

ORIGINAL	<input type="checkbox"/>
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NOTICE TO BIDDERS

BID TITLE: Town-Wide Reassessment Project

BID SUBMISSIONS SHALL BE IN A SEALED ENVELOPE. SEALED ENVELOPES SHALL BE CLEARLY MARKED WITH:

1. BIDDER'S FULL NAME, ADDRESS, AND TELEPHONE NUMBER
2. THE BID TITLE (SEE ABOVE)
3. ADDRESS TO: Town of Skaneateles
Attn: Julie Stenger, Town Clerk
24 Jordan Street
Skaneateles, New York 13152

BIDS SHALL BE SUBMITTED AND RECEIVED UP TO AND INCLUDING:

February 7, 2024, 10:00 A.M.

LATE BIDS – All bids received after the deadline date and time stated above will not be considered and will be returned unopened to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the Town. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having the bid deposited on time at the place specified.

Bids shall be publicly opened and <u>read aloud at 10:00 a.m.</u> on the above date, in a designated area assigned by the Town. If attending, please check with the Town Clerk for instructions as to where the bid opening will be held. Phone Julie Stenger, Town Clerk, (315) 685-3473.

TOWN OF SKANEATELES

BID PROPOSAL FOR TOWN-WIDE REASSESSMENT PROJECT

THIS BID IS SUBMITTED TO:

Julie Stenger, Town Clerk at 24 Jordan St., Skaneateles, NY 13152

1. Bid Proposal

The undersigned Bidder hereby proposes and agrees, if this Bid is accepted, to enter into an agreement with the Town of Skaneateles to

Provide professional assessment support and valuation services as part of a town-wide reassessment project for the Town of Skaneateles as outlined in the minimum specifications of this request to be completed for the 2025 Assessment Roll.

The Bidder hereby declares that he or she has carefully examined all bid documents including the Requirements for Bidders and Minimum Specifications attached hereto and related documents, also including those incorporated by reference, and all addenda thereto, is satisfied as to the information and conditions, and understands that in signing this Proposal he or she waives all right to plead any misunderstanding regarding the same.

NOTE: The Town Board reserves the right to reject any and all bids, to waive any and all informalities, and to disregard all nonconforming or conditional bids or counter proposals. Bids containing incomplete or no price information for any bid item, which thus prevents evaluation of the extended total for that bid item, may be rejected.

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, 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 the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Dated: _____, 2023.

Signed: _____
Name of Bidder

Signature of Authorized Officer of Bidder

Address

Telephone Number

STATE OF NEW YORK)
COUNTY OF ONONDAGA) ss:

On the _____ day of _____, 2023, before me personally came _____ to me known, who, being by me duly sworn, did depose and say that he/she resides in _____; that he/she is the _____ of _____ the corporation described in and which executed the above instrument; and that he/she signed his/her name thereby by authority of the board of directors of said corporation.

Notary Public

TOWN OF SKANEATELES
STATE OF NEW YORK

**REQUIREMENTS FOR BIDDERS AND MINIMUM SPECIFICATIONS
FOR TOWN-WIDE REASSESSMENT PROJECT**

1.0 GENERAL.

The Town of Skaneateles is seeking sealed proposals from qualified appraisal firms to provide professional assessment support and valuation services as part of a town-wide reassessment project for the Town of Skaneateles to be completed for the 2025 assessment year.

The Town of Skaneateles has approximately 4,315 parcels, including 3,219 residential parcels, 525 vacant land parcels, 218 farm parcels, 255 commercial parcels, 26 industrial parcels, and 113 wholly exempt parcels. The Town last performed a town-wide reassessment in 2009. The current equalization rate is 63%.

The Town wishes to hire a professional appraisal and consulting firm to conduct a reassessment project including data verification, valuation, field review, public relations and management of the project. It is the intention of this document to describe the required specifications for the Town-Wide Reassessment Project.

2.0 BIDS.

Bids shall provide or furnish all of the following:

1) All bids shall be prepared in accordance with the attached instructions and specifications to receive consideration.

2) Bids subject to an escalator clause or increase in price may be rejected.

3) Bid price must include all costs to the Town including, but not limited to, price for all materials and labor.

4) The Non-Collusive Bidding Certificate and Iranian Energy Sector Divestment Certification as required by Section 103-d and 103-g, respectively, of the General Municipal Law of the State of New York must be executed.

5) Bidder agrees that he or she has reviewed and agrees to comply, in all respects, with these specifications.

6) Bidder will agree to comply with all applicable Prevailing Wage requirements.

7) Bidder agrees to comply with the insurance requirements as set out in Section 9 and will provide proof of the same prior to executing a written contract with the Town.

3.0 INTERPRETATION OF SPECIFICATIONS.

Bidders can seek verbal interpretation of the meaning of any of these specifications or other contract documents. Every request for such interpretation should be in writing and directed to Julie Stenger, Town Clerk at jstenger@townofskaneateles.com. Notice of any and all such interpretations and any supplemental instructions will be sent to all bidders of record, by the Town Clerk in the form of addenda to the specifications. All addenda so issued will then become a part of the contract documents.

4.0 PROPOSAL.

Persons desiring to make a proposal shall use the proposed blank form (the “Proposal Sheet”) prepared and attached hereto. The blank places in the Proposal Sheet must be filled in as noted and no change shall be made in the phraseology of the proposal or in the items mentioned herein. The specifications identified hereto are to be considered as and shall form a part of the agreement.

5.0 REQUIRED DOCUMENTS.

All Bidders Must:

- 1. Have authorized officer fill in all blanks on the Proposal Sheet(s) and sign the proposal.**
- 2. Have the authorized officer sign the Non-Collusive Bidding and Iranian Energy Sector Divestment Certificates (attached).**
- 3. Submit one original and one photocopy (Extra copies of these forms may be made and retained).**

NOTE: FAILURE TO FOLLOW THESE INSTRUCTIONS MAY CAUSE THE BID TO BE CONSIDERED “NON-RESPONSIVE” AND, THEREFORE, NOT ACCEPTABLE.

The successful bidder shall be required to execute a written contract with the Town of Skaneateles (the “Contract”).

6.0 CAPACITY.

Each bid must contain a statement describing the bidder’s capacity to complete the project by:

- 1) Proposing a safe and efficient plan of completing the project in a timely manner, including an estimate schedule date of completion (the “Plan”);
- 2) Describing its access to the necessary labor force, equipment, and facilities to complete the Plan; and

3) Describing its experience, requisite certifications, and credentials and/or qualifications to oversee and complete the Plan; bidder must provide identity of qualified appraiser with experience valuing high-end homes and lakefront/lakeview properties.

7.0 SPECIFICATIONS.

7.1 Services. Bidder shall perform the below services in cooperation with the Town Assessor. Bidder shall develop a plan in cooperation with the Town Assessor to keep the Town Assessor informed as to the progress of all services provided pursuant to the contract. Bidder shall agree to perform the following services as directed by the Town:

- 1) Design and implement a comprehensive public relations plan;
- 2) Review data verification for all parcels;
- 3) Review digital sketches and/or photographs for all improved parcels;
- 4) Sales verification;
- 5) Sales brochures for commercial type parcels with detailed description of property, complete sales write up and verification of all sales listed.;
- 6) Neighborhood delineation and updating;
- 7) Valuation: (within RPSv4)
 - a. Residential Models and PIDS;
 - b. Commercial Valuation Factor File;
 - c. Land Tables;
 - d. Time Trending;
- 8) Valuation documents for all parcels;
- 9) Field review for all parcels (bidder shall arrange for in-person parcel visits by appraiser for all lakefront properties rather than exclusive reliance on electronic imagery);
- 10) All data entry;
- 11) Impact analysis;
- 12) Schedule and conduct informal hearings (all informal hearings with Town residents shall be conducted by the individual designated by the bidder to make final determinations on the tentative assessment roll);
- 13) Mailings:
 - a. Residential Property Inventory Mailer;
 - b. Commercial Property I & E surveys;
 - c. Assessment Disclosure Mailing;
 - d. Change of Assessment Notices (after informal reviews);
- 14) BAR: Training class and update BAR members on Project Outcomes;

- 15) BAR: Support for Assessment Office; and
- 16) Small Claims and Article 7 support should be listed as an option with corresponding pricing.

7.2 Assessment Timeline.

- 1) Start date no later than January 31, 2024;
- 2) Mailing of new assessments, no later than March 1, 2025;
- 3) Informal assessment reviews: March-April 2025;
- 4) Completion of the Tentative Assessment Roll for filing on May 1, 2025;
- 5) Board of Assessment Review meeting on or about the Wednesday after the fourth Tuesday of May 2025 or adjourned hearing date(s) yet to be determined; and
- 6) Completion of the Final Assessment Roll for filing on July 1, 2025.

7.3 Responsibility of Town Assessor.

- 1) **Assessment Functions:** All normal assessment functions including, but not limited to, timely updating of splits, combinations, posting of sales, any additional data entry not identified in these specifications, clerical updating of RPS files.
- 2) **Hardware/Software:** The Town of Skaneateles Assessor's Office will allow the use of its computer and access to the files on its network necessary to complete the updates and analysis or provide remote access to the Town's RPS file.

The Town also reserves the right to REVISE or AMEND the bid specifications prior to the bid opening date by WRITTEN ADDENDA for reasons other than stated above.

8.0 NOTICES.

Any notice required shall be in writing and shall be either sent by mail or hand delivered to the parties at the addresses indicated herein.

Notices for the Town shall be sent to:

Town Clerk
Town of Skaneateles
24 Jordan Street
Skaneateles, NY 13152

Notices to the Bidder shall be sent to the address set forth on the Bid Proposal.

9.0 INSURANCE. Bidder must carry the following insurance and provide proof of the same with prior to execution of the Contract:

9.1 Commercial General Liability (“CGL”) with limits not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. In the event the CGL policy contains a General Aggregate Limit, such limit shall apply separately to each property. CGL coverage shall be written on ISO occurrence form GC 00 01(1093) or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent subcontractors, products-completed operations, and personal and advertising injury.

9.2 Automobile Liability with limits of at least \$1,000,000 per accident. Such coverage must include coverage for liability arising out of all owned, leased, hired, and non-Bidder owned automobiles.

9.3 Commercial Liability Umbrella with limits of at least \$2,000,000.

9.4 Workers’ Compensation, Disability Benefits and Employers Liability with statutory limits as required by law and as customary in the Bidder’s business.

In the event Bidder is awarded the Contract, Bidder shall furnish the Town with copies of policies, certificates of insurance, or other proof satisfactorily evidencing the insurance coverage as herein required, together with all exclusions and endorsements and shall provide an endorsement that the Town will be given advance written notice of cancellation or any material change in coverage. The foregoing insurance policies shall be at Bidder’s or Bidder’s subcontractors’ sole cost and expense and shall name the Town as an additional insured. Coverage as additional insured shall apply as primary and non-contributing insurance before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured and there shall be no New York Labor Law exclusions.

10.0 INDEMNIFICATION.

To the fullest extent permitted by law, Bidder shall defend, indemnify, and hold harmless the Town, its officers, agents, and employees, from and against all claims, damages, losses, and expenses, including, but not limited to, attorneys’ fees, damages, penalties, costs, and any other amounts which may arise from Bidder’s or its agents, employees, or subcontractors’ performing the work specified in the Contract.

11.0 ASSIGNMENT.

The Bid and any Contract are not assignable or transferrable in any manner and may not be pledged or encumbered without the express written permission of the Town.

12.0 TAX EXEMPT STATUS.

The Town is a political subdivision of the State of New York and as a government entity is exempt under Purchase Tax Law, Section 1116. The Town is not issued an exempt organization certificate or an ST119 with an exemption number by the New York State Tax Bureau. A copy of the Town’s Voucher (VO), Purchase Order (PO) or petty cash form are the only certifications the Contractor is required to keep for documenting the tax exempt sale. Contractor questions

concerning the Town's tax exempt status should be directed to the Town Clerk.

13.0 REGULATORY COMPLIANCE.

The Bidder represents that all goods and services provided shall comply with all applicable standards, rules and regulations in effect for the requirements of federal, state and local laws and regulations as applicable, including the Consumer Product Safety Act, Occupational Safety and Health Act, as amended, or other applicable laws or regulations.

14.0 WITHDRAWAL OF BIDS.

- A. No bids may be withdrawn after the bid deadline unless no award has been made within forty-five (45) days of bid opening.
- B. In the case of a unilateral bid mistake, or error, by a Bidder, on any bid proposal, legislation allows the Bidder to withdraw the bid after showing that:
 - 1. the mistake was known, or made known to the Town **PRIOR** to the awarding of the Contract, or within three (3) days after the bid opening, whichever period is shorter;
 - 2. the price bid was based on an error of such magnitude that enforcement would be unconscionable;
 - 3. the bid was submitted in good faith and the Bidder submits credible evidence that the mistake was a clerical error rather than a judgment error;
 - 4. the error was actually due to an unintentional substantial mathematical error, or unintentional omission of a substantial quantity of work, labor, materials or services, made directly in the compilation of the bid (which error or omission can be shown by objective evidence drawn from certain listed documents); and
 - 5. it is possible to put the Town in "status quo ante."

15.0 AUTHORIZED SIGNATURE

The words "officer" or "officer of the company" means anyone having the "authority" to obligate their principal in the bidding and contract process. This person will provide documentation that he has this authority and will furnish the documentation within 72 hours, when requested, or be considered indicative of non-responsibility and will not be given further consideration.

16.0 REJECTION AND/OR ACCEPTANCE OF BIDS.

The successful Bidder will be notified by letter within 20 days after opening of the bids. The successful Bidder will be required to execute a written contract with the Town of Skaneateles. The Bid and advertisement for bid are incorporated into the executed contract. The Town reserves the right to evaluate and/or reject any and all bids in whole or in part, and to waive technicalities, irregularities and omissions, if, in the Town's judgment, the best interests of the Town will be

served.

17.0 ENTIRE AGREEMENT.

This instrument represents the entire agreement between the parties. This contract may only be modified by a written instrument duly executed by both parties and shall be binding upon and inure to the benefit of the parties and their successors and assigns.

NOTICE: All bids received that lack:

- 1. A signed proposal; or**
- 2. Signed Non-Collusive Bidding and Iranian Energy Sector Divestment Certifications *may be rejected as being non-responsive at the formal public bid opening.***

The Town Procurement Officer(s) or employees conducting the bid opening will document the non-responsiveness orally and in writing.

The undersigned hereby asserts that he/she is an authorized officer of the Bidder and has read and agrees to abide by the foregoing Bid Requirements and Specifications.

Dated: _____, 2023.

Signed: _____
Name of Bidder

Signature of Authorized Officer of Bidder

Address

Telephone Number

STATE OF NEW YORK)
COUNTY OF ONONDAGA) ss:

On the ____ day of _____, 2023, before me personally came _____
_____ to me known, who, being by me duly sworn, did depose and
say that he/she resides in _____; that he/she is the _____

of _____ the corporation described in and which executed the above instrument; and that he/she signed his/her name thereby by authority of the board of directors of said corporation.

Notary Public

NON-COLLUSIVE BIDDING CERTIFICATION

Section 103-d of the General Municipal Law requires the following statement subscribed by the bidder as true under the penalties of perjury: 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, under penalty of perjury, that to the best of knowledge and belief:

- (1) 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;
- (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 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.

Section 103-d of the General Municipal Law, as amended, in addition to requiring the above certification, provides as follows:

A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where (a) (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.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, 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 the inclusion therein of the

certificate as to non-collusion as the act and deed of the corporation.

Dated: _____, 2023.

Signed: _____

Name of Bidder

Signature of Authorized Officer of Bidder

Address

Telephone Number

IRANIAN ENERGY SECTOR DIVESTMENT 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, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

A bid shall not be considered for award nor shall any award be made where the condition set forth in paragraph a of this subdivision has not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. A political subdivision may award a bid to a bidder who cannot make the certification pursuant to paragraph a of this subdivision on a case-by-case basis if:

(1) The investment activities in Iran were made before the effective date of this section, the investment activities in Iran have not been expanded or renewed after the effective date of this section, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or

(2) The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

Bidder Name: _____

By: _____

Title: _____