

## NOTICE AND INSTRUCTIONS TO BIDDERS

1. Sealed bids will be received by the **Town of Roxbury**, hereinafter referred to as the "Owner," until **3:00 PM, Thursday, April 18, 2024**, at the Town Clerk's Office, 56 Hillcrest Drive, PO Box 189, Roxbury, NY 12474, at which time said bids will be publicly opened and read aloud for:

**Roxbury Sewer District Force Main Access Maintenance:**  
**Contract No. 1 – 2024 Culvert Work**

**Contract No. 1** shall include all tools, labor, material, and equipment necessary to:

Construct three (3) CPP culverts ranging in size from 15" to 36", with a total length of 60 LF; provide approximately 1,400 LF of gravel access road to work location; provide approximately 1,010 LF of swales; provide related grading work, erosion and sediment control, and easement area restoration.

2. All bids must be made on the blank form of proposal attached hereto.
3. A bidder may withdraw any proposal submitted prior to the hour set for the closing of the bids provided the request is signed in a manner identical with the proposal being withdrawn.
4. The Owner will be responsible for payment in accordance with the terms of the contract when the work is completed.
5. The Owner is exempt from New York State sales taxes on material, supplies, and equipment to be permanently incorporated in the Work. Tax Exemption No. **15-6001121**. Said taxes shall not be included in the Bid.
6. A complete set of Bidding and Contract Documents may be obtained from Lamont Engineers upon payment of a **\$50.00** deposit. Full deposit refund for the returned set will be made provided that the complete set of Bidding and Contract Documents (Project Manual) is returned to Lamont Engineers, postage paid and in good condition within 30 days after Bid Opening. Any sets returned after the 30-day period are non-refundable. Additional sets of Bidding and Contract Documents may be obtained upon payment of a \$25.00 deposit for each set. Deposits for additional sets will be returned less the actual cost of reproduction if the complete sets are returned in good condition within the 30-day period. Requests for delivered sets of Bidding and Contract Documents will be honored overnight upon receipt of a non-refundable fee of \$25.00 per set for handling and delivery.
7. Prospective bidders who obtain electronic project documents are responsible to contact Lamont Engineers, P.C. to register their contact information on the project documents distribution list for the purposes of receiving bidding Addenda and other bidding information.

8. The Town Board of the Town of Roxbury reserves the right to waive any informalities or irregularities in the bids received and to reject any or all bids without explanation.
9. The existing work site will be open for review by bidders on Tuesday, April 9, 2024, from 10:00 AM - 11:00 AM. Prospective bidders should meet at the southern end of Cronk Lane in Grand Gorge. If bidders are unable to make this time, they may try to schedule an appointment with operator Chris Mattice at (518) 366-7880 (cell).
10. Please refer all questions to Michael D. Harrington, Principal Engineer, Lamont Engineers, P.C., (518) 234-4028.

March 22, 2024  
Date

Town Board  
Town of Roxbury