



NOTICE TO BIDDERS

The Schenectady Metroplex Development Authority (“Metroplex”) as Local Program Administrator (“LPA”) for the Downtown Revitalization Initiative Façade Improvement Fund will be accepting bid proposals on behalf of Cass Hill Realty Partners, LLC (“Owner”) for the 271-277 State Street Marquee Sign Project at 271-277 State Street in the City of Schenectady, NY. The scope of work includes the fabrication of the LED marquee sign and associated activities.

The Bid instructions and Project Documents may be obtained at no cost on or about November 21, 2023 by email request to Danielle Walsh, Project Manager at dwalsh@schenectadymetroplex.org (“LPA Contact”) and will be provided electronically in PDF format.

All communication, including all technical and engineering questions related to this bid must be received no later than 4:00 p.m. on November 3, 2023, and must be submitted via email to staff noted below.

Bids will be accepted by Metroplex until 4:00 p.m. on November 6, 2023. Any proposal received after the time and date stated above will be returned to the Bidder unopened.

All Prospective bidders must obtain Project Documents from Metroplex to be placed on the official Plan Holders list to receive addenda and other bid correspondence. Bids will only be accepted from firms listed on the official Plan Holders list.

The Bids must be submitted on the official Bid Form or an exact copy by reproduction thereof and enclosed in a sealed envelope or emailed to the LPA Contact.

This bid for services includes and imposes certain restrictions on communications between the Owner and the Bidder during the procurement process. Bidders are restricted from making contacts from the date of the Notice to Bid through the date of the final award to the Owner and all communication shall be sent through LPA Contact:

Contact:

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