

INSTRUCTIONS TO BIDDERS

Bid documents shall be enclosed in envelopes (outer and inner), both of which shall be sealed and clearly labeled: BID DOCUMENTS, services being bid, name of bidder, and date and time of opening.

Notice of award shall be made as soon as practicable.

All bidders will be required to complete, in full, the Non-Collusive Bidding Certification and submit with specification and proposal forms.

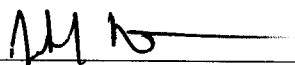
Sealed bids for supplying the following item(s) will be received at the City of Auburn, Purchasing Office, 24 South Street, Suite B16, Auburn, New York 13021 until 11:00 A.M., Thursday, November 16, 2017 at which time and place all bids will be publicly opened and read:

**ELECTRICAL SERVICES AS NEEDED ON CITY-OWNED
BUILDINGS AND FACILITIES AND THEIR ASSOCIATED
INFRASTRUCTURE FROM DECEMBER 1, 2017 THROUGH
NOVEMBER 30, 2018.**

Detailed specifications are on file in the Purchasing Office and available at the above address, by email: tmcauliffe@auburnny.gov, or by calling 315.255.4171.

In accordance with Executive Law, Article 15-A, the City of Auburn encourages proposals from minority and women-owned business enterprises as defined under Subdivision 9 of Section 310 of said law. All selected applicants will be required to provide an equal opportunity policy and staffing plan.

The City reserves the right to reject any and all bids, waive any informalities, or award the contract in the best interest of the City of Auburn.



Jeffrey Dygert, City Manager

Publish: November 1 through November 5, 2017
The Citizen

GENERAL SPECIFICATIONS

ELECTRICAL SERVICES

ELECTRICAL SERVICES AS NEEDED ON CITY-OWNED BUILDINGS AND FACILITIES AND THEIR ASSOCIATED INFRASTRUCTURES FROM DECEMBER 1, 2017 THROUGH NOVEMBER 30, 2018

The City of Auburn is seeking to award an electrical services contract to provide services when needed. The intention of this request is to enable the City of Auburn to expedite and complete electrical work more efficiently. The months covered under this contract are December 1, 2017 through November 30, 2018 and the successful contractor must provide the City of Auburn with our required insurance limits. The City of Auburn may extend the contract for up to one additional year.

The possible work sites include all city owned buildings and facilities and their associated infrastructure, including but not limited to plumbing fixtures, vents, traps, piping, etc. It is understood that the selected contractor will provide labor and possibly materials and work in compliance with City of Auburn codes and ordinances. In addition, the contractor must possess a City of Auburn Master Electrician's License. The City of Auburn reserves the right to purchase the necessary equipment or materials for any job.

It is assumed that the contractor will be able to respond to the city's needs within 24 hours of being contacted. In the event that this schedule cannot be met, the contractor must inform the city the soonest they can mobilize to the project. The City of Auburn reserves the right to contact another contractor if mobilization to the City's project will be longer than 24 hours.

Bids are being accepted until 11:00 A.M., Thursday November 16, 2017, at the City of Auburn Purchasing Office, Room B 16, located at 24 South Street, Auburn, New York 13021.

BID PROPOSAL

Electrical Services for the City of Auburn

Bid pricing: Each invoice is to be itemized with labor and materials clearly separated. The items we require to be bid as part of this contract are as follows:

Labor Rate per Hour _____ per hour

Materials Markup _____ %

Emergency Call Rate _____ per hour
(After hours)

Name of Bidder: _____

Authorized Signature of Bidder: _____

Address of Bidder: _____

Telephone Number: _____ **Fax Number:** _____

E-Mail Address: _____

NON- COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder, and each person signing on behalf of any bidder, certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; and
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition; and
4. The bidder herein has carefully examined the annexed form of the contract and contract documents.

STATE OF _____

Signature of Bidder

COUNTY OF _____

CITY OF _____

Business Address of Bidder

Sworn to and subscribed before me this _____th day of _____, 20____.

Notary Public