

**TOWN OF PLATTSBURGH  
TOWN BOARD WORK SESSION  
September 12, 2024**

**Resolution No. 024-205**

**Publish a Request for Proposals (RFP)  
Intended for Labor and Materials to Replace  
Four (4) Existing Rooftop HVAC Units**

**WHEREAS**, the Town of Plattsburgh is seeking proposals for labor and materials to replace four (4) existing rooftop HVAC units for the Town of Plattsburgh office building; and

**WHEREAS**, the full text of the Request for Proposals will be located on the Town of Plattsburgh website under Public Notices and should be reviewed by all potential bidders; and

**WHEREAS**, The Town of Plattsburgh will rank the responses received on an evaluation of the firm's ability to provide services to municipal clients, technical skills, experience and reference information. The Town of Plattsburgh reserves the right to reject any or all proposals and to conduct interviews at its sole discretion. Responses must be sealed and marked Rooftop HVAC System Replacement Services and received at the Town of Plattsburgh by 12:00 pm, on Friday, September 27, 2024; and

**WHEREAS**, additional information regarding this Request for Proposals may be obtained by calling Mike Drew, Buildings and Grounds Superintendent, at (518) 562-6863, Monday – Friday (7am-2pm), emailing: [miked@townofplattsburgh.org](mailto:miked@townofplattsburgh.org) or by going to the Town of Plattsburgh website. An on-site walkthrough of the existing systems will be held on Thursday, September 19, 2024 at 9:00AM. All bidders planning to attend the walkthrough must RSVP with Mike Drew at (518) 562-6863; now, be it

**RESOLVED**, that the Town Board of the Town of Plattsburgh does hereby authorize the Supervisor to solicit and receive formal sealed bid proposals for Labor and Materials to Replace Four (4) Existing Rooftop HVAC Units 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, Finance Manager, and the Town Clerk.

**Motion:**

**Seconded by:**

**Discussion:**

Yes   No   Absent   Carried   Tabled

**Thomas E. Wood**  
**Barbara E. Hebert**  
**Charles A. Kostyk**  
**Dana M. Isabella**  
**Michael S. Cashman**

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