

**TOWN OF YORKTOWN  
REQUEST FOR PROPOSALS  
REMOVAL OF TWO CHERRY TREES IN FRONT OF TOWN HALL  
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**I. PURPOSE:**

- A. This request for proposals (“RFP”) is issued by the Town of Yorktown, New York (“Town”), which is seeking a qualified bidder to remove two (2) mature cherry trees (“Trees”) directly in front of Town Hall located at 363 Underhill Avenue, Yorktown Heights, NY 10598 and replant the Trees on a site on Town property.
- B. The Town is seeking responses to the RFP (“Proposals”) which comply with the technical specifications herein as set forth in Part III: Description of Specifications of this RFP. The bidders will be required to inspect the Trees prior to submitting the Proposal. The successful bidder may not claim that the field conditions of the Trees would require a change to Proposal.

**II. GENERAL INSTRUCTIONS:**

- A. All Proposals must provide complete information and documentation as described in this RFP. One (1) copy of the Proposal must be submitted in a sealed envelope labeled “Town Hall Cherry Trees Removal” by 5:00 pm on September 8, 2017 to the following address:

Town of Yorktown  
Attn: Diana Quast, Town Clerk  
363 Underhill Avenue  
Yorktown, New York 10598

- B. This RFP does not commit the Town to issue a contract to any Proposer. The Town will not reimburse any expenses in connection with preparation of Proposals including and attendance at interviews.
- C. All Proposals will be presented to the Town Board. The Town Board may conduct interviews of Proposers. The Town Board will select the Proposal that is deemed to be in the best interests of the Town and will award the contract accordingly.
- D. All Proposals shall be treated as confidential, unless otherwise required by law. The Town reserves the right to waive any technical non-conformance with the requirements of this RFP.
- E. The Town reserves the right to reject any and all Proposals, to request additional information or clarification from any and all Proposers. Questions or comments should be directed to Town Clerk Diana Quast or Highway Superintendent David Paganelli at the above address.

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- F. The Town will not accept any Proposals sent by telefacsimile transmission or email. Each Proposal must be received by the Town Clerk by the stated due date. The Town will not be responsible for any internal or external delivery days that may cause a delay in the timely submission of the Proposal.

**III. DESCRIPTION OF SPECIFICATIONS:**

- A. The successful bidder will be required to remove two (2) mature cherry trees ("Trees") directly in front of Town Hall located at 363 Underhill Avenue, Yorktown Heights, NY 10598 and replant the Trees on a site on Town property.
- B. The bidders will be required to inspect the Trees prior to submitting the Proposal. The successful bidder may not claim that the field conditions of the Trees would require a change to Proposal. Prevailing wage rates will apply and wage reports will be supplied to the Town.

**IV. REQUIRED CONTENTS OF PROPOSALS**

- A. Proposer's name and contact information.
- B. Written Proposal which is responsive to Part III: Description of Specifications of this RFP.
- C. All Proposals must be signed by a duly authorized representative of Proposer.
- D. Any additional information or documentation which the Proposer wishes to submit to the Town in connection with the RFP.

[END]

**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 bid, Bidder and each person signing on behalf of 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 or her knowledge and belief:

The prices in this 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. Unless otherwise required by law, the prices which have been quoted in this bid 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 bid for the purpose of restricting competition.

A bid 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 bid a signed statement which sets forth in detail the reasons therefore. Where (1) (2) and (3) above have not been complied with, the bid 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 bid 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 \_\_\_\_\_ )  
Town of \_\_\_\_\_ )ss.:

On the \_\_\_\_ day of July in the year 2017 before me, the undersigned, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
(Notary Public)