

Notice to Bidders

The Board of Cooperative Educational Services of Onondaga-Cortland-Madison Counties, as Administrative Participant under the Municipal Cooperation Agreement For Energy Purchasing Services, which organizes a municipal cooperative pursuant to Article 5-G of the New York General Municipal Law among municipal corporations ("Participants") on behalf of itself and the participating members, collectively as the New York School and Municipal Energy Consortium ("NYSMEC"), issues Request for Bids ("RFB") for retail electricity supply (RFB# 221-53), retail natural gas supply (RFB# 221-54) and other energy services, in accordance with Section 103 of the General Municipal Law, for supply commencing May 1, 2021.

Bids will be received **until 1:30 p.m. on the 1st day of March 2021.**

On that date and time, bids will be publicly opened at Onondaga-Cortland-Madison BOCES, 110 Elwood Davis Road, Liverpool, NY. If you will be dropping off your bid instead of sending it, you must come to the 110 Elwood Davis Road address and check in with the receptionist at the **front door**, who will call us to meet you.

**Our Physical Address TO DROP OFF BIDS OR ATTEND OPENING ONLY:
110 Elwood Davis Road, Liverpool, NY 13088, Main Phone: 315-433-2600**

Our US Mail Mailing Address: P.O. Box 4754, Syracuse, NY 13221

**UPS or FedEx Delivery Address: 6820 Thompson Road, Syracuse, NY
13211**

Vendors may send their bid response via US Mail or common courier. At this time, OCM BOCES is currently receiving US Mail at its PO Box and accepting deliveries of packages from common couriers - Fed Ex, UPS, etc. at its Central Receiving location.

Vendors are encouraged to familiarize themselves with New York State Executive Order No. 202.11 - Continuing Temporary Suspension and Modification of Laws Relating to the Disaster Emergency - which authorizes non-public opening of bids. (See weblink below)

<https://www.governor.ny.gov/news/no-20211-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency>

Please direct any questions about the bid opening process to:

Sean Joyce, OCM BOCES – Manager of Central Services

Email - sjoyce@ocmboces.org; 315 431-8584

A bid opening may be delayed or postponed due to travel advisories and/or warnings or conditions beyond our control. Prior to traveling to 110 Elwood Davis Rd. to attend a bid opening, please contact OCM BOCES (315-433-2600) to confirm the bid opening date and time and receive further instructions.

Bids shall be delivered in a sealed envelope and individually marked with the words "ELECTRICITY SUPPLY BIDS" and/or "NATURAL GAS SUPPLY BIDS" on the lower left portion of the front and on the mailing address label. The Bidder's name and address shall also be indicated on the front of the envelope. Also, the date and time of the Bid opening as indicated on the Notice to Bidders must appear on the envelope. Faxed and/or e-mailed (electronically submitted) bids will not be accepted. We encourage vendors to provide bids by email after the bid opening in accordance with the requirements below.

The Bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the Administrative Participant. Whether sent by mail or by means of personal delivery, the bidder assumes

responsibility for having its bid deposited on time at the place specified.

The Bids will be opened promptly on March 1, 2021, 1:30 pm EST.

The Bids shall also be delivered to the RFB Manager by electronic mail to the address contained herein on March 1, 2021, between 3 pm and 10 pm EST. NOTE: DO NOT SUBMIT BIDS TO THE RFP MANAGER VIA ELECTRONIC MAIL BEFORE 3 pm OR YOU MAY BE DISQUALIFIED. All Bid exhibits with pricing numbers must be submitted in Excel spreadsheet format or CSV format.

All questions regarding clarification or interpretation of the RFB shall be submitted in writing by the Bidder to the RFB Manager Steven Levine at the address set forth below by email, facsimile or US Mail and must be received by 2 pm Eastern Time, February 12, 2021. Questions received via email are acceptable.

Contact information:

RFB Manager: Steven Levine
Encap Development LLC
Email: slevine@encapdevelopment.com

With Copy To:
Sean Joyce
Manager Central Services
OCM-NYSMEC
Email: sjoyce@ocmboces.org

NYSMEC reserves the right to reject any or all Bids. Also reserved is the right to reject, for cause, any Bid in whole or in part, and to waive technical defects, qualifications, irregularities, and omissions if in its judgment the best interests of the Participants will be served.

No Bidders submitting Bids do so entirely at their own expense. There is no expressed or implied obligation for NYSMEC to reimburse vendors for any expenses incurred in responding to this RFB, including, but not limited to preparing Bids, participating in calls or attending interviews.

Submission of a Bid indicates acceptance by the Bidder of the terms and conditions contained in this RFB. Each Bidder shall furnish the information requested in this RFB. The person signing the submitted Bids must be an authorized representative of Bidder. Erasures or other changes shall be initialed. Additions or deletions must be clearly and specifically noted in the Bids. If exceptions are taken to any portion of the RFB, Bidder shall indicate the exceptions and include a full explanation as a separate attachment to the Bids. Failure to identify exceptions with explanations will constitute acceptance by the Bidder of the RFB terms. NYSMEC reserves the right to reject non-conforming Bids. Bid may not be withdrawn for a period of forty-five (45) days after the Bid opening.