

INVITATION FOR BID

The Schenectady Municipal Housing Authority (SMHA) of the City of Schenectady, New York, hereinafter referred to as the "Authority", will receive sealed bids for the project known as Ten Eyck Apartments Fan & MAU Replacement on the 2nd Floor Administrative Office located 375 Broadway, Schenectady, NY 12305 until 10:00 AM on November 15, 2023. The bids will be publicly read aloud at this time at the SMHA Construction Office located on Millard Street in Schenectady, NY. The Authorities office is closed from 12:00 P.M. to 1:00 P.M.

Contract Documents may be obtained at Dataflow, 2215 Central Ave, Schenectady, NY 12304; Telephone No. (518) 463-2192, beginning after 10:00 A.M. on October 24, 2023 and continue to be available between the hours of 8:00 A.M. and 3:00 P.M., Monday through Friday. A set of contract documents is \$50.00.

CHECKS SHALL BE MADE PAYABLE TO THE SCHENECTADY MUNICIPAL HOUSING AUTHORITY.

Deposits are refundable to all those who submit bids to the Authority and return Contract Documents no later than twenty (20) calendar days after the bid date. Refunds are also made to all non-bidders provided Contract Documents are returned prior to date of November 15, 2023.

The bids are to be submitted in DUPLICATE and are to be submitted by register mail using the USPO. Bids shall be mailed to the SMHA 2nd Floor Administrative Offices located at 375 Broadway, Schenectady, NY 12305; Attn: Tony Fyvie. SMHA will not consider any bid received after the exact time specified unless received before contract award, and it: (1) Was sent by registered or certified mail not later than the fifth (5th) calendar day before the date specified for receipt of bids; (2) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 PM at the place of mailing two (2) working days before the date specified for receipt of bids. The term "working days" excludes weekends and observed holidays. The same applies to any bid modification or withdrawal. Bidders are directed to review **HUD-5369 "Instructions to Bidders for Contracts Public and Indian Housing Programs"-Section 5** for salient information related to mailing bids. Bids may also be hand delivered to Tony Fyvie, by appointment ONLY, at the SMHA Construction Office located at Building 9 on Millard Street in Schenectady Monday – Friday between the hours of 8:00am – 12:00pm, excluding holidays recognized by the Authority. This is done by appointment only and needs to be scheduled at least 48 hours before delivery. Contact Tony Fyvie at 518-386-7020 to schedule an appointment.

Bid Security in the Form of a Certified Check, Bank Draft, Bid Bond in the amount of five percent (5%) of the total bid is required for bids over \$25,000. The surety company must also be licensed to do business in the State of New York.

A non-mandatory walk-through is scheduled for Wednesday November 1, 2023 beginning promptly at 2:00 PM, meeting at the SMHA Construction Office located on Millard St.. Please contact Tony Fyvie at 518-386-7020 for directions.

The Authority reserves the right to reject any or all bids or to waive any informalities in the bidding.

Attention is called to the provision for equal employment and payment of not less than the minimum salaries and wages as set forth in the Project Manual.

The Authority is exempt from the payment of Federal, State and Local taxes on all materials and supplies sold to the Authority pursuant to this contract and are not to be included in bids. The Authority shall supply the Contractor with copies of the Authorities Certificate of Exemption form New York State Tax per section 116A1 of the NY State Tax Law.

No bids shall be withdrawn for a period of ninety (90) days after the opening of bids without the consent of the Schenectady Municipal Housing Authority.

The Schenectady Municipal Housing Authority Equal Opportunity Employer and urges Section 3 Business Concerns, Minority and Women Owned Business Enterprises to participate.

Award will be made to the lowest responsible bidder.

MUNICIPAL HOUSING AUTHORITY OF THE CITY OF SCHENECTADY

Richard Homenick, Executive Director