

## NOTICE TO BIDDERS

The **Port Jervis City School District (Owner)**, invites the submission of Sealed Bid Proposals to furnish materials and labor to complete the

Alterations to MS/HS & New Varsity Baseball / Softball Dugouts / Storage  
Project No. 2019-011 PH2

all in accordance with the plans and specifications.

This work is to be bid under a MULTIPLE CONTRACT system covering the work of all trades under separate contracts as follows:

Contract No. 1: GC2 - General Construction  
Contract No. 2: MC2 - Mechanical Construction  
Contract No. 3: PC2 - Plumbing Construction  
Contract No. 4: EC2 - Electrical Construction  
Contract No. 5: SC2 - Site Construction  
Contract No. 7: FS2 – Food Service

Sealed Bid Proposals will be received until **1:00 p.m.** prevailing time, on **Tuesday, November 14, 2023**, at the

Port Jervis City School District  
District Administration Office  
150 Pike Street  
Port Jervis, New York 12771

Any bid may be withdrawn without prejudice prior to the official bid submission time or any publicized postponement thereof.

Complete digital sets of Bidding Documents, drawings and specifications, may be obtained online as a download at the following website: <https://thebcgroup.biddyhq.com> under 'projects.'

Complete sets of Bidding Documents, Drawings and Specifications, may be obtained from REVplans, 28 Church Street; Suite 7, Warwick, New York 10990 Tel: 1-845-651-3845, upon depositing the sum of \$100.00 for each combined set of documents. Checks or money orders shall be made payable to BCA Architects & Engineers. Plan deposit is refundable in accordance with the terms in the Instructions to Bidders to all submitting bids. Bidders wishing documents mailed to them shall include, in addition to the document deposit, a non-refundable check of \$15.00 per set for handling and postage or a UPS/FedEx account number.

Please note REVplans (<https://thebcgroup.biddyhq.com>) is the designated location and means for distributing and obtaining all bid package information. Only those Contract Documents obtained in this manner will enable a prospective bidder to be identified as an official plan holder of record. The Provider takes no responsibility for the completeness of Contract Documents obtained from other sources. Contract Documents obtained from other sources may not be accurate or may not contain addenda that may have been issued.

All bid addenda will be transmitted to registered plan holders via email and will be available at <https://thebcgroup.biddyhq.com>. Plan holders who have paid for hard copies of the bid documents will need to make the determination if hard copies of the addenda are required for their use and coordinate directly with the printer for hard copies of addenda to be issued. There will be no charge for registered plan holders to obtain hard copies of the bid addenda.

The Bid Documents and Contract Documents may also be examined at the office of BCA Architects & Engineers, 798 Cascadilla Street, Suite C, Ithaca, New York 14850.

**PLANS AND SPECIFICATIONS REMAIN THE PROPERTY OF BCA Architects & Engineers AND MUST BE RETURNED IN GOOD CONDITION WITHIN THIRTY (30) BUSINESS DAYS AFTER AWARD OF CONTRACT OR REJECTION OF BIDS.** The plan deposit for one set of Plans and Specifications will be refunded to bona fide bidders returning Plans and Specifications to REVplans within 30 business days after award of Contract or rejection of bids. A partial refund of the plan deposit, in an amount equal to the full amount of such deposit, less the actual cost of reproduction of the Plans and Specifications shall be made to non-bidders and unsuccessful

bidders for the return of all other copies of the Plans and Specifications in good condition within 30 business days following the award of the Contract or the rejection of the bids.

Plan Deposit Policy, Plan Holders List, Pre-Bid Estimates, and a list of Addendums, if any, may also be found at [www.thebcgroup.com/bidding](http://www.thebcgroup.com/bidding).

A pre-bid conference and onsite review of the project areas will be conducted by the Architect and Construction Manager on **Monday, October 23, 2023**, commencing at **3:30 p.m.** at the Port Jervis Maintenance Building, 20 US 209, Port Jervis, New York. The pre-bid conference will be for all contracts.

Bids shall be prepared as set forth in the Information to Bidders, enclosed in a sealed envelope bearing on its face the name, address and phone number of the bidder and the title of the project.

Each bidder agrees to waive any claim it has or may have against the Owner, the Architect/Engineer, and the respective employees, arising out of or in connection with the administration, evaluation or recommendation of any bid.

The Owner further reserves its right to disqualify bidders for any material failure to comply with the Information for Bidders and General, Supplementary, and Special Conditions.

The Owner reserves the right to reject any or all bids and to waive any informalities or defects in such bid either before or after opening.

Each bidder must deposit with his bid, security in the form and subject to the conditions provided in the "INFORMATION FOR BIDDERS". Attention of bidders is particularly called to the requirements as to conditions of employment to be observed and to the minimum wage rates to be paid under the Contract. No bidder may withdraw his bid within 45 business days after the date of the opening of bids.

#### **ATTENTION OUT-OF-STATE BIDDERS**

Please pay particular attention to the Form of Proposal and its related forms in the project manual. Out-of-State Bidders are required to complete the "Statement Concerning Authority to do Business in the State of New York for non-New York State Companies" located in the Form of Proposal package. There are three sections that must be completed. You must also have the Non-Collusion Certificate completed and signed and if you are a corporation, you must have the Resolution completed and signed.

No bid will be considered when opened unless accompanied by a certified copy of your Authority to do Business in New York State. This is not to be confused with a sales tax certificate. The Authority can be obtained by contacting:

New York State Department of State  
Division of Corporations  
162 Washington Avenue  
Albany, NY 12231  
(518) 473-2492

If the Certificate does not accompany the bid, the bid is not valid.

In the event you are of the opinion that you are not required to obtain the Authority To Do Business in New York state, and you are not a New York State Corporation, then you should complete the *Statement Concerning Authority to do Business*. You must complete two out of three sections. The top portion must be completed by all vendors needing to complete this document and then either the *Individual Acknowledgement* or the *Corporate Acknowledgement*, depending on the status of your business.

By Order Of:

Date: \_\_\_\_\_

\_\_\_\_\_  
District Clerk