



Schenectady County Request for Bid  
RECORDS MANAGEMENT SHELVING UNITS  
RFB-2021-40  
**Notice to Bidders**

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**RFB-2021-40**  
**RECORDS MANAGEMENT SHELVING UNITS**

The County of Schenectady will be accepting bids for the *Records Management Shelving Units at 80 Kellar Ave, Schenectady, NY 12306*. There will be one prime contract.

Digital copies of specifications may be obtained from BidNet Direct at [www.bidnetdirect.com/new-york](http://www.bidnetdirect.com/new-york) or by submitting a request to the Purchasing Department at [purchasing@schenectadycounty.com](mailto: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 July 27, 2021, at 9:30 AM 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 Shelving, RFB-2021-40***, to the Director of Purchasing, no later than August 11, 2021, at 2:00 PM at which time they will be opened.

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-6<sup>th</sup> Floor  
Schenectady, NY 12305  
(518) 388-4242