



Schenectady County Purchasing Department

620 State St.-6th Floor
Schenectady, NY 12305
Purchasing@schenectadycounty.com
518.388.4242

RFB-2021-18 **SHERIFF SUBSTATION** **COMMUNICATION #1**

4/2/2021

Due to statewide restrictions on public gatherings, and to slow the spread of the COVID-19 Corona Virus, the county office building located at 620 State St., Schenectady, NY is OPEN to the general public by appointment only until further notice.

Delivery of Bids:

- Bids may be dropped off at the county office building, but there is additional security in place at this time, and you must allow time to pass through security if dropping your bid to the Purchasing Department directly on the 6th floor.
- Bids may be mailed, but USPS only delivers to this building once per day at 11:00 AM. Fedex and UPS deliver at varying times. We encourage those using these services to plan on having their bid arrive the day before the bid opening.

Bid Openings:

- Per the current Executive Order in place, we strive to hold our bid openings publicly using Microsoft teams. You may join us using the information below to access the live stream video or just the audio portion via phone.
- Multiple bids will be scheduled to be opened at the same date/time. Bids will be opened and read aloud in order by Bid Number. If no one is in attendance for a particular bid number, purchasing staff reserve the right to move it to the end of the opening and proceed with those bids for which attendees are present. This will solely be at the discretion of the purchasing team.
- In the event of technical difficulties, the purchasing team will proceed with the bid openings as scheduled and make the As Read Results available as soon as possible following the bid opening.

Inclement Weather/Office Closing

- In the event that the Schenectady County offices are closed for any unforeseen reason, such as a weather event, bid openings will automatically be moved to the next business day that the offices are opened at the same time.

For the bids scheduled for April 8, 2021 at 2:00 PM, the Microsoft teams meeting information/link is below. Please note that access to this link will open at 1:45 PM to allow attendees time to join the bid opening ahead of time. Bid Opening will begin at 2:00 PM. Please mute your computer/phone upon joining.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 516-266-9503,,185682699# United States, Hempstead

Phone Conference ID: 185 682 699#

[Find a local number](#) | [Reset PIN](#)