**INVITATION TO BID**

Sealed bids will be received by Orange County Community College for the following contract:

**ORANGE COUNTY COMMUNITY COLLEGE   
ITB-OCCC-2023-20**  **ORANGE HALL THEATER HVAC UNIT REPLACEMENT**

**22 GRANDVIEW AVENUE – RECEIVING – HORTON HALL**

**MIDDLETOWN, NY 10940**

**PRE-BID MEETING: OCT. 27, 2022 at 11:00 AM,   
Orange Hall Theater Lobby, 22 Grandview Avenue, Middletown NY 10940**

October 31, 2022: Questions are due in writing by 9:00 am to Fellenzer Engineering, 22 Mulberry Street, Middletown New York 10940 – Email questions in writing to: jdd@fellp.com

Sealed bids will be received until 2:30 PM Thursday, November 10, 2022 by Orange County Community College (OWNER) at the PURCHASING DEPARTMENT located in the Business Office in ORANGE HALL ROOM 203 (OH203), 22 GRANDVIEW AVENUE, Middletown, NY 10940; Bids must be delivered to an individual in the Business Office. Bids will be publicly opened and read aloud at the Purchasing Department (OH203). Late bids will not be accepted.

Plans, Specifications and Contract Documents for the proposed work are on file and publicly exhibited at Fellenzer Engineering, LLP, 22 Mulberry Street, Middletown, NY 10940. The said plans and specifications may be obtained from Fellenzer Engineering, LLP, 22 Mulberry Street, Middletown, NY 10940 at the above address, in person or by mail beginning Friday, October 14, 2022. Potential Bidders shall leave their names, mailing addresses, phone number and EMAIL address upon receipt of the plans and specifications.

1. Copies of the Bidding Documents may be obtained free of charge at the Purchasing Department

in Orange Hall, Room 203, Middletown Campus.

1. Partial sets will not be issued.
2. Send a $50.00 certified check or money order payable to **Orange County Community College** (OWNER) if we need to mail bid documents. Mail to: SUNY Orange,   
   attn.: Purchasing OH 203, 22 Grandview Avenue, Middletown NY 10940.

Each bid from a Contractor must be accompanied by a bid bond or certified check, payable to the OWNER, in the amount of ten-percent (10%) of the total amount of the bid as security therefore.  Insurance is required as stated in the bid specification(s).

All bids shall be submitted subject to the following conditions in addition to the specifics in the bid specification:

1. All bid envelopes/labels must be marked “ITB-OCCC-2023-20 ORANGE HALL THEATER

HVAC UNIT REPLACEMENT”, Bid Opens 11/10/2022 at 2:30 pm”.

1. The OWNER reserves the right to reject any or all bids and re-advertise for new bids.
2. All bidders shall submit proof of responsibility, as required by the OWNER.
3. Each bid must contain the certificate of non-collusive bidding required by NYS General

Municipal Law 103(d) (Schedule 4 hereto).

1. No bids shall be withdrawn for a period of sixty (60) days after the receipt thereof, without the

consent of the College.

1. The bidder shall make allowance in his bid for any price increase in labor and materials.

Requisitions for work and/or material shall be at the price bid with no additional charges for

such increases.

Agnes Wagner, Comptroller   
SUNY Orange

 October 14, 2022