

**INVITATION TO BID**

The City of Charles Town, WV invites proposals to provide all work, including, but not limited to, labor, material, equipment, supplies and transportation for:

**The Renovation of the Charles Town Annex Building**

All Bids must be submitted in accordance with the Bidding Documents issued by MSB Architects. Bidding Documents may be obtained ELECTRONICALLY by sending an email with company name and contact information to:

jhorst@msbarchitects.com

MSB Architects  
1165 Imperial Drive  
Hagerstown, MD 21740

A pre-bid conference is scheduled for:

**TIME:** 10:00 AM  
**DATE:** Tuesday, February 13, 2018  
**PLACE:** 661 S. George Street, Charles Town, WV 25414

Attendance is **Mandatory**. All Bidders must attend the Pre-bid Conference to familiarize themselves with the project location, site conditions and other relevant information. Should any Bidder wish to revisit the site or arrange for subcontractors to visit the site, contact Todd Wilt at 304 724-3260 for access to the site.

Questions will be received by the Project Architect, MSB Architects, via email up until 72 hours prior to the Bid Opening time. All Bids must be submitted in accordance with the Bidding Documents issued by the Architect by 12:00 PM, on Thursday, March 1, 2018.

Sealed bids will be received by the **OWNER** at the following location:

Attn: Daryl Hennessy, City Manager  
City of Charles Town  
101 East Washington Street  
Charles Town, WV 25414

The public bid opening will take place at 2:00 PM, Thursday, March 1, 2018

END OF INVITATION TO BID