

# Request for Proposals (RFP / RFQ)

Released September 19,  
**2017 Due October 13, 2017**

## Background

The Town of Canandaigua is interested in receiving proposals for the replacement of a septic tank and effluent pump station serving the washhouse at Onanda Park. The reasons for the replacement as cited in a July 2017 report by the Town Engineer are as follows:

1. The declining health of the system due to its roughly 60 years of service.
2. The odors generated within the area of the pump station and septic tank are adversely affecting the nearby cabins.

## Scope of Services

The firm or individual responding to this RFP should review the plans and material including the detailed engineer's report dated July 2017 associated with this RFP posted on the Town of Canandaigua's website [townofcanandaigua.org](http://townofcanandaigua.org) for the most up to date information including sizing requirements of the system to be installed. The firm responding to this proposal should include in their response a detailed description of the work they intend to provide, detailed information about the system they propose to construct (to be reviewed by the Town Engineer), a detailed breakdown of the costs associated with the project including the total labor hours involved, and an estimated time of completion of the project once the award has been granted.

## Selection

Any contracts, if awarded, will be to the lowest responsive/responsible bidder(s), in accordance with the Town's Best Value Policy, in part or in whole who meet(s) all the terms of the specifications. Any contract(s) awarded as a result of this bid will be between the Town of Canandaigua and the successful vendor(s). The Town guarantees no minimum or maximum purchases or contracts as a result of award of this bid. The Town of Canandaigua shall not discriminate against or in favor of any bidder on the basis of race, religion, sex or sexual preference, age, national origin, disability or political affiliation. The Town of Canandaigua reserves the right to terminate the selection proceedings at its option at any time during the process.

## Submission Procedures

1. One copy of the proposal should be addressed to:

Town of Canandaigua  
Attn: Doug Finch, Town Manager  
5440 Route 5 & 20 West  
Canandaigua, NY 14424

1. Proposals may be delivered by mail, courier, or in person to the address above or by e-mail as a PDF document to [dfinch@townofcanandaigua.org](mailto:dfinch@townofcanandaigua.org).
2. Proposals should be received by the Town no later than 4:00 pm, October 13, 2017.

#### Miscellaneous

1. The Town reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside of the scope of this RFP.
2. The Town assumes no responsibility or liability for costs incurred by respondents to this Request for Proposals, including any requests for additional information, interviews, or negotiations.
3. Minority- and Woman-owned Business Enterprises (M/WBE) are encouraged to respond to the RFP, either as prime or subcontractors.
4. Additional information regarding this RFP may be obtained at the address shown above, by calling the Town Manager, Doug Finch, at 585-394-1120 x2234 or by e-mail to Doug Finch at [dfinch@townofcanandaigua.org](mailto:dfinch@townofcanandaigua.org).