

1.1 PROJECT INFORMATION

- A. Notice to Bidders: Submit bids for Projects as described in this Document and in accordance with the Instructions to Bidders.
- B. Project Identification:
 - 1. Electrical Distribution Panel Replacement
 - a. Project Location:
 - 1) Sayre Jr-Sr High School, 331 W. Lockhart Street, Sayre, PA 18840
- C. Owner: Sayre Area School District, 333 W. Lockhart Street, Sayre, PA 18840
- D. Architect: Keystone Associates, Architects, Engineers and Surveyors, LLC, 58 Exchange Street, Binghamton, New York 13901.
- E. Project Description:
 - 1. Project consists of electrical distribution panel and generator replacement.
- F. Construction Contracts: Bids will be received for the following Work:
 - 1. Single-Prime Contract
 - a. Electrical Construction Contract

1.2 BID SUBMITTAL AND OPENING

- A. Bid Submittal, Printed: Owner will receive sealed lump sum bids until the bid time and date at the location given below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:
 - 1. Bid Date: December 16, 2025.
 - 2. Bid Time: 10:00 A.M. local time.
 - 3. Location: Office of the Business Manager, Sayre Area School District, 333 W. Lockhart Street, Sayre PA 18840.
- B. Bids will be thereafter publicly opened and read aloud.
- C. Sealed Bids that are mailed to the District Business Manager’s Office must be delivered by 8:00 A.M. on the day of the scheduled bid opening, and such proposals mailed shall have a “Return Receipt Requested”. The District Office assumes no responsibility for the Proposals not delivered or delivered late.

1.3 BID SECURITY

- A. Bid security shall be submitted with each bid in the amount of 5 percent (5%) of the bid amount. No bids may be withdrawn for a period of 45 days after opening of bids. Owner reserves the right to reject any and all bids and to waive informalities and irregularities.

1.4 PREBID MEETING

- A. Prebid Meeting: A prebid meeting for all interested bidders will be held at Sayre Jr-Sr High School inside the District Office on Tuesday, December 2, 2025, at 3:00 PM local time. Prospective bidders are requested to attend.

1.5 DOCUMENTS

- A. Procurement and Contracting Documents: Available after Friday, November 14, 2025. Obtain copy of said documents by contacting Dataflow, Inc. via their designated web portal: www.nyplanroom.com. Office: 19 S Washington Street, Binghamton, New York 13901, phone 607-772-2001, email: bidsupport@godataflow.com.
 - 1. Digital Download: Bid documents can be downloaded for a non-refundable fee, payable by credit card from www.nyplanroom.com, official website.
 - 2. Hard Copy Documents: One set of hard copy bid documents may be obtained by Prime Bidders only.
 - a. Deposit: \$100.00, payable by credit card from the office website www.nyplanroom.com.
 - b. Shipping: Documents will be sent UPS Ground upon request and receipt of a separate, non-refundable shipping and handling payment payable by credit card from the official website www.nyplanroom.com to Dataflow, Inc.
- B. Online Procurement and Contracting Documents: Obtain access on the official website www.nyplanroom.com. Online access will be provided to all registered bidders and suppliers. Neither the Owner, Architect/Engineer, nor Dataflow, Inc., as applicable will be responsible for bidding documents, including addenda, if any, that are obtained from sources other than the designated web portal.
- C. Viewing Procurement and Contracting Documents: Available after Friday, November 14, 2025. at the locations below:
 - 1. The Builders Exchange of the Southern Tier, Inc, 15 Belden Street, Binghamton, NY 13903; (607) 771-7000.
 - 2. Dataflow, 19 S Washington Street, Binghamton, NY 13903; (607) 772-2001.
 - 3. Keystone Associates Architects, Engineers and Surveyors, LLC, 58 Exchange Street, Binghamton, NY 13901; (607) 722-1100.
 - 4. ConstructConnect, 3825 Edwards Road, Ste. 800, Cincinnati, OH 45209; (877) 761-4347.
- D. Bidders who have paid the aforesaid deposit for an entire hard copy set of Bidding and Contract Documents; have submitted a Bid with required bid security; and return such sets including all addenda, to Dataflow, Inc. in GOOD CONDITION within 30 days after the opening of Bids, shall receive a refund of the full amount of such deposit for one set.

1.6 TIME OF COMPLETION

- A. Successful bidders shall begin the Work within seven (7) calendar days of the Notice to Proceed and shall be substantially complete with the Work by fourteenth day of August 2026, with Final Completion by the fourteenth day of September 2026.

1.7 BIDDER’S QUALIFICATIONS

- A. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, separate Labor and Material Payment Bond and Insurance in a form acceptable to Owner will be required of the successful Bidder.
- B. The Owner reserves the right to waive any informalities in, or to reject, any or all Bids.