



Champlain Valley Educational Services
518 Rugar Street
PO Box 455
Plattsburgh, NY 12901
(518) 561-0100

INVITATION TO BID

NOTICE IS HEREBY GIVEN FOR THE SALE OF THE FOLLOWING ITEM:

CV-TEC Tiny House

A. Bid Timeline and Bid Submittal:

The schedule of key events for the auction of the CV-TEC Tiny House is as follows:

Invitation to Bid Issued:	July 8, 2021
Request(s) for Content Clarification No Later Than:	July 22, 2021
Bid Submission No Later Than:	July 29, 2021 at 2:00pm
Board Award of Bid (If Any):	August 18, 2021

Bids may be placed on-line at the CVES secure web portal **OR** by sealed bid submission. Bids will be accepted until 2:00pm on July 29, 2021 and may be submitted as follows:

1. **Secure Web Portal Submission:** Bids will be accepted at the CVES web portal at <https://www.cves.org/cv-tec/tiny-house-auction/> Your Bid is Page 4 of this Invitation to Bid document. Your completed Page 4 must be submitted in pdf format and must be legible and signed by the person submitting the Bid.
2. **Sealed Bid Submission:** Bids may also be submitted by paper copy. Your Bid is Page 4 of this Invitation to Bid document. Your completed Page 4 must be legible, signed by the person submitting the Bid, enclosed in a sealed, legal-sized envelope and marked on the outside “**SALE OF CV-TEC TINY HOUSE.**” Sealed bids must be hand-delivered, mailed, or sent by package delivery service (UPS/FED-EX, etc.) to:

**CLINTON ESSEX WARREN WASHINGTON BOCES
Business Office ATTN: Stephanie Trombly/Purchasing Agent
1585 Military Turnpike
PO Box 455 (please use PO Box if mailing your Bid via US Postal Service)
Plattsburgh, New York 12901**

B. Late Bids

Bids received in the Business Office after the submittal deadline will be considered void and unacceptable. Paper bids received after the deadline will not be opened and will be returned to the sender. BOCES **is not** responsible for lateness of mail, carrier, etc. The date/time stamp in the Business Office shall be the official time of receipt for all paper bids submitted.

C. Multiple Bids/Altering Bids

Bidder may submit only one bid per person. Bids cannot be altered or amended after submission. Any interlineation, alteration or erasure made on the Bid submitted must be initialed by the signer of the Bid, guaranteeing authenticity.

D. Rights to Accept or Reject

The BOCES reserves the right to reject any or all bids, in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive, or conditional bids.

E. Terms of Sale

1. The CV-TEC Tiny House is being sold in “**As Is**” condition at its current location.
2. The minimum acceptable bid for the Tiny House is **\$29,900**.
3. The successful bidder will be responsible to pay a \$100 deposit upon notification that they submitted the winning bid. The balance of their purchase will be made in cash or by a bank certified check at the BOCES Business Office, CVES Plattsburgh Main Campus, 1585 Military Turnpike, Plattsburgh, NY upon or before removal of the Tiny House from the BOCES Plattsburgh, NY premises.
4. The successful bidder shall, at their own expense, be responsible for the pick-up and removal of the Tiny House from the BOCES Plattsburgh, NY school property after CVES Board approval of the Bid Award on August 18,2021.
5. NY Sales Tax of 8% applies to this purchase.
6. The sale will be without regard to race, color, religion, national origin, sex, age or marital status.

F. Payment Schedule

1. \$100 deposit upon notification to successful bidder of winning bid.
2. Balance of accepted base bid, plus NY Sales Tax of 8% on base bid, on or before removal of item(s) from school property.

G. Inspection

The Tiny House will be available for inspection during CV-TEC office hours. To schedule an inspection, contact Kylee Gonyea at 518-561-0100 x240. The CV-TEC Tiny House is located at The Board of Cooperative Educational Services, dba Champlain Valley Educational Services, 1585 Military Turnpike, Plattsburgh, NY 12901. Full specifications may be viewed on-line or by downloading a paper copy of the Invitation to Bid document.

H. Bid Inquiries

Inquires on bid terms and conditions be made to Stephanie Trombly at PH: 518-561-0100 x232 or emailed to: purchasing@cves.org

Inquiries on the Tiny House, its construction and specifications, and to schedule an inspection may be made to Kylee Gonyea at PH: 518-561-0100 x240.

I. Default

Should the successful bidder default BOCES reserves the right to award the to the second highest responsible bidder should it be determined to be in the best interest of the BOCES

J. Award

Award shall be to the highest and/or best evaluated bidder(s) meeting all specifications and conditions and subject to all other provisions of this invitation to bid, on an individual basis, on a group basis, or on a total basis, whichever is deemed to be in the best interest of the BOCES. Should two or more bidders submit the same bid price, the award will be determined by lottery drawing. BOCES does not guarantee the condition/operation of the equipment listed.

K. Other

The BOCES does not discriminate on the basis of sex in the educational program or activities which it operates, and it is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of non-discrimination includes the following areas; recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational program; course offering and student activities.

**CHAMPLAIN VALLEY EDUCATIONAL SERVICES
PLATTSBURGH, NY 12901**

BID DOCUMENT

I, do hereby submit a valid and responsible bid in the amount of \$ _____
for the CV-TEC Tiny House as depicted and described in the Invitation to Bid. The bid price
submitted has been offered without consideration or in collusion with any other bidders offer.

I agree to all conditions stipulated in the Invitation to Bid.

Bidders Name: _____
(print)

Bidders Signature: _____

Street Address: _____

City, State, Zip: _____

Telephone No: (____) _____