

REQUEST FOR PROPOSALS

The Town of New Windsor, located in the County of Orange, State of New York, will receive sealed proposals for:

**THE SALE OF PROPERTY LOCATED AT
323 SUE KELLY AVENUE
NEW WINDSOR, NY 12553
SBL 91-1-21**

Receipt of Initial Proposals: All sealed initial proposals are to be submitted using the “Initial Proposal Form” included in the “Request for Proposals” documents, obtained as described below. Sealed Initial Proposals are to be received by the Office of the Town Clerk, Town of New Windsor, by 12:00 P.M. (local time) on October 10, 2024, at which time they will be publicly opened and read aloud.

Review & Negotiation / Receipt of Final Proposals: A three-week period of review and negotiation will follow the public opening of initial sealed proposals and sealed final proposals will then be received by the Office of the Town Clerk, Town of New Windsor, until 12:00 p.m. on October 30, 2024, at which time all final proposals received will be publicly opened and read aloud. All sealed final proposals are to be submitted using the “Final Proposal Form” included in the “Request for Proposals” documents, obtained as described below.

All documents concerning the request for proposals can be obtained from the New Windsor Town Clerk’s Office in one of the following manners, beginning on Thursday, August 29, 2024:

- 1. In person: Pick up a hard copy in Town Hall, Town Clerk’s Office, 555, Union Ave., New Windsor, NY, anytime between the hours of 8:30 a.m. and 4:30 p.m.;**
- 2. Via Federal Express: Call or email the Town Clerk’s Office at (845) 563-4611 or pclarino@newwindsor-ny.gov and provide all contact information requested, including but not limited to a physical address (not a P.O. Box) where documents can be mailed. Please note, a \$50.00 fee will be required to obtain the documents via Federal Express.**

Only people, companies or entities whose name and address are on an official record of having obtained the Request for Proposals will be permitted to submit a proposal and, if necessary, receive any addendums. The official record will be created and maintained by the Town Clerk’s office.

OWNERS RIGHTS RESERVED: The Town of New Windsor, hereinafter called the Owner, reserves the right to reject any or all Proposals and to waive any informality or technicality in any Proposal.

STATEMENT OF NON-COLLUSION: All bidders are required to execute a non-collusive bidding affidavit, pursuant to Section 103(d) of the General Municipal Law of the State of New York.

Attention of bidders is particularly called to the requirement as to conditions of employment to be observed and the minimum wage rates to be paid under the Contract, Section 3, Segregated Facilities, Section 109, and Executive Order 11246.

Bidders are also required to comply with the provisions of Section 291-299 of the Executive Law of the State of New York.

No bidder may withdraw their proposal after same has been received by the Owner.

Subject to the provisions of Article 28, Part III of the New York State Tax Law and the provisions of the Contract Documents, the Owner is exempt from payment of sales and compensating use taxes of the State of New York, and cities and counties, on all materials supplied to the Owner pursuant to this contract.

The location of the bid opening is accessible to persons with disabilities. If special accommodations are needed for persons with disabilities, those with hearing impairments, or those in need of translation from English, those individuals should contact Patricia Clarino, Town Clerk, at (845) 563-4611 or pclarino@newwindsor-ny.gov at least two weeks in advance of the bid opening date to allow for necessary arrangements.”

The Town of New Windsor hereby notifies all bidders that it will affirmatively ensure that, in regard to any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this Request for Proposals and will not be discriminated against on the ground of race, gender, color or national origin in consideration of an award. The Bidders/offerors must submit documentary evidence of minority and women business enterprises who have been contracted and to whom commitments shall be submitted concurrently with the bid.

BY ORDER OF THE TOWN BOARD
TOWN OF NEW WINDSOR

By _____
PATRICIA A. CLARINO
TOWN CLERK

Date: August 7, 2024

"AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER"