



## Design and Construction

AN ISO 9001:2000 CERTIFIED ORGANIZATION

Contract Administration, 35<sup>th</sup> Floor, Corning Tower  
The Governor Nelson A. Rockefeller Empire State Plaza  
Albany, New York 12242

Phone: (518) 474-0203 FAX: (518) 473-7862

### EMERGENCY CONTRACT BIDDERS LIST REQUIREMENTS

Your firm will be required to acknowledge these response requirements and to provide and/or verify any information provided. Failure to comply with any of the listed requirements may result in your firm not being included on the Emergency Contract Bidders list. Your firm will have an opportunity to appeal such a determination by submitting a "Request for Review" to the Director of Contract Administration within 30 days of the removal or denial.

1. Within four (4) hours of a "Notice to Proceed" your firm must be capable of being on-site with the necessary workforce, equipment and material to alleviate an emergency condition at any State facility in the counties selected on the Emergency Contract Information Form (*BDC 321*).
2. Your firm must be actively engaged and capable in the work of the trades selected on the Emergency Contract Information Form (*BDC 321*). Your firm must be capable of self performing the majority of work listed in the definition for each trade selected.
3. Your firm must have equipment that is necessary to perform the work listed in the definition for each trade selected.
4. Your firm must provide on-site supervision and project management as required by the contract General Conditions.
5. Your firm is expected to be responsive to all emergency contract solicitations. Three (3) consecutive "no bid" or "no responses" may result in removal from list.
6. Your firm is required to perform the work immediately upon receipt of a "Notice to Proceed." The State will progress the contract agreement to award as quickly as possible.