



The City of Alamosa is accepting sealed bids at the City of Alamosa Public Works Department, 300 Hunt Avenue, until 2:00 P. M., April 7, 2017 for a new Parks & Cemetery Office. This project is the construction of a new 2400sf structure that includes the building envelope and interior finish only. Site work will be completed by others.

Plans and specifications are on file in the Public Works Department and may be obtained with 24 hour notice for a charge **\$100.00 for full size plans plus shipping**, none of which will be refunded. Free plans are available on-line at [www.cityofalamosa.org](http://www.cityofalamosa.org).

Scheduling on these projects will be extremely important. All work on the tasks outlined in this IFB shall start no later than May 1, 2017 and must be completed prior to October 31, 2017.

All bids must be submitted, and all work done in full compliance with:

- The plans and Specifications for the project
- Any special provisions for this project, and
- The 2012 City of Alamosa Standard Construction Specifications, as amended.

Envelopes containing bid proposals shall be addressed as follows:

Pat Steenburg  
Public Works Director  
Department of Public Works  
City of Alamosa  
Post Office Box 419  
Alamosa, Colorado 81101

Bids may be hand-delivered to the Public Works Department, 300 Hunt Avenue. The bid must be placed in one envelope, securely sealed and clearly labeled

“Parks & Cemetery Office”, in addition to the name of the bidder and the bidder’s address on the outside of the envelope. The City of Alamosa shall not be responsible for premature opening of bids not properly labeled. All bids are to be submitted on the basis of cash payment for the work and materials and shall be accompanied by a bidder’s bond in the amount of 5% of the total bid, executed by the bidder as principal, and by a surety company authorized to do business in Colorado.

Only those bids received by the Public Works Department on or before the aforesaid date and hour set for closing of this Invitation for Bid (IFB) will be eligible for consideration. Any bid received after the closing time, regardless of the method of delivery, shall be returned unopened to the bidder. Bids may not be withdrawn after closing time.

All bids shall be evaluated and selections made as soon as possible after bid opening. Award of bid is subject to approval by the Alamosa City Council.

The City of Alamosa reserves the right to reject any and all bids, to waive formalities and informalities, and to award orders for the items described either in whole or in part, if it seems to be in the best interest of the City to do so.

Any and all questions shall be submitted in writing prior to close of business on March 31st by electronic mail to [hreynolds@ci.alamosa.co.us](mailto:hreynolds@ci.alamosa.co.us). Questions and responses will be posted on the City web site as soon as possible thereafter.