



**CITY OF BEAUFORT  
DEPARTMENT OF PLANNING  
AND DEVELOPMENT SERVICES**  
POST OFFICE DRAWER 1167  
BEAUFORT, SC 29901  
(843) 525-7040  
FAX (843) 986-5606

LIBBY ANDERSON  
Director of Planning  
and Development Services

JAMES F. "Mike" WILES  
Building Official

**April 13, 2005**

**RE: Request for Bids**

Dear Contractor,

The City of Beaufort Codes Enforcement Office is in the process of obtaining bids for **demolition of a two structures**, within the city limits. We would like to extend to you and your company the opportunity to make a bid to provide these services.

The structure earmarked for demolition by the Beaufort City Codes Enforcement Office is listed below:

Vacant House Behind 1244 / 1250 Ribaut Rd – PID R120 007 000 031J 00000

I will conduct a property review meeting that **all interested companies MUST attend on Monday May 16, 2005**. This Meeting will begin at 1:30 pm at the City of Beaufort Planning Department located at 701 Craven Street. We will conduct a site visit of the structure (if needed). An information sheet will be issued for all City requirements. The **deadline for bids will be Friday May 27, 2005 at 4:00 pm**. All bids must be received by this date / time to be considered.

The City of Beaufort Codes Enforcement office will require the following information in conjunction with all bids; failure to submit a complete bid request will result in disqualification:

- 1) All bids must be received by the City no later than the above stated date and time
- 2) All bids must be valid for 6 months from the deadline date
- 3) All bids must include, but will not be limited to, proof of the following:
  - Standard Required Insurances including workers compensation
  - City of Beaufort Business License (upon notice of winning bid)
- 4) All bids must be itemized

Please submit all bids via US Mail to the following address:

City of Beaufort  
Code Compliance Officer  
Demolition Bid Proposals  
P.O. Drawer 1167  
Beaufort, SC 29901-1167

Or personally at:

701 Craven St  
Beaufort, SC 29902.

Should any questions or concerns arise, please feel free to contact me at (843) 525-7040.  
I am available for contact during business hours (M – F 8:00 a.m. – 5:00 p.m.).

I thank you in advance for your time and effort and I look forward to working with you in the future.

Sincerely,

Randy Marrero  
Codes Compliance Officer