



LEWIS
COUNTY
NEW YORK

PURCHASING

P: 315-376-5144 | F: 315-376-4917

Brian Hanno

Director

brianhanno@lewiscounty.ny.gov

REQUEST FOR PROPOSAL

NO. 2026-105

LEWIS COUNTY VACANT AND BLIGHT PROPERTY INVENTORY

Date: June 18, 2026

To Whom It May Concern:

Lewis County is currently soliciting proposals from qualified firms to provide professional services for the completion of a countywide Vacant and Blighted Property Inventory.

All proposals to be mailed to:

Cassandra Moser, Clerk of the Board
County Courthouse, 2nd Floor, Room 225
7660 North State Street
Lowville, New York 13367

or delivered in person between the hours of 8:30 A.M. and 4:30 P.M., Monday through Friday.

All proposals must be received on or before 2:00 p.m. on July 21st, 2026, Late proposals will not be considered.

Lewis County reserves the right to forego any formalities and reject any or all proposals. Lewis County is an Equal Opportunity Employer.

This RFP can be found on and downloaded from the Lewis County Website:
www.lewiscountyny.gov

Sincerely,

Brian Hanno
Lewis County Purchasing Director
7660 North State Street
Lowville, NY 13367

7660 North State Street • Lowville, NY 13367 • 315-377-2000 • lewiscountyny.gov

1. INTRODUCTION

1.1 Purpose

Lewis County is soliciting proposals from qualified Consultants to prepare a comprehensive Vacant and Blight Property Inventory and scoring matrix for use by Lewis County Departments, including the Planning & Community Development Department, Building and Codes Enforcement, and Real Property. This project is funded through the HCR CDBG Community Planning Grant funds. The HCR contract period with the County is anticipated to run from May 2026 through May 7, 2027; the County expects to complete the project within 9 months of contract execution.

The primary goal of the Vacant and Blight Property Inventory is to categorize properties and develop a prioritization strategy to maintain a future list for both County agencies and community partners, thereby empowering strategic investments to enhance our housing and commercial building stock. This will empower Lewis County to apply for future CDBG grant opportunities that improve our housing and commercial building stock and inform future planning.

The County invites qualified Consultants with demonstrated experience in property inventory and assessment to submit proposals for this project.

Additional details regarding the scope of work are provided in Section 2.1.

1.2 Inquiries

Any questions related to this RFP should be directed to Brian Hanno, Purchasing Director, by email at brianhanno@lewiscounty.ny.gov.

1.3 Minority, Women-owned Business Enterprises and Service-Disabled Veteran-Owned Businesses

Lewis County is committed to fostering diversity and inclusion within our project. For this specific project, there are no minimum goals, however, we aim to achieve MWBE participation and invite responses from MWBE-certified firms to our solicitation. All interested vendors should submit proposals that demonstrate MWBE and SDVOB inclusion. Proposals should clearly outline the proposed participation percentage from both WBE and MBE firms, and the completion of the attached Form D – M/WBE Utilization Plan is required as part of any submitted proposal.

1.4 Taxes

No charge will be allowed for federal, state, sales, and excise taxes from which the County is exempt. Exemption Certificates will be provided upon request.

2. GENERAL PROJECT DESCRIPTION OR REQUIRED PERFORMANCE OUTCOMES:

2.1 Scope of Work

Lewis County is seeking a qualified consultant for planning services to support activities that benefit low- and moderate-income persons and address blight and slum conditions countywide. The project scope is to complete a point-in-time Vacant and Blight Property Inventory of residential, commercial, and mixed-use parcels countywide; define a priority-ranking methodology for blight conditions to be implemented by Lewis County to maintain the inventory moving forward; and produce a minimum of 5 site-reuse recommendations for the highest-priority risk properties identified in the inventory.

Task 1: Stakeholder Engagement

Project Initiation meeting: to be held with the County departments and partner agencies. At minimum, Naturally Lewis (economic development), Snowbelt Housing, Building and Code Enforcement, Real Property Department, Department of Planning and Community Development, Lewis County Historical Society, Lewis County Land Bank Corporation, Lewis County Attorney, and County Manager.

Deliverables: Meeting minutes shared with initiation meeting participants; project timeline established; stakeholder follow-up meetings scheduled & held; and comment integration scheduled.

- *Stakeholder small-group follow-up meetings: minimum of 2, to include Code Enforcement and Real Property*

Deliverables: Identify priority items for the ranking methodology for properties

Task 2: Desktop Analysis, Existing Point-in-Time Property Inventory

Conduct a GIS and data screening of the County's hamlets, villages, and key roadways to determine candidate properties. The review should include, but need not be limited to:

- Department of Financial Services data from banks;
- Pre-foreclosure, Foreclosure, and Real Estate/Bank-owned properties: identify properties with significant delinquencies or not sold at auction by banks;
- Collaboration with Lewis County Real Property Department: County Tax foreclosure;
- Collaboration with Lewis County Building and Code Enforcement Office: investigate properties with code violations;
- Digital Street View Data (Google or comparable service): visual identification of vacant/blight properties not otherwise captured via the above methods; and

- Community Drive-through of the hamlet and village centers (where street-view is unavailable within 6 months): visual identification of vacant/blight properties not otherwise captured via the above methods

Deliverables: ArcGIS map of identified sites, photo inventory of sites unavailable via Digital Street View Data, centralized point-in-time list of blight/vacant properties

Task 3: Develop Evaluation Criteria and Methodology:

Using the input from Tasks 1-2, develop the prioritization matrix, using both qualitative and quantitative factors identified by various stakeholders. This should include identifying and establishing a preferred platform and methodology for Lewis County staff to maintain the Inventory developed under Task 2. For example, this may be a weighted decision matrix, a flowchart, or a combination of both. Minimum matrix inputs should include:

- Age of building or property;
- Land use permissions;
- Proximity to amenities and services;
- Infrastructure capacity;
- Available funding opportunities;
- Property owner motivation;
- Environmental considerations;
- Transformative impact;
- Alignment with existing planning documentation and community goals;
- Lewis County Comprehensive Plan (2009 and draft 2026);
- Lewis County Housing Needs Assessment; and
- Lewis County Complete Streets Plan

Deliverables: Minimum of 1 stakeholder meeting and 1 county staff workshop to review the proposed matrix and incorporate feedback. Evaluation Criteria established, platform populated with Point-in-Time inventory with editing capabilities to maintain the list over time according to the matrix.

Task 4: Site Visits and Developer Summary One-Pagers

Conduct site visits and generate one-page site reuse recommendations for 5 of the top priority locations.

Deliverables: Site condition report, redevelopment recommendations, coordination with community stakeholders and outreach to current property owners to assess preliminary redevelopment interest, developer summary one-pagers formatted for easy distribution to involved agencies and to market-identified properties for reuse. At a minimum, this must include existing site conditions, proposed suitable reuse and recommended actions, details on existing power and utilities, site maps and images, zoning regulations, Ag District #6 inclusion or exclusion, property liens, and environmental considerations.

Task 5: Final Property Inventory – with ArcGIS Integration

The final Property Inventory must include an executive summary describing the process for identifying and ranking derelict properties, key findings, visualizations and maps, and a guide for evaluating properties for consideration and inclusion in the Property Inventory in the future.

The ArcGIS viewer and data must include existing conditions like zoning, land use, property ownership, relevant environmental/historical information, relevant demographic/economic information, and development priority.

Deliverables: ArcGIS-Integrated Property Inventory, Priority Ranking Matrix. In-person StoryMap Presentation to Lewis County Legislators at Finance and Rules Committee Meeting (approximately 15 minutes in duration)

Task 6: Project Status Reports

Submit monthly project status reports via email to Lewis County for compliance with CDBG reporting standards.

Deliverables: Status Reports Submitted on a Monthly Basis.

3. SPECIFIC REQUIREMENTS:

3.1 The Contractor firm agrees to provide services to Lewis County as an independent contractor and not as an employee, as those terms are understood for New York and Federal law purposes. The Firm agrees to provide for, secure, and/or be solely responsible for any and all required fees, permits, Workers' Compensation coverage, Unemployment Insurance, Disability Insurance, Social Security contributions, income tax withholding and any other insurance or taxes, including but not limited to Federal and New York taxes, for any persons performing services pursuant to a subsequent agreement, including the Contractor, and any employees of the selected Firm. The Contractor agrees to indemnify Lewis County and hold Lewis County harmless from any claims, suits, losses, or damages, including reasonable attorney's fees, resulting from any failure on the part of the contractor to satisfy its obligations as stated herein.

3.2 The Contractor acknowledges and agrees to purchase, register, and insure any and all necessary equipment and vehicles to provide the scope of services identified. Automobile liability insurance must have a minimum limit for bodily injury and property damage of \$1,000,000 /\$2,000,000

3.3 The contractor acknowledges and agrees to purchase comprehensive general liability insurance with minimum liability limits of \$1,000,000 / \$2,000,000 for personal injury and property damage, and \$2,000,000 aggregate to protect against claims brought against Lewis County, which may arise from the provision of services under a subsequent agreement. Contractor agrees to name Lewis County as an

additional primary insured.

3.4 The Contractor agrees to indemnify Lewis County and hold Lewis County harmless from any claims (including but not limited to claims under Labor Law Section 240, if applicable), suits, losses, or damages resulting from or relating to any services provided by the Contractor and/or equipment or materials used by the Contractor, or any other person performing services pursuant to a subsequent agreement. The Contractor shall be liable to the County for any loss, damage, or destruction of any property, materials, goods, documents, or other items, including reasonable attorney's fees, resulting from or related to the negligence, or other wrongful acts of the Contractor, the Contractor's employees, or any other person performing services pursuant to a subsequent agreement. The amount of general liability insurance.

3.5 The Contractor may not assign, transfer, sublet, or otherwise dispose of the Agreement without the prior written consent of Lewis County.

3.6 Lewis County reserves its right to require additional contractual provisions it deems appropriate to give effect to this Proposal.

3.7 Lewis County has received New York State Smart Growth Grant Program funds for this project. As such, any part of an agreement between the County and Contractor for this project shall contain provisions for specifying (1) that the work performed by the subcontractor must be in accordance with the terms of the NYS Master Contract with the County, (2) that nothing contained in the subcontract shall impair the rights of the State under the Master Contract with the County, and (3) that nothing contained in the subcontract, nor under the Master Contract, shall be deemed to create any contractual relationship between the subcontractor and the State. In addition, subcontracts shall contain any other provisions that are required to be included in subcontracts pursuant to the terms herein. Prior to contract execution between the County and Contractor, NYS will determine whether the proposed Contractor is a responsible vendor.

4. ANTICIPATED PROJECT SCHEDULE:

CONTRACT PERIOD:

3.1 The intent of the County is to award this contract on August 4, 2026, for a project completion date projected to be no later than March 31, 2027 (8 months).

3.2 Applicants should outline their ability to complete the project according to the following timeline in their application.

Activity	Timeframe
RFP Posted	June 18, 2026
RFP Submission Deadline	July 21, 2026
Contract Awarded	August 4, 2026
Stakeholder Engagement	August 2026
Desktop Analysis and Point in Time Inventory	September – October 2026
Develop Evaluation Criteria and Methodology	November – December 2026
Site Visits and Developer Summary One-Pagers	September 2026 – February 2027
Final Property Inventory – with ArcGIS Integration Presentation to the Board of Legislators Finance & Rules Committee	March 2027

5. ELIGIBLE APPLICANTS

5.1 To be deemed an eligible applicant, you must have at least three (3) years of experience in the government marketplace and provide a minimum of three (3) municipal customers as references.

6. PROPOSAL FORMAT

6.1 To be submitted on your own forms, but must include the bid page, the non-collusion form, anti-sexual harassment form, corporate attestation form, EEO Staffing Form, Form D – M/WBE Utilization Plan, and Iran Divestment Act set forth at the end of this RFP. Bidders must include sections that explicitly address the first three bullet points in the Scoring Criteria below.

7. BASIS OF AWARD:

7.1 All proposals will be evaluated to determine if they meet the requirements of the Request for Proposal. The County may, as it deems necessary, conduct discussions with the contractor(s) it deems reasonably suspected of being selected for award, for the purpose of clarification and responsiveness to requirements. The County has assigned varying weight to criteria and reserves its right to make an award based upon said criteria, including “best value,” if applicable.

Scoring Criteria:

- Relevant Experience (40%)
- Process and Deliverables (15%)
- Proposal Fees (45%)

7.2 Information gathered by the County from the RFP, during any interviews, and any other information and factors deemed relevant by the County may be considered in a final award. Some additional information and criteria the County may consider include, but is not limited to, the bidder's commitment to Lewis County, the reputation of the contractor, commitment to quality of services, and responsiveness.

7.3 The County reserves the right to accept or reject any and all Proposals.

7.4 The Award may be made to the most responsible bidder whose proposal is determined to be in the best interest of Lewis County and deemed to best serve the County's needs and requirements, based on the evaluation of all relevant criteria and information provided including an interview with Contractor and the Award Committee.

7.5 A successful bidder is encouraged by the County to use in-county and/or local vendors, supply entities and labor force, if possible, in providing the services under the contract awarded for this project, but is not required to do so, nor is same a criteria in the award determination.

7.6 The Award Committee will consist of the Finance and Rules Legislative Committee, County Manager, Purchasing Director, Planning & Community Development Director, and the County Attorney. The County reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest of the County. Price will not necessarily be the determining factor in the award of the contract. The Award Committee will make its recommendation to the Board of Legislators for their approval at the July 28, 2026 Finance and Rules Committee Meeting. If approved by the Finance and Rules Committee, contract award will be made by resolution of the full Board of Legislators at their regularly scheduled August 4, 2026 Board of Legislators meeting.

7.7 Bidders will be notified in writing of the successful award after formal acceptance by Lewis County Legislature.

8. GENERAL INFORMATION:

8.1 Your proposal must include the following to be considered:

1. Name, Address, Contact Person.
2. Telephone Number/Fax Number/E-mail Address.
3. Detailed description of the proposed services to be provided based on the vendor's recommendation to accomplish the scope of work detailed above for this project.
4. Essential information about the company providing the service including the

correct and full legal name of the business, tax identification number, and a listing of all personnel involved in the proposal.

5. Credentials or resumes of the key staff expected to be assigned to provide the scope of work, including but not limited to primary areas of responsibility and experience performing that work.
6. Proposed compensation plan or fee structure.

8.2 PROPOSAL REQUIREMENTS:

- a) Provider must submit their written proposal on their own forms.
 - b) One original and two (2) copies of the proposal must be provided, in addition an electronic copy on a Flash Drive
 - c) Read all documents contained in the proposal package.
- Proposals must be submitted to:
Cassandra Moser, Clerk of the Board
Lewis County Courthouse
7660 North State Street
Lowville, New York 13367

To be considered, the proposal must be received no later than 2:00 PM on July 21st, 2026. No proposals will be accepted after the designated time. Bid packages will be opened on said date and time in the Courthouse Building, Second Floor Chambers, 7660 North State Street, Lowville, NY 13367.

Providers shall indicate on the outside of their sealed proposal the following information:

- Title of Proposal and Proposal Number, if any
- Date and Time of Proposal Opening
- Company Name / Bidders Name

Failure to do so may result in the rejection of the proposal as being unresponsive.

8.3 LATE PROPOSALS:

Proposals received in the Clerk of the Board's Office after the date and time prescribed shall not be considered for contract award and shall be returned, unopened, to the Contractor.

NOTE: Any delay due to traffic, weather, mail, or express delivery is not an exception to the deadline for receipt of proposals. Please plan accordingly.

8.4 PROPOSAL CONTENT:

All information required by these specifications must accompany the proposal or contractor may be disqualified.

8.5 ADDENDA:

Addenda are written instruments issued by the County prior to the date for receipt of offers which modify or interpret the specification document by addition, deletion,

clarification or correction. Addenda will be e-mailed to all who are known by the County to have received a complete set of specification documents. Addenda will also be posted on Lewis County website, www.lewiscountyny.gov. Copies of addenda will also be made available for inspection at Purchasing Director's Office located in the County Courthouse Building. No addendum will be issued later than forty-eight (48) hours prior to the date and time for the receipt of offers, except an addendum withdrawing the RFP, or addendum including postponement.

8.6 PROPOSAL RECEIPT BY A THIRD PARTY:

Any Contractor submitting a proposal based on incomplete or inaccurate information resulting from documentation received from any third party shall not have cause for relief from the award or completion of a contract in accordance with the official documents on file with the County of Lewis. It is STRONGLY suggested that all Contractors interested in participating in this proposal, contact Lewis County Purchasing Department directly to assure they have received the most accurate and up-to-date material concerning this contract. The County does not offer or supply anyone the list of people who have obtained a copy of these RFP specifications for the project before the opening of the RFP. NO EXCEPTIONS ARE MADE TO THIS POLICY.

8.7 FREEDOM OF INFORMATION LAW (FOIL)

All material submitted in response to this Bid becomes the property of the County, with same being considered public records after the award of the contract, subject to confidentiality and exemptions set forth in the Public Officers Law. Proposals will not be shared with any competing offerors during the selection phase of this procurement, however, after award of the contract to the successful offeror, proposals and/or lawful parts of proposals received in response to this RFP may be subject to disclosure under the Freedom of Information Act. Information in proposals that is clearly identified as proprietary will not be disclosed at any time. Blanket statements that all contents of the proposal are confidential and proprietary will not be honored by the County. The New York State Freedom of Information Law (FOIL), as set forth in Article 6 of the Public Officers Law mandates public access to certain government records. Generally, proposals submitted in response to this Bid may constitute government records subject to FOIL.

Proposals may contain, among other things, certain technical, financial, or other data and information that constitute trade secrets if publicly disclosed. To protect this information from disclosure under FOIL, Proposers should specifically identify the pages of the proposal that contain such information by properly marking the top of the applicable pages with " with the notation: "CONFIDENTIAL" and inserting the following statement in the front of its proposal: "The information or data on page __ of this proposal, identified on the top thereof as "CONFIDENTIAL", contain financial, technical, or other information which constitute government records subject to FOIL." Bidder should explain, among other things, certain technical, financial, or other data and information that constitute trade secrets, if publicly disclosed, that

could cause substantial injury to the commercial enterprise's competitive position, and request that the County use such information only for the evaluation of this proposal.

Bidder must understand that the County is required to comply with the provisions of the New York State Freedom of Information Law (FOIL), and that public disclosure of the information contained in this proposal whether or not marked as "CONFIDENTIAL" may be required. Bidder shall make no claim for any damages as a result of any such disclosure by the County pursuant to FOIL. In the event the County receives a FOIL request for disclosure of information marked as "CONFIDENTIAL", the Proposer/Bidder shall be notified of the request and may expeditiously submit a detailed statement and explanation indicating the reasons it has for believing that the information requested is exempt from disclosure under the law. This detailed statement and explanation shall be used by the County in making its determination as to whether disclosure is required under the law.

9. CONFLICTING TERMS:

9.1 The requirements provided in the "specification" portion of these documents shall govern in any conflict with any other language provided in the general "Terms and Conditions" or any other boilerplate type information. Any conflict between the specification language and any boilerplate language will be resolved in favor of the specification language.

10. EXECUTORY CLAUSE:

10.1 Any contract offered in response to this RFP shall contain the following clause: "This Contract shall be deemed executory only to the extent of funds appropriated by Lewis County Board of Legislators and available for the purposes of this Agreement; and no liability on account thereof shall be incurred by Lewis County beyond the amount of such funds."

11. NO JOINT BIDS:

11.1 Joint Bids will not be accepted. For purposes of the specifications, the term joint Bid shall include, but is not limited to, any Bid submitted jointly by two or more Contractors in the name of partnership, joint venture or other legal entity formed for the purpose of submitting such a Bid or to be formed for the purpose of entering into a contract pursuant to such Bid/RFP.

12. PAYMENTS UNDER CONTRACT AWARD:

12.1 Payment for services shall be following receipt of vendor claims and invoices in accordance with Lewis County accounting/payment practices. Any claim against the contractor may be deducted by the County from any money due him in the same or other transactions. In any case where a question of non-performance of a contract arises, payment may be withheld in whole or in part at the discretion of the County as compensation for any loss, damage, or cost incurred by the County as a result of said non-performance.

13. CONFLICTS OF INTEREST:

13.1 In executing and submitting this Bid, the bidder represents and warrants that no person who is an elected official, officer, or employee of Lewis County, nor any person whose salary is payable, in whole or in part, by the County, or any corporation, partnership or association in which such official, officer or employee is directly interested, shall have a direct financial interest, in the contract to be awarded hereunder or in the proceeds thereof, unless such person completes and submits a Disclosure Form, on a form acceptable to the County, disclosing their interest or seeks a formal opinion from Lewis County Ethics Board as to whether or not a conflict of interest exists. For a breach or violation of such representations or warranties, the County shall have the right to annul this Agreement without liability entitling the County to recover all monies paid hereunder and Contractor shall not make claim for, or be entitled to recover, any sum or sums otherwise due under any contract awarded hereunder.

14. IRANIAN ENERGY SECTOR DIVESTMENT

Contractor hereby represents that said Contractor is in compliance with New York State General Municipal Law Section 103-g entitled “Iranian Energy Sector Divestment”, in that said Contractor has not: a. Provided goods and services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquified natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquified natural gas for the energy sector of Iran; or b. Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person’s intent was to use the credit to provide goods or services in the energy sector in Iran. Any Contractor who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible Bidder pursuant to Section 103 of the New York State General Municipal Law. Except as otherwise specifically provided herein, every Contractor submitting a bid in response to this Request for Bids must certify and affirm that it is not on the list created pursuant to NYS Finance Law Section 165-1 (3)(b), as set forth on one of the required forms located at the end of this RFP.

YOU MUST RETURN THIS SHEET WITH YOUR PROPOSAL

BID PROPOSAL PAGE

REQUEST FOR PROPOSAL

No. 2026-105

Lewis County Vacant and Blight Property Inventory

Lump Sum Price for Complete Project Per Above Specifications:

\$ _____

Company Name: _____

Authorized Signature: _____

Date: _____

YOU MUST RETURN THIS SHEET WITH YOUR PROPOSAL

SIGNATURE PAGE

REQUEST FOR PROPOSAL

No. 2026-105

Lewis County Vacant and Blight Property Inventory

TO: Clerk of the Board, County of Lewis

THE UNDERSIGNED PROPOSES TO PROVIDE THE GOODS AND SERVICES required as set forth in the referenced Request for Proposal. If successful, the Bidder hereby agrees to furnish the goods and services in accordance with all terms, conditions, and specifications contained within the referenced Request for Proposal, at prices submitted in the referenced specifications. I certify that I am authorized to sign this proposal, myself or on behalf of the company or firm I represent, and to enter into a binding contract with Lewis County. This signed proposal will become part of a binding contract after award by Lewis County Legislature to the successful bidder.

NOTE: By signing and submitting the proposal form for consideration by Lewis County Legislature, the Contractor acknowledges they have read, understood, and agree to all aspects of the specifications as presented without reservation or alteration.

_____	_____	
Legal name of person/firm/corporation	Authorized Signature/ Position	
_____	_____	
Address	Typed Name	
_____	_____	
City/State/Zip	Title	
_____	_____	
Date	Telephone No.	_____
		Fax No.

E-mail address		

YOU MUST RETURN THIS SHEET WITH YOUR PROPOSAL

AFFIRMATION STATEMENT ON SEXUAL HARASSMENT

REQUEST FOR PROPOSAL

No. 2026-105

Lewis County Vacant and Blight Property Inventory

In compliance with State Finance Law § 139-l, the undersigned bidder hereby certifies and affirms under penalty of perjury:

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 the bidder has and has implemented a written policy addressing sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one g of the labor law.

Legal name of firm/corporation	Authorized Signature
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Address	Typed Name
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City/State/Zip	Title
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Date	Telephone No.	Fax No.
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Note: Pursuant to State Finance Law §139-l 3, if the Bidder cannot make the foregoing certification and, such bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons, therefore.

YOU MUST RETURN THIS SHEET WITH YOUR BID

CORPORATE APPLICANT/ENTITY ATTESTATION OF GOOD STANDING

REQUEST FOR PROPOSAL

No. 2026-105

Lewis County Vacant and Blight Property Inventory

As a duly authorized official of the Applicant Entity identified below, I certify and attest that the following conditions are true and accurate:

The applicant is not currently the subject of an enforcement action related to an investigation by a State or Federal agency.

The applicant corporate entity is in good standing and is in compliance with required corporate filings.

Legal name of firm/corporation

Authorized Signature

Address

Typed Name

City/State/Zip

Title

Date

Telephone No.

Fax No.

YOU MUST RETURN THIS SHEET WITH YOUR PROPOSAL

NON-COLLUSION FORM

REQUEST FOR PROPOSAL

No. 2026-105

Lewis County Vacant and Blight Property Inventory

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, as to its own organization, under penalty or perjury, that to the best of his or her 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.
4. No person, broker or selling agent has been employed or retained by the bidder to solicit or secure this award upon an agreement or upon an understanding for a commission, percentage, a brokerage fee, contingent fee or any other compensation. The bidder further represents and warrants that no payment, gift or thing of value has been made, given or promised to obtain this or any other agreement between the parties.

In compliance with this invitation for bids, and subject to the conditions thereof, the undersigned offers and agrees, if this bid is accepted within forty-five (45) days from the date of opening, to furnish any and all of the items upon which prices are submitted.

Legal name of firm/corporation	Authorized Signature
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Address	Typed Name
---------	------------

City/State/Zip	Title
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Date	Telephone No.	Fax No.
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YOU MUST RETURN THIS SHEET WITH YOUR BID

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

REQUEST FOR PROPOSAL

No. 2026-105

Lewis County Vacant and Blight Property Inventory

As a result of the Iran Divestment Act of 2012 the Office of General Service must develop a list of persons who are engaged in certain investment activities in Iran. Contracts cannot be awarded to persons or entities on that list, with some exceptions. All bidders are required to execute the following statement:

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 165a of the State Finance Law.

Corporate or Company Name

RECEIPT OF ADDENDUM ACKNOWLEDGMENT

REQUEST FOR PROPOSAL

No. 2026-105

Lewis County Vacant and Blight Property Inventory

ADDENDUM ACKNOWLEDGEMENT

ADDENDUM NO. _____

Please acknowledge the receipt of the above ADDENDUM issued by the County of Lewis, by signature and recording the date of receipt below.

Bidder: _____

Authorized Signatory: _____

Date: _____

****NOTE:** This form must be included in your bid documents if any Addendum is issued

NON-BIDDER'S RESPONSE

For the purpose of maintaining accurate Bidder's lists and facilitating your firm's response to our invitation for bid, the County of Lewis is interested in ascertaining reasons for prospective Bidder's failure to respond to invitations for bids. If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and returning this form to Lewis County Purchasing Director, 7660 North State Street, Lowville, New York 13367. This form may be returned by mail or fax. Faxes may be sent to 315-376-4917. Failure to submit either a bid proposal or return this form will result in removal of your firm's name from our Bidder's lists. Thank you for your cooperation.

We are not responding to this invitation for bid for the following reason(s)

Items or materials requested not manufactured by us or not available to our company.

Our items or materials do not meet specifications.

Specifications not clearly understood or applicable (too vague, too rigid, etc.)

Quantities too small.

Insufficient time allowed for preparation of bid.

Incorrect address used. Correct mailing address is:

Our branch/division handles this type of bid.

Correct name and mailing address is:

We are unable to bid but would like to continue to receive invitations for bids.

We are unable to bid and wish to be removed from the Bidder's list.

Name Of Firm: _____

Mailing Address: _____

City/State/Zip Code _____

BY: _____

Signature of Representative

DATE: _____

Document Number: _____ Document Name: _____