

TOWN OF ALTONA - NEW TOWN HALL

**SECTION 00 1113
ADVERTISEMENT FOR BIDS**

FROM:

1.01 THE OWNER

- A. Town of Altona:
 - 1. 3124 Miner Farm Road
 - 2. Town of Altona, New York 12910

1.02 AND THE ARCHITECT

- A. Architectural & Engineering Design Associates, P.C.
 - 1. 1246 Route 3, P.O. Box 762
 - 2. Plattsburgh, New York 12901

1.03 DATE: December 10, 2025

1.04 TO: POTENTIAL BIDDERS

- A. The Town of Altona is requesting (4) separate sealed bids for the construction of the new Town of Altona - Town Hall. Bids will be received until 2:00 P.M. on January 13, 2026 and then publicly opened and read aloud at 524 Devils Den Road, Altona.
- B. Separate sealed bids will be received for the following Contracts:

Contract Number	Description of Contracts
01	General Construction Contract
02	Plumbing Construction Contract
03	Heating, Ventilation, & Air Conditioning Construction Contract (HVAC)
04	Electrical Construction Contract

- C. Bid proposals submitted prior to the public bid opening by U.S. Mail, private carrier, or hand delivered are to be sent to: Terry Speer, Town Clerk at P.O. Box 79, 524 Devils Den Road, Altona, New York 12910.
- D. Bid proposals submitted the day of the bid opening are to be delivered to the Town of Altona, 524 Devils Den Road, Altona New York 12910 in care of Terri Speer, Town Clerk prior to 2:00 P.M. All bids are to be submitted in a sealed envelope with the name and address of the Bidder and "Sealed Bid - Town of Altona - New Town Hall - and applicable Construction Contract"; ie: General, Plumbing, HVAC, or Electrical clearly printed on the front.
- E. Electronic Project Documents are available in the form of a PDF to any interested bidder through the office of AEDA, P.C. upon request. Paper copies can be requested at a determined value per sheet. Interested bidders should contact Crystalle Burnell at cburnell@aedapc.com.
- F. Project Description: The project includes new construction of a 1 story wood framed Administrative Building with a multi-purpose room, mechanical platform, and site improvements.
- G. Bidders will be required to provide Bid Security in the form of a Bid Bond or Certified Check of a sum no less than 5% of the Bid Amount.
- H. The successful (low) bidder will be required to provide Payment & Performance Bonds in the amount of 100% of their contract for this project.
- I. Refer to other bidding requirements described in Document 00 2113 - Instructions to Bidders and Document 00 3100 - Available Project Information.

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- J. A pre-bid conference for all bidders is scheduled for December 18, 2025 at 10:00 A.M. at the temporary Town Hall, 524 Devils Den Road, Altona New York 12910, directly across the street from Holy Angels Church.
- K. Submit your offer on the Bid Form provided. Bidders may supplement this form as appropriate.
- L. Your offer will be required to be submitted under a condition of irrevocability for a period of 45 days after submission.
- M. The Owner reserves the right to accept or reject any or all offers.
- N. The project is to be substantially complete by January 29, 2027.

END OF SECTION