

VILLAGE OF SOUTH GLENS FALLS
REQUEST FOR PROPOSALS
NOTICE TO BIDDERS
WATER METER UPGRADE PROJECT
GIGP APPLICATION NO.: 1872
CWSRF PROJECT NO: C5-7505-02-00

The Village of South Glens Falls, NY will receive sealed bids for Engineering Services for the Village of South Glens Falls Water Meter Upgrade Project. Sealed bids must be received at the Village of South Glens Falls Village Office, 46 Saratoga Avenue, South Glens Falls, NY 12803 by **September 10, 2021 at 2:00 pm** at which time they will be publicly opened and read.

Provide all Engineering, Project Management, assistance with EFC and GIGP grant requirements and submissions and obtaining bids for the installation of and/or upgrades to all residential and commercial Water Meters in the Village of South Glens Falls. All work must be in accordance with Local, State, Federal, New York State Environmental Facilities Corporation, Green Innovation Grant Program and the Clean Water Treatment Works-Construction requirements. The Engineer and Contractors shall be responsible to secure all required permits and pay/provide all fees, bonds and insurance necessary to satisfy all permits, local counsel's and the Village's insurance company's requirements.

Copies of the Project application and Bid Packet may be obtained on the Village's website at sgfny.com.

A pre-bid meeting will be held at the Village Offices on **Friday, September 10, 2021 at 10:00 am**. Directions and details of the pre-bid meeting are provided in the Instructions to Bidders.

Questions regarding the Contract Documents should be directed to Susan F. Bartkowski, Esq at susan.bartkowski@gmail.com. Questions will not be accepted later than 5 days prior to the bid opening.

Addenda, if any, will be issued only to those persons whose name and address are on record with the Village as having obtained a bid packet. Addenda to the bid, when issued, will be posted on the Village's website at least 5 days before the bid opening date. If you have obtained a bid packet through the Village's website and would like to be on record for any Addenda, please email Mayor Nicholas J. Bodkin at Mayor@sgfny.com with your name, bid packet obtained and email address.

This is a lump sum bid. The successful bidder for engineering services shall be required to provide proof of professional liability insurance acceptable to the Village's attorney and Village's insurance company. The Contractors selected for the project must obtain a Performance Bond and such other bonds and

insurance required by and acceptable to the Village's attorney and Village's insurance company.

All Engineering and Contractor services will be procured in accordance with 40 U.S.C 1101, Single Audit requirements defined in 2 CFR Part 200 subpart F, and a goal of 20 percent participation by Minority and/or Women Owned Business Enterprises for professional service contracts over \$25,000 and construction contracts over \$100,000. Additional guidance regarding these and other requirements is available on the GIGP website at <http://efc.ny.gov/gigp>.

All bids must be made on the official bid form or an exact copy by reproduction and enclosed in a sealed envelope. No bidder may withdraw his/her bid within 60 calendar days after the actual date of opening thereof. Subsequent to sixty days an offer may be withdrawn in writing. State Finance Law Section 163(9)(e).

The Village of South Glens Falls reserves the right to reject any and all bids, to waive any and all informalities and the right to reject all nonconforming, non-responsive or conditional bid documents. State Finance Law Section 163(9)(d).

The Village of South Glens Falls is an Equal Opportunity Employer

- Pursuant to Article 15 of the Executive Law and all other State and Federal statutory and constitutional non-discrimination provisions, the Village of South Glens Falls will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status.

The Village of South Glens Falls offers Equal Opportunity for Minorities and Women

The Village of South Glens Falls will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination.

. Businesses

- Pursuant to Section 3 (24 CFR 85.36) of the Housing and Urban Development Act of 1968, the Village of South Glens Falls will ensure that employment and other economic opportunities will be available to low-

moderate income families and businesses and that all procurement transactions will be conducted in a competitive manner.

**VILLAGE OF SOUTH GLENS FALLS,
NEW YORK**