



## QUEENS PUBLIC LIBRARY

We speak your language.

June 16, 2022

To All Interested Bidders:

The Queens Borough Public Library (the “Library”), hereby solicits proposals from experienced firms and individuals (hereinafter referred to as “Bidders”) in response to this Invitation for Bid (“IFB”) to enter into a contract for HVAC Services for the Flushing Community Library.

**Bid Due Date and Time:**

Date: July 20, 2022 No later than 2:00 PM Eastern Standard Time.

Time: 2:00PM

**Bid Submissions:** Bid responses to be uploaded to DropBox using the link below.

DropBox link: <https://www.dropbox.com/request/caqrj7hh4Vx2NrrzbZxT>

**Mandatory Site Inspection Dates, Time and Location:**

Bidders are required to attend the site inspection and complete the login sheet.

Dates: Tuesday, June 28, 2022

Time: 10:00AM

Location: 41-17 Main Street, Flushing, NY 11355

**Question Deadline:**

Date: July 6, 2022

To facilitate communication between the Library and Bidders and to ensure that all Bidders have access to the same information, all information concerning this IFB, including how to submit a bid, will be posted on the Library’s website at: <https://www.queenslibrary.org/about-us/procurement-opportunities> . All questions regarding this IFB must be submitted as set forth in the IFB. The Library will post questions and responses on the bid website.

We look forward to your interest and participation in this IFB.

Sincerely,

*William R. Funk*

William R. Funk

Director of Procurement