

NOTICE TO BIDDERS

The Town of Batavia (Owner) is receiving bids for replacement of flooring and construction of offices at the Town Hall 3833 West Main Street, Batavia, New York 14020. This project consists of removal of existing carpeting and replacing with LVT as well as constructing four offices. The Owner has retained Ciurzynski Consulting, LLC as the Owner's Representative for the project, and respectfully requests that all questions regarding the project be directed through the Owner's Representative.

Owner's Representative:

David Ciurzynski
Ciurzynski Consulting, LLC
PO Box 102
Attica, NY. 14011
david@buildwithcc.com
585-943-1196

Sealed bids will be received at the **Town of Batavia Town Hall 3833 West Main Street, Batavia, New York 14020 until 10:00 a.m. (local time), March 31, 2022.** At which time the bids will be publicly opened. All bids must be accompanied by a non-collusion statement in order to be considered.

A pre bid conference will be held at **Town of Batavia Town Hall 3833 West Main Street, Batavia, New York 14020 at 9:00 a.m. on March 17, 2022.**

The owner respectfully requests that all questions regarding the project are to be emailed to the Owner's Representative prior to **12:00 p.m. on March 23, 2022**, allowing time for responses prior to the receipt of bids. If necessary, an Addendum will be issued by 5:00 p.m. (Local Time) on **March 25, 2022.**

Electronic copies of the Contract Documents will be available, as of March 9, 2022, through Ciurzynski Consulting, LLC.

Wage Rates: Note that the Town of Batavia is a Public Agency, and this project is subject to New York State Department of Labor Prevailing Wage Requirements. A non-collusion statement must be included.

Security for Faithful Performance: The successful bidder will be required to furnish Performance and Labor and Material Payment Bonds written by firms licensed to do business in New York State, each in the amount of one hundred percent (100%) of the contract amounts in accordance with the provisions of the Contract Documents.

Sales & Use of Tax Exemption: The Town of Batavia is exempt from the payment of sales and compensation use taxes of the State of New York and of cities and counties on all materials, equipment, and supplies sold to the Town of Batavia, including tangible personal property to be incorporated in any structure, building, or other real property forming part of the project. These taxes are not to be included in the Proposal. The Owner will furnish the required certificates of tax exemption to the Contractor for use in the purchase of supplies and materials to be incorporated into the work.

Payment Procedures: Full payment will be made within 30 days of the completion of the work to the satisfaction of the Owner.

Certificates of Insurance: The Contractor shall purchase and maintain a minimum of a \$1 million liability policy listing the Town of Batavia employees and/or representatives as additional insured.

Warranty of Work: The Contractor shall guarantee their work for a period of two years after the acceptance of the work by the Town.

Date: March 4, 2022

Teressa Morasco

Town of Batavia Town Clerk

