

ADVERTISEMENT FOR BIDS
CITY OF PORT JERVIS
ORANGE COUNTY, NEW YORK
Water Filter Plant Filter Rehabilitation Procurement

General Notice

City of Port Jervis (Owner) is requesting Bids for the construction of the following Project:

Water Filter Plant Filter Rehabilitation Procurement

Bids for the Project will be received at the **City of Port Jervis Clerk** located at **20 Hammond Street, Port Jervis, New York** until **January 6, 2026 at 11:00 AM** local time. At that time the Bids received will be **publicly** opened and read.

The Project includes the following Work:

- A. The Work includes furnishing materials and equipment for the gravity sand filters, supply, start-up, commissioning performance testing, and operator training of the proposed filter equipment.
- B. One contract will be awarded for this Work by the City. The awarded contract will be assumed by a General Contractor as part of the City of Port Jervis Water Filter Plant Filter Rehabilitation project.
- C. Installation of filter media and equipment will be by a General Contractor as part of the City of Port Jervis Water Filter Plant Filter Rehabilitation project (Under separate Contract).

Obtaining the Bidding Documents

Bidding Documents will be provided electronically, becoming available **November 18, 2025** via a shared file link by submitting an email to the City's Engineer/Issuing Office MHE Engineering D.P.C., mhepa@mhepc.com. Prospective Bidders are required to register as a plan holder, by requesting these documents in electronic format through the issuing office. Those who obtain documents through other sources for the purposes of viewing are not considered plan holders and will be ineligible to bid.

The Issuing Office for the Bidding Documents is:

MHE Engineering, D.P.C.
111 Wheatfield Drive, Suite 1, Milford, PA 18337

Instructions to Bidders.

For all further requirements regarding bid submittal, qualifications, procedures, and contract award, refer to the Instruction to bidders that are included in the Bidding Documents.

Each bid shall be accompanied by an acceptable form of Bid Guarantee in an amount equal to at least five (5) percent of the amount of the Bid payable to the **City of Port Jervis** as a guarantee that if the Bid is accepted, the Bidder will, within fifteen (15) days after the award of the Contract, execute the Contract and file acceptable Performance and Labor and Material Payment Bonds and Certificate(s) of Insurance.

OWNERS RIGHTS RESERVED: **City of Port Jervis** hereinafter called the Owner, reserves the right to reject any or all Bids and to waive any informality or technicality in any Bid in the interest of the Owner.

STATEMENT OF NON-COLLUSION: Bidders on Contracts are required to execute a non-collusive bidding affidavit pursuant to Section 103d of the General Municipal Law of the State of New York.

No bidder may withdraw his bid within forty-five (45) days after the actual date of the opening thereof.

Subject to the provisions of Article 28, Part III of the New York State Tax Law and the provisions of the Contract Documents, the Owner is exempt from payment of sales and compensating use taxes of the State of New York, and cities and counties, on all materials supplied to the Owner pursuant to this contract.

Attention of bidders is particularly called to the requirement as to conditions of employment to be observed and the minimum wage rates to be paid under the Contract, Section 3, Segregated Facilities, Section 109, and Executive Order 11246. The requirements for Bidders and Contractors under this order, which concerns non-discrimination in employment, are further explained in the Contract Documents and Attachments. Bidders are also required to comply with the provisions of Section 291-299 of the Executive Law of the State of New York.

The **City of Port Jervis**, an equal opportunity employer and affirmative action employer, hereby notifies all bidders that it will affirmatively ensure that in regard to any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the ground of race, gender, color or national origin in consideration of an award. The Bidders/offerors must submit documentary evidence of minority and women business enterprises who have been contracted and to whom commitments shall be submitted concurrently with the bid.

Build America, Buy America (BABA)

This project is subject to the requirements and provisions of Build America, Buy America. The Build America, Buy America Act (BABA) requires that all iron and steel, construction materials, and manufactured products used in federally funded infrastructure projects are produced in the United States.

Minority/Women Owned Business Enterprise (MWBE)

Participation by Minority/Women-Owner Business Enterprises (MWBEs) in all aspects of the procurement process is encouraged. New York State Certification for MWBEs is granted and verified through the Empire State Development Division of Minority and Women's Business Development ("DMWBD"). Municipalities, Subrecipients, Developers and Owners awarded funds and any contracts paid with these funds shall, to the maximum extent possible, conduct outreach to minority firms and women's business enterprises for use in carrying out assisted projects. To demonstrate MBE-WBE best efforts outreach required the Municipal members, subrecipients, developers, contractors (and contractors shall cause their subcontractors to), take the following good faith actions:

1. Ensure that small and minority business, and women's business enterprises are solicited whenever they are potential sources.
2. Actively and affirmatively solicit bids for contracts and subcontractors from qualified New York State certified MWBEs, including solicitations to MWBE contractor associations.
3. Search the DMWBD directory for a list of NYS-certified MWBEs providing goods and/or services, as applicable to the solicitation and solicit bids of proposals from them directly.

4. Ensure that plans, specifications, request for proposals and other documents used to secure bids/proposals shall be made available in sufficient time for review by prospective MWBEs.
5. Where feasible, divide the work into smaller portions to enhance participation by MWBERs and encourage the formation of joint ventures and other partnerships among MWBE contractor to enhance their participation. Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
6. Document and maintain records of bid/proposal solicitation, including those to MWBEs and the results thereof. Contractor(s) shall also maintain or, where appropriate, require their subcontractors to maintain and submit records of actions that its subcontractors have taken toward meeting MWBE contract participation goals.
7. Ensure that progress payments to MWBEs are made on a timely basis so that undue financial hardship is avoided, and that bonding and other credit requirements may, in the sole discretion of the County of the New York State or federal funding agency, as applicable be waived and/or appropriate alternatives developed to encourage MWBE participation.
8. Establish delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
9. Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
10. Requiring the prime contractor, if subcontractors are to be let, to take the affirmative steps listed as outlined in this section.

This Advertisement is issued by:

Owner: City of Port Jervis
By: Stacey Hosking
Title: City Clerk
Date: November 18, 2025