PLAN DEPOSIT POLICY

Plan deposit refunds shall be made in accordance with the following policy which is guided by General Municipal Law, Article 5-A, Public Contracts:

(1) **If a bona fide bid is duly submitted** for a Contract in accordance with the requirements contained in the Plans and Specifications and said copy(s) of the Plans and Specifications is/are returned in good condition within **thirty (30) business days following the award of the Contract or rejection of bids,** the amount of the deposit return shall be as follows:

a. For the **first set** of Plans and Specifications returned in accordance with Paragraph (1) above, a full reimbursement of said deposit, **less postage and handling**, shall apply;

b. For any and all **additional sets** of Plans and Specifications returned in accordance with Paragraph (1) above, a reimbursement of the deposit, less the actual cost of reproduction of the Plans and Specifications and less the cost of postage and handling, shall apply.

(2) **If a bona fide bid is not duly submitted** for a Contract in accordance with the requirements contained in the Plans and Specifications and said copy(s) of the Plans and Specifications is/are returned in good condition **prior to the bid opening date**, the amount of the deposit return shall be as follows:

a. For the **first set** of Plans and Specifications returned in accordance with Paragraph (2) above, a full reimbursement of said deposit, **less postage and handling**, shall apply;

b. For any and all **additional sets** of Plans and Specifications returned in accordance with Paragraph (2) above, a reimbursement of the deposit, less the actual cost of reproduction of the Plans and Specifications and less the cost of postage and handling, shall apply.

(3) **If a bona fide bid is not duly submitted** for a Contract in accordance with the requirements contained in the Plans and Specifications and said copy(s) of the Plans and Specifications is/are **NOT** returned **prior to the bid opening date**, none of the plan deposit will be returned.

Bidders wishing documents mailed to them shall include, in addition to the document deposit, a non-refundable check of $15.00 per set for handling and postage. Checks shall be made payable to Bernier, Carr & Associates.

It is important to note that **THE CONTRACT DOCUMENTS (PLANS AND SPECIFICATIONS) REMAIN THE PROPERTY OF THE ENGINEER'S OFFICE AND MUST BE RETURNED WITHIN THIRTY (30) BUSINESS DAYS FOLLOWING THE AWARD OF THE CONTRACT OR REJECTION OF BIDS.**

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