

**TOWN OF PLATTSBURGH  
TOWN BOARD MONTHLY MEETING  
March 2, 2023**

**Resolution No. 023-xxx**

**Publish a Request for Sealed  
Bids Intended for Carpet  
Purchase and Installation for  
Town Hall Building**

**WHEREAS**, the Town of Plattsburgh is seeking bids from qualified Commercial Flooring Vendors to provide professional installation of wall to wall carpeting in Plattsburgh Town Hall located at 151 Banker Road, Plattsburgh, NY 12901; and

**WHEREAS**, the Town of Plattsburgh Town Hall will require approximately 7600 square feet of carpet (all bidders are responsible for taking accurate measurements of the required square footage) carpet needs to be commercial grade. Bids should include options for both rolled carpet and carpet tiles. Bid should include removal, replacement and disposal of old carpeting and the installation of carpet tiles/rolled carpet and removal and replacement of all vinyl/carpeted baseboards; and

**WHEREAS**, bidders are strongly encouraged to attend the walk-through at the Plattsburgh Town Hall, located at 151 Banker Road, Plattsburgh, NY 12901, on March 16, 2023 promptly at 12:00PM; bidders will have ample time to measure the space in order to submit an appropriate bid; and

**WHEREAS**, bidders are also required to be flexible with work times and days in order to ensure no departmental closures will be required. Bidders must be equipped to move all furniture for carpet installation (and replace furniture when completed) and must dispose of all removed carpet; and

**WHEREAS**, The Town of Plattsburgh will rank the responses received on an evaluation of the vendor's ability to provide the above services. The Town of Plattsburgh reserves the right to reject any or all bids and to conduct interviews at its sole discretion. Responses must be sealed and marked Carpet Purchase and Installation and received at the Town of Plattsburgh by 2:00 pm, on April 3, 2023. Additional information regarding this Request for Bids may be obtained by calling the Town of Plattsburgh Building and Grounds Superintendent, Steve Waldron, at (518) 312-8070 during the hours of 6am-2pm Monday – Friday or going to the Town of Plattsburgh website; now, therefore it is

**RESOLVED**, that the Town Board of the Town of Plattsburgh does hereby authorize the Supervisor to solicit and receive informal bid proposals for Carpeting Purchase and Installation services to administer and deliver the scope of services, and that the Town Clerk post notice on the Town's Clerks bulletin board and post on the Town's Website; and, it is further

**RESOLVED**, that a copy of this Resolution be given to the Buildings and Grounds Superintendent, the Finance Manager, and the Town Clerk.

**Motion:**

**Seconded by:**

**Discussion:**

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
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<b>Thomas E. Wood</b>				
<b>Barbara E. Hebert</b>				
<b>Charles A. Kostyk</b>				
<b>Dana M. Isabella</b>				
<b>Michael S. Cashman</b>				