

**NOTICE TO BIDDERS**

The Town of Union, New York invites sealed bids for

**OFFICE COMPLEX ROOF REPLACEMENT**

Bids for the Construction of the Project will be received at the Town of Union Town Hall at 3111 East Main Street, Endwell, NY 13760 at the Town Clerk's Office, until Thursday, August 31, 2023 at 10:00 a.m. At that time, the Bids will be publicly opened and read in the Town Supervisor's Conference Room.

The Project includes the following Work:

Roof replacement on three buildings located in the town's Office Complex located at 3101-3121 E. Main Street, Endwell, NY 13760.

The Issuing Office for the Bidding Documents is: CPL, 59 Court Street, Suite 400, Binghamton, NY 13901. Prospective Bidders shall request electronic Bidding Documents from the Issuing Office by contacting Domenic Emilio at demilio@cplteam.com. There will be no cost for electronic documents. Obtaining any hard copy prints will be the sole responsibility of the Prospective Bidders. Partial sets of the Bidding Documents will not be available from the Issuing Office.

Bidding Documents also may be examined at Town of Union Clerk's, Town Hall 3111 East Main Street, Endwell, NY 13760 on Mondays through Fridays between the hours of 9:00 a.m. and 3:00 p.m.

Direct any requests for further information in writing no later than seven (7) days before bid opening to CPL, ATTN: Domenic Emilio at demilio@cplteam.com or by mail to CPL, 59 Court Street, Binghamton, NY 13901, ATTN: Domenic Emilio.

A pre-bid conference will be held at 10:00 a.m. local time on Tuesday, August 22, 2023 at Town of Union Town Hall at 3111 East Main Street, Endwell, NY. Attendance at the pre-bid conference is highly encouraged but is not mandatory.

Each bid must be accompanied by a Bid Security in the amount of ten percent (10%) of the base bid in the form of a bid bond or certified check, made payable to the Town of Union.

Contractors shall document good faith efforts to solicit active participation by Minority/Women-owned Business Enterprises (M/WBE) for provision of labor and/or materials as appropriate.

The Town of Union is an Equal Opportunity Employer and encourages all Section 3 and Minority/Women-Owned Business Enterprises (M/WBE) to submit proposals.

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No bidder may withdraw his bid within 45-days after the actual bid opening thereof, in accordance with the New York State General Municipal Law, Section 105.

The bidders should not include in their bid Sales and Compensating Use Taxes on the cost of the materials which are to be incorporated in the Project and which are to be separately sold by the Bidder to the municipality prior to incorporation into the Project.

In accordance with New York State General Municipal Law, Section 103, the Town reserves the right to waive any informalities in, or to reject any or all bids.

A bid guarantee in the form of cash, certified check or bid bond in the amount of ten percent (10%) of the proposal will be required of all bidders.

The Town Board reserves the right to reject any and all bids and to re-advertise for bids at its discretion.

TOWN OF UNION, NEW YORK