

Meeting: June 9, 2026  
Department: Purchasing & Contracts  
Prepared By: Tatiana Tucci  
Category: Bidding  
Sponsors: Maria Moore



**SOUTHAMPTON TOWN BOARD**  
116 Hampton Road  
Southampton, NY 11968

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**ADOPTED**

**RES-2026-0908 Notice to Bidders for Requirements Contract for Building Construction, Repairs, and Maintenance Services (Bid Packet Number: 2026-0032)**

RESOLVED, as per the request of the Department of Municipal Works, that the Town Clerk be and hereby is authorized to advertise for public bid as per the following:

**NOTICE TO BIDDERS**

TAKE NOTICE, that sealed bids will be received by the Town Clerk, Southampton Town Hall, on or before Wednesday, July 8, 2026, by 2:00 pm.

TAKE FURTHER NOTICE, bid openings will be held in-person at 2:00 pm on the day the bid is at Southampton Town Hall, 116 Hampton Road, Southampton, NY 11968. Results will be posted in our online Bid & Request for Proposal System at: <http://southamptonny.igq2.com/Citizens/Media.aspx>

**Requirements Contract for Building Construction, Repairs, and Maintenance Services  
(Bid Packet Number: 2026-0032)**

Specifications will be available online beginning Thursday, June 18, 2026 at 8:30 a.m. at: <https://southampton.procurement.com/> A bid packet will be available for inspection by the public at the Town Clerk's Office, 116 Hampton Road, Southampton, NY 11968 Monday through Friday (except holidays) between 8:30am - 3:30pm. Prospective bidders are required to download or print the packet from the website herein listed, as no copies will be made for distribution by the Town Clerk's Office or any other office of the Town.

Bidders interested in this project are REQUIRED to visit [www.dol.ny.gov](http://www.dol.ny.gov) go to Workforce Protections, Public Work, view a previously requested wage schedule, then enter the PRC 2026012842 to view the original prevailing wage schedule. Employees under this title must be paid the wage rate(s) indicated on this schedule. The winning vendor(s) will be provided an original wage schedule with their contract.

Each bidder must attach to the bid an envelope with a certified check equal to five (5) percent of his/her total bid payable to the order of the Town of Southampton, or a bond with sufficient sureties, acceptable to the Town of Southampton, in the sum of five (5) percent of the bid. All checks or bonds shall be returned except to the successful bidder, whose security shall be held until contract security is provided, according to the requirements set forth in the bid package.

PLEASE NOTE: Each bid must be submitted to the Town Clerk's Office in a sealed envelope clearly marked "**Bid Packet Number 2026-0032 Requirements Contract for Building Construction, Repairs, and Maintenance Services**" with your company name and phone number. The mailing label provided in bid/RFP proposal packet must be used on all submissions. **Only the pages containing headers are to be returned with your bid. Bids will remain sealed until the scheduled opening.**

Bidders must comply with all Federal, State, and local laws.

The Town Board of the Town of Southampton reserves the right to waive any informalities in bids received, and/or reject any or all bids.

BY ORDER OF THE TOWN BOARD  
TOWN OF SOUTHAMPTON, NEW YORK  
SUNDY A. SCHERMEYER, TOWN CLERK

**Financial Impact**

The source of funding shall be Various GL accounts in an amount not to exceed available budget.