



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

TO: Interested Architectural Barriers Consultants  
FROM: Crystal Narducci, Executive Director  
RE: Invitation to bid on Architectural Barriers Consultants Assessments  
and Reports to be provided from July 1, 2023 to June 30, 2025.  
DATE: June 5, 2023

**Friends of the North  
Country, Inc.**

**Board of Directors**

Crystal Narducci  
**Executive Director**

Bruce Garcia  
**Chair**

Gretchen Crowningshield  
**Vice Chair**

Mark Kaiser  
**Treasurer**

Amber Brown-Rose  
**Secretary**

**Sustaining  
Members**

Stephanie Clarke

Gabrielle Dion

Andrew Foster

Ashlee Maulding

## **INTRODUCTION**

Friends is administering Federal and State funded programs in Clinton and Franklin County; with the need for Architectural Barriers Analysis/Assessments and Reports. This notice outlines the terms and conditions for submission of sealed bids for Architectural Barriers Analysis/Assessments and 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 Kirov, Housing Coordinator, at the address listed above or at 518-293-5045 ext. 123.

## **ENCLOSURES/ATTACHMENTS**

Bid Form  
Non-Collusive Statement

## **SCOPE OF SERVICES**

Friends is soliciting fixed price, lump sum bids to provide Architectural Barriers Analysis/Assessments and Reports.

An Architectural Barriers Consultant shall conduct site-specific interviews to determine eligible modifications to address the needs of participants' specific mobility restrictions and home conditions. The Architectural Barriers Consultant shall provide Reports to Friends of the North Country, Inc. based upon interviews and site assessments to determine eligible modifications to address the needs of participants' specific mobility restrictions and home conditions. Friends Housing Rehabilitation Coordinators will incorporate the findings as determined by the Architectural Barriers consultant, the applicant, and Friends staff into each work plan.

*The lump sum cost for site-specific Architectural Barriers Analysis/Assessments and Reports should include all staff time, travel fees, and administration fees. The lump sum cost for each site-specific Architectural Barriers Analysis/Assessment and Report must be included on the RFP Proposal Form.*

- 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 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: Architectural Barriers Analysis/Assessments and 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-specific Architectural Barriers Analysis/Assessment and corresponding Report:

\$ \_\_\_\_\_ .00

\_\_\_\_\_ and 00/100

(Write out amounts/must match numbers above)

Signed: \_\_\_\_\_  
(Signature of Owner)

Date: \_\_\_\_\_

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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.*  
*Serving our community one neighbor at a time*

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