

**ADVERTISEMENT FOR BIDS
CITY OF PORT JERVIS
ORANGE COUNTY, NEW YORK
WATER FILTER PLANT REHABILITATION PROJECT**

General Notice

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

WATER FILTER PLANT REHABILITATION PROJECT

Bids for the construction of the Project will be received at the **City of Port Jervis Clerk** located at **20 Hammond Street, Port Jervis, New York** until **April 20, 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:

Demolition of existing and installation of filter media and associated equipment. Rehabilitation improvements of the City's water filtration plant filters including valves, media, controls, strainers and troughs.

Bids will be received for the following Contracts:

General Construction

Obtaining the Bidding Documents

The Issuing Office for the Bidding Documents is:

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

Prospective Bidders may obtain or examine the Bidding Documents at the Issuing Office on Monday through Friday between the hours of **8:30 am and 5:00 pm** and may obtain copies of the Bidding Documents from the Issuing Office as described above and becoming available on **March 16, 2026**.

Partial sets of Bidding Documents will not be available from the Issuing Office. Neither Owner nor Engineer will be responsible for full or partial sets of Bidding Documents, including addenda, if any, obtained from sources other than the Issuing Office. Only those persons whose name and address are on record of having obtained the Contract Documents will be permitted to bid and issued the Addendums, if any.

Digital copies of the contract documents may be obtained online as a download by a secured electronic link for a non-refundable fee of fifty dollars (\$50.00) upon payment with a check made payable to MHE Engineering, D.P.C. by contacting the Issuing Office at (570) 296-2765 or by email at mhepa@mhepc.com.

Hard copies of the contract documents may be obtained from MHE Engineering, D.P.C. by special request for an additional fee.

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.

Pre-Bid Conference

A pre-bid conference for the Project will be held on **April 8, 2026 at 11:00 AM** at the **project site, 74 Reservoir Avenue, Port Jervis, NY 12771** Attendance at the pre-bid conference is encouraged, but not required.

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.

The Owner shall be 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.

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.

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) required that all iron and steel, construction materials, and manufactured products used in federally funded infrastructure projects are produced in the United States.

Minority/Women Owner Business Enterprise (MWBE)

Participation by Minority/Women-Owned Business Enterprises (MWBEs) in all aspects of the procurement process is encouraged. New York State Certification of 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 MWBEs 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: **March 16, 2026**