

# Mastics Moriches Shirley Community Library Mastic Beach Annex

## Exterior Aluminum Entrance Systems

### NOTICE TO BIDDERS

The Mastics Moriches Shirley Community Library hereby invites the submission of sealed Bids for the following work:

#### **CONTRACT: 08-8.300 Exterior Aluminum Entrance Systems**

Bid packages will be available in three different manners as follows:

Bid packages will be available electronically, (beginning **June 24<sup>th</sup>, 2021 at 9 AM**). Prospective bidders to email a request to register to Ashley Lester, Assistant Project Manager at [ashleyl@sandpebble.com](mailto:ashleyl@sandpebble.com). Once a completed bidder registration card is received, each prospective bidder will receive a Sharefile link to the bid documents to the email address cited on the bidder registration card.

Upon request prospective bidders may receive a full printed set of Bid documents printed (\$150 nonrefundable) or flash drive (\$20 nonrefundable). Please email your request to [ashleyl@sandpebble.com](mailto:ashleyl@sandpebble.com). The printed set or flash drive will be sent via FedEx to the prospective bidder once the Library receives the non-refundable business check, in the amount listed above. Please deliver checks to the Mastics Moriches Shirley Community Library, Attn: Business Office, 407 William Floyd Parkway, Shirley, NY 11967 **from 10:00 AM to 3:30 PM** daily except Saturdays, Sundays, and Holidays.

Bid security in the amount of 5% of Bid, to a maximum of \$5,000 is required.

Each Bidder must indicate the segment(s) of the contract that will be completed by the Bidder itself and which segment(s) by subcontractors. Only the registered bidder will be permitted to submit a bid. A bid may be rejected in the interest of the Owner based on the extent of proposed delegation of the performance of the contract to subcontractors and/or based on the level of qualification and experience of the bidder or proposed subcontractors.

Sealed bids will be received at the Mastics Moriches Shirley Community Library, 407 William Floyd Parkway, Shirley, NY 11967, no later than **12:00 PM on the 8<sup>th</sup> day of July 2021** and opened on Zoom at 1:00 PM on the same day, **8<sup>th</sup> day of July 2021**. Each Bidder will receive a link and password to the email address provided on the Bidder Registration Card after the Bid is received. The Contract Number must be clearly marked at the right-hand lower corner of the bid envelope. Any bids received later than the prescribed date and hour will be rejected.

The Mastics Moriches Shirley Community Library Board of Trustees' reserves the right to reject any or all Bids submitted in the best interests of the Owner and to waive any informality in any Bid and shall further make awards in any manner it deems advisable in the best interests of the Mastics Moriches Shirley Community Library. The successful Bidder shall be required to execute a formal contract with the Mastics Moriches Shirley Community Library.

Each Bidder shall agree to hold its Bid price for forty-five (45) days after the formal Bid opening.

**BY ORDER OF THE BOARD OF TRUSTEES  
MASTICS MORICHES SHIRLEY COMMUNITY LIBRARY  
KERRI ROSALIA, DIRECTOR  
Dated: April 26<sup>th</sup>, 2021**