

---

**SECTION 001116  
INVITATION TO BID**

**THE SUFFERN CENTRAL SCHOOL DISTRICT INVITES BIDS FOR "HEATING SYSTEM CONVERSION", WHICH INVOLVES WORK AT THE RP CONNOR ELEMENTARY SCHOOL, 13 CYPRESS ROAD, SUFFERN, NY 10901. SEPARATE SEALED BIDS WILL BE RECEIVED AT THE SUFFERN CENTRAL SCHOOL DISTRICT, 45 MOUNTAIN AVENUE, HILLBURN, NEW YORK 10931 UNTIL 10:00 A.M, LOCAL TIME, ON 07-13-2023**

**1.01 PROJECT INFORMATION**

- A. Project Identification: Heating System Conversion
  - 1. Project Location: RP Connor Elementary School, 13 Cypress Road, Suffern, NY 10901, Suffern, New York 10901
- B. Owner: Suffern Central School District, 45 Mountain Avenue, Hillburn, New York 10931.
  - 1. Owner's Representative:
    - a. John Palma
    - b. PH: 845-222-8206
- C. Architect/Engineer: CPL (Clark Patterson Lee), at 50 Front Street, Newburgh, NY 12550.
- D. Project Description: Project consists of heating system conversion work as described in the Contract Documents.
- E. Construction Contract: Bids will be received for the following Work:
  - 1. Multiple Contract Project consisting of the following prime contracts:
    - a. Mechanical Construction.
    - b. Electrical Construction.

**1.02 BID SUBMITTAL AND OPENING**

- A. Owner will receive sealed lump sum bids until the bid time and date at the location given below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:
  - 1. Bid Date: 07-13-2023
  - 2. Bid Time: 10:00 a.m local time.
  - 3. Location: Suffern Central School District, 45 Mountain Avenue, Hillburn, New York 10931. Bids will be thereafter publicly opened.
- B. Bids will be thereafter publicly opened.

**1.03 BID SECURITY**

- A. Bid security shall be submitted with each bid in an amount not less than five percent (5%) of the base bid in the form and subject to the conditions provided in the "Instructions to Bidders".

**1.04 PREBID MEETING**

- A. Prebid Meeting: A Pre-Bid meeting/walk-thru for the Project will be held at 10:00 a.m., local time on 06/29/2023, convening at RP Connor elementary school, 13 Cypress road, Suffern NY 10901, convene in the main lobby. Prospective bidders are requested to attend. Prospective bidders may visit the site during business hours by appointment by contacting John Palma at 845-222-8206.

**1.05 DOCUMENTS**

- A. Complete digital sets of Bidding Documents may be obtained online as a download at [cplteamplanroom.com](http://cplteamplanroom.com) under 'public projects' for a non-refundable reproduction fee of \$100.00.
- B. Complete hard copy sets of Bidding Documents may be obtained from Rev, 330 Route 17A, Suite #2, Goshen, New York 10924 Tel: 1-877-272-0216, upon depositing the sum of \$100 for each combined set of documents. Checks or money orders shall be made payable to Suffern Central School District. Any bidder requiring documents to be shipped shall make

arrangements with the printer and pay for all packaging and shipping costs.

- C. All bid addenda will be transmitted to registered plan holders via email and will be available at [www.cplplanroom.com](http://www.cplplanroom.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.
- D. A Bidder, upon 1) making the deposit required for the Bid Documents, 2) submitting a Proposal accompanied by a the required bid security, and 3) returning the plans and specifications used by such Bidder in good condition within thirty (30) days following the award of the Contract, or rejection of the Bid, shall have returned to them the full amount of the deposit for one copy of the plans and specifications.

#### **1.06 TIME OF COMPLETION**

- A. Successful bidder shall begin the Work upon receipt of the Notice to Proceed and shall complete the Work within the Contract Time.

#### **1.07 BIDDER'S QUALIFICATIONS**

- A. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.

#### **1.08 NOTIFICATION**

- A. Attention of the Bidder is particularly called to the Owner's sales tax exemption, the requirements as to conditions of employment to be observed, and the minimum wage rates to be paid under the Contract. In addition, the Bidding Documents contain detailed requirements for the qualification of Bidders. These include, among other things, rigid bonding and insurance requirements, financial statements, bank references, lists of lawsuits, arbitrations or other proceedings in which the Bidder has been named as a party, a statement of surety's intent to issue Performance and Payment Bonds, and a description of other projects of similar size and scope completed by the Bidder.
- B. Bids shall be prepared as set forth in "Instructions to Bidders", enclosed in a sealed envelope bearing on its face the name and address of the Bidder and the title of the Work to which the bid enclosed relates.
- C. No bids may be withdrawn for a period of forty-five (45) days after opening of bids.

#### **1.09 AWARD OF BIDS**

- A. The Suffern Central School District hereby reserves the right to waive any informalities and reject any, or all, Bids or to accept the one that, in its judgement, will be in the best interest of Suffern Central School District.
- B. The Owner further reserves its right to disqualify Bidders for any material failure to comply with the "Instructions to Bidders".

**END OF SECTION 001116**

**SECTION 002000  
INSTRUCTIONS TO BIDDERS COVER**

**PART 1 GENERAL**

**1.01 SUMMARY**

- A. Attached is AIA Document A701-2018, Instructions to Bidders.
  - 1. AIA Document A701-2018 defines the conditions affecting award of contract and procedures with which Bidders must comply.

**PART 2 PRODUCTS (NOT USED)**

**PART 3 EXECUTION (NOT USED)**

**END OF SECTION 002000**