



## REQUEST FOR PROPOSALS

**Purpose:** Acquisition of a real property parcel for municipal and specifically emergency services uses.

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Clerk, Board of Supervisors

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### Key RFP Dates

The following outlines the planned schedule of major activities related to the RFP distribution, response submission and selection processes. Columbia County reserves the right to amend the schedule as necessary.

RFP Issued	October 14, 2016
Deadline to Submit Proposals	October 28, 2016 by 4:00 pm
Final Selection/Review by Public Works Committee	November 28, 2016

**COLUMBIA COUNTY  
REQUEST FOR PROPOSAL (RFP)**

**Acquisition of a real property parcel for municipal and specifically emergency services uses.**

**BACKGROUND**

Columbia County currently has a need for a real property parcel for use by Columbia County Emergency Services Departments. The County has and operates a fire training tower used by emergency services personnel for training purposes, and also for storage of equipment. Those operations need to be relocated to a new parcel of land. The desired requirements are as follows:

1. Preferred: a minimum five (5) acre parcel with building if available;
2. Zoned or Permitted for commercial or municipal uses, specifically use as a fire training tower (35 foot fire training tower installation) and storage of municipal equipment;
3. Centrally located within the County and highway accessible;
4. Space potential or up fit or build potential for classrooms and restrooms;
5. Location to be private, so as to not disturb neighboring parcels or owners;
6. Subject to environmental review and acceptance by the County;
7. Subject to marketable title;
8. Subject to inspection, review and appraisal by County.

The responses should include the above factors and also provide any survey mapping, tax mapping and owner information available. The responses should state a proposed sale price. Any and all additional information relevant to the parcel, former use, current use and proposed uses are welcomed. If the response is submitted by a real estate broker, the broker relationship and authorization from the owner, in writing to submit the proposal should be included with the response. Any commissions claimed due upon a potential sale will be paid by the seller solely. This RFP does not create a relationship between the County and any broker.

Any proposal reviewed and potentially accepted will not necessarily be awarded to the party with the lowest price. Overall compatibility with the County's proposed use or uses will be considered by the County, along with location, acreage, available uses, as well as compatibility with surrounding lands and uses. The County reserves the right to reject any response for any reason, in its sole discretion.

Any potential contract for purchase shall be subject to approval by the Columbia County Board of Supervisors and is specifically subject to budget appropriation and approval. Said Contract will also be subject to the approval of the Columbia County Attorney's Office.

**This RFP is not in any way to be construed as an agreement, obligation or other contract between the County and any person or firm submitting a proposal, nor does it obligate the County to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.** Proposals submitted in response to this request become the property of the County and are subject to the provisions of the New York Laws after the announcement of award is made.

The County reserves the right to:

1. Obtain clarification of any point in a proposer's response or to obtain additional information necessary to properly evaluate a particular response.
2. Reject any or all responses in its sole discretion.
3. Cancel the Request for Proposal in part or in its entirety without explanation to the proposers.
4. Issue subsequent Requests for Proposal.
5. Remedy technical errors in the Request for Proposal process.
6. Negotiate with any, all or none of the proposers.
7. Solicit best and final offers from all or some of the proposers.
8. Award a contract to one (1) or more proposers.
9. Waive informalities and irregularities in proposals.

### **COLLUSION**

A non-collusion statement is attached and must be submitted with each response.

By submitting a proposal, each proposer represents and warrants that its proposal is genuine and not a sham or collusive, or made in the interest of, or on behalf of, any person not named therein; that the proposer has not directly or indirectly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and that the proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

**ATTACHMENT A**

**GENERAL INFORMATION FORM**

**(To be completed by the proposer and placed at the front of your proposal)**

\_\_\_\_\_  
Person submitting response

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Legal Name of Property Owner

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Parcel Location: Street address

\_\_\_\_\_  
Parcel Tax Map Number

\_\_\_\_\_  
Signature  
(If submitted on behalf of owner, written authorization to be provided)

\_\_\_\_\_  
Dated

**ATTACHMENT C**

**NON-COLLUSION STATEMENT**

**GENERAL MUNICIPAL LAW SECTION 103-D**

By submission of this proposal, each responder and each person signing on behalf of any responder, 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 knowledge and belief:

- 1) The prices in this response have been arrived at independently without collusion, consultation, communications oral agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other responder or with any competitor;
  
- 2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the responder and will not knowingly be disclosed by the responder prior to opening, directly or indirectly, to any other responder or to any competitor; and
  
- 3) No attempt has been made or will be made by the responder to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Dated