

**PUBLIC NOTICE TO BIDDERS**

Notice is hereby given that the Town of Cortlandt will receive and publicly open and read sealed bids for:

**COMMUNITY WELCOME SIGNS  
CONTRACT NO. TE 2025.03**

at the Town Clerk's Office (914-734-1020) located at Town Hall, 1 Heady Street, Cortlandt Manor, NY 10567, at **10:00 AM (prevailing time), Wednesday April 9, 2025**

The Contract Documents may be obtained at the Town Clerk's Office noted above starting on **March 17, 2025** during regular business hours. A non-refundable Bid Deposit of fifty dollars (\$50.00) is required for each contract picked up at the Town Clerk's office. Checks should be made payable to the "Town of Cortlandt".

The Contract Documents may also be obtained electronically at <https://www.bidnetdirect.com/new-york> beginning on **March 17, 2025**. Registration is required to utilize this system.

Bids must be submitted in the form prescribed by the Contract Documents and received by the Town Clerk of the Town of Cortlandt no later than **10:00 AM** at the prevailing time standard on **April 9, 2025**. Bids must be sealed and addressed to the Town Clerk at the above address and shall be designated as:

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Each Bidder must furnish, with his Bid, Bid Security in the amount of not less than five percent (5%) of the amount of the Base Bid. This security may be in the form of a certified check payable to the "Town of Cortlandt", a bid bond, or cash. In addition, each Bid must be accompanied by a properly executed non-collusion affidavit.

As of December 30, 2024, all contractors and subcontractors submitting bids or performing construction work on public projects (Article 8 of the Labor Law) are required to provide a valid Certificate of Registration from the New York State Department of Labor (NYSDOL) with their bid, as defined by Labor Law Section 220-i.

No Bidder may withdraw their Bid within forty-five (45) days of the bid opening.

This Contract is subject to the prevailing wage determination made by the New York State Department of Labor.

The Town of Cortlandt reserves the right to reject any and all bids, to waive any informality therein, or to award the Contract to any Bidder if deemed to be in the best interest of the Town to do so.

Sealed bids may be mailed to the Town of Cortlandt as prescribed in advance of the bid date and time. All bids will be date and time stamped when received.

Sealed bids may be dropped off at Town Hall, 1 Heady Street, Cortlandt Manor, within the (1) hour preceding the posted bid opening time. All bids will be date and time stamped when received.

Sealed bids will be opened at Town Hall, 1 Heady Street, Cortlandt Manor, NY 10567. All bidders are welcomed to join. The Town requests that only one employee of each firm register for the opening as space is limited.

A non-mandatory Pre-Bid Conference is scheduled for 10:00 AM, Thursday, March 27, 2025 at Town Hall, 1 Heady Street Cortlandt Manor, NY 10567, for the purpose of reviewing, clarifying and emphasizing Contract Document requirements as well as answering pertinent questions regarding the Project.

Laroue Shatzkin  
Town Clerk  
Town of Cortlandt