



Friends of the North Country, Inc.
1387 Hardscrabble Road
Cadyville, 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

**Sustaining
Members**

Stephanie Clarke

Gabrielle Dion

Andrew Foster

Ashlee Maulding

TO: Interested Septic System Designers
FROM: Crystal Narducci, Executive Director
RE: Invitation to bid on Septic System Designs and Plans/
Reports Services to be provided from July 1, 2023 to June
30, 2024
DATE: June 5, 2023

INTRODUCTION

Friends is administering Federal, and State funded programs in Clinton and Franklin County with the need for Engineered Septic System Designs and Plans/Reports.

This notice outlines the terms and conditions for submission of sealed bids for Septic System Designs and Plans/Reports.

HOW TO RESPOND TO THIS REQUEST FOR SEALED BIDS

The written sealed bid should be addressed to: Crystal Narducci, Executive Director, Friends of the North Country, Inc., 1387 Hardscrabble Road, Cadyville, NY 12918. Please indicate on the envelope that the bid is for Septic System Design, or if you received a bid package utilize the envelope provided. The written sealed bid must be received by 2:00PM on June 29, 2023.

The written, sealed bid must be signed and dated by the owner or principal of the company and be accompanied by the non-collusive statement.

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 Justin Doner, Field Rehabilitation Coordinator, at 518-293-5045 ext. 124.

ENCLOSURES/ATTACHMENTS

Bid Form
Non-Collusive Statement
Return Envelope (if you received a bid package)

- 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.



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

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

BID FORM

SCOPE OF SERVICES

Friends is soliciting fixed price, lump sum bids to provide Septic System Designs and Plans/Reports as follows:

1. **SEPTIC SYSTEM DESIGNS AND REPORTS**

A Licensed Professional Engineer shall provide site-specific Septic System Designs and provide Plan/Reports to Friends of the North Country, Inc. Each site-specific plan must be approved by the health department and/or local code official.

The lump sum cost for site-specific Septic System Design and Plan/Report should include all staff time, travel fees, equipment, administration fees, perc test fees and deep hole test fees. The lump sum cost for each site-specific Septic System Design and the corresponding Plan/Report must be included on the RFP Proposal Form under Scope of Service item number one (1).

(BIDS MUST BE RECEIVED BEFORE JUNE 29, 2023 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:
Septic System Designs and Plan/Reports

DATE: _____

I have read and understand the Bid Notice and Specifications dated June 5, 2023 and make the following fixed price, lump sum bid for each site:

Scope of Service Number	Scope of Service	Lump Sum Price (PERSITE/UNIT)
1	System Design and Plan/Report	

Written lump sum price for bid:

Septic System Design and Plan/Report: _____ and 00/100

(Write out amounts/must match numbers above)

Signed: _____ Date: _____
(Signature of Owner)

- 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.



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

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

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.
servicing our community one neighbor at a time

- 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.