



City of Saratoga Springs
OFFICE OF COMMISSIONER OF ACCOUNTS

Purchasing Department
474 Broadway
Saratoga Springs, New York 12866

Telephone 518-587-3550

DILLON C. MORAN
COMMISSIONER

STACY CONNORS
DEPUTY COMMISSIONER

NOTE: This Addendum forms a part of the Contract Documents. Insert it in the Project Manual.
Acknowledge receipt of this Addendum in the space provided on the Bid Form.

ADDENDUM 2

Date: June 23, 2022

Project / No: 2022-28 RFP for Professional Services - Visitors Center & Arts Center Building Condition Surveys

This Addendum is hereby made part of the RFP Documents:

Question #1: The RFP on Page 2 says that the cost proposal must be made on the official bid form, but we do not see it included in the RFP. Can you please provide one?

Answer #1: Please see attached the Cost Proposal form to be used with your bid submission.

COST PROPOSAL

The specification herein states the minimum requirements of the City. All bids must be regular in every respect. Unauthorized conditions, limitations, or provisions shall be cause for rejection. The City may consider as “irregular” or “non-responsive” any bid not prepared and submitted in accordance with the bid document and specification, or any bid lacking sufficient technical literature to enable the City to make a reasonable determination of compliance to the specification.

It shall be the bidder’s responsibility to carefully examine each item of the specification. Failure to offer a completed bid or failure to respond to each section of the technical specification may cause the proposal to be rejected without review as “non-responsive”. All variances, exceptions and/or deviations shall be fully described in the appropriate section.

TOTAL BID IN FIGURES: \$ _____

TOTAL BID WRITTEN: \$ _____

COMPANY NAME: _____

ADDRESS: _____

(City) (State) (Zip) Phone: () - _____

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____ DATE: _____