

NOTICE TO BIDDERS
SAG HARBOR UNION FREE SCHOOL DISTRICT

Notice is hereby given that SEALED PROPOSALS for:

**SAG HARBOR UNION FREE SCHOOL DISTRICT
UNIT VENTILATOR UPGRADES AT THE
SAG HARBOR ELEMENTARY SCHOOL SED No.: 58-03-05-02-0-003-024
PIERSON MIDDLE/HIGH SCHOOL SED No.: 58-03-05-02-0-001-030**

CONTRACT H - HVAC WORK

Will be received until **11:00 A.M.** prevailing time on **Monday, November 21st, 2022**, Purchasing Office of SAG HARBOR UFSD, Attention: Jennifer Buscemi, School Business Administrator, located at **135 DIVISION STREET, SAG HARBOR, NEW YORK 11963**. At which time and place all bids will be publicly opened and read aloud

Complete digital sets of Bidding Documents, drawings, and specifications, may be obtained online as a download at the following website: www.revplans.com under 'public projects.' Complete sets of Bidding Documents, Drawings and Specifications, may be obtained from REVplans, 28 Church Street, Unit 7, Warwick, NY 10990 Tel: 1-877-272-0216, upon depositing the sum of **Forty-Nine Dollars (\$49.00)** beginning **Thursday, October 27, 2022** for each combined set of documents. Checks or money orders shall be made payable to **SAG HARBOR UNION FREE SCHOOL DISTRICT**. Plan deposit is refundable in accordance with the terms in the Instructions to Bidders to all submitting bids. Any bidder requiring documents to be shipped shall make arrangements with the printer and pay for all packaging and shipping costs.

Please note REVplans (www.revplans.com) is the designated location and means for distributing and obtaining all bid package information. Only those Contract Documents obtained in this manner will enable a prospective bidder to be identified as an official plan holder of record. The Provider takes no responsibility for the completeness of Contract Documents obtained from other sources. Contract Documents obtained from other sources may not be accurate or may not contain addenda that may have been issued

All bid addenda will be transmitted to registered plan holders via email and will be available at www.revplans.com. Plan holders who have paid for hard copies of the bid documents will need to make the determination if hard copies of the addenda are required for their use, and coordinate directly with the printer for hard copies of addenda to be issued. There will be no charge for registered plan holders to obtain hard copies of the bid addenda.

Bids must be made in the standard proposal form in the manner designated therein and as required by the specifications that must be enclosed in sealed envelopes bearing the name of the job and name and address of the bidder on the outside, addressed to: **SAG HARBOR UNION FREE SCHOOL DISTRICT**, clearly marked on the outside: **Bid For: Unit Ventilator Upgrades at the Sag Harbor Elementary School and Pierson Middle-High School.**

Each proposal submitted must be accompanied by a certified check or bid bond, made payable to the SAG HARBOR UNION FREE SCHOOL DISTRICT, in an amount equal to five percent (5%) of the total amount of the bid, as a commitment by the bidder that, if its bid is accepted, it will enter into a contract to perform the work and will execute such further security as may be required for the faithful performance of the contract. **Certification of bonding company is required for this bid, see Instructions for Bidders section.** Each bidder shall agree to hold his/her bid price for forty-five (45) days after the formal bid opening.

A pre-bid meeting and walk thru is scheduled for **Thursday, November 3, at 3:00 PM**. Potential bidders are asked to gather at the main entrance of the Pierson Middle/High School, at which time they will be directed to the areas of work. Upon completion, the walk thru will continue onto Sag Harbor Elementary School. This meeting is **not** mandatory; however, it is highly recommended that all potential bidders attend.

It is the Board's intention to award the contracts to the lowest qualified bidder providing the required security who can meet the experience, technical and budget requirements. The Board reserves the right to reject any or all bids, waive any informality and to accept such bid which, in the opinion of the Board, is in the best interests of the School District.

**Sag Harbor Union Free School District
Board of Education
200 Jermain Avenue
Sag Harbor, New York 11963**