

The State University of New York at Fredonia (“Fredonia”) will receive sealed Proposals for their IFB (Invitation for Bids) procurement of signage for Project No. 05338 Titled Rockefeller Arts Center Signage until 3:00 PM Local Time September 1, 2016. Sealed proposals should be submitted to the Office of Facilities Planning and be hand delivered to their office located at 140 Hendrix Hall on the Fredonia campus OR mailed to their office using the following address: The State University of New York at Fredonia, Office of Facilities Planning, 280 Central Avenue, Fredonia, NY 14063 and must be received by such time where they will then be publicly opened and read out loud. If mailing a bid, please do not use 140 Hendrix Hall, as it may be delivered to the dormitory side of the building and delivery unnecessarily delayed); Fredonia assumes no responsibility for late or misdirected submittals in the specified location after the due date and time. Reliance upon the U.S. Postal Service, FedEx, UPS or other couriers is at contractors own risk with respect to the timely delivery of responses to this solicitation. Additionally, while Bid Proposals may be signed for by the Campus' Mail and/or Central Receiving Operations personnel prior to the due date and time, this does not guarantee that the Office of Facilities Planning will receive the Bid Proposal by the due date and time. No Bid Proposal will be considered that is not physically received in the Office of Facilities Planning by the Bid Proposal due date and time. Electronically transmitted Bid Proposals in lieu of the required originals will NOT be accepted.

**INTENT OF PROCUREMENT: To provide and install signage at the Rockefeller Arts Center Addition and existing building renovation space according to the specifications of the IFB.**

To obtain a copy of the IFB, submit an email to [Facilities.Planning@fredonia.edu](mailto:Facilities.Planning@fredonia.edu), SUBJ: IFB PROJECT 05338 RAC Signage. Include company name and address, contact name and title, along with an email address (if different than requester), and phone and fax numbers. Upon receipt, you will be added to the IFB holders list and will be forwarded a link to the website containing the IFB and all related documents and forms. If you have not received this link within 24 hours (1 full business day) of requesting the documents, it is your responsibility to confirm it is not in your spam folder and in the event it is not, it is also your responsibility to follow-up by contacting the Office of Facilities Planning at (716) 673-3722. Once your request has been submitted, please check your spam folder regularly to ensure that all communications are being received from the [Facilities.Planning@fredonia.edu](mailto:Facilities.Planning@fredonia.edu) email.

All prospective bidders must obtain official bid documents from The State University of New York Fredonia. This will allow for inclusion on the project's IFB Holders List and will ensure direct receipt of any Addenda and/or Clarifications that may be issued. Bids submitted by contractors who have obtained bid forms in any other manner will be considered informal. Once your request has been submitted, please check your spam folder regularly to ensure that all communications are being received from the Facilities Planning email: [Facilities.Planning@fredonia.edu](mailto:Facilities.Planning@fredonia.edu).

It is the policy of the State of New York and the State University of New York to encourage minority and women-owned business enterprise participation in this project by contractors, subcontractors, and suppliers and all bidders are expected to cooperate in implementing this policy. MWBE Contract Goals are 15% MBE and 15% WBE. EEO Contract Goals are 10% Minority Labor Force Participation and 10% Female Labor Force Participation.

All contractors and subcontractors shall abide by the requirements of 41 CFR §§60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

Pursuant to State Finance Law §§139-j & 139-k, this solicitation for **Project 05338** includes and imposes certain restrictions on communications between a Governmental Entity and an Offerer/Bidder during the procurement process. An Offerer/Bidder is restricted from making contacts from the earliest notice of intent to solicit proposals through final award and approval of the Procurement Contract by The State University of New York Fredonia and, if applicable, the Office of the State Comptroller (“restricted period”) to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). **Designated Staff is identified as follows:**

- Solicitation Questions: Gretchen Fronczak, Capital Project Assistant at Facilities Planning; Phone: (716) 673-3722; Email: [Gretchen.Fronczak@fredonia.edu](mailto:Gretchen.Fronczak@fredonia.edu)
- Contractual Questions: Shannon Moore, Director of Contract Services, University Services; Phone: (716) 673-4998; Email: [Shannon.Moore@fredonia.edu](mailto:Shannon.Moore@fredonia.edu)
- Technical Questions (Project Manager): Markus Kessler, Director of Facilities Planning; Phone: (716) 673-3722; Email: [Markus.Kessler@fredonia.edu](mailto:Markus.Kessler@fredonia.edu)

Fredonia employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/Bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a 4 year period, the Offerer/Bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found [http://www.suny.edu/sunypdp/documents.cfm?doc\\_id=430](http://www.suny.edu/sunypdp/documents.cfm?doc_id=430).