

NOTICE TO BIDDERS - REVISED 3/23/2020

PLEASE TAKE NOTICE: That the Town of Glenville on the **7th day of April, 2020 at 1 PM** local time at the Town of Glenville, Town Hall, 18 Glenridge Road, Glenville, NY, will publicly open and read all sealed bids and proposals received pursuant to this notice for the furnishing of materials in connection with the **Town of Glenville Maalwyck Park Improvement Project Phase 2.**

This project is subject to prevailing wage rates as required by NYS Labor Law.

Work will generally consist of:

- **The installation of primary electric service to a new pavilion area; with provisions for the future lighting of athletic fields and parking lot;**
- **Installation of sanitary service from NYS Rte. 5 to the pavilion area;**
- **Installation of water service from NYS Rte. 5 to the pavilion area.**
- **Construction of a 40' x 76' park pavilion with restrooms/concession meeting all required building codes;**

Contractors are encouraged to inspect the site prior to submitting bids.

Each bid must be submitted on the official forms included in the Project Manual. The bid forms are NOT TO BE REMOVED FROM THE PROJECT MANUAL. The entire Project Manual will be sealed within an opaque envelope. The name of the bidder and "Town of Glenville Maalwyck Park Improvement Project Phase 2 Bid Enclosed" shall be clearly marked on such envelope. If a Bid is sent by mail or other delivery system, both the outside packaging and sealed envelope containing the bid within shall be clearly marked "Town of Glenville Maalwyck Park Improvement Project Phase 2 Bid Enclosed."

Plans and specifications may be obtained from the ENGINEER at the office of the following, Monday – Friday, **between the hours of 9:00 AM and 4:00 PM as of Tuesday March 17, 2020:**

Environmental Design Partnership, 900 Route 146, Clifton Park, NY 12065

EDP Phone: (518) 371-7621

A deposit of \$50.00 Dollars will be required for each complete hardcopy set of full size bidding documents (Plans and Project Manual), which includes electronic copies of the plans and specifications. The Town of Glenville will accept payment in the form of a check or money order. Checks are to be made payable to the Town of Glenville. No cash payments will be accepted. The \$50.00 Dollar deposit for one set of documents may be refunded to bidders that have submitted bids in full conformance with this notice.

Electronic copies of complete set of bidding documents will be available at no cost; please email ENGINEER with all requests.

The Bidding documents may be obtained through bidder's own express carrier service account. No information will be mailed using U.S. Postal Service. All bidders' information, deposits, fees, and account information must be received by the **Town of Glenville** prior to sending.

Accompanying each bid must be a bid bond or certified check made payable to the order of the **Town of Glenville** in the amount of five (5%) percent of the bidder's maximum bid amount as a guarantee that if the contract is awarded to a bidder, said successful bidder will comply with the Notice to Bidders and the specification for the contract in accordance therewith. Said bid bond or certified check will be retained by the **Town of Glenville**, and upon completion of the contract, in accordance with said specifications, the said bid bond or certified check will be returned to the bidder.

On failure to comply with the Notice to Bidders and the specifications for said contract, the successful bidder shall forfeit the deposit as liquidated damages to the **Town of Glenville**.

Every bid or proposal must contain a non-collusion affidavit executed by the bidder or his authorized representative.

The bidder to whom the contract will be awarded shall execute the contract and furnish required sureties within five (5) days after the date of Notice of Award. Failure to do so will result in Bidder's forfeit of contract work and bid security. No bidder may withdraw his bid within forty-five (45) days after the date set for the opening thereof. Any bid may be withdrawn prior to the above scheduled time for the opening of bids, or any authorized postponement thereof.

The Town and its representatives will not offer or supply anyone the list of people that have obtained a copy of these bid specifications or cost estimates for the project prior to the opening of the bids. NO EXCEPTIONS ARE MADE TO THIS POLICY.

The Town of Glenville reserves the right to waive any informalities in or to reject any or all bids submitted or to award the contract to the lowest responsible bidder who in the Town's judgment makes the most advantageous proposal to the Town of Glenville.

All sealed bids or proposals must be received by the Town Clerk of the Town of Glenville prior to 1:00 PM on Monday, April 7, 2020, the date on which all sealed bids or proposals will be publicly opened and read aloud.

By Order of the Town Board of the Town of Glenville

Linda Neals, Town Clerk