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 BCA ARCHITECTS & ENGINEERS AND MUST BE RETURNED WITHIN THIRTY (30) BUSINESS DAYS FOLLOWING THE AWARD OF THE CONTRACT OR REJECTION OF BIDS.**

END OF SECTION