

INVITATION FOR BIDS

**City of Bartlesville
Bartlesville Library Skylight Replacement
Bid No. 2023-2024-013**

Notice is hereby given that the City of Bartlesville will receive sealed bids at the office of the City Clerk until **2:00 p.m.** on the 20th day of February, 2024 at such time bids will be opened and publicly read.

A **mandatory pre-bid meeting** will be held on **February 6th, 2024 at 2:00 p.m.** in the 3rd Floor Conference Room, City Hall, 401 S. Johnstone, Bartlesville, Oklahoma, 74003.

Last day for questions will be **Wednesday, February 14th, 2024** and the **last day for addenda** will be **Thursday, February 15th, 2024**. Questions to be submitted via email to engineering@cityofbartlesville.org.

The project consists of furnishing all materials, labor, equipment, and other necessary expenses required to replace the existing skylights at the Bartlesville Public Library as called for in the plans and specifications on file in the Engineering Department, 3rd Floor, City Hall, 401 S. Johnstone, Bartlesville, Oklahoma 74003, (918) 338-4251. Electronic copies of the plans, specifications, and contract documents can be provided upon request via email at no charge, by contacting the City Engineering office at (918) 338-4251 or by emailing engineering@cityofbartlesville.org. Printed copies of the documents can be obtained in person or by mail for a non-refundable charge of \$25.00. No documents will be mailed until payment is received in full.

Proposals shall be submitted in sealed envelopes and marked, "City Clerk, City Hall, 401 S. Johnstone, Bartlesville, Oklahoma 74003, **Bartlesville Library Skylight Replacement, Bid No. 2023-2024-013**". Proposals shall be accompanied by a five percent (5%) bid guarantee.

Each Bidder must deposit with his Bid, security in the amount, form, and subject to the conditions provided in the Information for Bidders. All Bids must be made on the required Bid Form and all Bidders must be a Record Plan Holder with the City.

The Owner reserves the right to waive any informality or to reject any or all Bids and select the lowest and best bid.

Bids received more than ninety-six (96) hours (excluding Saturdays, Sundays and Holidays) before the time set for receiving bids, as well as bids received after the time set for receipt of bids, will not be considered and will be returned unopened. No Bidder may withdraw their Bid within 30 days after the actual date of the opening thereof.

DATED this 23rd day of January, 2024.

City Clerk

By: _____
Deputy Clerk