

INVITATION TO BID

Sealed bids, subject to the conditions contained herein, will be received by the DIRECTOR OF PURCHASING until **10:30 A.M.**, local time (Official DYMO Time Stamp) on **Thursday, May 17, 2018**, and then publicly opened and read for:

Cutting, Trimming, and Topping Trees

Bid Reference Number 1984

The specifications, printed and bound into a book, **must be purchased** from the Oneida County Purchasing Department, Sixth Floor, 800 Park Avenue, Utica, NY 13501. Administration fees are as follows: ten dollars (\$10.00) if picked up in person or fifteen dollars (\$15.00) if mailed. Mail is only available via United State Postal Service 1st Class or Priority. Cash is not acceptable and the fee is non-refundable. The specifications are also available electronically on BidNet by going to the County website and following the links at: <http://www.ocgov.net/>. The fee for **electronic specifications is also ten dollars (\$10.00)** and should be mailed with bid submission. Any bid lacking the required fee shall not be considered.

Copies of the specifications may be examined, at no expense, at the Oneida County Purchasing Department. Upon examination, potential bidders may purchase a book as described. Bidders may not obtain books from any other source or bid will be disqualified.

The bid shall be submitted upon the proposal forms furnished in the specification book, and shall not be detached from said book. **Failure to submit the bid upon the proposal forms furnished, or submission of the forms detached from the specification book, will result in automatic disqualification of bid.** The package containing the bid must be sealed, marked and addressed to the Oneida County Purchasing Department, 800 Park Avenue, Utica, NY 13501. Mark the bid reference number on the lower left corner of the outside of the envelope. Oneida County reserves the right to reject any and all bids received.

The County of Oneida, in order to promote its established Affirmative Action Plan, invites sealed bids from minority groups. This policy regarding sealed bids and contracts applies to all persons without regard to race, creed, color, national origin, age, sex or handicap.

Dated May 1, 2018

Mello J. Testa
Director of Purchasing

***** PLEASE MAKE CHECKS PAYABLE TO: COUNTY OF ONEIDA *****