

## **INVITATION TO BID**

Sealed Bids, subject to the conditions contained herein, will be received by the ONEIDA COUNTY DEPARTMENT OF PURCHASING until **10:30 AM local time on July 18, 2023**, and then publicly opened and read, for:

### **Bid Reference No. 2249**

#### **Filter Supplies**

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. Obtaining bid documents via mail is recommended. Contact the Oneida County Purchasing Department at (315) 798-5884 to coordinate mail delivery. 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. **Make checks payable to the County of Oneida.** 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 their bid will be disqualified.

Bids must be submitted upon the proposal form(s) furnished in the Proposal Booklet and must not be detached from the book. Failure to submit a bid upon the proposal form(s) furnished by the Oneida County Purchasing Department or submittal of form(s) detached from the Proposal Booklet will result in automatic disqualification of bid.

Packages containing bids must be sealed, marked, addressed, and delivered to the Oneida County Purchasing Department, 800 Park Avenue, Utica, New York 13501. Also, bidders must mark on the envelope the project name and bid reference number. Submitting bids via mail is recommended. Bids must be *received* before the deadline specified above. Bids received after the deadline shall not be considered.

Oneida County reserves the right to revise or amend the bidding documents prior to the date set for opening bids. Such revisions and amendments, if any, will be announced by addenda to the advertisement. Technical inquiries regarding details on specifications must be directed in writing to the attention of Division of Buildings & Grounds of the Department of Public Works, 5999 Judd Road, Oriskany, NY 13424. Oneida County also reserves the right to waive any irregularity and reject any or all bids received.

Oneida County, in order to promote its established Affirmative Action Plan invites bids from underrepresented groups. This Affirmative Action Policy regarding sealed bids and contracts applies to all persons without regard to age, race, creed, color, national origin, gender, religion, sexual orientation, disability, military status, marital status, genetic predisposition or carrier status or political affiliation or belief.

No Bidder may withdraw his or her bid within forty-five (45) days after the date set for the opening thereof.

Al Barbato, Director of Purchasing

June 27,2023