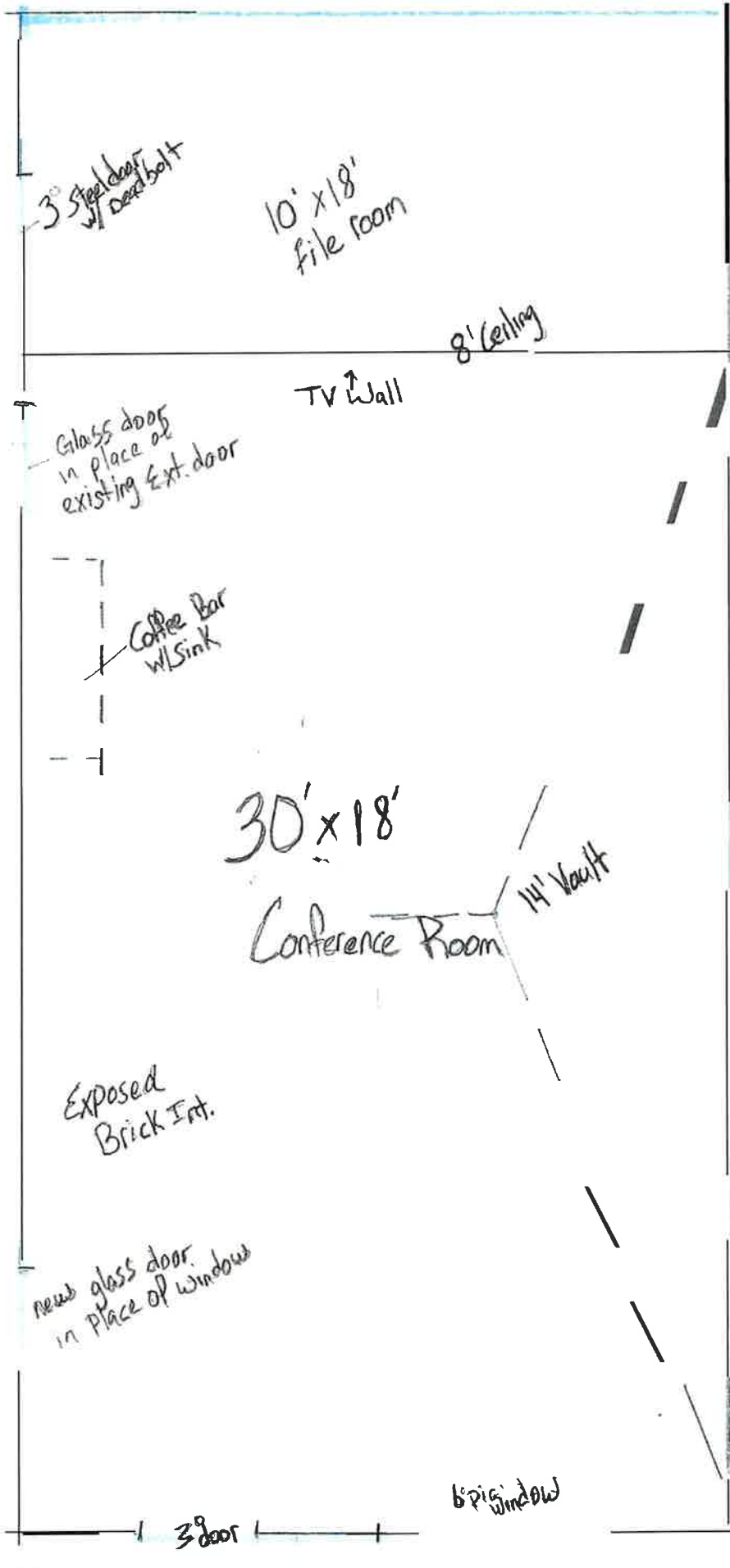
- Demo and Remove one Office Wall (TBD)
- Cut In a new window on North Wall
- Close in one office door (TBD)
- Complete all drywall work and painting as needed
- Demo and remove VCT tile as needed
- Install carpet squares in two offices and a hallway
- Complete trim and cove base in affected areas

Conference Room Addition (30' X18' conference room and 10' X 18' file room)

- Complete layout for new 40' X 18' addition
- Relocate existing HVAC units to the south side of the building (All HVAC units to be moved to the East side of the new addition) (will be moved twice)
- Remove fencing on the south side
- Remove existing deck
- Complete dirt work and rough in all plumbing and electric as needed
- Complete concrete slab
- Complete framing of all walls, roof, and vaulted ceilings (Remove brick on the east wall only as needed to allow for framing tie in) (existing brick wall will be the finished interior wall of conference room)
- Complete install of all windows, doors, and dry-in structure
- Complete all exterior brick soffit fascia and roofing to match existing structure
- Rough in plumbing, electric, and HVAC (To be done per code) (2-ton HVAC unit) (floor outlet in middle of conference room)
- Insulate walls and ceiling
- Complete all dry wall, mud work, and light skip trowel texture
- Complete all painting (Color(s) TBD)
- Install flooring (TBD)
- Complete all trim out of doors and windows
- Install cabinetry and countertops for conference room coffee bar
- Complete all electrical top out and set fixtures (recessed LED)
- Complete plumbing and set fixtures for coffee bar sink

Notes:

- 8' Ext Walls
- 14' Vault in C-Room
- Brick Ext
- Expose Brick Int Wall
- 5/8 Drywall
- Skip Trowel Texture



Brick Exterior

Rec. Lighting
Coffee bar w/ Sink
LVP flooring

720 sq ft

40'x18' Addition

Insulation:
walls: R-13 Batt
Attic: Blow-in/Batt