

INFORMATION FOR BIDDERS

I. Description and Location of Work; and Time and Place for Receipt of Bids:

The description and location of the work for which bids are requested and the time and place for receipt of bids are set forth on the Cover Sheet of the Information for Bidders.

II. **Bid Submission Requirements:**

The following items are to be completed AND RETURNED as part of the bid:

A. Bid Cover Sheet, Page 1

B. Bid Schedule of Prices – Itemized, Page 9 & Attachment A, Page 82

~~C. Lump Sum, Page 10~~

D. Bid and Bidder's Affidavit – Pages 11-15 - **SIGNED AND NOTARIZED.**

E. Form of Bid Bond – Pages 16 – 20 – **SIGNED AND NOTARIZED.**

F. Vendor Background Questionnaire – Pages 32-38 - **SIGNED AND NOTARIZED.**

G. **Contract Signature Page – Page 71 and Pages 72 or 73 (whichever applies)**

H. Schedules B through E – Pages 74-78 – **SIGNED AND NOTARIZED** (where required)

I. Certificate of Registration for prime contractor and subcontractor(s) with the NYSDOL Public Work Contractor and Subcontractor Registry – failure to submit this Certificate with your bid will result in the disqualification of your bid.

Non-compliance with any of the above bid submission requirements may result in the disqualification of the bid. DO NOT RETURN ENTIRE BID PACKAGE - ONLY RETURN THE PAGES LISTED ABOVE. KEEP A COPY OF THE ENTIRE BID PACKAGE FOR YOUR RECORDS.

III. Examination of the Contract Documents and Site:

A. Prospective Bidders shall examine the Contract Documents carefully and, before bidding, shall make a written request to the Purchasing Director or designee for clarification of any ambiguity, or correction of any inconsistency or error in the documents. **All inquiries must cite the page, section, paragraph number, and be submitted by email to the Purchasing Contact listed on page 4. Every request for such clarification must be received at least five (5) calendar days prior to the date fixed for the opening of the bid or as specified on page 3.** Such clarification or correction, as well as any additional Contract provisions the City shall decide to include shall be issued in writing by the City as an addendum and will be available for downloading from the Empire State Purchasing Group website (<http://www.empirestatebidsystem.com/>). Upon issuance, such addenda shall be binding on all Bidders. The requirements contained in all Solicitation Documents shall apply to all addenda.

B. Only interpretations, corrections or additional Contract provisions made in writing by the City as addenda shall be binding. No officer, agent or employee of the City is authorized to clarify or correct the Contract Documents by any other method, and any such clarification or correction, if given, is not binding on the City.

C. At the time of the opening of bids, each Bidder shall be presumed to have inspected the site and to be thoroughly familiar with all the Contract Documents. The failure of any Bidder to obtain, to examine all Contract Documents, or to request a clarification or correction, shall in no way relieve any Bidder from any obligation in respect to the bid of such Bidder.

D. Any subsequently alleged ambiguity, not raised by the successful bidder prior to the submission of his or her bid, shall be conclusively and unilaterally resolved by the Purchasing Director.