



# **ESSEX COUNTY**

## **OFFICE OF THE MANAGER**

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Daniel L. Palmer  
County Manager

Linda M. Wolf  
Purchasing Agent

**TO:** All Bidders

**FROM:** Linda Wolf, CPA, Purchasing Agent

**DATE:** April 21, 2017

**SUBJECT:** Addendum #1 RFP ENGINEERING SERVICES FOR TOWN OF NEWCOMB

**This Addendum, issued to bid document holders of record, indicates changes to the bid documents for the *ENGINEERING SERVICES FOR TOWN OF NEWCOMB* RFP Opening May 12, 2017.**

**Please replace the INSTRUCTIONS TO PROPOSERS with the attached INSTRUCTIONS TO PROPOSERS.**

END OF ADDENDUM # 1

## INSTRUCTIONS TO PROPOSERS

In addition to the proposal, the proposer shall submit executed non-collusion bid certificates signed by the proposer or one of its officers as required by the General Municipal Law Sec. 103d. The proposer shall also submit an executed certificate of compliance with the Iran Divestment Act signed by the proposer or one of its officers as required by the General Municipal Law Sec. 103g.

The successful proposer will be notified promptly by letter and must be prepared to enter into a contract to furnish the materials or services.

Essex County reserves the right to reject any and all proposals not considered to be in the best interest of Essex County, and to waive any technical or formal defect in the proposals which is considered by Essex County to be merely irregular, immaterial, or unsubstantial.

Essex County affirmatively states that in regard to any contract entered into pursuant to this notice, without regard to race, color, sex, religion, age, national origin, disability, sexual preference or Vietnam Era veteran status, disadvantaged and minority or women-owned business enterprises will be afforded equal opportunity to submit bids in response hereto.

20% MWBE Participation – the project is funded by grants which have goals of 10% for Minority-Owned Business Enterprises (MBE) and 10% for Women-Owned Business Enterprises (WBE) participation. MWBE are encouraged to submit a proposal.

The contract shall be for a term of six months.

Addenda will be posted on the Essex County Website, interested vendors are urged to check before submitting their bid.

Each bidder will need to complete, sign, have notarized and return the following documents with their Proposal:

- 1) Vendor Responsibility Questionnaire
- 2) Certification of Compliance With Iran Divestment Act
- 3) Non-Collusive Bidding Certification