

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:**

**Gary VanVoorhis, Fire Chief
City of Beacon
1 Municipal Plaza, Suite 1
Beacon, NY 12508**

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

PROPOSAL #: **RFP-COB-05-19**
TITLE: **ARCHITECTURAL SERVICES**

VENDOR NAME _____
CONTACT _____
ADDRESS _____
PHONE _____ FAX _____

For purposes of facilitating your firm's response to our request for proposal the City of Beacon 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 _____

ARCHITECTURAL SERVICES

**REQUEST FOR PROPOSALS
RFP-COB-05-19**



**Proposals Due
SEPTEMBER 27, 2019
2:00 pm**

SUBMIT PROPOSALS TO:

**Gary VanVoorhis, Fire Chief
City of Beacon
1 Municipal Plaza, Suite 1
Beacon, NY 12508**

PHONE (845) 838-5000

FAX (845) 838-5012

INSTRUCTIONS AND INFORMATION

Read all documents contained in the proposal specifications.

- Sealed proposals for **Architectural Services** will be received at the City of Beacon, 1 Municipal Plaza, Suite 1, Beacon, NY on or before **2:00 p.m., September 27, 2019**. Specifications and proposal forms are attached hereto.
- The City of Beacon official bid documents are obtained from the Empire State Purchasing Group's Regional Bid Notification System at www.empirestatebidsystem.com or, if applicable, the City of Beacon Mayor's Office. 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. 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 City of Beacon Mayor's Office 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.
- 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. **Architectural Services**
 2. **RFP-COB-05-19**
 3. **September 27, 2019 at 2:00 PM**
 4. **<Company Name>**

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. **Proposer Information Form, completed, signed and dated.**
 2. **Proposal form/price pages(s) completed, signed and dated.**
 3. **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 one (1) original, plus five (5) copies, plus one (1) digital copy (on CD, DVD or 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 the City of Beacon Mayor's Office at once. The City of Beacon Mayor's Office 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 City of Beacon Mayor's Office, 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.
- Written questions and inquiries concerning this Request for Proposals shall be submitted to the Administrative Assistant to the Mayor at cityofbeacon@cityofbeacon.org with a copy to the Fire Chief at GVanVoorhis@beaconfd.org **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 City of Beacon for its purposes. Exceptions must be clearly stated. The City Administrator will determine equal products or services.
- The City of Beacon 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 City of Beacon may audit adherence to this schedule at any time during or after the contract period.
- The City Administrator 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 City.
- The City of Beacon 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 City deems to be in the best interest of the City of Beacon.

INSTRUCTIONS AND INFORMATION (Cont'd)

- The contract will be awarded to the RESPONSIBLE PROPOSER best meeting the needs of the City of Beacon, based on, but not limited to:
 - a. Compliance with requirements as outlined in these specifications.
 - b. Proposer's qualifications
 - c. Proposer's experience
 - d. Methodology and approach.
 - e. Cost
 - f. Firms location

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 City of Beacon 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 City of Beacon, State of New York.
- A contract shall not be assignable by the contractor in whole or in part without the written consent of the City of Beacon
- All or any City of Beacon 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 City of Beacon 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 City of Beacon and the vendor. The City of Beacon shall have no responsibility in the dealings between the vendor and any other governmental entity other than the City of Beacon.
- Prior to any vendor receiving payment for goods and/or services rendered, the City of Beacon requires that all vendors have a current completed IRS form W-9 on file with the City of Beacon finance department.
- 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 City'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 City of Beacon's consideration of any bid must be submitted in writing and received by the City Administrator 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 City Administrator
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.**

REQUEST FOR PROPOSALS

1.0 INTRODUCTION

The City of Beacon (hereafter referred to as the "City") is accepting proposals from qualified architectural firms for Architectural Services relative to the facility needs of the Beacon Fire Department.

The City is seeking to consolidate from (3) fire stations to (2). The City has decided to keep both Lewis Tompkins Hose Company and W.H. Mase Hook and Ladder Company open. Both will need facility improvements to meet the needs and demands of their community. The improvements may require the City to bring the stations in line with state and federal codes and standards as essential buildings. The City intends to maintain this two-station operation for a minimum of twenty years. Therefore, any proposal must provide accommodation for future growth.

2.0 BACKGROUND

The City of Beacon Fire Department is a "combination" department of both thirteen (13) career and twenty-two (22) volunteer firefighters protecting approximately five (5) square miles. The career firefighters operate out of the three (3) stations which are staffed twenty-four hours a day, seven days a week, 365 days a year. The City's Fire Department operates with three (3) engines, a 105 foot ladder truck and a heavy rescue truck. In 2018, the department responded to 1,610 emergency calls for assistance. Currently the City's Fire Department response time to an incident is within three minutes of the time it was dispatched.

The Beacon Fire Department currently operates out of the following three firehouses (stations):

Beacon Engine Company
(constructed 1889)
425 Main Street,
Beacon, NY 12508

Lewis Tompkins Hose Company
(constructed 1982)
13 South Avenue,
Beacon, NY 12508

W.H. Mase Hook and Ladder Company
(constructed 1911)
425 Main Street,
Beacon, NY 12508

3.0 SCOPE OF SERVICE

Under the direction of the City of Beacon, the awarded firm will perform and provide the below stated services:

3.1 Review & Analysis

3.1.1 The awarded firm must review and evaluate the three existing fire station facilities, including but not limited to the mechanical, plumbing, electrical, fire alarm systems, living quarters, and apparatus bays of the three stations referenced in these specifications.

3.1.1.1 Inventory and document the characteristics and conditions of each fire station.

3.2 Recommendations

3.2.1 The awarded firm must recommend the best method(s) to consolidate from the existing three (3) fire station facilities to two (2) (Lewis Tompkins Hose Company and W.H. Mase Hook and Ladder Company) and recommend any facility improvements to allow a twenty year minimum useful life. Summarize recommendations in a final document that includes a clear implementation strategy with timelines and general cost estimates. The cost estimates should include costs for the proposed consolidation plan and any recommended facility improvements

3.2.2 The awarded firm must provide a constructible consolidation building plan to include any improvements required to meet any state and federal codes and standards as essential emergency response buildings.

3.3 Presentation of Findings

3.3.1 Presentation, discussion and or meeting with the City Council and/or City personnel detailing the findings of the analysis and recommendations including cost estimates. This may include but not limited to, a discussion of the preferred design concept, explaining how it meets the projects goals and why it was selected as the preferred concept and may include the use of visual tools and simulations/use of modeling software, to include maps, graphs, images and renderings to convey relevant data, conceptual redesign initiatives, or related material.

3.4 Other Responsibilities

3.4.1 The awarded firm must provide overall project oversight and management to ensure that the project stays on schedule and budget.

3.4.2 The awarded firm must review previous plans and studies and relevant regulations (e.g. zoning law/maps).

3.4.3 The awarded firm shall review any current City or County plans/projects that might affect future land uses or community needs.

PROPOSAL NAME: ARCHITECTURAL SERVICES	RFP-COB-05-19	Page:9
--	----------------------	---------------

- 3.4.4 The awarded firm shall gather all data and prepare reports and or presentations as necessary to meet the objectives outlined in this proposed scope of work.
- 3.2.5 The analysis and recommendations must be completed by the awarded firm within three months from the date a contract has been fully executed.
- 3.2.6 The awarded firm must provide an evaluation of the feasibility and economic impact of implementing the preferred design concept.
- 3.2.7 The awarded firm must provide an itemized cost estimate, suitable for use in federal and state grant applications, to implement the preferred design concept.
- 3.2.8 The awarded firm must provide a prioritized set of actions necessary to implement the preferred design concept as a whole or in phases.
- 3.2.9 The awarded firm must provide an inventory of items that may require further investigation if the preferred design concept is pursued by the City.

4.0. PRE-PROPOSAL SITE VISIT

A Pre-bid walk through of each site will start at 11:00 am on September 12, 2019 at Lewis Tomkins Hose Company, 13 South Avenue, Beacon, NY 12508 then will continue to each of the fire stations. It is highly recommended that all prospective proposers attend the pre-proposal site visit. All questions from the pre-proposal site visit must be submitted in writing by the question deadline described in Section 15.0 of these specifications. To register for the pre-proposal site visit, please contact Chief VanVoorhis at GVanVoorhis@beaconfd.org.

Ample street parking available at each site.

5.0. MINIMUM QUALIFICATIONS AND EXPERIENCE

All Proposers must include documentation in their technical proposals of the following qualifications in order to be considered for evaluation:

- 5.1 The proposing firm must have successfully completed the renovation of at least three (3) fire stations and/or emergency service facilities.
- 5.2 The proposing firm must have a thorough knowledge of emergency services programming that addresses a broad range of relevant issues.
- 5.3 The proposing firm must have a thorough knowledge of relevant codes and regulations (New York State Building Code, NFPA and ADA) as they apply to emergency services facilities design.
- 5.4 The proposing firm must be prepared to enter into a fixed fee contract for professional design services.

PROPOSAL NAME: ARCHITECTURAL SERVICES	RFP-COB-05-19	Page:10
--	----------------------	----------------

- 5.5 The proposing firm is legally permitted and/or certified to do business in the State of New York and has been in business no less than five (5) years.
- 5.6 The proposed firm and/or proposed project manager must have a minimum of three (3) years experience in completing projects of similar size and scope.
- 5.7 The proposed project team must have a demonstrated ability with using visual tools, to include maps, graphs, images and renderings to convey relevant data, conceptual redesign initiatives, or related material.
- 5.8 The proposed project team must have a demonstrated ability to effectively work and collaborate with multiple firms, departments, City staff, etc. to promote consensus and meet the overall goals and objectives of the project.
- 5.9 The proposing firm must have sufficient internal support staff and/or sub-consultant staff support to conduct all necessary work on this project, to include gathering and analyzing operational data, etc., related to this project.

6.0 TECHNICAL PROPOSAL REQUIREMENTS

Selection will be based on a review of qualifications provided in response to this RFP. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Architect's qualifications and ability to meet the requirements of this RFP. Technical proposals should not exceed 25 pages (including charts and pictures).

Firms/individuals submitting a proposal submission package are asked to provide the following information in sequence, as their Technical Proposal. Failure to include the items as specified may result in disqualification:

- 6.1 Name, description, and location of the office from which most work would be accomplished, including its size, organization, number of employees, areas of practice, and number of years in operation. Including but not limited to, a description of the firm's qualifications for this project, including the firm's history, background, resources, and capabilities in areas relevant to this project.
- 6.2 Briefly describe the firm's key team members and proposed project manager's, background experience and qualifications in providing similar services as described in these specifications. Include names and resumes of all key individuals of the firm who would be involved in this project, including the project manager. Resumes should adequately describe educational background, specific area of expertise, and related experience with Emergency Response Facilities and Fire Stations in particular.
- 6.3 Provide a list with resumes of expected consultants to be used on these projects including structural, mechanical, electrical, or cost estimator as examples. Resumes should adequately describe educational background, specific area of expertise, and related experience with fire stations.

6.3.1 Indicate past experience working with each design team member, including all consultants. Give examples of projects similar to this project completed by the renovation design team as a total team.

6.4 Five (5) references from clients, for projects of similar size and scope as described in these specifications. On company letterhead, please list client, contact name, job title, address, telephone number and e-mail address. Briefly describe each of the projects associated with each reference provided.

6.5 A narrative of the firm's understanding of the project and proposed approach to the scope of services, including its ability to accomplish the tasks, including but not limited to the following:

- a. Gather and analyze data and information on the current three (fire) station model in Beacon.
- b. Assess and identify opportunities and challenges.
- c. Successfully engage the City Council, the public and stakeholders.
- d. Conduct simulations and/or use of modeling software to simulate the existing and future emergency response facilities.
- e. Use visual tools such as maps, graphs, images, renderings, and graphics to convey information and conceptual redesign initiatives.
- f. Integrate comments and feedback into a core set of issues and solutions.
- g. Provide interim progress reports and technical memorandums.
- h. Produce a compelling and effective final planning document.
- i. Adherence to the scope of work and proposed schedule

6.6 Proposed project schedule that includes the estimated time to complete each major task in the proposed scope of work.

6.7 Briefly describe and/or provide documentation to satisfy the Minimum Qualifications and Experience described in Section 5.0.

6.8 Provide General Terms and Conditions of your proposal.

7.0 COST PROPOSAL REQUIREMENTS

The Cost Proposal must be submitted in a separate sealed envelope marked, "Cost Proposal for Architectural Services" Please include with your original copy of the Technical Proposal.

The sealed cost proposal must include the following information:

7.1 Project Cost. Total project cost must be submitted on the Proposal Form affixed hereto. The total project cost shall be a firm, fixed, delivered, all-inclusive price that includes all work and related support services as described in these specifications and to include any and all direct/indirect costs.

PROPOSAL NAME: ARCHITECTURAL SERVICES	RFP-COB-05-19	Page:12
--	----------------------	----------------

7.1.2 Provide a detailed breakdown and description on company letterhead of the services provided for the above quoted fee, including all of the following:

- 7.1.2.1** Fees for the services described in these specifications
- 7.1.2.2** Reimbursable expenses
- 7.1.2.3** Hourly Rates for additional services

8.0 ALTERNATIVES

Firms may include in its Proposal items not specified in this RFP which it would consider relevant to the services to be provided under the proposed contract. All such alternatives must be listed separately from the Proposal and the fees and/or costs associated therewith must be separately stated and itemized.

9.0 EVALUATION PROCESS

Proposals will be evaluated by the City Administrator and staff relevant to the project. Together, they shall review and evaluate each of the proposals using criteria described in this RFP.

The City Administrator and staff relevant to the project shall select one Firm using the criteria below under Evaluation Criteria (Section 10.0). The City Administrator shall recommend that the City of Beacon enters into a contract with this Firm to the City of Beacon City Council.

The City of Beacon City Council shall vote on a resolution approving the City of Beacon to enter into a contract with the recommended Firm.

The City of Beacon reserves the right to seek clarification of information submitted in response to this RFP, request interviews or presentations by the proposer and/or additional information during the evaluation process. The City may choose, at its sole discretion, not to interview all Proposers or conduct any interviews.

The City of Beacon reserves the right to reject any or all proposals or parts of proposals.

10.0 EVALUATION CRITERIA

Proposals will be screened for completeness and compliance with the requirements described in these specifications. Every proposal submitted will be reviewed in accordance with the following criteria:

10.1 Factor 1: Total Project Cost (35%)

10.2 Factor 2: Experience and Qualifications of the Project Team (20%)

- 10.2.1** Education, training, and experience of assigned personnel, including the project manager (10%).
- 10.2.2** Experience and quality of the team's recent relevant experience in completing similar projects (5%).
- 10.2.3** Feedback of clients and/or the quality of consultant references (5%).

10.3 Factor 3: Project Understanding and Proposed Approach (15%)

- 10.3.1 Quality and comprehensiveness shown in the consultant’s proposed approach, to include its creativity and originality (5%).
- 10.3.2 Extent of the consultant’s demonstrated understanding of the project scope and objectives (10%).

10.4 Factor 4: Demonstrated simulations and/or modeling software to simulate existing and future emergency response facilities (10%).

10.5 Factor 5: Demonstrated ability to use visual tools to convey data, concept designs and other information to include use of microsimulation and/or modeling software to simulate existing and future emergency response facilities, maps, graphs, renderings and images. (10%).

10.6 Factor 6: Demonstrated ability to engage the City Council, public and other stakeholders (10%)

11.0 AWARD

The City of Beacon 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 City deems to be in the best interest of the City of Beacon.

The City reserves the right to accept any submittal and/or parts thereof and/or to reject any and all submissions, or to waive any irregularities in the submissions if it is determined to be in the best interest of the City.

If all proposals submitted in response to this RFP are unacceptable, the City reserves the right to reject the proposals and to solicit new proposals for the project. The City reserves the right to cancel this RFP at any time prior to a fully executed contract, and, if desired, to reissue the RFP.

The award of a contract is contingent upon the successful execution of the formal contract agreement.

12.0 CONTRACT AND INSURANCE REQUIREMENTS

The successful Firm will be required to enter into a formal contract agreement with the City of Beacon. See Attachment A - Insurance Requirements, for all contractually required insurance coverage. Insurance certificates must be submitted and approved by the City before the contract can be fully executed.

13.0 TERM OF CONTRACT

The contract term will begin upon successful execution of the formal contract on or around November 1, 2019 and end on or around May 31, 2020.

The City reserves the right to extend the initial contract term at the sole discretion of the City of Beacon.

14.0 OWNERSHIP OF WORK PRODUCT

All work products including digital forms produced or created by the vendor as a result of or related to the performance of work or services under this RFP proposal will be the property of the City of Beacon. All costs associated with the preparation of a proposal in response to the RFP shall be the responsibility of the Respondent submitting the proposal. The City of Beacon will not be responsible for any expenses in the preparation and/ or presentation of the proposal.

15.0 QUESTIONS

Submit questions pertaining to this RFP by email to the Administrative Assistant to the Mayor at cityofbeacon@cityofbeacon.org with a copy to the Fire Chief at GVanVoorhis@beaconfd.org no later than 3:00 pm on Friday, September 13, 2019. All communications regarding this proposal shall only be through the City's personnel listed above. No communication is to be directed to any other City personnel. The City shall not be bound by and the Vendor shall not request or rely on any oral interpretation or clarification of this RFP.

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.**

16.0 PROPOSAL SUBMISSION

16.1 All proposals shall include:

- 16.1.1** Documentation to completely satisfy all items outlined in Section 6.0 & Section 7.0;
- 16.1.2** Completed and signed form Proposer Information Form;
- 16.1.3** Completed and signed form Proposal Form;
- 16.1.4** Completed and signed form Non-Collusion Affidavit; and
- 16.1.5** Confirmation of addenda, if applicable.

16.2 Proposers must submit one (1) original plus five (5) copies, plus one (1) digital copy (on CD, DVD or USB drive, as a single pdf document) of their Proposal and send to:

Gary VanVoorhis, Fire Chief
City of Beacon
1 Municipal Plaza, Suite 1
Beacon, NY 12508

Proposals must be received no later than 2:00 pm on September 27, 2019
Label outside mailing envelope with company name and RFP-COB-05-19

PROPOSAL NAME: ARCHITECTURAL SERVICES	RFP-COB-05-19	Page:15
--	----------------------	----------------

PROPOSER INFORMATION FORM

Full Legal Name of
Company Submitting Proposal: _____

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 City of Beacon, the vendor acknowledges that they have read, understand and agree to all aspects of the specifications as presented without reservation or alteration.

PROPOSAL NAME: ARCHITECTURAL SERVICES	RFP-COB-05-19	Page:16
--	----------------------	----------------

PROPOSAL FORM

The undersigned, having carefully examined the appropriate specifications, #RFP-COB-05-19 dated August 23, 2019, does hereby agree to furnish and deliver to the City of Beacon, New York, the following items at the price(s) indicated:

ITEM #	DESCRIPTION	PRICE
1	TOTAL PROJECT COST <i>(All inclusive, as described in these specifications)</i>	\$ _____

Full Legal Name of Company Submitting Proposal: _____

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 City of Beacon, the vendor acknowledges that they have read, understand and agree to all aspects of the specifications as presented without reservation or alteration.

PROPOSAL NAME: ARCHITECTURAL SERVICES	RFP-COB-05-19	Page:17
--	----------------------	----------------

Non-Collusion Affidavit

As required by Section 103-d of the New York State General Municipal Law, the bidder certifies under the penalties of perjury that:

(a) “By submission of this, 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 knowledge and belief:

(1) 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 other bidder or with any competitor;

(2) 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

(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 bid for the purpose of restricting competition.”

Signed _____

By _____
(President)

Dated _____

Bid submitted by: Name: _____

Address: _____

Phone: _____

Fax #: _____

Email: _____