The Village of Savona (“The Village”) is in need of receiving emergency excavation on-call services. The purpose of this Request for Proposal for on-call services (the “RFP”) is to obtain sealed proposals from professional and qualified vendors who can provide the On-call services in accordance with the terms and conditions of this RFP. The Village request a two-year (2) contract starting on April 1, 2020 and ending on March 31, 2022. The Village may select one or more experienced and qualified vendor(s) to proceed with the negotiation process from those submitting Proposals. Past experience will also be judged through the reference of each entity.

**THE VILLAGE PROFILE**

The Village is a Municipal Corporation duly organized and existing under and by virtue of the Laws of the State of New York, with offices located at 15 McCoy Street, Savona, County of Steuben, State of New York, 14879. On-call contract is desired for the villages 8.90 lane miles, the municipal building/fire department, driveway to tank site and driveway to well site.

**PROPOSAL SUBMISSION DEADLINE AND REQUIREMENTS**

Due date for submission of proposals in response to this RFP is:

 **Monday, February 24, 2020 at 2:00pm Local Time** (the “Due date”)

All proposals must be delivered to the village office on or before the due date as follows:

**Village of Savona**

**15 McCoy Street**

**Savona, NY 14879**

All proposals must be marked “On-Call Contract Proposal” in the lower left-hand corner of the Proposal package.

**Oral, Email, or Facsimile Proposals will *not* be accepted**. Any Proposals received after the Due Date listed above will not be accepted or considered it will be made available to the respective vendor, unopened, for pick up at the vendor sole expense.

At the specified location and Due Date stated above, all timely submitted Proposals shall be publicly opened and dated. Any interested parties may attend. No immediate decision will be rendered.

Proposals must be presented in the format requested. Proposals not submitted in the prescribed form may be rejected at the sole discretion of The Village.

Vendors are to provide **two** (2) hard copies of the proposal within the sealed package.

The Village reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all proposals with or without cause. The Village reserves the right to waive any irregularity or informality in the RFP process or any Proposal, and the right to reward the contract to other than the lowest bidder. The Village reserves the right to request additional information from any or all bidders. The Proposal shall be considered firm for 90 days after the due date for the Proposal.

Request for clarification or questions on bidding procedures or specifications may be directed to Brian Scott, Mayor, Village of Savona at (607) 346-6275 or by email at bcscott@villageofsavona.com.

From the issue date of this RFP until the vendor is selected in the selection announced, a perspective vendor shall not communicate about the subject of this RFP or a vendor Proposal with The Village, the Board of Trustees, or any individual employee, except for Brian Scott, Mayor of the Village of Savona

The village intends that all vendors shall have equal access to information relative to this RFP, and that this RFP contains adequate information. No information communicated, either verbally or in writing, to or from a vendor shall be effective and less confirmed or written communications contained in an addendum to this RFP, a request for clarification/questions or other written responses thereto, or in the Proposal.

A recipient of this RFP is responsible for any and all cost and liabilities occurred by it or others acting on its behalf in preparing or submitting a Proposal, or otherwise responding to this RFP, or any negotiations incidental to its Proposal or this RFP.

Each vendor certifies that their Proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a Proposal for the same subject matter and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

The following outlines the information that must be provided by each vendor and the required format for its Proposal. Any Proposal not providing the required information, or not conforming to the format specify, may be disqualified on that basis. Proposals must (i) demonstrate an understanding of the scope of services desired under this RFP; (ii) services, including the features of each, proposed by the vendor; and (iii) include all necessary information to enable The Village to thoroughly evaluate each vendor overall experience, expertise, qualifications and ability to deliver the service in accordance with the requirements and obligations of this RFP. Each Proposal should also include any other information or explanations that the vendor feels is/are significant with respect to The Village making an informed decision relative to its Proposal

**SCOPE OF SERVICES**

Work shall include providing, without prior quote or bid, emergency excavation services to The Village on an “on-call” basis, during the term of the contract. Such excavation services shall be limited to any water service or water district excavation ordered or requested by the Village.

It is the responsibility of the contractor to have noted and reviewed all potential obstructions on the village properties such as, but not limited to, curbs, hydrants, cisterns, signage and landscaping.

**NOTIFICATION IN RESPOSE**

The vendor shall meet a response time of no more than an hour from the time of notification.

**HOURS OF OPERATION**

The contractor must be available to provide such service on short notice 24-hours a day, seven days a week during the term of this contract.

**EQUIPMENT**

All work proposed by the vendor must be accomplished using the vendors own and/or rented equipment.

All replacement, maintenance and repair cost related to the vendors’ equipment will be at the sole expense of the vendor.

The vendor must include a list of equipment with The Proposal. The list shall include labor for the following

 a) Truck Rental - $\_\_/hour

 b) Mini Excavator - $\_\_/hour

 c) Back-Hoe - $\_\_/hour

 d) Bulldozer - $\_\_/hour

 e) Bob-Cat - $\_\_/hour

 f) Vib Roller - $\_\_/hour

 g) Plate Compactor - $\_\_/hour

 h) Air Compressor and Hammer - $\_\_/hour

 i) Per Laborer - $\_\_/hour

After Hours Rate Schedule – for all services requested or required to be performed between the hours of 12:00am and 7:00am, the rates set forth above shall apply EXCEPT:

 a) the Back-Hoe rate shall increase to $\_\_.00/hour

 b) Per Laborer rate shall increase to $\_\_.00/hour