

# ATTENTION VENDORS

If you find that you are not interested in bidding/quoting this particular project, **please fill in this sheet and return it to:**

**Town of North East Town Hall  
19 North Maple Avenue, P.O. Box 516  
Millerton, NY 12546**

We are very interested in learning why you do not bid.

PROPOSAL #: **RFP-TONE-01-19**  
TITLE: **Design of Shared Highway Garage and Fuel Storage Facility**

VENDOR NAME \_\_\_\_\_  
CONTACT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_

For purposes of facilitating your firm's response to our request for proposal the Town of North East is interested in hearing reasons for failure to respond. If your firm is not responding please indicate the reason by checking all appropriate items below and returning this form to the address above.

## **WE ARE NOT RESPONDING BECAUSE:**

- \_\_\_\_\_ Items and/or materials requested are not manufactured by us or are not available to our company.
- \_\_\_\_\_ Our items and/or materials do not meet your specifications
- \_\_\_\_\_ Specifications are not clearly understood or applicable \_\_\_\_\_ too vague \_\_\_\_\_ too rigid
- \_\_\_\_\_ Quantities too small
- \_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_

**DESIGN OF SHARED HIGHWAY GARAGE AND FUEL STORAGE  
FACILITY**

**REQUEST FOR PROPOSALS  
RFP-TONE-01-19**



**Proposals Due  
February 22, 2019  
2:00 pm**

**SUBMIT PROPOSALS TO:**

**George Kaye, Town Supervisor  
Town of North East Town Hall  
19 North Maple Avenue, P.O. Box 516  
Millerton, NY 12546**

**PHONE (518) 789-3300 Ext. 608    FAX (518) 789-3399    EMAIL: [ne.supervisor@taconic.net](mailto:ne.supervisor@taconic.net)**

## **INSTRUCTIONS AND INFORMATION**

### **Read all documents contained in the proposal specifications.**

- Sealed proposals for **Design of Shared Highway Garage and Fuel Storage Facility** will be received in the Town of North East Town Hall, 19 North Maple Avenue, PO BOX 516, Millerton, NY, on or before **2:00 p.m., February 22, 2019**. Specifications and proposal forms are attached hereto.
- The Town of North East official bid documents are obtained from the Empire State Purchasing Group's Regional Bid Notification System at [www.empirestatebidsystem.com](http://www.empirestatebidsystem.com) or, if applicable, the Town of North East website. Copies of bidding documents obtained from any other source are not considered official copies. In addition to obtaining the official bid documents, any and all addendum pertaining to a particular bid or RFP are posted on the same website that the official bid documents are obtained: [www.empirestatebidsystem.com](http://www.empirestatebidsystem.com). It is incumbent upon all potential bidders to view all posted addenda prior to the bid close date. If you have obtained this document from a source other than the Town of North East or the Empire State Regional Bid Notification System, it is recommended that you obtain an official copy. You may obtain an official copy by registering on the Empire State Regional Bid Notification System at [www.empirestatebidsystem.com](http://www.empirestatebidsystem.com) or by using the link provided at [www.dutchessny.gov](http://www.dutchessny.gov) , Quick Link: "Bidding and RFP's."
- Proposers are responsible for submitting their proposals to the appropriate location at or prior to the time indicated in the specifications. **No proposals will be accepted after the designated time or date indicated in the proposal specifications.** It is recommended that proposals be submitted in advance, at least one day prior to the specified date and time to allow for a timely receipt. Delay in mail delivery is not an exception to the receipt of a proposal.
- Proposers shall indicate, **on the outside of their sealed proposal**, the following information:

#### **1. Proposal for Professional Services, Shared Highway Garage and Fuel Storage Facility**

Failure to do so may result in rejection of the proposal as being unresponsive.

- **The following forms are necessary to be submitted as a proposal, as well as any additional forms requested in the detailed specifications:**
  1. **CS-1 – Proposer Information Form, completed, signed and dated.**
  2. **CS-2 - Non-Collusion Affidavit, completed, signed and dated.**

**It is not necessary to submit your copy of the technical specifications with the proposal. They should be retained by the proposer for their records.**

**INSTRUCTIONS AND INFORMATION (Cont'd)**

- **Proposers must submit (3) original, plus two (2) copies, plus one (1) digital copy (on USB drive, as a single pdf document) of their Proposal, unless otherwise stated in the specifications. The original must be clearly marked. All proposals must be filled out in ink, or be typewritten. Proposals submitted in pencil will be rejected as unresponsive. Proposals which have been corrected by white out or cross out, and have not been initialed and/or dated will be rejected as unresponsive.**
- No Proposer may withdraw a proposal within one hundred and twenty (120) days after the actual date proposals are due.
- Should the proposer find discrepancies or omissions in the specifications, he/she shall notify Lorna Sherman at [ne.businessoffice@taconic.net](mailto:ne.businessoffice@taconic.net), hereinafter referred to as the Purchasing Agent, at once. The Purchasing Agent will not assume responsibility for any oral instructions, or interpretations of meaning of the specifications or other contract documents to any Proposer by any person or persons.
- The Purchasing Agent, and/or his/her designee, shall be the only one authorized to make changes or alterations to anything contained in these specifications. Such changes shall be posted as an addendum on the following website: [www.empirestatebidsystem.com](http://www.empirestatebidsystem.com).
- Written questions and inquiries concerning this Request for Proposals shall be submitted to George Kaye at [ne.supervisor@taconic.net](mailto:ne.supervisor@taconic.net) and Debra Middlebrook at [dmiddlebrook.villagemillerton@gmail.com](mailto:dmiddlebrook.villagemillerton@gmail.com) with a copy to Lorna Sherman at [ne.businessoffice@taconic.net](mailto:ne.businessoffice@taconic.net) **on or before the date and time stated in the bid documents.** **Verbal questions will not be entertained.**
- References in the specifications to a particular trade name, manufacturer's catalog or model number are made for descriptive purposes to guide the bidder in interpreting the type and quality of materials or supplies or nature of work desired. Such descriptions should not be construed as excluding bids on other types of materials and supplies or for performing the work in a manner other than specified, providing that the materials and supplies and manner of performing the work offered are of equal quality to that specified and equally acceptable to the Town of North East for its purposes. Exceptions must be clearly stated. The Town of North East Town Supervisor will determine equal products or services.
- The Town of North East guarantees no minimum or maximum purchase.
- Proposers who are required to adhere to the prevailing wage schedule shall obtain and maintain a current schedule from the New York State Department of Labor for the entire term of the contract. The Town may audit adherence to this schedule at any time during or after the contract period.
- The Purchasing Agent reserves the right to reject all proposals, parts of all proposals, or all proposals for any one or more supplies or contractual services included in the proposed contract, when such rejection is in the best interest of the Town.
- The Town of North East reserves the right to award to single or multiple vendors, in whole or in part, by item, by class, by category, or to establish primary/secondary contracts, whichever the Town deems to be in the best interest of the Town of North East.

**INSTRUCTIONS AND INFORMATION (Cont'd)**

- The contract will be awarded to the RESPONSIBLE PROPOSER best meeting the needs of the Town, based on, but not limited to:
  - a. Approach to the project.
  - b. Experience in meeting the needs of the project (examples should be submitted with the proposal).
  - c. Experience working with other entities (references must include client name, contact person, phone number and description of project).
  - d. Ability to provide services in a timely manner, meeting established project deadlines, including a strategy of key activities and ability to meet target schedule.
  - e. Proposed cost.

And who has demonstrated judgment and integrity, is of good reputation, experienced in his work, whose record of past performance in the trade is established as satisfactory, and whose financial status is such to provide no risk to the Town of North East in its contractual relations.

- Upon acceptance of any proposal, the successful proposer shall execute a contract, if applicable, in accordance with the specifications, with the Town of North East, State of New York.
- A contract shall not be assignable by the contractor in whole or in part without the written consent of the Town of North East.
- All or any Town of North East department may participate in this contract. Each ordering agency shall be invoiced directly for their orders and shall receive shipments at their designated locations.
- The Town of North East reserves the right to allow other governmental entities, to purchase any goods and/or services awarded as a result of this proposal. However, it is understood that the extension of such contracts are at the discretion of the vendor and the vendor is only bound to any contract between the Town of North East and the vendor. The Town of North East shall have no responsibility in the dealings between the vendor and any other governmental entity other than the Town of North East.
- Prior to any vendor receiving payment for goods and/or services rendered, the Town of North East requires that all vendors have a current completed IRS form W-9 on file with the Town of North East Business Office
- A contract shall be deemed in force only to the extent of appropriations available to each department for the purchase of such articles or services. The Town's extended obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.
- By submission of this proposal, each Proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law

**INSTRUCTIONS AND INFORMATION (Cont'd)**

● **GRIEVANCE AND PROTEST PROCEDURES:**

1. Any protest to the Town of North East's consideration of any bid must be submitted in writing and received by the Town Supervisor no later than five (5) calendar days after the bid award. A written reply to the protest will be sent to the protesting bidder by the Town Supervisor
2. The protest must contain:
  - Identification of the statute or procedure that is alleged to have been violated;
  - A precise statement of the relevant facts;
  - Identification of the issues to be resolved;
  - Aggrieved party's argument and support documentation.

**Any notice of protest received after the deadline will not be considered.**

- **NOTE: VARIATIONS AS STATED IN THE BID SPECIFICATIONS TAKE PRECEDENCE OVER THIS INSTRUCTIONS AND INFORMATION SECTION.**

Date: January 31, 2019

**Town of North East  
Request for Proposals  
Design of Shared Highway Garage and  
Fuel Storage Facility  
January 2019**

**Introduction:**

The Town of North East is accepting proposals from qualified engineering/architect firms for building programming services, design services, construction administration services and construction inspection services for the following:

**Design services for Shared Highway Garage and Fuel Storage Facility  
located on the site of the proposed new Town of North East Highway Garage  
on NYS Route 22, North East, NY.**

All work shall comply with the latest issue of NYSDOT Entrance Standards, DCDOH and NYSDOH standards for wastewater disposal, NYSDEC standards for Stream Disturbances, Erosion Control and Stormwater Management practices, A.D.A. Regulations and the NYS Building Code as amended. Proposers must be licensed to practice professional engineering and/or architecture in the State of New York. Proposals must be received no later than **2:00 PM Friday February 22, 2019** at the following address:

**George Kaye, Town Supervisor  
Town of North East Town Hall  
19 North Maple Avenue, P.O. Box 516  
Millerton, NY 12546**

Envelopes must be marked: **“Proposal for Professional Services, Shared Highway Garage and Fuel Storage Facility”**.

Proposers must submit three (3) original, plus two (2) copies, plus one (1) digital copy (on USB drive, as a single pdf document) of their proposals. Proposals may be mailed, but the Town of North East gives no guarantee that said proposal will be received in the Town Supervisor’s office by the designated time. The Proposal shall include documentation and experience with past projects funded by the Dutchess County Shared Service Grant Program, including all required documentation, monitoring, and reporting.

These RFP Documents can be viewed on the Town of North East website – [www.townofnortheastny.gov](http://www.townofnortheastny.gov) by following the link to the “Shared Highway and Fuel Storage Facility Project”. Those who download the RFP and wish to be placed on a list to receive information for this proposal as it is released, must register with the Town of North East Business Office by sending an email to [ne.businessoffice@taconic.net](mailto:ne.businessoffice@taconic.net). A return email acknowledging this registration will be transmitted.

Submit questions pertaining to this RFP by email to George Kaye at [ne.supervisor@taconic.net](mailto:ne.supervisor@taconic.net) and Debra Middlebrook at [dmiddlebrook.villagemillerton@gmail.com](mailto:dmiddlebrook.villagemillerton@gmail.com) with a copy to Lorna Sherman at [ne.businessoffice@taconic.net](mailto:ne.businessoffice@taconic.net) no later than 2:00 PM on Thursday February 7, 2019. **Verbal questions will not be entertained.** All answers to the submitted questions will be posted as an addendum on the following website: <http://www.empirestatebidsystem.com>.

**PROPOSERS MUST CHECK THIS WEBSITE REGULARLY FOR ADDENDUM, WHICH MAY  
INCLUDE SIGNIFICANT CHANGES TO THE RFP SPECIFICATIONS.**

## **Background:**

The Town's current facility is in dire need of repair and relocation. It sits next to the Webatuck Creek, within a floodplain, posing an environmental hazard to the Creek that supplies drinking water to the communities.

The Town of North East and Village of Millerton have prepared this Request for Proposal (RFP) for an architect/engineer to develop design and construct plans for a multi-phased project:

- Phase I: Construction of a joint 4,800 square foot, 4 bay (Town=3, Village=1) storage building and a joint fueling facility, including space for an aquatic weed harvester, which will be used to control weeds in Rudd Pond; and
- Phase II: Construction of a 3,200 square foot sand/salt storage shed that will store approximately 2,000 tons of material.
- Phase III: Construction of a 15,000 square foot, joint Highway Garage Facility including administrative offices, breakroom, vehicle storage, maintenance and parts storage.

The intent of this project is to program a new Shared Highway Garage and Fuel Storage Facility on a new 3.7 acres parcel located on NYS Route 22, Tax Parcel #133889-7171-00-950854, and shall include the following:

- a. Space planning and schematic building design of Storage Building, Fuel Storage Facility, Sand/Salt Building, Highway Garage Facility. (Phases I, II, III).
- b. Site Plan, grading, utilities, stormwater design, water supply and wastewater disposal, erosion control, and site related details (Phases I, II, III).
- c. Construction Documents for Storage Building and fuel storage design, electrical plans for Building Permit, bidding and construction (Phase I).
- d. Construction Documents for Sand/Salt Building design, electrical plans for building permit, bidding, and construction (Phase II).

## **Scope of Services:**

The Town of North East is requesting proposals from qualified firms for the following scope of services:

### **I. Building and Site Programming Services (Phases I, II, and III):**

This task shall consist of the development of a schematic design, including the Site preparation, site access, site utilities, stormwater, mechanical, electrical, plumbing, HVAC and other systems required for the new facilities. During this task, all design criteria and solutions shall be developed within the program requirements and budget as established by the Town.

The consultant will meet with the Town to understand their needs and program the Site and building space. It shall be explicitly understood that there shall be no limit for the number of meetings with the Town, or visits to the site in developing the programming plan. Further, it shall be understood that the Consultant will be responsible for providing professional services for not only programming and designing the space needed for the Highway function, but also for providing programming and design services for specialty features such as stream relocation, fuel storage, sand/salt storage, wash bay and oil/water separator, etc.

The Consultant shall also provide design development planning services relative to the overall site development. This includes site access from NYS Route 22, stream relocation, parking, storm water



management, lighting, sediment and erosion control, landscaping plan, grading alternatives for the building entrance plan, and any other matter that may arise during the planning and design of a project of this nature. Deliverables for the Building Programming Phase are as follows:

1. Programming sessions in a number required to complete this task with the Town.
2. Provide minutes of all meetings.
3. Evaluate alternative site and building layouts.
4. Provide a schematic design development letter report with a budget that describes the scope of work and basic development program. It shall describe the overall design philosophy and operational characteristics of the entire site.
5. Prepare concept drawings for the front and side elevations of the building depicting the appearance of the building and proposed landscaping.
6. Concept drawings and descriptions for:
  - a. Property boundary, planimetric and topographic (2 feet contour interval) survey of the entire 3.7-acre parcel;
  - b. Site plan shall include location of the new buildings, fuel storage facility and site in relation to its immediate area, all existing and/or proposed utilities, grading, existing and proposed lighting, roads, stormwater facilities, water and wastewater facility, parking and outdoor facilities;
  - c. Floor plans (1/8" scale or as agreed upon by Town) shall include all required space, doors, windows, stairs, square footage, planned occupancies, exits, major items of fixed equipment, and illustrating reasonable compatibility with routings of mechanical, electrical, plumbing, telecommunications/data and security services;
  - d. General description of the Project including use, architectural concept, conformance to requirements, zoning, lot coverage, code compliance; and,
  - e. Outline specifications for site development, architectural, structural, mechanical, plumbing, electrical, and site utilities.
7. The consultant shall not proceed to the Design Services until the Town has signed-off on the programming plans.

## **II. Design Services:**

The design shall include all services necessary to compile drawings and specifications for the new Highway Garage and fuel Storage Facility.

1. Preparation of SEQRA documents and supporting information to complete the SEQRA review by the Town.
2. Preparation of plans, specifications and applications for all required permits including but not limited to:
  - a. NYS Department of Transportation for a new Commercial Entrance onto Route 22.
  - b. NYSDEC Stream Disturbance permit for relocating the existing stream (as required)
  - c. NYSDEC Stormwater Regulations including an NOI and SWPPP.
  - d. Dutchess County Dept. of Health for a new well and Subsurface Disposal System
  - e. Relocation of existing utility poles and lines that currently bisect the property.
  - f. Site plan, grading, utilities, stormwater design, wastewater disposal, erosion control, and site related details (Phases I, II, III).
  - g. Space planning and schematic building design of Storage Building, Fuel Storage Facility, Sand/Salt Building, Highway Garage Facility (Phases I, II, III).
  - h. Construction Documents for Storage Building and fuel storage design, electrical plans for

Building Permit, bidding and construction (Phase I).

- i. Construction Documents for Sand/Salt Building design, electrical plans for building permit, bidding, and construction (Phase II).
3. Water and sewer service will be from an individual onsite well and subsurface disposal system. It is the responsibility of the design engineer to design new potable water supply and sanitary disposal system, together with all support facilities that may be needed as well as obtain approval from the Dutchess County Department of Health;
4. Perform field measurements where required to supplement information provided;
5. Perform all architectural and engineering work required to complete the design of this Project including sizes and types of connecting materials and other associated details;
6. Provide minutes of all meetings and reports of all reviews and comments;
7. Final contract documents shall include all engineering drawings, all floor plans, sections, elevations, details, schedules and other data required to obtain complete bids. If the drawings are not sufficient in number or content to demonstrate the feasibility of the architectural, civil, structural, electrical, and mechanical or site development installations, the Town may order the design engineer to prepare additional documents, at no additional cost, to adequately define said feasibility. Any interference between trades caused by inadequate design or coordination of the contract drawings and specifications will be the responsibility of the Consultant, who will prepare, at no additional cost, any supplemental drawings necessary to establish the feasibility of resolving interferences found prior to, or during, the bidding period, or during construction;
8. Obtain a schedule of the State minimum prevailing wage rates for various classifications of labor employed on the Project;
9. Create all drawings on the latest version of AutoCAD and provide the Town with a copy of the contract documents in electronic format;
10. Complete, sign and seal all drawings to be issued as contract documents. The Plans and Specifications shall bear the signature and seal of the architect and/or engineer;
11. Prepare technical specifications in CSI format describing all aspects of the construction process for the Project work. Project manual shall also include: Information for Bidders; Form of Bid; Form of Bid Bond; Contract; Labor and Materials Payment Bond; Performance Bond; and General and Supplemental Conditions.

### **III. Bidding Services and Construction Administration:**

1. The Consultant shall prepare and supply the necessary sets of Contract Documents for bidding and eventual award of contracts between the Town and the contractors for multiple separate contract packages: General, Electrical, Mechanical and Plumbing. If the construction cost is held to the limit established by NYS General Municipal Law a single contract can be let for the entire project at the Town's discretion.
2. The Consultant shall solicit contractor interest to ensure competitive bidding and shall keep account of and distribute drawings to prospective bidders and furnish the Town with reports on same.
3. The Consultant shall attend and issue minutes of the pre-bid meeting.
4. The Consultant shall investigate questions posed by bidders relative to bid documents and issue replies to all bidders. Any materials changed to the Contract Documents shall be issued in the form of Addendum.
5. The Consultant shall be present at bid opening if requested by the Town.

6. The Consultant shall review and analyze the bids, investigate experience, qualifications and references of the three lowest bidders for each Contract that is bid and, make recommendations to the Town in writing as to the award of each Contract that is bid.
7. The Consultant shall attend and issue minutes of a bid review meeting.
8. The Consultant shall be responsible for preparing all required documentation for review and approval by the Dutchess County Shared Service Grant Program including all required monitoring, and reporting.
9. Construction administration including pre-construction, inspections, contractor coordination and processing of payment applications.
10. Coordination with Town officials and Dutchess County for compliance with Dutchess County Shared Services Grant Program requirements.

### **Project Schedule:**

- Town Awards Professional Services Contract (PSC) Date: March 14, 2019
- Construction Documents Complete Date: May 24, 2019
- Estimated Completion of Construction Phase I Date: December of 2019

### **Proposal Submission:**

Prospective Consultants shall submit the cost for their proposals in the following format:

1. Cost for project programming and Design Services (lump sum);
2. Cost for project Bidding and Construction Administration Services (lump sum).

Proposals shall also include the Consultant's qualifications, similar work experience, references and a listing and qualifications for all sub-consultants that will be used. The Proposal shall include a brief narrative description of 3-5 projects involving similar types of services provided to municipal clients, within the last 7 years, including but not limited to providing a starting established budget and the final project cost. The Proposal shall include a list of similar size projects proposer has worked that involved funding from a grant program.

Proposers must include in their proposal submissions a completed and signed Proposer Information Form and a Non-Collusion Statement (both forms can be found at the end of this document).

The Town reserves the right to reject any and all proposals that are received. All proposals submitted remain the property of the Town of North East. The Town of North East and the Village of Millerton will not be responsible for any expenses in the preparation and/or presentation of the proposal.

### **Evaluation Criteria:**

Proposals will not be evaluated solely upon their cost but will also evaluate each proposal submission on the criteria listed below. The selection process may or may not include formal interviews and will be based primarily upon the following criteria that are presented in no formal order:

1. Cost;

2. Experience with work on similar municipal highway building and facility projects;
3. Experience with Municipal Grant Program funded projects of a similar size;
4. Staff and team experience;
5. Ability to service the Town of North East;
6. Demonstrated ability to maintain Design and Construction costs within established budgets.

The Town of North East and the Village of Millerton reserves the right to seek clarification of information submitted in response to this RFP and/or request additional information during the evaluation process.

### **Contract and Insurance Requirements:**

The successful Consultant will be expected to execute a Standard Form Contract with the Town of North East and provide the Town with a certificate of insurance naming the Town of North East as an additional insured in accordance with the below listed limits.

The AGENCY / Contractor agrees to hold harmless and indemnify the Town of North East and the officers, agents, and employees of said Town, from and against all loss, damage, claims, demands, causes of action, and judgments arising out of bodily injury of whatever kind or nature, and property damage of whatever kind or nature, caused by the AGENCY and arising out of the AGENCY's performance of this Agreement. Additionally, the AGENCY agrees to procure and maintain, at its own expense, insurance of the kinds and in the amounts hereinafter provided, with insurance authorized to do business in the State of New York, covering all operations under this Agreement, whether performed by the AGENCY or by its subcontractor. Before commencing work on behalf of the Town of North East, the AGENCY shall furnish Certificates of Insurance that have complied with these requirements, which certificates shall provide:

1. Coverage shall not be canceled or reduced until (30) days written notice has been given to the Town.
2. Underwriters will have no rights of recovery or subrogation against the Town of North East, it being the intention of the parties that the insurance policies so effected shall protect both parties.
3. The insurance company(ies) issuing the policy(ies) shall have no recourse against the Town of North East for payment of any premiums or for assessments under any form of the policy.
4. Any and all deductible and self-insurance retentions in the above-described insurance policies shall be assumed by and at the risk of the AGENCY in the amount as indicated in such policies.
5. The coverage parts and amount of insurance required are as follows:
  - a. Commercial General Liability insurance with minimum limits of \$1,000,000 per occurrence, subject to a \$2,000,000 annual aggregate.
  - b. Coverage shall include bodily injury, property damage, and blanket contractual liability. The Town of North East shall be named as an additional named insured.
  - c. Automobile Liability with minimum limits of \$1,000,000 each accident. Coverage shall provide for any vicarious liability of the Town of North East and be applicable to all owned, non-owned, hired, borrowed or temporarily used vehicles of the AGENCY.
  - d. Statutory Workers' Compensation and New York State Disability in accordance with the Compensation laws of the State of New York.
  - e. Professional liability insurance with a minimum of \$1,000,000 per occurrence and a \$2,000,000 annual aggregate. The Town of North East shall be named additional insureds. (NOTE: in some cases, this requirement of professional liability is not required. This decision is made on a case by case basis).

# Proposed Garage Site:



# PROPOSER INFORMATION/ACKNOWLEDGEMENT FORM

Full Legal Name of  
Company Submitting Bid: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: (     ) \_\_\_\_\_ Fax Number: (     ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

Name of Authorized Official Submitting Proposal:

\_\_\_\_\_  
(Please Print or Type)

Signature of Authorized Official Submitting Proposal:

\_\_\_\_\_

Date: \_\_\_\_\_

NOTE: By signing and submitting this proposal for consideration by the Town of North East and the Village of Millerton, the vendor acknowledges that they have read, understand and agree to all aspects of the specifications as presented without reservation or alteration.

**NON-COLLUSION STATEMENT**

**GENERAL MUNICIPAL LAW SECTION 103-d**

By submission of this proposal, each bidder and each person signing on behalf of any bidder, certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communications oral agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and
3. No attempt has been made, or will be made, by the Bidder to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

\_\_\_\_\_  
Firm

\_\_\_\_\_  
By

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date