

## NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that the Town of North Castle will receive sealed bids for **North White Plains Community Center Renovation**, located at the 10 Clove Road, North White Plains, New York 10603 within the Town of North Castle, Westchester County, New York. Sealed bids for performing the work herein described will be received **by mail** at the Office of the Town Clerk, Town of North Castle, 15 Bedford Road, Armonk, New York 10504, until **11:00 A.M. E.S.T. on January 5, 2021**, and immediately thereafter the bids will be publicly opened and read aloud. **Due to COVID-19, Town Offices are not open to the public. Any bidder or member of the public who wishes to view the bid opening via Zoom should provide their contact info to Alison Simon, Town Clerk, at [asimon@northcastleny.com](mailto:asimon@northcastleny.com) at least one day prior to the bid opening.**

The project consists of Interior and Exterior renovations including a new generator and HVAC equipment as fully illustrated, noted and detailed in architectural drawings technical specifications prepared by Sullivan Architecture, PC of White Plains, New York and consulting engineers.

Complete specifications and bid forms may be obtained on or after **November 23, 2020** at the following link: <https://www.northcastleny.com/home/pages/bids-and-rfps-0>. Potential bidders who have downloaded the Bid Documents shall provide their contact information to Town Administrator Kevin Hay [khay@northcastleny.com](mailto:khay@northcastleny.com) in the event any addendums to the Bid Documents are issued.

**A pre-bid site visit will be conducted on Monday, November 30, 2020 at 9:00 A.M. at the North White Plains Community Center, 10 Clove Road, North White Plains, NY 10603. Due to COVID-19, all interested bidders must be preregistered for the pre-bid site visit by contacting Kevin Hay [khay@northcastleny.com](mailto:khay@northcastleny.com). Specific guidelines will be provided.**

Bids shall be made on the Proposal Forms furnished with the Specifications and must be accompanied by a Bid Bond acceptable by the Town, or a certified cashier's check, drawn on a solvent bank, in the amount of not less than 5% of the total amount of the Bid. Bidders who submit certified checks must accompany them with a Consent of Surety from a recognized Bonding Company. Checks shall be made payable to the Town of North Castle, New York, and are to be held by the Town as a guarantee for the proper execution and delivery of the Contract and Bonds to secure the faithful performance thereof. In default of such execution and delivery of Contract and Bonds, the amount of the deposit represented by the check shall be forfeited to and retained by the Town of North Castle as liquidated damages.

Bids shall be enclosed in a sealed envelope bearing the name and address of the Bidder, addressed and **must be mailed** to Alison Simon, Town Clerk, 15 Bedford Road, Armonk, New York 10504 and endorsed **"North White Plains Community Center Renovation"**.

**Please Note: Contractor / Bidder is required to submit a Subcontractor List naming each Subcontractor and the amount to be paid to each, in a sealed second envelope within the sealed bid envelope, per WICKS Reform 2008.**

The Town of North Castle reserves the right to reject any and all bids, to waive any informality in any Bid, and to award the Contract to other than the lowest Bidder if deemed in the best interest of the Town to do so.

Dated: November 23, 2020

TOWN OF NORTH CASTLE  
BY: Alison Simon, Town Clerk