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Assistant Finance Director
Cynthia Summers
Accounts Payable Clerk
Rebecca Burch
License Inspector
Erica Canty
Revenue Collector
Constance McMichael
Purchasing & Finance Clerk



Carrie W. Johnson
MBL, CPFA, CMC
Finance Director
City Clerk/Treasurer
BUS# (803) 539-3750
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City of Orangeburg South Carolina

January 23, 2012

The City of Orangeburg is requesting quotes on the Material and Labor to reroof the Art Center in the Edisto Memorial Gardens. Specifications are as followed:

- Remove existing roofing felt and shingles and replace with new materials.
- Shingles must be a 30 year architectural shingle (Certaineed)
- Install shingle overlay ridge vents
- Install cricket behind two chimneys for diversion of water
- Replace all pipe boots with lead pipe boots
- Haul away all debris
- Two year warranty on labor
- Bidder responsible for all measurements
- Owner will select shingle color

The City of Orangeburg also requires that the successful bidder be licensed with the State of South Carolina, possess a City of Orangeburg Business License, and name the City of Orangeburg as an additional insured on a Comprehensive General Liability and Worker's Compensation Policy.

Bids should be submitted by Monday, February 6, 2012 no later than 12 noon. We are asking that all work be completed by Monday, April 2, 2012.

All bids should be submitted to Constance McMichael, Purchasing Agent. The bids can be emailed, mailed or faxed to my attention at cmcmicheal@orangeburg.sc.us, (803) 533-6006, or PO Box 1183 Middleton St Orangeburg, SC 29116.

If there are any questions about the job or site please contact Buster Smith, Director of Parks & Recreation at (803) 533-6020. Any questions regarding the bid should be directed to myself at the information listed above or by phone at (803) 539-3719.

Thanks,

Constance McMichael
Purchasing & Finance Clerk

