

Notice is hereby given that SEALED PROPOSALS for:

**WESTBURY UNION FREE SCHOOL DISTRICT
HVAC AND MECHANICAL VENTILATION UPGRADES
AT WESTBURY HIGH SCHOOL**

**WBSD1901 SED No. 28-04-01-03-0-007-029
WBSD2103 SED No. 28-04-01-03-0-007-028**

Contract M – Mechanical Upgrades

will be received until **1:00 P.M.** prevailing time on **Monday, February 6th, 2023**, at the Administrative Office of **Westbury UFSD**, located at **2 Hitchcock Lane, Old Westbury, NY 11568**.

Complete Digital Sets of bidding documents, plans and specifications, may be obtained online as a download at the following website: melville.h2mplanroom.com for a nonrefundable fee of **One Hundred Dollars (\$100.00)** beginning **Friday, January 13th, 2023**. Complete sets of Hard Copy Bidding Documents, Plans and Specifications, may be obtained from **Revplans, 28 Church Street, Unit 7, Warwick, New York 10990**, upon deposit of **One Hundred Dollars (\$100.00)** for each combined set of documents. Checks or money orders shall be made payable to the **WESTBURY UNION FREE SCHOOL DISTRICT**. Bidder's deposit will be refunded if the set is returned in good condition within thirty (30) days following the award of the contract or the rejection of the bids covered by such plans and specifications. Non-bidders shall receive partial reimbursement, in an amount equal to the amount of the deposit, less the actual cost of reproduction of the documents if the set is returned in good condition within thirty (30) days following the award of the contract or the rejection of the bids covered by such plans and specifications. Any bidder requiring documents to be shipped shall make arrangements with the printer and pay for all packaging and shipping costs.

All bid addenda will be transmitted to registered plan holders via email and will be available at melville.h2mplanroom.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 REVplans for hardcopies of addenda to be issued. There will be no charge of registered plan holders to obtain hard copies of the bid addenda.

Bids must be made in the standard proposal form in the manner designated therein and as required by the specifications that bids must be enclosed in sealed envelopes bearing the name of the job and name and address of the bidder on the outside, addressed to: **WESTBURY UNION FREE SCHOOL DISTRICT, ADMINISTRATIVE OFFICE, ATTN: Mr. Robert Stein, 2 HITCHCOCK LANE, OLD WESTBURY, NY 11568**, clearly marked on the outside: **Bid For: HVAC and Mechanical Ventilation Upgrades at Westbury High School – Bid No 2022-18**.

Each proposal submitted must be accompanied by a certified check or bid bond, made payable to the **WESTBURY UNION FREE SCHOOL DISTRICT**, in an amount equal to ten percent (10%) of the total amount of the bid, as a commitment by the bidder that, if its bid is accepted, it will enter into a contract to perform the work and will execute such further security as may be required for the faithful performance of the contract. **Certification of bonding company is required for this bid, see Instructions for Bidders section.** Each bidder shall agree to hold his/her bid price for forty-five (45) days after the formal bid opening.

A pre-bid meeting and walk thru is scheduled for **Monday, January 23rd, 2023 at 3:00 P.M. at the project site**. Potential bidders are asked to gather at the **High School** at which time they shall be escorted to all areas of work. Although **not** mandatory, it is highly recommended that all potential bidders attend.

It is the Board's intention to award the contracts to the lowest qualified bidder providing the required security who can meet the experience, technical and budget requirements. The Board reserves the right to reject any or all bids, waive any informality and to accept such bid which, in the opinion of the Board, is in the best interests of the School District.

NOTICE TO BIDDERS
WESTBURY UNION FREE SCHOOL DISTRICT
HVAC AND MECHANICAL VENTILATION UPGRADES
AT WESTBURY HIGH SCHOOL



The Board of Education reserves the right in its discretion to reject all or any part of any bid and to re-advertise for new bids in accordance with Section 103 of the General Municipal Law.

**By Order of the Board of Education
Westbury Union Free School District
2 Hitchcock Lane
Old Westbury, New York 11568
Beverley Catnott
District Clerk**