

NOTICE TO CONTRACTORS

CITY OF PORTLAND, MAINE Burbank Branch Ventilation Upgrades Bid #23058

Sealed bids shall be submitted electronically to bidssubmit@portlandmaine.gov with the name of the Bidder, Contract Name and Bid number in the subject line will be received until 3:30 p.m., Tuesday, March 28, 2023, at which time they will be opened and read, or by submitting via USPS, UPS, FedEx or in person to the City of Portland, Purchasing Rm. 103, 389 Congress St., Portland ME 04101.

Project Name: Burbank Branch Ventilation Upgrades
Bid #23058

Locations: 377 Stevens Ave
Portland, Maine 04103

Outline of Work: Furnish and install two energy recovery ventilation systems, one system (440 cfm) serving the first floor and the second system (190 cfm) serving the second floor.

MANDATORY PRE-BID CONFERENCE

It is mandatory that all prospective bidders attend a pre-bid meeting at Burbank Library, 377 Stevens Ave, Portland, ME 04103 on **Wednesday, March 15, 2023, at 11:00 A.M.** Only those firms represented at this meeting may bid on the project. Bidders shall meet outside at the main entrance.

In the event of inclement weather, if Portland Schools and/or City operations have been cancelled, any scheduled pre-bid meetings will be cancelled as well. Please check the local media outlets, the City of Portland Public Schools website (<https://www.portlandschools.org/>) and/or call the City's Purchasing Office, 207-874-8654 regarding any postponement. NOTE: Every effort will be made to provide as much forewarning as possible regarding these decisions.

Copies of the above documents are available by contacting the Purchasing Office either by e-mail jrl@portlandmaine.gov, or phone (207) 874-8654. Each prospective bidder will be required to obtain from the City each copy of the proposal form and each set of plans.