

**Town of Southport**  
Southport Town Hall Building – 1st Floor  
1139 Pennsylvania Ave  
Elmira, NY 14904  
PH: 607-734-1548      FAX: 607-737-2073

**NOTICE IS HEREBY GIVEN**, that sealed bid proposals are sought and requested by the Town of Southport in the County of Chemung for the following contract:

**PN-2241731 Town of Southport Town Hall Emergency Generator**

Southport Town Hall 1139 Pennsylvania Ave, Elmira, NY 14904, until **1:45 P.M. on Wednesday July 18, 2024**, where they will be publicly opened and read aloud at 2:00 P.M. on the same date.

Each bid shall be accompanied by a deposit in the amount of **Five Percent (5%) of the total base bid in the form of a Certified Check, Bank Draft, or Bid Bond**. Cash will not be acceptable as a deposit. If an awarded bidder fails to enter into a contract with the Town of Southport following notice of bid acceptance, the bid security shall be forfeited to and become the property of Town of Southport. No bidder may withdraw their bid within forty-five (45) days after the date of the bid opening.

**Please take notice:**

The Clerk's Office receives one daily US Mail delivery **after 2:00 P.M.**

Any bid received **in the Clerk's Office after 1:45 P.M. on the due date will not be considered.**

Bids received via facsimile or electronically **will not be considered.**

Bid proposals must be submitted in **duplicate** (one original and one exact copy).

The Town of Southport reserves the right to reject any and all bids submitted and to waive any informality.

Electronic/PDF copies of the bidding documents may be obtained by contacting Labella Associates, DPC by calling LaBella Associates at (607) 734-8492 or emailing: rheard@labellapc.com.

All email requests must include the following information: project name and number, company name, company address, contact name, contract bidding on (prime or sub), phone, email of contact person.

PLEASE NOTE THAT IT IS THE BIDDER'S RESPONSIBILITY TO OBTAIN ALL BID DOCUMENTS (INCLUDING ADDENDA) YOU MUST REQUEST UP UNTIL THE RESPONSE DEADLINE FOR ANY ADDENDA.

**A pre-bid conference will be held Wednesday June 26, 2024, (9:00 AM), at Southport Town Hall, 1139 Pennsylvania Ave, Elmira, NY 14904.** Representatives of Owner and Engineer will be present to discuss the project. Bidders are strongly encouraged to attend and participate in the conference. Engineer will transmit to all prospective Bidders of record such addenda as Engineer considers necessary in response to questions arising at the conference. Oral statements may not be relied upon and will not be binding or legally effective. Note: Last day to issue Request For Information (RFI's) will be **Tuesday July 10, 2024 at 12:00 PM.**

Questions pertaining to the technical specifications of this project shall be directed to:

Randy D Heard, PE, LEED AP BD+C  
LaBella Associates  
100 West Water Street  
Suite 101  
Elmira, NY 14901  
Ph: 607-734-8492  
[rheard@labellapc.com](mailto:rheard@labellapc.com)

By:  
Town of Southport  
Town Clerk , Carolyn A. Renko  
Publish one time:  
Inserted Star Gazette: June 20, 2024

Mail bill to:  
Southport Town Clerk  
1139 Pennsylvania Avenue  
Elmira, NY 14904

Account No. 204616