



EMAIL BIDS DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

ATTENTION TO BIDDERS:

IN LIGHT OF THE CURRENT STATE OF EMERGENCY, THE SCA WILL BE ACCEPTING BIDS VIA EMAIL ONLY EFFECTIVE IMMEDIATELY.

A secure dedicated email address to which the bids should be sent (scabids@nycsca.org for capacity, CIP and grad mentor projects and mentorbids@nycsca.org for mentor projects) has been developed and all firms will be directed to submit bids using this address. All firms will have the opportunity to attend public bid opening online. Please check the SCA's website daily for the link and conference call information in order to access the link for that day's opening. Each bid will have its own unique link which will be valid for JUST that day. Please let your Contract Specialist know 24 hours in advance if you will be attending the bid opening remotely (again, online.) Please make sure you have a scanned image of the required submittal (note the three required items below) ready to re-send in case the Specialist, when he or she reads aloud the bids that have been received, does not read your firm's name.

We have NO REASON to expect this to be an issue but we are asking everyone to be doubly sure they are prepared in advance. All bids scheduled for this Friday have been postponed to Tuesday next week.

If your firm has already delivered a paper bid whether in person or via FedEx, UPS, or messenger, it will be returned to you via UPS today. In your email bid, please send only Appendix A (bid page), a scanned image of your bid bond, and an RS-1 if applicable. **PLEASE PUT THE SOLICITATION NUMBER IN THE SUBJECT LINE AND SAVE EACH ATTACHMENT WITH THE SOLICITATION NUMBER IN THE DOCUMENT NAME.** (e.g., 20-12345 - Firm Name Bid; 20-12345 - Firm Name RS1; 20-12345 Firm Name - Bid Bond.)

PLA requirements remain in place but the Letter of Assent will be addressed after bid opening along with vetting, LoC, backlog, financials, etc. There is NO CHANGE taking place with the remaining steps in the contract award process. Notaries will not be required on any documents other than the Bid Bond. We will be deeming delivery from a business related email address to be authentication of the documents you have attached. "Wet" or original signatures will not be required at this time.

PLEASE CONTINUE TO CHECK THE SCA'S HOME PAGE AND BIDSET WEBSITE, AS WELL AS YOUR EMAIL ADDRESS, REGULARLY FOR UPDATES ON HOW TO PROCEED.

All questions/comments should be directed in writing to the Contract Specialist listed on your original invitation or any forthcoming Addendum. Our Contract Admin hotline (718-472-8230) is also fully operational.