

**ADDENDUM TO
ADVERTISEMENT FOR BIDS
WESTBURY UNION FREE SCHOOL DISTRICT**

PUBLIC NOTICE is hereby given that sealed lump sum bids shall be received by the Board of Education, Westbury Union Free School District, 2 Hitchcock Lane, Old Westbury, New York 11568 for the following project according to the Instructions to Bidders:

DISTRICTWIDE ROOF REPLACEMENT PROJECT – Bid # 2025/26-09

Contract No. 1 – General Construction (GC)

Refer to the Bid Documents for a detailed description of the scope of work of the above referenced contract.

Bid proposals shall be received until **3:00 p.m.** prevailing time on **Thursday, February 26, 2026** by mail or in person, at Westbury Union Free School District, 2 Hitchcock Lane, Old Westbury, New York 11568, Attn: Robert Stein, Assistant Business Administrator for Operations. The bids received will subsequently be publicly opened and read aloud in the District Office. Each bid must be accompanied by a bid bond, in the amount of not less than five percent (5%) of the bid, made payable to Westbury Union Free School District in the form and subject to the conditions stipulated in the Instructions to Bidders. The accepted low bidder will be required to furnish specified insurance as well as payment and performance bonds for the full contract sum. No bidder shall withdraw his bid within forty-five (45) days after the bid opening. The School District reserves the right to modify the time and date of bid submission in one or more Addendum. Regardless of whether any change is made by Addendum, in the event that the District Office is closed due to unforeseen circumstances (e.g., inclement weather, emergency conditions, etc.) the day of the scheduled bid opening, the bid(s) will be received until and opened at the same time specified for the bid opening on the next business day that the School District Office is open.

Bidders shall submit one (1) original signed and sealed bid. All envelopes containing bids shall bear on the face of the sealed, opaque envelope the words **“Contract No. 1 – General Construction”** and **“Bid - Districtwide Roof Replacement Project - Bid #2025/26-09”**. Bidders assume full responsibility for having their bids deposited on time and at the place specified. Each bidder assumes the risk of any delay in the mail or delivery method selected as well as in handling of mail and/or delivered packages by employees of the District. Bids received after the time specified on the date specified will not be

accepted and will be returned to the Bidder unopened. Fax and/or electronically transmitted bids will not be accepted.

Complete digital sets of Bidding Documents, Drawings and Specifications may be obtained online as a download on **January 29, 2026** at the following websites:

memasi.biddyhq.com and revplans.biddyhq.com under “Public Projects”. Complete sets of Bidding Documents, Drawings and Specifications may be obtained from REVplans, 28 Church Street, Unit 7, Warwick, NY 10990 Tel: 1-877-272-0216, upon payment of one hundred dollars (\$100) for each combined set of documents. Checks or money orders shall be made payable to “Westbury Union Free School District”. 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 memasi.biddyhq.com and revplans.biddyhq.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.

Please note REVplans (revplans.biddyhq.com) is the designated location and means for distributing and obtaining all bid package information. Only those Contract Documents obtained in this manner will enable a prospective bidder to be identified as an official plan holder of record. The Provider takes no responsibility for the completeness of Contract Documents obtained from other sources. Contract Documents obtained from other sources may not be accurate or may not contain addenda that may have been issued.

There will be a **Pre-bid meeting on Wednesday, February 4, 2026 at 1:00 p.m.**, starting at the District Office, 2 Hitchcock Lane, Old Westbury, NY. Prospective bidders are requested to attend. For any information on the Pre-bid meeting please contact Brian Sudran at (516) 778-1513.

All Pre-bid “**Requests for Information**” (RFI) or Clarification must be submitted no later than **3:00 p.m. on Monday, February 16, 2026** on AIA Document G716-2004 and sent to the following individuals by email:

- (1) Sassa Hall, MEMASI, sassa.hall@memasidesign.com
- (2) Jennifer Rodriguez, MEMASI, jennifer.rodriguez@memasidesign.com

- (3) Toya Davis, MEMASI, toya.davis@memasidesign.com
- (4) Taina Maynard, Elite Construction, tmayard@eliteccny.com
- (5) Cecile Raoult, Elite Construction, craoult@eliteccny.com
- (6) Brian Sudran, Director of Facilities, bsudran@westburyschools.org, (516) 778-1513

The Board of Education of Westbury Union Free School District **reserves the right to** waive any informality relating to a specific bid or in the bidding process; to waive what it deems to be technical defects, irregularities and omissions relating to a specific bid; to request additional information from any bidder; or to reject any or all bids and to advertise for new bids.

Westbury UFSD

District Clerk, Beverly Cathnott

February 21, 2026