

## Invitation to Bid

Sealed bids will be received by the Greenfield Fire District, at the offices of the Board of Fire Commissioners, at the Greenfield Fire District Company No. 1, located at 13 South Greenfield Road, Greenfield Center, NY 12833, (tel: 518-893-0723) until 3:00 PM local time on Thursday August 23, 2012 and then, at 7:00 PM at said office, publicly opened and read aloud for:

Greenfield Fire District Company No. 1  
13 South Greenfield Road, Greenfield Center, NY 12833  
New office building Architect Design Services

The Greenfield Fire District will award a single contract for the Design Work, which will consist generally of the design of a new office building and site work.

The work under this contract generally includes provisions for continued maintenance of the existing facility as defined within the contract documents. The Work shall allow for full Owner occupancy beyond the limits of Work so as not to interfere with the Owner's day-to-day operations. The Work limits shall be as defined within the contract documents. The Work will require coordination with the Owner's representative during construction operations to minimize conflicts and facilitate Owner usage.

Bids will be received on a Stipulated Sum basis, with alternates, if any, described in Contract Documents.

Bids actually received by mail or by hand after the appointed time on the date specified shall be rejected, notwithstanding that such Bid may have been placed in a mail box or other mail receptacle regularly maintained by the United States Postal Service before such time, and ordinarily in sufficient time to have been delivered on time.

Specifications may be obtained on and after Thursday 8/2/12, during normal business hours at the following locations:

1. Greenfield Fire District, 13 South Greenfield Road, Greenfield Center NY 12833 (tel. 518-893-0723)  
from 9AM – 2PM, Monday – Friday
2. Eastern Contractors Association, Inc., 6 Airline Drive, Albany NY 12205 (tel. 518-869-0961) from 8AM – 5PM, Monday – Friday
3. Camelot Print and Copy Center, 100 Fuller Road, Albany, NY 12205. (tel. 518-435-9696)
4. Dodge Reports -Bidding documents can be viewed at <http://dodgeprojects.construction.com/>

Complete sets of bidding documents in PDF format, on CD media, can be purchased in person from the Greenfield Fire District or Camelot Print and Copy center. The cost for the each set (CD) is Twenty Dollars (\$20.00), non refundable. If requested, Documents CD will be mailed first-class at a non-refundable cost of \$40.00 per set for CD including postage and handling. Mailed sets may only be obtained from Camelot Printing. Payment for Documents should be made by check only. All checks should be made payable to Camelot Printing.

There will be a Pre-bid Conference, on Tuesday August 7, 2012 at 9:00 am local time, at the project site, Greenfield Fire District Company No. 1, 13 South Greenfield Road, Greenfield Center, NY 12833. as described in the Instructions to Bidders. Attendance at this meeting is recommended as representatives of the Owner and Project Management firm will be present to discuss the project.

The Greenfield Fire District reserves the right to waive any informalities or irregularities in the Bids received, or to reject any or all Bids without explanation.

By Order of the Board of Fire Commissioners of the Greenfield Fire District of the Town of Greenfield,  
Saratoga County, New York.

Joyce Petkus  
District Secretary