

## NOTICE TO BIDDERS

The Town of Rye is accepting proposals to replace all of the exterior windows and doors within the Crawford Park Mansion, 122 North Ridge Street, Rye Brook, New York 10573; approximately eighty (80) in all. Proposals shall be for the field measurement, manufacture, delivery and installation of replacement windows and doors. Design, manufacture, delivery, assembly and installation shall be included in the price and are the sole responsibility of the Contractor.

Bid packages may be obtained from the Town Clerk, Hope Vespia, [hvespia@townofryeny.com](mailto:hvespia@townofryeny.com) or by calling Town Clerk Hope Vespia at 914-939-3075. This Request for Proposals is also available for download at the Town of Rye website at [www.townofryeny.com](http://www.townofryeny.com)

RFP Schedule:

Publication Date:	July 1, 2015
Site Visit	July 16, 2015
Questions/Clarifications	July 22, 2015
Due Date for Bids, 4:00PM on	August 6, 2015
Contract Award	August 18, 2015

The Town of Rye reserves the right to change this schedule. All packet recipients will be notified of any changes to the above schedule.

Site Visits: Access to the facility for interested bidders may be scheduled by calling Bishop Nowotnik, Director of Purchasing in the Supervisor's office; Tel: 914-939-3075. The site location is Crawford Park Mansion, 122 North Ridge Street, Rye Brook, New York, 10573. A site visit for interested bidders has been scheduled for 10:00AM Thursday, July 16, 2015.

A COMPLETE AND SIGNED original of the proposal must be received in a sealed envelope by 4:00pm ON August 6, 2015: Envelope must be marked: Crawford Mansion Window & Door Replacement

Town of Rye Clerk  
Attn: Hope Vespia  
222 Grace Church Street - 3rd Flr  
Port Chester, New York 10573

Costs of Preparation: Bidder assumes all costs of preparation of the proposal and any presentations necessary to the proposal process.

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**CRAWFORD MANSION WINDOWS & DOORS REPLACEMENT**

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**REQUEST FOR PROPOSAL**

**CRAWFORD MANSION WINDOWS & DOORS  
REPLACEMENT**

**DELIVER SEALED PROPOSALS TO:**

**Town of Rye Clerk  
Attn: Hope Vespia  
222 Grace Church Street - 3<sup>rd</sup> Flr  
Port Chester, New York 10573**

**DUE DATE: AUGUST 6, 2015**

# CRAWFORD MANSION WINDOWS & DOORS REPLACEMENT

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## REQUEST FOR PROPOSAL: CRAWFORD MANSION WINDOWS & DOORS REPLACEMENT

### 1.0 GENERAL INFORMATION

- 1.1 **Purpose:** The Town of Rye is accepting proposals to replace all of the exterior windows and doors in the Crawford Park Mansion, 122 North Ridge Street, Rye Brook, New York 10573. Approximately eighty (80) in all.

This Request for Proposals (RFP) states the instructions for submitting proposals, the procedure and criteria by which a vendor may be selected and the contractual terms by which Town of Rye intends to govern the relationship between it and the selected Contractor.

1.2 **RFP Schedule:**

Publication Date:	July 1, 2015
Site Visit	July 16, 2015
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- 1.3 **Definition of Parties:** Town of Rye will hereinafter be referred to as "Town of Rye". Respondents to the RFP shall be referred to as "Bidders." The Bidder to whom the contract is awarded shall be referred to as the "Contractor".
- 1.4 **Scope:** Proposals shall be for the *field measurement, delivery and installation of replacement windows and doors*. Design, delivery, assembly and installation shall be included in the price and are the sole responsibility of the Contractor. See Scope of Work section for details.
- 1.5 **Site Visits:** Access to the facility for interested bidders may be scheduled by calling the Supervisor's office; 914-939-3075. The site location is Crawford Park Mansion, 122 North Ridge Street, Rye Brook, New York, 10573.
- 1.6 **Evaluation Criteria:** Proposals will be evaluated on many criteria deemed to be in Town of Rye's best interests, including, but not limited to:
- Cost
  - Ability to meet specifications, terms and conditions
  - Deposit requirements (maximum 15% of total order)
  - Delivery/Project Completion Schedule
  - References

# **CRAWFORD MANSION WINDOWS & DOORS REPLACEMENT**

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- 1.7 **Communication with Town of Rye:** It is the responsibility of the bidder to inquire about any requirement of this RFP that is not understood. **All questions must be submitted, via email, no later than the end of business on July 22, 2015.** Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. Town of Rye will not be bound by oral responses to inquiries or written responses other than addenda.

Please direct all inquiries to:

Bishop Nowotnik  
Town of Rye - Director of Purchasing  
222 Grace Church Street - 3rd Flr  
Port Chester, New York 10573  
[bnowotnik@townofryeny.com](mailto:bnowotnik@townofryeny.com)

**The deadline for written inquiries is 4:00PM on July 22, 2015**

## CRAWFORD MANSION WINDOWS & DOORS REPLACEMENT

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- 1.8 Award of Proposal: Town of Rye's objective is to award the proposal to one bidder. However Town of Rye reserves the right to award this proposal on an item-by-item basis or a group of items. Town of Rye reserves the right to reject any or all proposals, in whole or in part, and is not necessarily bound to accept the lowest cost proposal. Should Town of Rye determine in its sole discretion that only one bidder is fully qualified, or that one bidder is clearly more qualified than any other under consideration, a contract may be awarded to that bidder without further action.
- 1.9 Confidentiality: The information contained in proposals submitted for Town of Rye's consideration will be held in confidence until all evaluations are concluded and an award has been made. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. Town of Rye will honor requests for confidentiality for information of a proprietary nature to the extent allowed by law. Bidders should clearly mark any information considered confidential and/or proprietary.
- 1.10 Costs of Preparation: Bidder assumes all costs of preparation of the proposal and any presentations necessary to the proposal process.
- 1.11 Debarment: Submission of a signed proposal in response to this solicitation is certification that the bidder (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any City, State or Federal department or agency. Submission is also agreement that Town of Rye will be notified of any change in this status.
- 1.12 Proposal Understanding: By submitting a proposal, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions herein. Any exceptions should be noted in the bidder's proposal.
- 1.13 Proposal Validity: Unless otherwise specified, all proposals shall be valid for 90 days from the due date of the proposal.
- 1.14 Proposal Submission: A **SIGNED** original of the proposal must be received by:  
**Town of Rye Clerk**  
**Attn: Hope Vespia**  
**222 Grace Church Street - 3rd Flr**  
**Port Chester, New York 10573**

- Normal business hours are 8:30 AM to 4:00 PM, Monday through Friday.

# CRAWFORD MANSION WINDOWS & DOORS REPLACEMENT

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- Proposals received after the due date will be returned unopened.
- There will be no public opening of proposals (see 1.7 – Confidentiality).
- Vendors are strongly encouraged to submit proposals in advance of the due date to avoid the possibility of missing the due date because of unforeseen circumstances. -
- Vendors assume the risk of the methods of dispatch chosen. Town of Rye assumes no responsibility for delays caused by any package or mail delivery service.
- Postmarking by the due date WILL NOT substitute for receipt of proposal.
- All bid envelopes must be marked with the following information:
  - Name of Bidder:
  - Address of Bidder:
  - RFP Due Date: August 6, 2015
  - Project Name: Crawford Mansion Windows & Doors Replacement

1.15 Additional time will not be granted to any vendor. Additional time may be granted to all vendors if Town of Rye determines that circumstances require it.

1.16 Errors: Proposals may be withdrawn or amended by bidders at any time prior to the proposal opening. If a significant mistake has been made by an apparent low bidder, the bidder will be given the option of fulfilling the contract at the proposed price or withdrawing the proposal. If and extension error has been made, the unit price will prevail.

## 2.0 GENERAL TERMS AND CONDITIONS:

- 2.1 Contract Documents: If a separate contract is not written, the contract entered into by the parties shall consist of the RFP, the signed proposal submitted by the Contractor, the specifications including all modifications thereof, and a purchase order or letter of agreement requiring signatures of Town of Rye and the Contractor, all of which shall be referred to collectively as the Contract Documents.
- 2.2 Contract Validity: In the event one or more clauses of the contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the contract.
- 2.3 Contract Administration: If the Contractor needs clarification of or deviation from the terms of the contract, it is the Contractor's responsibility to obtain written clarification or approval from Bishop Nowotnik, Director of Purchasing, Town of Rye, 914-939-3075, [bnowotnik@townofryeny.com](mailto:bnowotnik@townofryeny.com)
- 2.4 Litigation: The Contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of New York without reference to its conflicts of laws principles. The Contractor agrees that any litigation action or proceeding arising out of this Contract shall be instituted in a state court located in the State of New York.
- 2.5 Assignment: Neither party of the contract shall assign the contract without the prior written consent of the other, nor shall the contractor assign any money due or to become due without the prior written consent Town of Rye.

# CRAWFORD MANSION WINDOWS & DOORS REPLACEMENT

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- 2.6 **Transportation:** Contractor is responsible to ship, receive, inspect, stage their materials at **Crawford Park Mansion, 122 North Ridge Street, Rye Brook New York 10573**. Proposal prices must include all charges for transportation including but not limited to, packaging, crates, containers, insurance, and duty and brokerage charges necessary to complete delivery. Supervision of the delivery, unloading and storing the materials is the sole responsibility of the contractor.
- 2.7 **Delivery Notification:** Town of Rye shall be notified forty-eight (48) hours prior to delivery and installation. Delivery notification shall be made to Bishop Nowotnik, Director of Purchasing, Town of Rye, 914-400-6924. Delivery hours are restricted to Monday – Friday, 8:00 AM – 3:00 PM, holidays excluded.
- 2.8 **Packaging:** All shipping containers shall be properly and legibly marked or labeled on the outside with the description of the items and purchase order number. Packing or delivery slips must be provided.
- 2.9 **Tax Exemption:** Town of Rye, as a government municipality, is exempt from the payment of Federal Excise Taxes on articles not for resale and for the Federal Transportation Tax on all shipments. The Contractor and subcontractor shall quote and shall be reimbursed less these taxes. Upon application, exemption certificates will be furnished when required. Town of Rye is exempt from the payment of New York State Sales and Use Taxes.
- 2.10 **Equal Opportunity:** In the execution of the contract, the Contractor and all subcontractors agree, consistent with Town of Rye policy, not to discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin or citizenship status, age, disability or veterans status and to provide reasonable accommodations to qualified individuals with disabilities upon request.
- 2.11 **Independent Contractor:** Whether the Contractor is a corporation, partnership or other legal entity, the Contractor is an independent contractor. The manner in which services are performed shall be controlled by the Contractor, however, the nature of the services and the results to be achieved shall be specified by Town of Rye. The Contractor is not to be deemed an employee or agent of Town of Rye and has no authority to make any binding commitments or obligations on behalf of Town of Rye except as expressly provided herein.
- 2.12 **Indemnification:** The Contractor agrees to be responsible for, and to protect, save harmless, and indemnify Town of Rye and its employees from and against all loss, damage, cost and expense (including attorney's fees) suffered or sustained by Town of Rye or for which Town of Rye may be held or become liable by reason of injury (including death) to persons or property or other causes whatsoever, in connection with the operations of the Contractor or any subcontractor under this agreement.
- 2.13 **Contractor's Liability Insurance:** During the term of this agreement, the Contractor shall maintain the following insurance:

<u>Insurance Type</u>	<u>Coverage Limit</u>
1. Commercial General Liability (Written on an Occurrence based form)	\$1,000,000 per occurrence or more (Bodily Injury and Property Damage)

# CRAWFORD MANSION WINDOWS & DOORS REPLACEMENT

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| 2. Automobile Liability<br>(Including Hired & Non-Owned) | \$1,000,000 per occurrence or more<br>(Bodily Injury and Property Damage)  |
| 3. Workers Compensation                                  | Required for all personnel<br>(In Compliance with Applicable State<br>Law) |

Town of Rye shall be named as an Additional Insured on the Commercial General Liability insurance. Certificates of Insurance for all of the above insurance shall be filed with Town of Rye.

Certificates shall be filed prior to the date of performance under this Agreement. Said certificates, in addition to proof of coverage, shall contain the standard Acord statement pertaining to written notification in the event of cancellation, with a thirty (30) day notification period.

An additional insured and certificate holder, Town of Rye shall be named as:

Town of Rye  
222 Grace Church Street - 3rd Flr  
Port Chester, New York 10573

Additional insured shall be added to this certificate at Town of Rye's request at no additional cost.

- 2.14 Quantities: The quantities shown on this request are based on estimated needs. Town of Rye reserves the right to adjust quantities to meet actual needs.
- 2.15 Colors/Finishes: Town of Rye reserves the right to change colors or finishes within the same price level prior to placement of final order.

### 3.0 PERFORMANCE TERMS AND CONDITIONS:

- 3.1 Furnish and Install: The items on this contract will be provided on a Contractor furnish and install basis. The Contractor will have the complete responsibility for the items until delivered and installed. All transportation and installation arrangements will be the responsibility of the Contractor. Items will be delivered directly to **Crawford Park Mansion, 122 North Ridge Street, Rye Brook New York 10573**. Delivery notification must be made to the end user at least 48 hours prior to delivery. Supervision of the delivery, unloading and storing the materials is the sole responsibility of the contractor. Final site clean-up shall be provided. All crating and other debris **must** be removed from the premises and disposed of properly in non-Town of Rye containers. The Contractor will be solely responsible for correcting damage to premises resulting from the delivery and assembly process.
- 3.2 Default Contingency: In the case of default by the Contractor, for any terms of the Contract, Town of Rye may procure the items from other sources and hold the contractor responsible for any excess cost occurring as a result of the default.

# CRAWFORD MANSION WINDOWS & DOORS REPLACEMENT

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- 3.3 Payment: Payment of up to 90% of the contract price, will be made upon receipt of correct invoice for goods that have been delivered, installed and accepted. All windows, doors and hardware must be installed, inspected and punch listed by Town of Rye, and punch list items repaired prior to final payment. There will be a retention of 10% of the final price, payable 30 days after certification of project completion

## 4.0 SCOPE OF WORK

Bidder proposes to furnish all materials and labor to perform the following work:

### Standard Window Features:

- Window construction consists of maintenance free, rot resistant, low expansive core material. (WOOD, METAL, or FIBERGLASS)
- Double glazed system consisting of dual-paned high performance Low- E glass.
- Argon /Nitrogen (INERT GAS) (90/10) gas blend fill between glass panes with 99% fill ratio.
- Low emissive (Low E) coating for performance and efficiency as well as reduced ultra violet light penetration.
- Tilt in sashes for easy cleaning access for all double hung windows
- Heavy duty operating hardware for all casement windows
- Exterior glass coating of Titanium Dioxide to reduce water spots, dirt build up and make for easier cleaning.

### Standard Door Features:

- Door construction consists of maintenance free, rot resistant, low expansive core material. (WOOD, METAL, OR FIBERGLASS)
- Double glazed system consisting of dual-paned high performance Low- E glass.
- Argon /Nitrogen (INERT GAS) (90/10) gas blend fill between glass panes with 99% fill ratio.
- Low emissive (Low E) coating for performance and efficiency as well as reduced ultra violet light penetration.
- Heavy duty operating hardware for all doors.
- Doors designated as "EXIT" must include heavy duty panic bar exit hardware.
- All exit doors must be equipped with ADA compliant 3 point locking hardware.
- All exit doors must be keyed alike
- Exterior glass coating of Titanium Dioxide to reduce water spots, dirt build up and make for easier cleaning.

### Standard Installation Elements and Processes:

- Fully trained and manufacturer certified installation technicians
- Licensed and insured (Liability and Worker's Comp) installation services company.
- From exterior (most cases)- removal of storm windows, exterior stops, and existing window sashes.
- From interior- removal of interior window stops, sashes and storm

# CRAWFORD MANSION WINDOWS & DOORS REPLACEMENT

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- Windows and existing frame,
- Reinstall window stops and custom cover exterior blind stops with L-Trim or trim coil.
- Triple sealant application using high quality commercial grade silicone sealant per manufacturer's specified installation requirements.
- Removal of all job debris, clean-up of project areas and building daily. Disposal of old windows off customer property.
- Compliance and adherence to the Environmental Protection Agency (EPA) mandated lead safe work practices.

## Additional Selected Window Options:

Interior Color: White

Exterior Color: White

Hardware: White

Screens: Fiberglass

Grilles Styles: Colonial Style Contour Grilles **Between** the Glass

High Performance Low E glass in all windows

## 4.2 Cost Proposal:

- Provide Itemized Pricing per the following Project Bid Sheet Table:
- Contractor is responsible for verifying all dimensions and conditions in the field.
- Please note any special considerations or exceptions on a separate sheet

# CRAWFORD MANSION WINDOWS & DOORS REPLACEMENT

## PROJECT BID SHEET

BIDDER COMPANY NAME: \_\_\_\_\_

BIDDER NAME: \_\_\_\_\_

BIDDER TELPHONE NUMBER: \_\_\_\_\_

Floor/Location	Window/Door Type	Size (UI)	Quantity	Unit cost	Extension
Attic					
Attic					
Attic Sub-total					
2nd Floor					
2nd Floor					
2nd Floor					
2nd Floor					
2nd Floor					
2nd Floor					
2nd Floor					
2nd Floor					
2nd Floor Subtotal					
1st Floor					
1st Floor					
1st Floor					
1st Floor					
1st Floor					
1st Floor					
1st Floor					
1st Floor					
1st Floor					
1st Floor					
1st Floor					
1st Floor Subtotal					
Basement					
Basement					
Basement Subtotal					

<b>Project Total</b>					
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# CRAWFORD MANSION WINDOWS & DOORS REPLACEMENT

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## 5.0 FORM OF PROPOSAL

- 5.1 Please provide pricing itemized pricing for each window/door type.
- 5.2 Provide a total for the entire order on the last line.
- 5.3 Provide warranty information on all items quoted.
- 5.4 State lead time for delivery after receipt of order.
- 5.5 Provide a schedule for installation.
- 5.6 Describe the installation process.
- 5.8 Provide one set of finish samples for all materials used in furnishings quoted.
- 5.9 Provide detailed drawings, specifications, illustrations or catalog cuts of items specified.
- 5.10 Provide a list of at least three references including company name, contact name, address, telephone number, and email address. References should be companies or institutions that have purchased and installed items for a project similar in scope.
- 5.11 Business Profile: Please provide a brief description of your company.

## ADDENDUM

**These items must be completed and submitted with your bid package submission.**

1. Proof of Insurance Requirements
2. Statement and Certification of non-collusion
3. Minority & Women owned Business Certification
4. Westchester County business License

## INSURANCE REQUIREMENTS

The Contractor shall secure and maintain such insurance from an insurance company authorized to write casualty insurance in the State, as will protect himself, his subcontractors, the Town of Rye (Town), from claims for bodily injury, death or property damage which may arise from operations under this contract. The Contractor shall not commence work under this contract until he has obtained all insurance required under this section and until he shall have filed the Certificate of Insurance or the certified copy of the insurance policy with the Town of Rye. Each insurance policy shall contain a clause providing that it shall not be canceled by the insurance company without ten (10) days written notice to the Town of Rye of intention to cancel. The Contractor shall, at his expense, deliver to the Town an Insurance policy, for the minimum amounts listed below, wherein the Town is named as Additional Insured, insuring the Town against its or any contingent liability under the contract. Such policy is to be approved by the Town Attorney.

- a. Workmen's Compensation and Employers' Liability Insurance shall be secured and maintained as required by New York State.
- b. Public Liability, Bodily Injury, and Property Damage:
  1. Injury or death of one person.....\$1,000,000
  2. Injury to more than one person in a single accident.....\$2,000,000
  3. Property Damage.....\$1,000,000
- c. Automobile and Truck Public Liability, Bodily Injury and Property Damage:
  1. Injury or Death of one person.....\$1,000,000
  2. Injury to more than one person in a single accident.....\$2,000,000
  3. PropertyDamage.....\$1,000,000

CERTIFICATE OF INSURANCE: The Contractor must submit a current Certificate of Insurance to the Town of Rye SUPERVISOR'S office *prior to beginning any work* under this contract. Said Certificate must show the Town of Rye as ADDITIONAL INSURED. CERTIFICATE HOLDER shall read as:

Town of Rye, 10 Pearl Street, Port Chester, New York 10573

PROOF OF WORKERS' COMPENSATION AND DISABILITY COVERAGE: Before any work can begin under this contract, you must submit proof of workers' compensation and disability coverage in the form and limits required by New York State Law. Proof of coverage may be evidenced by inclusion on your Certificate of Insurance, by submitting your State Insurance Fund Certificate, or by submitting appropriate documentation from Westchester County.

**IF YOU ARE NOT REQUIRED TO CARRY WORKERS' COMPENSATION AND DISABILITY COVERAGE UNDER THE LAWS OF NEW YORK STATE, YOU MUST, UPON CONTRACT AWARD AND BEFORE ANY WORK BEGINS. SUBMIT A COMPLETED FORM C-105.21 WHICH HAS BEEN CERTIFIED BY THE STATE OF NEW YORK WORKERS' COMPENSATION BOARD.**

TOWN OF RYE, NEW YORK

STATEMENT AND CERTIFICATION OF NON-COLLUSION

COMPLIANCE WITH SECTION 103-d of GENERAL MUNICIPAL LAW

1. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:
  - a. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any bidder or with any competitor;
  - b. Unless otherwise required by law, the prices which have been quoted in this bid 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
  - c. 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 bid for the purpose of restricting competition.
2. A bid shall not be considered for award nor shall any award be made where (1) (a), (b) and (c) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets further in detail the reasons therefore. Where (1) (a), (b) and (c) have not been complied with, the bid shall not be considered for award nor shall any award be made unless the Town Attorney, or its designee, determines that disclosure was not made for the purpose of restricting competition.
3. The fact that a bidder has published price lists, rates, or tariffs covering items being procured, has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph 1 above.
4. Any bid hereafter made hereunder by a corporate bidder for work or services performed or to be performed by, goods sold or to be sold, where competitive bidding is required by statute, rule regulation, or local law, and where such bid contains the certification referred to in paragraph 1 above, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate to non-collusion as the act and deed of the corporation.

**STATEMENT AND CERTIFICATION OF NON-COLLUSION**  
**ALL BIDDERS MUST COMPLETE AND SIGN**

Dated \_\_\_\_\_

\_\_\_\_\_  
Legal Name of Person, Firm or Corporation.

(Seal of Corporation)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Business Address of Person, Firm or Corporation

By: \_\_\_\_\_  
Signature

Bidder to provide information listed below: (Please print)

Bidder Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Federal Identification No.: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone # of Contact Person: \_\_\_\_\_

**If Bidder is a Corporation:**

President's Name & Address: \_\_\_\_\_

Secretary's Name & Address: \_\_\_\_\_

Treasurer's Name & Address: \_\_\_\_\_

**If Bidder is a Partnership:**

Partner's Name & Address: \_\_\_\_\_

Partner's Name & Address: \_\_\_\_\_

**If Bidder is a Sole Proprietorship:**

Owner's Name & Address: \_\_\_\_\_

TOWN OF RYE, NEW YORK

C. MINORITY AND WOMEN-OWNED BUSINESS CERTIFICATIONS

In order to monitor minority and women-owned business enterprise (MWBE) participation in the Town of Rye's solicitation and procurement processes, we request that you answer the questions below. If you do not answer the questions, we will assume that you do not wish to be considered a minority and/or women-owned business.

A minority-owned business is defined as a business that is 51% or more owned and controlled in a substantial and continuing manner by people who are eligible minorities or, in the case of a publicly owned business, where 51% or more of the voting shares of the corporation are owned by people who are eligible minorities.

Eligible minorities are defined as Blacks, Hispanics, Asians, American Indians, Eskimos and Aleuts.

A women-owned business is defined as a business that is 51% or more owned and controlled in a substantial and continuing manner by women, or in the case of a publicly owned business, where 51% or more of the voting shares of the corporation are owned by women.

Are you a Minority-Owned Business?                      Yes                       No

Are you a Women-Owned Business:                      Yes                       No

What Minority Group(s) are you?

What percentage of ownership or voting power in shares of your business do Minorities and/or Women own?

Please identify, by name, Minority/Women owners of your business and ownership percentage of each: