

**Window Restoration and Replacement
The Explorers Club
46 East 70th Street
New York, NY**

16 January 2012

INVITATION TO BID

Project: Window Restoration and Replacement
The Explorers Club
46 East 70th Street
New York, NY

Issued By: The Explorers Club
c/o Kaitsen Woo Architect, P.C.
611 Broadway, Suite 708
New York, NY 10012
Tel: 212-253-5800
Fax: 212-253-1712

You are invited to submit a proposal for the **Window Restoration and Replacement at 46 E.70th Street (a.k.a The Explorers Club), New York, NY**. The work encompasses removal, restoration and reinstallation of 28 leaded glass windows, and steel casement window replacement.

The Bidders are advised that 46 E. 70th Street, New York, NY is located in a NYC designated Upper East Side Historic District. Only high quality workmanship will be accepted as performance of the work of the Contract.

A mandatory walk-through of the project site is scheduled for 30 January 2012, at 10 am. Bids are due in the office of Kaitsen Woo Architect, P.C., Suite 708, 611 Broadway, New York, NY 10012 on 21 February 2012, by 4PM. The Bid Documents (plans and specifications) will be ready for download on Kaitsen Woo Architect, P.C.'s website, "kaitsenwoarchitect.com" starting 26 January 2012.

The bid will be opened privately and reviewed. It is understood that The Explorers Club reserves the right to accept parts or the entirety of a bid or reject any and all bids; waive formalities, and to enter into negotiations with any Bidders if it is deemed to be in the best interest.

The Bidding Documents Consist of Invitation to Bid, Bid Form and Contract Documents (Drawings and Specifications), prepared by Kaitsen Woo Architect, P.C., dated 16 January 2012. Please confirm your intention to bid as follows:

Attention: Lilli Avenia, Project Architect, Kaitsen Woo Architect, P.C.
Telephone: 212-253-5800
Facsimile: 212-253-1712
Email: la@kaitsenwoarchitect.com

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Submission of a bid shall be construed as evidence that the Bidder has examined the site, and is familiar with all provisions of the Contract Documents, and that where specifications require a given result, such result can be produced under the terms of the Documents.

Any discrepancies noted by the Bidder or any questions relating to the Bidding Documents should be brought to the attention of the Project Architect, Lilli Avenia of Kaitsen Woo Architect, P.C., 212-253-5800. All other questions should be forwarded to Matt Williams, The Explorers Club Executive Director, 212-628-8383, to permit a clarifying Addendum to be issued.

END OF INVITATION TO BID