

NOTICE TO BIDDERS
RFB-2021-26
RECORDS MANAGEMENT EXPANSION

The County of Schenectady will be accepting bids for the *RECORDS MANAGEMENT EXPANSION* at 80 Kellar Ave, Schenectady, NY 12306. There will be four prime contracts.

Digital copies of specifications may be obtained from BidNet Direct at www.bidnetdirect.com/new-york or by submitting a request to the Purchasing Department at purchasing@schenectadycounty.com. Paper copies may be picked up at the Purchasing Department, 6th Floor, Schenectady County Office Building at 620 State Street, Schenectady, New York, 12305 between the hours of 9:00 A.M. and 4:00 P.M. weekdays, but must be requested via email 24 hours in advance.

A pre-bid walkthrough will be held on May 11, 2021 at 2:00 PM at Records Management at 80 Kellar Ave, Schenectady NY. Those interested are asked to meet out front of the facility.

All proposals must be delivered in a sealed envelope marked "Bid" and stating ***Records Management Expansion, RFB-2021-26***, to the Director of Purchasing, no later than May 25, 2021 at 2:00 PM at which time they will be opened. Per the current Executive Order in place, we strive to hold our bid openings publicly using Microsoft teams. You may join us using the information which can be found on the Schenectady County Website to access live stream video or just the audio portion via phone. Bid Security shall be submitted with each bid as described in General Instructions to Bidders.

Woman and minority owned businesses are encouraged to submit proposals. Schenectady County is an Equal Employment Opportunity/Affirmative Action employer.

Schenectady County will make any investigation it deems necessary to determine the responsibility of any bidder to perform the work. The County reserves the right to reject any bid if an investigation of the bidder fails to satisfy the county that the bidder is responsible and can carry out the obligations of the contract.

Schenectady County reserves the right to waive any informality in a bid or to reject any or all bids.

Purchasing Department
County of Schenectady
Schenectady County Office Building
620 State Street-6th Floor
Schenectady, NY 12305
(518) 388-4242