

NOTICE OF BIDDERS
TOWN OF YORKTOWN
NEW YORK

Sealed proposals will be received by the **Town Clerk** of the Town of Yorktown, Westchester County, New York, at the Town Hall, 363 Underhill Avenue, Yorktown Heights, New York, until **11:00 A.M.**, on **April 13th, 2016** for the **Town of Yorktown Parks & Recreation, John Downing Baseball Fields Site Improvement Project, Project No. 02-15.**

Plans, Specifications and standard proposals for the work proposed may be obtained at the office of the Town Clerk at said Town Hall upon cash or certified check in the amount of **FIFTY DOLLARS (\$50.00)**. Said fee will not be refunded and will be used to defray costs of printing plans and specifications.

All bids must be accompanied by a Certified check payable to the Town of Yorktown in an amount not less than ten percent (10%) of the total bid, or an executed Consent of Surety.

The bidder assumes the risk of any delay in the mail or in the handling of mail by the employees of the Town of Yorktown. Whether sent by mail or means of personal delivery, the bidder assumes the responsibility for having bids in on the time and place specified above.

A pre-bid meeting has been scheduled for **Thursday, March 17th, 2016 at 9:00 A.M.** at the site of construction.

The Town of Yorktown reserves the right to waive any informalities in the bids, to reject any or all bids and reserves the right to accept that bid which it deems most favorable to the interests of the Town of Yorktown. No bidder may withdraw his bid within thirty (30) days after the actual date of the opening thereof.

If mailed, sealed proposals must be addressed in care of the Town Clerk at the above address.

If the bid is awarded by Town, the Town Clerk will notify the successful bidder in writing. The Town Board's resolution awarding the bid and all of the documents herein (which shall be deemed incorporated) shall constitute a contract between the successful bidder and the Town of Yorktown. Within 5 business days of Contractor's receipt of award notification (presumed to be received five days after postmark), Contractor shall submit insurance certificates to the Town's contact person on this bid.

Such insurance certificates must meet the requirements of the bid. Contractor shall also submit completed W-9 form. Upon the Town's receipt and acceptance of the insurance certificates, the Town shall notify the Contractor that work may commence. Such notification shall be made in writing by email. If the Contractor fails to timely submit satisfactory insurance certificates, this failure shall constitute grounds for rescission by the Town of the Contract, and shall authorize the Town to award the bid to the next lowest responsible bidder.

Diana L. Quast
Town Clerk
Town of Yorktown