

NOTICE OF LETTING



HOWARD COUNTY, MARYLAND
OFFICE OF PURCHASING
6751 Columbia Gateway Drive, Suite 501
Columbia, MD 21046

INVITATION FOR BID NO. 2017- 03

**HOWARD COUNTY LIBRARY SYSTEM EAST COLUMBIA BRANCH RENOVATION
CAPITAL PROJECT NUMBER, L-0015A**

Pre-Bid Conference:

Thomas Dorsey Building- Bureau of Facilities – Training Room
9250 Bendix Road, Columbia, MD 21045

Opening:

Office of Purchasing, Gateway Building
6751 Columbia Gateway Drive, Suite 501, Columbia, MD 21046

Howard County intends to procure the services of a construction firm for the interior renovation of the East Columbia Branch Library. The building is located at 6600 Cradelrock Way, Columbia, Maryland 21045. The existing building is approximately 43,500 gross square feet. The renovated area is approximately 35,500 gross square feet. The work includes renovating interior spaces, installing new floor and ceiling materials and wall finishes, renovating bathrooms and installing new toilets. Localized mechanical, electrical/ lighting, and plumbing system upgrades. This project is in SHA Cost Group “E”. Each bid shall be accompanied by a Bid Bond or Certified Check in the amount of 5% of the total bid, made payable to the “Director of Finance, Howard County”.

The solicitation with instructions to the bidders will be posted electronically on PlanWell on June 21, 2016. PlanWell is the only location where this solicitation will be available. To view, download, or order prints of the solicitation please use the link provided here: <http://www.e-arc.com/md/columbia>

PLANWELL ONLINE ACCESS INSTRUCTIONS:

After following the link provided above:

- Under the section titled “PLANROOMS” click on the link “Order from PlanWell”.
- When on the PlanWell site, on the left side of the screen, look for the section titled “LOGIN TO YOUR ACCOUNT”. Go to “GUEST ACCESS”, the second box under “LOGIN TO YOUR ACCOUNT”, and enter the following information after **MBCP_**:
 - Project Number: **MBCP_L0015A**
 - Password:
 - (DO NOT fill in the Password. LEAVE PASSWORD BLANK)
 - Click on the “**GO**” button.
 - You will now enter the plan room for the project. Here you can view, download or order prints of the documents.

IMPORTANT NOTE: If you experience difficulty with logging in at the web link above to the PlanWell website, please contact the County Project Manager Mr. Godfrey Logan, office phone 410-978-5742, e-mail address, glogan@howardcountymd.gov for assistance. Do not contact PlanWell directly.

To view plans and specification:

After clicking on the “Go” button, and entering the plan room for the project, click on a folder on the left side of the screen. A browser screen will open on the right side of the screen displaying the links to the plans, specifications, addenda or other material contained in the folder. Click on the item that you wish to view.

Bidders may download electronic plans and specifications files at no cost OR order paper copies of the plans and specifications documents for a fee from the Planwell site. The cost is \$0.10/SF for large drawings and \$0.05/ per page for specifications. This is a non-refundable cost.

To download files or to order plans:

1. To obtain a complete set of plans and specifications click on the shopping cart next to “Most Current Set” for plans, “IFB” for the specification and any “Addenda”.
2. To obtain only specific folders or disciplines, click on the shopping cart(s) next to the specific folders or disciplines.
3. Once the selections are made, choose either “Instant Download” or “Print Order”.

If “Instant Download” is selected, the bidder will need to enter an existing PlanWell Username / Password. If you do not have a username / password, you will be given the opportunity to sign up for an account and create a username / password at that time.

If “Print Order” is selected, the bidder will need to enter an existing PlanWell Username / Password. If you do not have a username / password, you will be given the option to enter your credit card number for billing purposes and then establish your username / password.

Plan holder List: You can access the current plan holders list at any time for a particular project through the PlanWell plan room. When in the plan room, find the drop down box in the upper left hand corner of the screen labeled “Project Tools”. Choose “Plan Holders List”. On the next screen click on the uppermost “View Report” button, this will provide the current plan holders list.

IMPORTANT INFORMATION

In order to receive Notification of Addendum and to appear on the Plan holders List, bidders must use either the “Instant Download” or the “Print Order” option on PlanWell using a registered username / password. Companies who order plans and specifications via telephone or E-mail will not appear on the Plan holders List and will not be notified of addenda.

For Procurement Questions, Contact: Robert Bowins, Senior Buyer, rbowins@howardcountymd.gov or (410) 313-6375.