



**Project:** Renovation of Suite 314, Carrington Hall

**Location:** Missouri State University Campus, Springfield, Missouri

**Pre-bid Date:** **October 31, 2016, 2:00 PM,**  
Burgess House – Planning, Design & Construction Conference Room

**Bid Date:** **November 8, 2016, 2:00 PM,**  
Burgess House – Planning, Design & Construction Conference Room

**Estimate:** **\$60,000.00**

**Project Manager:** [Terry Rowland](#)

**Project Description:** Suite 314 in Carrington Hall needs to be renovated for the Title IX coordinator and her staff. The need is for 3 offices, a conference room, and space for an administrative assistant.

**Plans & Project Manual Available:** Plans & project manual may be picked up on **October 25, 2016**, at the Planning, Design & Construction office, 736 S. National, Springfield, Missouri. Anyone requesting plans to be shipped must provide shipping account information. The University is unable to incur these charges.

**Deposit:** There is a **\$25.00** refundable deposit check required for this project. Please make checks payable to Missouri State University. Cash will not be accepted.

**Website Access:** Electronic sets of plans and project manual are available at [www.plans.missouristate.edu](http://www.plans.missouristate.edu).

**Parking:** A pre-bid parking permit has been provided within the project manual for your use. Depending on the pre-bid itinerary, parking may be made available at the Burgess House or near the construction site. The Burgess House has a very small parking lot. When attending a pre-bid or bid opening, if the lot is full, there are meters across the street on the University campus. The visitor/metered parking area is located to the south of Bear Boulevard on Florence Avenue and the adjacent Bookstore parking lot. Please be aware that vehicles parked outside of the designated areas identified within the pre-bid parking permit or within a metered parking spot will be ticketed. A ticket could also be issued if the parking permit is not displayed as directed. The city of Springfield will issue tickets to cars parked on the neighborhood streets.

**Please Note:** In the event that the University is closed due to inclement weather or other unforeseen circumstances beyond our control, all scheduled pre-bid meetings and bid openings will be postponed until the same time on the next business day that the University is open. To verify any closure of the University, please visit the homepage at: [www.missouristate.edu](http://www.missouristate.edu)

---