



## *Cortland County Soil and Water Conservation District*

100 Grange Place, Room 202, Cortland, NY 13045

Phone: (607) 756-5991 • Fax: (607) 756-0029

[www.cortlandswcd.org](http://www.cortlandswcd.org)

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*SWCD...established to promote the conservation and wise use of our county's natural resources*

November 8, 2024

Dear Aquatic Vegetation Harvester Dealer/Vendor,

The Cortland County Soil and Water Conservation District (SWCD) invites the submission of bids for a new Aquatic Vegetation Harvester.

Sealed bids will be received until 4:00 p.m. on December 6, 2024, at the office of the Cortland County Soil and Water Conservation District, 100 Grange Place, Room 202, Cortland NY, 13045, and will be publicly opened and read aloud December 6, 2024 at 4:15 p.m. Bids must be mailed to the above address. Emailed (electronic) and faxed bids will not be accepted.

The award is expected to be made at the regular meeting of the Board of Directors on December 10, 2024 at 1:00 p.m. MBE and WBE businesses are encouraged to respond. Request for Proposals may be obtained at the Cortland County SWCD office by calling (607) 756-5991.

The District Board of Directors reserves the right to refuse any or all bids and re-advertise for new bids.

Sincerely,

Amanda Barber  
District Manager

Enc.

# Request for Proposals – Aquatic Vegetation Harvester

## **INSTRUCTIONS:**

All sealed bids must be received at the office below no later than 4:00 p.m. on December 6, 2024, and will be publicly opened and read aloud December 6, 2024 at 4:15 p.m. Sealed bids should be delivered to:

Cortland County Soil and Water Conservation District  
100 Grange Place, Rm. 202  
Cortland, NY 13045  
(607) 756-5991

### **When submitting a bid you must:**

1. Prepare your bid on attached form using permanent ink. Only one copy is required.
2. Mail the bid promptly to the address located above in order for it to be received before the deadline. Late bids may be rejected. E-mail and fax bid submissions are not acceptable and will be considered non-responsive.
3. For mail submissions, state BID ENCLOSED on envelope containing the sealed bid. Failure to do so may result in the premature opening of the bid which may compromise its confidentiality and necessitate rejection. An improperly submitted bid resulting in a LATE BID may not be considered.

Questions concerning this Request for Proposals (RFP) should be addressed to Amanda Barber, District Manager, at the above address and phone number.

Each proposal submitted in response to this RFP shall provide cost information as requested in Bid Sheet, a list of product specifications, and a Certificate of Non-Collusion.

## **IMPORTANT NOTICE TO POTENTIAL BIDDERS:**

CCSWCD staff will evaluate and rank all submitted proposals. Vendors may be asked for clarification or more information. After conclusion of bid review, CCSWCD staff and partners will recommend a harvester to the CCSWCD Board of Directors for purchase. The decision will be based on a combination of factors including, but not limited to: purchase price, cut area, durability, propulsion, construction materials, storage or carrying capacity, unloading mechanism and speed, availability/delivery date, and best value. The Cortland County Soil and Water Conservation District (CCSWCD) will notify bidder in writing of the acceptance or rejection of bid. CCSWCD reserves the right to reject any and all proposals or to request more information from any or all vendors.

## **QUALIFICATION OF BIDDER:**

Bids will be accepted only from established manufacturers or their authorized dealers. Any vendor submitting a bid hereby guarantees that it is an authorized dealer of the manufacturer, which the manufacturer has agreed to supply the dealer with the products required by the dealer in fulfillment of its obligations under any resultant contract with the CCSWCD.

## **CERTIFICATE OF NON-COLLUSION:**

See Appendix A.

**EQUIPMENT MINIMUM SPECIFICATIONS:**

1. AGE: Brand new model
2. CUTTING WIDTH: 5-8 feet
3. CUTTING DEPTH: minimum 4.5 feet
4. OPERATOR PLATFORM: Must have guard rails.
5. TRANSPORT TRAILER included.

**PRICE:**

Delivery: Price to include freight and delivery to above address within 30 days of award.

Setup: Price to include unloading, moving to point of use, uncrating, assembling, complete installation, adjusting, connecting all services and leaving ready to operate to the full extent of its design capabilities.

The prices quoted herein shall remain in effect from December 1, 2024 through January 31, 2025 or until 30 days after receipt of written notice of the Vendor's intent to cancel the bid.

CCSWCD is a political subdivision of state government. Pursuant to Section 1116(a)(1) of the New York State Tax Law, political subdivisions "are not subject to sales or use tax when they are the purchaser, user, or consumer of tangible personal property or services..."

**INFORMATION TO BE FURNISHED WITH BID:**

The bidder shall submit detailed specifications, circulars and all necessary data on the product to be furnished. All equipment, materials, and supply bids must conform to the description and specifications set forth in the bid documents, or their reasonable equivalent. If any such differences exist, those differences must be explained in detail. Failure to submit any of the above data may result in rejection of the bid. The CCSWCD, however, reserves the right to request any additional information deemed necessary for proper evaluation.

**WARRANTIES:**

Product must have minimum 1 year warranty.

**SERVICE:**

Bidder must maintain service facilities and have trained personnel qualified to service the product furnished at CCSWCD within 48 hours or have contacted a certified repair shop within this timeframe.

**INSTRUCTION OF PERSONNEL:**

Within 6 months of delivery of product, the contractor shall provide instruction by manufacturer's representative sufficient to ensure that the product is operated and operator trained so as to perform to the full extent of its design capabilities. CCSWCD shall designate personnel which are to receive instruction.

# BID SHEET

By signing you indicate your express authority to sign on behalf of yourself, your company, or other entity in full knowledge and acceptance of this REQUEST FOR PROPOSALS. Detailed specifications should be included separately.

Name of Bidder:	
Address:	
Phone: (    )                      -                      Ext (    )	Toll Free Phone: (    )                      -
Ext (    )	Toll Free Fax: (    )                      -
Fax: (    )                      -                      Ext (    )	Toll Free Fax: (    )                      -
Ext (    )	Toll Free Fax: (    )                      -
E-mail Address:	Company Web Site:

If you are not bidding, place an "X" in the box and return this page only. [    ] We are unable to bid at this time because _____
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Bid Price: New Aquatic Vegetation Harvester	
_____ % Cash Discount for payment within 15 days of delivery and/or receipt of voucher	
_____ % Cash Discount for payment within 30 days of delivery and/or receipt of voucher	
Bidder's Signature:	Printed or Typed Name:
Title:	Date:

APPENDIX A

CERTIFICATE OF NON-COLLUSION

By submission of this bid, each bidder and each person signing on behalf of any bidder, certifies, and in the case of joint bid, each part thereto certifies as to its own organization, under penalty of perjury, that to the best of his/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.

Note: Chapter 675 of the Laws of New York for 1966 provides that every bid made to the State or any public department, agency, or official thereof, where competitive bidding is required by statute, rule or regulation, for work or services performed or to be performed, or goods sold or to be sold, shall contain the foregoing statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury.

A bid shall not be considered for award, nor shall any award be made, where (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 therefore. Where (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 State, public department, or agency to which the bid is made, or his/her designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder has published price lists, rates, or tariffs covering items being procured, has informed prospective customers or proposed or pending publication of new or revised price lists for such items, or 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 the paragraphs (1), (2), and (3) above.

Any bid hereafter, made to the State or any public department, agency or official thereof by a corporate bidder for statute, rule or regulation, and where such bid contains the certification set forth above 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 to the certificate as to non-collusion as the act and deed of the corporation.

\_\_\_\_\_  
Legal Name of Bidder (Typed)

\_\_\_\_\_  
Title (Typed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date