

## NOTICE TO BIDDERS

Sealed bids for the "**DE SANTI PLAZA IMPROVEMENTS**" will be received by the Town Clerk of the Town of Greenburgh in the Meeting Room, Greenburgh Town Hall, 177 Hillside Avenue, Greenburgh, New York 10607 until 10:00 a.m. on **July 1, 2016**, at which time they will be publicly opened and read aloud in the Town Hall Meeting Room. This project consists of **the installation of a plaza space including (but not limited to) steps with handrails, bollards, lighting, new stone veneer wall, new asphalt block pavement with bluestone band and new concrete pavement in select locations** in the Town of Greenburgh.

Plans and Specifications have been prepared by IQ Landscape Architects, White Plains, New York. Copies of the Bid Documents can be obtained **electronically** at no charge beginning on Friday, June 10, 2016 via the internet on the following FTP site:

HTTPS URL: <https://ftp.woodardcurran.com/BidDocuments2>

username: TownGreenburgh1

password: *(email the addresses below to obtain the password)*

In order to gain access to the Bid Documents, all Bidders are required to email ALL of the following email addresses and request access with "De Santi Bid Docs FTP password request" included in the email subject line. If you intend to print the drawings, they must be printed at 24" x 36" in order to be to scale, and you must verify all measurements using the bar scale on each drawing in order to confirm accuracy.

[ovillavicencio@iqlandarch.com](mailto:ovillavicencio@iqlandarch.com)

[admin@iqlandarch.com](mailto:admin@iqlandarch.com)

[CZupcak@greenburghny.com](mailto:CZupcak@greenburghny.com)

Upon receipt of the email, the FTP password will then be provided to the Bidder in a reply email.

Complete sets of Bidding Documents shall be used in preparing Bids; neither owner nor Landscape Architect assumes any responsibility for errors or misinterpretations resulting from the use of the incomplete sets of Bidding Documents or for modifications to the Bidding Documents including electronic conversion.

Each bidder must deposit with his bid a certified check of not less than five percent (5%) of the base bid accompanied by a Consent of Surety from a recognized Bonding Company, or a bid bond with a Bonding Company Licensed to do business in the State of New York, in the form and subject to the conditions provided in the Information for

Bidders. Said deposit will be considered as a guarantee that the bidder will enter into a contract and furnish the necessary bonds and insurance for the work, if awarded to him, and will be forfeited to the Town of Greenburgh as liquidated damages if he fails to do so, within the specified time.

The Contract will be awarded to the lowest responsible bidder pursuant to the provisions of the General Municipal Law. The Town Board reserves the right to determine responsibility based on an evaluation of the Contractor's qualifications, experience, organization, finances, past performance, and other applicable factors. The Town Board further reserves the right to reject any or all bids.

**Sealed Bids must be addressed to the Town Clerk and marked, "DE SANTI PLAZA IMPROVEMENTS"- Due July 1, 2016.**

**Judith Beville  
Town Clerk**