

TO: Legal Advertising, Times Herald Record
FROM: Desiree Potvin, Woodbury Village Clerk Acct# 500094000
DATE: September 24, 2021

Kindly publish the below in your next available issue and please send me an affidavit of publication. Thank you and have a nice afternoon.

PUBLIC NOTICE REQUEST FOR SERVICES
Village of Woodbury
General Mowing and Lawn/Yard Maintenance Services

NOTICE IS HEREBY GIVEN that the Village of Woodbury will be accepting will receive quotes for General Mowing and Lawn/Yard Maintenance Services in connection with unmaintained properties in the Village that have failed to take action to in response to a Notice of Village Code violations regarding property maintenance.

Submissions must be received by the Village Clerk at the Office of the Village Clerk, PO Box 546, Central Valley, NY 10917 by 2:00PM on October 20, in an envelope labeled "General Mowing and Lawn/Yard Maintenance Services." Submissions may also be electronically sent to the Village at the following email address: villageclerk@villageofwoodbury.com, provided that such electronic submission is received by the Village Clerk by 2PM on October 20, 2021.

Copies of this Request may be obtained at the Office of the Village Clerk, Village Hall, 455 Route 32, Highland Mills, New York 10930. This information will also be posted on the Village of Woodbury's website at www.villageofwoodbury.com.

The Village is not responsible for any internal or external delivery delays that may cause any submission to arrive beyond the deadline. To be considered, a submission MUST be delivered to the Village or arrive at the email address specified herein prior to the deadline.

Consistent with the law, the Village reserves the right to reject any or all responses to this Request, to select the response deemed to be in the best interest of the Village, waive defects in the submission whether substantial or otherwise, request modifications to proposal, and to award a contract in part or in full, or not at all.

DESIREE POTVIN, VILLAGE CLERK
VILLAGE OF WOODBURY

**VILLAGE OF WOODBURY
ORANGE COUNTY, NEW YORK
REQUEST FOR
GENERAL MOWING AND LAWN/YARD MAINTENANCE SERVICES**

NOTICE IS HEREBY GIVEN that the Village of Woodbury will receive quotes for General Mowing and Lawn/Yard Maintenance Services in connection with unmaintained properties in the Village that have failed to take action to in response to a Notice of Village Code violations regarding property maintenance.

PURPOSE

The Village of Woodbury, a municipal corporation in the State of New York, is seeking proposals from qualified companies to provide General Mowing and Lawn/Yard Maintenance Services for unmaintained properties in the Village for the period beginning on or around August 15, 2021, as needed.

SCOPE OF SERVICES

The selected company will be responsible to provide general mowing and lawn/yard maintenance services for the Village of Woodbury, as needed, in connection with violations of the Village Code for unmaintained properties. Work includes general mowing, edging, trimming, removal of weeds and vegetation and other similar services.

INSURANCE

It is a requirement of the Village of Woodbury that the provider of the general mowing and lawn and maintenance services have, or procure prior to the award of a contract for this work, (1) workers' compensation insurance (unless exempted under New York State law), and (2) commercial general liability insurance and employer's liability each in an amount of at least \$1,000,000. Said insurances shall be maintained for the duration of the agreement with the Village. The cost of such insurances shall be included in the price below to be charged to the Village; no additional cost for insurance shall be paid by the Village.

SUBMISSION REQUIREMENTS

Interested companies must submit the following:

1. A summary of experience.
2. Qualifications of the company.
3. Hourly rate to be charged.
4. Proof of insurance as outlined above.
5. A non-collusion certification as required by General Municipal Law Section 103(d) (attached hereto).

6. A disclosure of any relationships (financial or personal) to the Village of Woodbury and its public officials. (*See* attached form for such disclosure).

EVALUATION CRITERIA

The Village will award a contract for the above-noted services based upon the lowest price received from a company or individual that has the experience of performing the same or similar work, has the equipment and personnel sufficient to perform the work in a timely manner, and who has submitted a response to this Request that complies with its requirements.

Consistent with the law, the Village reserves the right to reject any or all responses to this Request, to select the response deemed to be in the best interest of the Village, waive defects in the submission whether substantial or otherwise, request modifications to proposal, and to award a contract in part or in full, or not at all.

PROPOSAL SUBMISSION INFORMATION

Submissions must be received by the Village Clerk at the Office of the Village Clerk, Village Hall, 455 Route 32, Highland Mills, New York 10930, by mail to PO Box 546, Central Valley, NY 10917 by 2PM on October 20, 2021 in an envelope labeled “General Mowing and Lawn/Yard Maintenance Services.” Submissions may also be electronically sent to the Village at the following email address: villageclerk@villageofwoodbury.com, provided that such electronic submission is received by the Village Clerk by 2PM on October 20, 2021.

Copies of this Request may be obtained at the Office of the Village Clerk, Village Hall, 455 Route 32, Highland Mills, New York 10930. This information will also be posted on the Village of Woodbury’s website at www.villageofwoodbury.com.

The Village is not responsible for any internal or external delivery delays that may cause any submission to arrive beyond the deadline. To be considered, a submission **MUST** be delivered to the Village or arrive at the email address specified herein prior to the deadline.

No submission will be accepted from, nor any agreement awarded to, any person or company that is in arrears upon any debt or in default of any obligation owed to the Village. Additionally, no agreement will be awarded to any person or company that has failed to satisfactorily perform its obligations pursuant to any prior agreement with the Village.

NO COMMUNICATIONS OF ANY KIND BY ANY VILLAGE OFFICIAL DURING THIS PROCUREMENT PROCESS WILL BE BINDING AGAINST THE VILLAGE WITH RESPECT TO THIS SOLICITATION.

NON-COLLUSIVE BIDDING CERTIFICATION

This Non-Collusive Bidding Certificate is made pursuant to Section 103-d of the General Municipal Law of the State of New York.

By submission of this proposal, Bidder and each person signing on behalf of Bidder 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 his or her knowledge and belief:

The prices in this proposal 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;

Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by Bidder and will not knowingly be disclosed by Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

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 proposal for the purpose of restricting competition.

A proposal shall not be considered for award nor shall any award be made where (1) (2) and (3) above, have not been complied with; provided, however, that if in any case Bidder cannot make the foregoing certification, Bidder shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefore. Where (1) (2) and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

Dated: _____

Bidder: _____
(Legal name of person, firm or corporation)

By: _____
(Signature)

(Please Print Name)

(Title)

STATE OF NEW YORK)
 SS
COUNTY OF ORANGE)

Sworn to me before this _____ day of _____ 2021

(Notary Public)

**VILLAGE OF WOODBURY
GENERAL MOWING AND LAWN/YARD MAINTENANCE SERVICES**

**REQUIRED DISCLOSURE OF RELATIONSHIPS TO THE VILLAGE OF
WOODBURY**

Name of Respondent: _____

Address: _____

Telephone No.: _____ Fax No.: _____

E-mail Address: _____

The Reporting Entity is (please check one):

Individual _____ Corporation _____ Partnership _____

A.) Related Employees: Are any of the employees that you will use to carry out this contract with the Village of Woodbury also an officer or employee of the Village of Woodbury, or the spouse, or the child or a dependent of a Village officer or employee?

Yes _____ No _____

If yes, please provide details:

B.) Related Owners: If you are the owner of the Company, are you or your spouse an officer or employee of the Village?

Yes _____ No _____

If yes, please provide details:

To answer the following question, the following definition of the word “interest” shall be used.

Interest means a direct or indirect pecuniary or material benefit accruing to a Village officer or employee, his or her spouse, child or dependent, whether as a result of a contract with the Village or otherwise. For the purpose of responding to these questions, a Village officer or employee shall be deemed to have an “interest” in the contract of:

- a. His/her spouse, children and dependents, except a contract of employment with the Village;
- b. A firm, partnership or association of which such officer or employee is a member or employee;
- c. A corporation of which such officer or employee is an officer, director or employee; and
- d. A corporation of which more than five (5) percent of the outstanding capital stock is owned by any of the aforesaid parties.

I am the _____ (Title or Office) of the reporting entity listed above.

I make this affirmation based upon my personal review of the books and records of the reporting entity. All of the foregoing information is true to the best of my knowledge, after inquiry. I make these statements under penalty of perjury.

Signature: _____ Print Name: _____

Print Title: _____

STATE OF NEW YORK)

SS

COUNTY OF ORANGE)

Sworn to me before this _____ day of _____ 2021

Notary Public