

(1)

INFORMATION FOR BIDDERS

REQUIREMENTS OF BID AND DELIVERY

ALL BIDS MUST BE SUBMITTED ON THE FORMS ANNEXED HERETO AND IN ACCORDANCE WITH PROVISIONS CONTAINED HEREIN.

1. Receipt and Opening of Bid.

Village of Highland Falls invites bids for (2) Vendor Spaces, locations to be determined by the Village Board, in Municipal Lot #2. Minimum bid set at \$250.00.

2. Preparation of Bid.

- a. Sealed envelopes. Each bid shall be submitted in a sealed envelope. The envelope shall have the following information on the outside:

(1). Bid for – Vendor Space - Village of Highland Falls

(2). The name and address of the bidder. Bids which are forwarded by mail must be enclosed in another envelope addressed as follows:

Village of Highland Falls
303 Main Street
Highland Falls, NY 10928

Proposal for Vendor Space

- b. Bid proposal. All blank areas on the bid proposal form must be filled in. Bids must be specified in both words and figures. Bid proposals must be signed by the bidder and properly acknowledged as specified on the form. Proposals which are incomplete, conditional or obscure, or which contain additions not called for, erasures, alterations, ambiguities or irregularities of any kind may be rejected as informal.
- c. Non-collusion certification. Each bid must be accompanied by a non-collusion certification as required by General Municipal Law Section 103-d. The bidder must sign the certification. A copy of a non-collusion certification as required by General Municipal Law Section 103-d is annexed hereto.
- d. Bid Checklist:
- (1). Sealed envelope properly labeled ()
 - (2). Bid proposal form ()
 - (3). Non-Collusion certification ()

3. Addenda and Interpretation.

No interpretation of the meaning of the specifications or other pre-bid documents will be made to any bidder orally.

Every request for such interpretations should be in writing addressed to the Clerk at Village of Highland Falls, 303 Main Street, Highland Falls, New York 10928, and to be given consideration must be received at least (5) days prior to the date fixed for opening of bids. Any and all such interpretations and any supplemental instructions will be in the form of a written addendum to the specifications which, if issued, will be mailed by certified mail with return receipt requested to all prospective bidders (at respective addresses furnished for such purposes), not later than (3) days prior to the date fixed for the opening of bids. Failure of any bidder to receive any such addendum or interpretation shall not relieve such bidder from any obligation under his bid submitted. Any addenda so issued shall become part of the contract documents.

4. Deviations from Specifications.

Minor deviations from specifications need not be specified. Major differences or variances from specifications shall be listed separately from the proposal, and enclosed with the proposal and made a part hereof.

5. Duration of Bid.

Bid shall remain firm and effective for at least forty-five (45) days from date of opening of bids.

6. Performance Bond.

A performance bond may be required. Please check specifications for details.

7. Bid Price.

The price quoted is for the vendor space only. Any required permits and/or licenses shall be obtained separately in accordance with chapter 155 of the Village Code. It is expressly called to the bidders attention that bids are to be complete in all respects.

8. Taxes.

The bid price shall not include any excise or sales taxes from which the municipality is exempt.

9. Qualifications of Bidders.

The municipality may make such investigations as it deems necessary to determine the ability of the bidder to perform the work or supply the items, and the bidder shall furnish the municipality all such information and data for this purpose as the municipality may request. The municipality reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the municipality that such bidder is properly qualified to carry out the obligations of the contract or supply the items, and to complete the work contemplated therein. Conditional bids will not be accepted.

10. Statement of Equality.

Reference made to trade names, manufacturers' names, minute details and/or methods of manufacture, including material specifications and/or model numbers in the specification affixed hereto is merely intended to indicate a standard of excellence and/or to more suitably detail and explain the type of product desired. Variations from specifications which do not arterially affect the operational capability, the ease of maintenance, the physical ability to fit into space availability, the longtime operational economies and/or spare parts stock and/or procurement shall not preclude the products of a/or all manufacturers from being given due consideration in respect to the award of the contract. The municipality reserves the right to approve all proposed "equals".

11. Municipality's Reservation Rights.

The permit will be awarded to the two highest responsible bidders. The municipality reserves the right to select the bid proposals, or any separate part thereof, if separable, the acceptance of which will best serve the interest of the municipality or to reject any and all bids and to re-advertise for bids. The municipality specifically reserves the right to waive any informalities in the bids tendered.

NOTE: Other requirements may be found in the Specifications annexed hereto.

VILLAGE OF HIGHLAND FALLS

BID: Vendor Space

SPECIFICATIONS

Specifications for: Vendor Space(s) as designated by the Village Board

1. Food and non-alcoholic beverage items only may be sold.
2. Vendor Space #1 location in Lot #2 to be determined by the Village Board
3. Vendor Space #2 location in Lot #2 to be determined by the Village Board
4. No services will be provided by the Village of Highland Falls to the vendor space.
5. No alterations to the vendor space will be allowed.
6. **No vendor cart or truck will be allowed to park overnight in the vendor space.**
7. Vendors will keep the area clean of trash
8. The vendor space will be available for one (1) year from date issued.
9. The bid price must be paid to the Village of Highland Falls by cash or certified check within (5) business days of the award of the bid.
10. **Vendors will not operate on Farmer's Market Sundays from 9:00am-4:00pm.**
11. The bidder/vendor must meet all requirements of Chapter 155 (Peddling and Soliciting) of the Village Code, and any other rules or regulations deemed necessary by the Village Board, including, but not limited to:
 - Provide and keep in full force and effect liability insurance naming the Village of Highland Falls as an additional insured and shall hold the Village harmless from any claims. (see attached Certificate of Insurance requirements)
 - Provide a license from the NYS Department of Health for the sale of food and beverages.
12. Please provide the size of your truck/cart to include height, length and depth.

NOTE: no permit shall be issued until bid price is paid (see #9), a Certificate of Liability Insurance and a NYS Department of Health license to sell food and beverage (see #11) is provided to the Village Clerk.

IMPORTANT: This Form Must Be Filled In

NON-COLLUSIVE BIDDING CERTIFICATION

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, and under penalty of perjury, that to the best of their knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor, and
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any other 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, and
4. The person signing this bid or proposal, under the penalties of perjury, affirms the truth thereof.

Dated: _____

Signature of Bidder, if individual

Name of Corporation

(Corporate Seal)

By: _____
Signature and Title of Officer

BID PROPOSAL

_____, (Bidder), a (Corporation, Partnership, sole proprietorship)
organized under the laws of the State of _____, having examined the documents and
specifications in compliance with the Village of Highland Falls invitation for bids on April 2, 2021
hereby proposed to furnish the following bid at the price set forth:

(words)

(figures)

The above bid price is complete. **(Must fill in with words and numbers)** The bid will remain open 45 days. Acceptance of this by the Village of Highland Falls constitutes a contract.

Bidder agrees that this bid is made in accordance with the Village of Highland Falls specifications and documents.

Bidder acknowledges receipt of the following addenda:

_____ (Insert "none" if applicable)

Bidder: _____

BY: _____

Accepted by resolution dated: _____

Village Clerk

Corporate Seal

(2021)

CERTIFICATE OF INSURANCE REQUIREMENTS:

- Certificate of Insurance with the minimum requirements outlined below.

Commercial General Liability (Occurrence Form)

General Aggregate (other than Prod/Comp Ops Liability)	\$2,000,000
Products/Completed Operations Aggregate	\$1,000,000
Personal & Advertising Injury Liability	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any one fire)	\$ 300,000
Medical Exp (Any one person)	\$ 5,000

- ♦ ~~Village of Highland Falls named~~ as Additional Insured using ISO form CG2015- or copies of the equivalent.
- ♦ Additional Insured Status must be on a primary and non contributory basis.
- ♦ Broad Form Blanket Contractual Liability for liability assumed under the executed contract attached and all other services relative to the project.
- ♦ Waiver of Subrogation in favor of INSERT CLIENT'S NAME , ISO Form # CG2404 or equivalent.