



## NOTICE TO BIDDERS

January 22, 2021

The County of Currituck, North Carolina (“the Owner”) requests bids for the replacement of fifteen (15) windows at Currituck County Cooperative Extension, 120 Community Way, Barco, North Carolina, 27917.

Bids will be received by email to Rebecca Gay, Contract Purchasing Agent at [rebecca.gay@currituckcountync.gov](mailto:rebecca.gay@currituckcountync.gov) until 2:00 p.m. Eastern Standard Time (EST) on Thursday, February 18, 2021. Bids received after this deadline will not be accepted. It is the sole responsibility of the Bidder to ensure receipt of its’ bid by the County. Confirmation of receipt by telephone can be made directly to Rebecca Gay at 252-232-6080.

Complete Contract Documents in digital (pdf) format for this project may be obtained from Rebecca Gay, Contract Purchasing Agent, by email at [rebecca.gay@currituckcountync.gov](mailto:rebecca.gay@currituckcountync.gov).

A non-mandatory pre-bid meeting will be held on February 2, 2021 at 2:00 p.m. at Currituck County Cooperative Extension, 120 Community Way, Barco, North Carolina 27917. Face coverings are required.

Questions and/or requests for clarification shall be submitted in writing to Rebecca Gay by email to [rebecca.gay@currituckcountync.gov](mailto:rebecca.gay@currituckcountync.gov) no later than 2:00 p.m. on February 9, 2021.

All questions requiring additional information will be responded to in an addendum no later than 4:00 p.m. on February 12, 2021. All addenda shall become part of the Contract Documents.

This is an informal bid. Bids will not be opened publicly and read aloud. Award will be made to the lowest responsive, responsible bidder. No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of 30 days.

All bidders must meet the licensing requirements under Chapter 87 of the N.C. General Statutes. Small Business Entities, Women Owned Businesses and Minority Owned Businesses are encouraged to submit bids.

The County reserves the right to reject any or all bids and to waive informalities and defects, as it may deem to be in its best interest.