

ORANGE COUNTY COMMUNITY COLLEGE	
BID MAILING ADDRESS: RECEIVING – HORTON HALL, 22 GRANDVIEW AVENUE, MIDDLETOWN NY 10940	
Billing address: 115 SOUTH STREET, MIDDLETOWN NY 10940	
TELEPHONE: 845-341-4780 / EMAIL: PURCHASING@SUNYORANGE.EDU	
TITLE: Elevator Maintenance & Repair	BID NUMBER: ITB-OCCC-2026-13

BID INTENT FORM

To: Elevator Contractors

Date: September 23, 2025

From: Cynthia Rolon

Project ITB-OCCC- 2026-13 Elevator Repair & Maintenance

Upon review of the enclosed Invitation to Bid, please respond with the requested information below.

Send completed and signed form to: Purchasing@Sunyorange.edu. If you are unable or not inclined to provide a bid at this time, please explain why in the “No” Section of this Bid Intent.

Please return this Bid Intent with signature and date by 09/25/25 by 2:00 pm

(Please check applicable box)

- ☐ **YES, we have conducted a preliminary review of the ITB and Specifications and will submit a bid by the date indicated in the bid package.**
- ☐ **Will attend the Bid/Vendor Conference on Friday, September 26, 2025, at 10:00 am at 24 Grandview Avenue, Orange Hall, Room 207, Middletown, NY.**
- ☐ **NO, we regret that at this time we are unable to submit a bid for this project for the following reason:**

(Signature of Authorized Individual)

Company Name:

Address:

Telephone/Fax:

Contact Name:

We would like to thank you for your time and look forward to working with you on this or future projects.