

	ORANGE COUNTY, NEW YORK Department of General Services PO Box 218, 255-275 Main Street Goshen, New York 10924	Page 4
RFB: BOILER AND WATER HEATER REPLACEMENT, 30 HARRIMAN DRIVE, GOSHEN, NY		RFB-OC103-21

INSTRUCTIONS TO BIDDERS

The only official distribution source for this Request for Bids ("RFB") is through the County of Orange ("County"), Department of General Services ("Department"). Additionally, most RFB documents issued by the Department are now being distributed through BidNet which can be accessed through www.orangecountygov.com/general-services under "Current Bids and Proposals". If you have obtained this RFB from a different source, you are encouraged to contact the Department to receive an official copy. You may not receive addenda or important information regarding this RFB if you are not registered as having obtained a copy of this RFB through the Department or through BidNet.

By submitting a Bid, you are asking the County to accept your offer for services and/or the sale of goods. It is important that you READ and UNDERSTAND all terms and conditions contained herein, as well as understand the laws that govern public contracts in New York State. If you do not agree with the terms and conditions contained in this RFB you should not submit a Bid.

Your Bid will be considered by the County if the following conditions are met:

1. Pursuant to State Finance Law §139-j and §139-k, this solicitation includes and imposes certain restrictions on communications between the County and a Bidder during the procurement process. A Bidder is restricted from contacting other than designated staff from the earliest notice of intent to solicit offers through final award and approval of the Procurement Contract by the County Executive ("restricted period") unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). County employees are required to obtain certain information when contacted in relation to this RFB during the restricted period. The designated staff contact is the Commissioner of General Services, or his or her designee, telephone (845) 291-2792. Bidders responding to this RFB must familiarize themselves with these State Finance Law requirements and will be expected to affirm that they understand and agree to comply on the Bid Form.
2. A Pre-Bid Conference will be held at 30 Harriman Drive Goshen NY 10924 on **Wednesday, August 11, 2021, at 10:00 A.M.**, prevailing time. Attendance is strongly recommended. All visiting personnel will be responsible for their own safety and personal protective equipment, and no one will be allowed on site without the proper equipment.
3. The County shall not be liable for, nor shall it review, proposed change orders, contract amendments, etc. for inadequate pricing, labor, materials, time or similar issues in Contractor's contract resulting from Contractor's failure to attend and obtain information provided at the pre-Bid conference, site visit and/or any addenda issued afterward.
4. Bidders are responsible for reporting in writing any errors, omissions or ambiguities found in this RFB. All such reports, requests for information, questions, etc. shall be on the "Questions Form" provided in this RFB and either faxed to the Department of General Services at (845) 291-2797 or mailed to Commissioner, Department of General Services, PO Box 218, 255-275 Matthews Street, Goshen, New York 10924. No questions will be entertained by any other means. **All questions must be submitted by Monday, August 16, 2021, by 3:00 P.M., prevailing time.** Questions received after this time may not be addressed. Please be patient, questions will be answered in an Addendum/Addenda to be shared with all interested Bidders. Questions will not be responded to individually.