



Friends of the North Country, Inc.
 1387 Hardscrabble Road
 Cadville, NY 12918-1912

Phone: 518-293-5045
 Fax: 518-293-5017
 Email: cnarducci@friendsofthenorthcountry.org



*Friends of the North
 Country, Inc.*

Board of Directors

Crystal Narducci
Executive Director

Bruce Garcia
Chair

Gretchen Crowningshield
Vice Chair

Amber Brown-Rose
Secretary

Mark Kaiser
Treasurer

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 Members*

Stephanie Clarke

Gabrielle Dion

Ellie Jent

TO: Interested Licensed Real Estate Professionals
 FROM: Crystal Narducci, Executive Director
 RE: Invitation to bid on Comparative Market Analysis and Summary Reports
 DATE: April 2, 2025

INTRODUCTION

Friends is administering Federal and State funded programs in Clinton, Franklin, and Essex Counties with the need for Comparative Market Analysis and Summary Reports.

This notice outlines the terms and conditions for submission of sealed bids for Comparative Market Analysis and Summary Reports.

The written sealed bid must be signed and dated by the owner or principal of the company and be accompanied by the Non-Collusive attachment.

HOW DECISIONS WILL BE MADE

The lowest, responsible bidder will be selected. However, Friends of the North Country, Inc. reserves the right to reject all bids.

QUESTIONS REGARDING A RESPONSE TO THIS BID

Questions should be addressed to Hillari Kiroy, Housing Coordinator, at 518-293-5045 ext. 123, or by e-mail at hkiroy@friendsofthenorthcountry.org.

ENCLOSURES/ATTACHMENTS

Bid Form
 Non-Collusive Statement

SCOPE OF SERVICES

Friends is soliciting fixed price, lump sum bids to provide approximately 20-25 Comparative Market Analysis and Summary Reports during the period of May 1, 2025, to April 30, 2027, as follows:

1. COMPARATIVE MARKET ANALYSIS AND SUMMARY REPORTS

A Licensed Real Estate Professional shall submit Summary Reports based on corresponding Comparative Market Analysis to Friends of the North Country, Inc.

The lump sum cost for site-specific Comparative Market Analysis and Summary Reports should include all staff time and administration fees. The lump sum cost for each site-specific Comparative Market Analysis and Summary Reports must be included on the RFP Proposal Form under Scope of Service item number one (1).

- To assist with the provision of safe, decent, affordable housing.
- To undertake economic development, which supports community wide revitalization.
- To identify, designate and restore locally significant historic structures.
- To generally act as facilitators in the process of stabilization, growth, and development.



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BID FORM

(BIDS MUST BE RECEIVED BEFORE April 29, 2025, AT 2:00 PM)

TO: Friends of the North Country, Inc.

FROM: _____ (Business Name)
 _____ (Business Owner Name(s))
 _____ (Business Address)
 _____ (Business Phone Number)
 _____ (Business ID#)

RE: Bid for:
 Comparative Market Analysis and Summary Reports

DATE: _____

I have read and understand the Bid Notice and Specifications dated April 2, 2025, and make the following fixed price, lump sum bids for:

Scope of Service Number	Scope of Service	Lump Sum Price (PER SITE/UNIT)
1	Comparative Market Analysis and Summary Report	

Written lump sum price for bids:

CMA and Summary Report: _____ and 00/100

(Write out amounts/must match numbers above)

Signed: _____ Date: _____
 (Signature of Owner)

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FRIENDS OF THE NORTH COUNTRY, INC.
HOUSING PROGRAMS
NON-COLLUSIVE BIDDING CERTIFICATION

1. Every bid herein made to the Friends of the North Country, Inc. or official thereof, where competitive bidding is required by statute, rule, or regulation, for work or services performed or to be performed, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

a.) 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 his knowledge and belief:

- (1) The prices in the 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 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.

2. Any bid hereafter made to the Friends of the North Country, Inc., or official thereof, by a corporate bidder for work or services performed or to be performed, where competitive bidding is required by statute, rule or regulation, and where such bid contains certification referred to herein 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 inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Dated _____, 20____

Legal Name of Person, Firm or Corporation: _____

By Name: _____
(Signature) (Please Print Name and Title)

Address of Person, Firm or Corporation: _____

Friends of the North Country, Inc.
servng our community one neighbor at a time

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