

## **SECTION A**

### **NOTICE TO BIDDERS**

NOTICE IS HEREBY GIVEN that the Town of North Castle will receive sealed bids for **RESTROOM ALTERATIONS**, located at the North Castle Public Library, 19 Whipoorwill Road East, Armonk, New York 10504 within the Town of North Castle, Westchester County, New York. Sealed bids for performing the work herein described will be received 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 Tuesday, September 28, 2021**, and immediately thereafter the bids will be publicly opened and read aloud in said office. **Due to COVID-19, Bid Opening will be held via Zoom. 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.**

Complete specifications and bid forms may be obtained on or after **September 3, 2021** at the following link: <https://www.northcastleny.com/bids-and-rfps-currently-for-consideration>. Potential bidders who have downloaded the Bid Documents shall provide their contact information to the Architect's Office at [office@aiarchs.com](mailto:office@aiarchs.com) in the event any addendums to the Bid Documents are issued.

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 to Alison Simon, Town Clerk, 15 Bedford Road, Armonk, New York 10504 and endorsed "**NORTH CASTLE PUBLIC LIBRARY RESTROOM ALTERATIONS**".

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: September 3, 2021

TOWN OF NORTH CASTLE  
BY: Alison Simon, Town Clerk