

**Bethlehem Center**  
**397 Highland Avenue, SC 29304**  
**Phone (864) 582-7158 - Fax (864) 582-0695**

**Legal Notice**  
**Request for Proposal for**  
**Renovation of 400 Highland Ave**  
**4K and 0-3 Age Facility**

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**January 12, 2021**

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**NOTICE IS HEREBY GIVEN** – The Bethlehem Center is seeking proposal from vendors to provide construction services for the renovation of the building at 400 Highland Ave. All work to comply with the drawing and specifications developed by the McMillan Pazdan Smith Architecture to provide quality workmanship.

**Proposal Number: 2021- 02-02-01**

The Bethlehem Center, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of gender, race, color or national origin in consideration for an award.

The Bethlehem Center reserves the right to reject any or all proposals or to waive any informality in the qualifications process. Proposals may be held by the Bethlehem Center for a period not to exceed sixty (60) days from the date of the opening of Proposals for the purpose of reviewing the Proposals and investigating the qualifications of prospective parties, prior to awarding of the Contract. The vendor that is awarded the proposal will be required to be a licensed General Contractor, obtain a City of Spartanburg Business License and all the required Building Permits.

Question shall be sent to David Cook, Construction Project Manager for the City of Spartanburg, who will be managing the project. Pre-Bid meeting will be held at the building site at 400 Highland Ave. Spartanburg, SC 29304 on Tuesday January 26, 2021 at 10:00 AM.

Email: [dcook@cityofspartanburg.org](mailto:dcook@cityofspartanburg.org).

Office: 864-562-4398

Sealed Proposals shall be submitted to the City of Spartanburg Procurement Department Attn: Patrina Mims, Director for the Bethlehem Center, 400 Highland Ave. on or before Tuesday, February 2, 2021 no later than 3 P M at which time they will be publicly opened and read aloud in the **City Hall Training Room, basement level**.

Proposals can be hand delivered or mailed to the following address:

Bethlehem Center  
PO Box 3501  
397 Highland Avenue  
Spartanburg, SC. 29304

For further information and complete Proposal Package, please contact the Construction Management office at (864) 562-4398. Complete proposal package can be viewed at the Bethlehem Center at 400 Highland Ave. The following Proposal Number Must be placed on the outer envelope in order for the bid to be received on time:

**Proposal Number: 2021- 02-02-01**

## **Submission of Questions and Qualifications Statement**

Submit two (2) complete copies of the firm's Proposal Statement. Submittals received by facsimile machine or other electronic transmittal will not be considered. Submittals are to be in sealed envelopes or boxes marked with the caption "Proposal Statement for Renovation of 400 Highland Ave" and must be submitted to the City of Spartanburg

Procurement Department  
Attention of Mrs. Patrina Mims, Director of Bethlehem Center

Technical questions regarding the scope of services should be directed to David Cook, Construction Project Manager, (864) 562-4398 or by email at [dcook@cityofspartanburg.org](mailto:dcook@cityofspartanburg.org)

Last Day for questions will be Thursday, January 28, 2021 at 12:00 PM. Questions will be distributed Contractors on the sign in sheet from the pre-bid and on the City of Spartanburg website.

<https://www.cityofspartanburg.org>

### **Affirmative Action**

The contractor shall take affirmative action in complying with all state and federal requirements concerning fair employment and the treatment of all employees without regard to, or discrimination by reason of race, color, religion, sex, national origin or physical handicap.