

INTRODUCTION

This document represents the latest specifications for a wide variety of materials and services used by Jefferson County.

All contracts for supplies and services referenced in this document will be awarded for a period of two (2) years. Prices submitted shall remain firm for the entire contract period, unless modifications are allowed in the language of a specific bid.

Potential bidders are encouraged to become thoroughly familiar with the contents of this publication as it relates to the particular commodity or service being provided.

MANDATORY SUBMISSION REQUIREMENTS FOR EACH BID SUBMITTED

1. Bid Bond/Security if required.
2. Fully completed and signed Signature Page. This page includes the following sections:
 - a. Bidder Information
 - b. Bid Checklist
 - c. Non-Collusive Certification
 - d. Iranian Disclosure/Certification
3. The Actual Bid Page(s)

Please do not return the entire bid book. This will only delay the opening process. It is necessary only to return the Comprehensive Signature Page, Bid Bond / Security, Iranian Energy Sector Divestment Signature Page and Bid Pages with your Bid.

Please refer to the Table of Contents for the specific requirements of each bid. Bond and insurance requirements are detailed in summary form here as well as on each individual bid signature page checklist.

MISCELLANEOUS

IT IS NOT NECESSARY TO SUBMIT A BID ON EVERY PRODUCT OR SERVICE INCLUDED IN THIS BOOK. Nor is it imperative that you bid on all components of a particular bid unless the specific language of the bid requires that you do so.

Each bid must be submitted in a separate envelope. Please do not include multiple bids in a single envelope. This will expedite the formal opening process considerably and reduce the possibility of a bid being misplaced.

BONDS AND INSURANCE

Bonds (i.e.: Performance, Material, Payment etc.) are due no later than twenty-one (21) calendar days from the date of the award letter.

Insurance Certificates may be submitted with your bid, and we encourage you to do so, but are required within TWENTY-ONE (21) days from the date of the award letter.

A single Insurance Certificate, appropriately completed may be accepted to meet the insurance requirements for **ALL** bids submitted. (See example in insurance section)

OBTAINING A BID PACKAGE

Copies may be picked up free of charge (one per Company) at the Purchasing Department Office. Extra copies may be purchased at \$20.00 each. A complete Bid Book will be mailed only upon receipt of **\$20.00**, in the form of a check or money order payable to the Jefferson County Treasurer to cover postage and handling and is non-refundable.

You may obtain a copy of an INDIVIDUAL BID free of charge by sending an email to:

PURCHASING@CO.JEFFERSON.NY.US. The email should include your name, company, address, phone, and fax numbers, as well as, the bid name & number you are looking for.

Finally, as this publication continues to be refined we appreciate your comments. Many of the revisions to this year's edition were the result of comments received from you, our Partners.

Please note that due to the COVID-19 related restrictions, there will be no public opening where individuals may be present. However, the opening can be viewed on Google Meet by following this link <https://meet.google.com/dct-xsqm-ngu?hs=122&authuser=2> which will be emailed and after the opening, it will be posted on our website www.co.jefferson.ny.us

If I can be of any assistance please do not hesitate to call my office at (315)785-3077 or send an e-mail to Purchasing@co.jefferson.ny.us.

Mark Sachetti
Purchasing Agent