



ALBANY
CONVENTION
CENTER
AUTHORITY

Notice to Bidders

The following **Request for Quote (RFQ)** is a public offering to qualified Firms to provide the Albany Convention Center Authority (ACCA) with a Lump Sum Bid to:

Furnish, Remove and Install Commercial Carpet & LVT Flooring

The Albany Convention Center Authority (ACCA) is a public benefit corporation established to design, develop, plan, finance, create, site, construct, renovate, administer, operate, manage, and maintain a convention center and related facilities to be located in the City of Albany, New York; and pursuant to Section 2675-e of the Public Authorities Law, the Authority has the power to contract for services of professional consultants, advisors and contractors, and to do all things necessary, convenient or desirable to carry out its purposes and for the exercise of its powers.

Key information related to this RFQ:

- 1. This Notice to Bidders**
- 2. The Instructions to Bidders**
- 3. Drawings and specifications prepared by Sanders Architects & Interface**
- 4. A Pre-Bid Walk-Through will be conducted: Monday 4-29-24 @ 10:30 AM**
- 5. All pre-response RFI's must be submitted: Friday, 5-10-24 by 4:00 PM**
- 6. All responses are due: Monday, May 20, 2024, at 2:00 PM**

Please be advised, all respondents MUST address the complete scope of the work. Partial responses cannot be accepted or evaluated. Each response must be prepared and submitted in accordance with the instructions.

1. All bidders must notify Monica Kurzejeski at: mkurzejeski@accany.com of their intent to bid and provide their contact information to receive RFI responses and any updates.
2. To allow the ACCA the opportunity to respond to Pre-response RFI's, the deadline date for Pre-Bid RFI's of **Friday, May 10th, 2024, by 4:00 PM EST** must be strictly adhered to.
3. All questions related to this RFQ must be presented in writing as Requests for Information (RFI's) and submitted via email to Monica Kurzejeski at: mkurzejeski@accany.com RFI's will be logged and both the RFI's and answers will be distributed to all respondents.
4. No interpretations will be made verbally.

Responses to this RFQ to: **Furnish, Remove and Install Commercial Carpet & LVT Flooring** may be submitted electronically via email to Monica Kurzejeski at: mkurzejeski@accany.com -or- hand delivered to the ACCA Offices, C/O the Albany Capital Center, 55 Eagle St. Albany NY

All responses are due: **Monday, May 20th, 2024, at 2:00 PM** and will be opened publicly at that time. The ACCA will then take all bids under review and issue a determination following the ACCA Board Meeting to be scheduled for the last week of May.

The ACCA is an equal opportunity employer and welcomes proposals from NYS certified Minority and Women Owned businesses. The information provided in this RFQ is intended to assist interested parties in the preparation of their responses. This information is not intended to limit the content of or exclude any relevant or essential data from any response. The respondent agrees that it shall treat as confidential and not disclose to any third party the financial terms of its RFQ or any information whether, or not, it is awarded the Contract.