

SECTION 001000 - INVITATION TO BID
NOTICE OF BID

GUERNSEY MEMORIAL LIBRARY
3 Court Street, Norwich, NY 13815

The Guernsey Memorial Library, Norwich City School District invites sealed bids for the interior renovation of the Guernsey Memorial Library, 3 Court Street, Norwich, NY 13815.

You are invited to bid on the above project which will consist of one (2) prime contracts as follows:

- General Construction
- Electrical

In general, the scope of work includes new interior finishes to replace flooring, acoustical panel ceiling, and repainting at the mezzanine and the area below the mezzanine. The existing elevator scope of work will include ceiling replacement with new LED light fixtures, replacing the car operating panel to meet ADA requirements and adding an ADA phone and hall fixtures. The call buttons will replace the existing key switches. The existing (2) open riser stair with terrazzo treads will be repaired in limited areas, the underside of the open risers will be enclosed and existing handrails and guardrails will be modified to increase the height of the railings and reduce spacing between the existing spaced bars. Lighting to be replaced with new LED fixtures in limited areas.

The Owner will receive sealed proposals from bidders until **6:30 p.m. on Thursday, 09 February 2023**, at the Guernsey Memorial Library, 3 Court Street, Norwich, NY 13815. All bids must be submitted in sealed envelopes bearing on the outside the name of the bidder, his/her address and the words "Guernsey Memorial Library" - attention Connie Dalrymple, Library Director." At that time, Bids **will** be publicly opened and read aloud. Proposals received after that time will not be accepted. Award will be made by the Guernsey Public Library – Norwich City School District to the lowest responsible bidder.

There will be a pre-bid meeting to review procedures and answer questions at the Guernsey Memorial Library, 3 Court Street, Norwich, NY 13815 at **11:00 a.m. Thursday, 19 January 2023**. A tour and walk-through of the building site will follow immediately after the meeting.

The Contract Documents may be examined at the following locations:

1. Holmes•King•Kallquist & Associates, Architects
575 North Salina Street
Syracuse, New York 13208
Telephone – (315) 476-8371
2. Syracuse Builders Exchange
6365 Ridings Road
Syracuse, New York 13206
Telephone - (315) 437-9936
3. Mohawk Valley Builders Exchange
10 Main Street, Suite 202
Whitesboro, NY 13492
Phone: 315-736-2441 Fax: 315-736-2445

Bonafide contract bidders may secure additional copies of the proposed Contract Documents at Syracuse Blue Print Co., Inc., 825 East Genesee Street, Syracuse, New York 13210, Telephone – (315) 476-4084,

1. One (1) set of the Project Manual, including Specifications, plus one (1) set of Drawings, upon payment of \$100.00 completely refundable to contractors submitting bids if set is returned to the Architect in good condition within five (5) days after bid date.
2. If the bidder desires shipping of the specifications, he may provide his shipping account number or send a check for shipping costs in the amount of \$35.00 payable to Syracuse Blue Print Co., Inc. No shipments will be made without prepayment.
3. Deposit check shall be made payable to “Guernsey Memorial Library – Norwich City School District.”
4. The project may be reviewed online; Website: syracuseblueprint.com
5. No partial sets will be issued.

All bids must be accompanied by a non-collusive certification as required by Section 103-d of the General Municipal Law of the State of New York.

Each bid must be secured by a certified check or a bank draft or a properly executed bid bond in an amount equal to at least 5% of the entire bid and made payable to the “*Guernsey Memorial Library – Norwich City School District for the Guernsey Memorial Library*”.

If forwarded by mail, the sealed envelope containing the bid and marked as above must be enclosed in another envelope addressed to Connie Dalrymple, Library Director, Guernsey Memorial Library, 3 Court Street, NY, 13815, preferably by registered mail, and be received there on or before the time designated for opening.

The **Guernsey Memorial Library – Norwich City School District** reserves the right to waive any informalities in or to reject any or all bids. No bidder may withdraw his/her bid within sixty (60) days after the actual date of the bid opening thereof.

If upon acceptance of his bid, a bidder fails to enter into a contract with the **Guernsey Memorial Library – Norwich City School District** for Guernsey Memorial Library, the bid security shall be forfeited to and become the property of the Owner.

Bidders are not to include in their bid proposal sales and compensating use taxes of the State of New York, and of counties, or cities, on all materials, equipment, and supplies incorporated in this project. This is a capital improvement project; sales tax is not to be applied to labor or materials.

Connie Dalrymple, Library Director
Guernsey Memorial Library

END OF SECTION 001000