ATTENTION VENDORS

If you find that you are not interested in bidding/quoting this particular project, **please fill in this sheet and return it to**:

Dutchess County Soil and Water Conservation District
2715 Route 44, Suite 3
Millbrook, NY 12545

We are very interested in learning why you do not bid.

PROPOSAL #: **RFP-DCSWCD-10-26**
TITLE: Audit of Financial Records for Dutchess County Soil and Water Conservation District

VENDOR NAME _____

CONTACT _____

ADDRESS _____

PHONE _____

For purposes of facilitating your firm's response to our request for proposal the County of Dutchess is interested in hearing reasons for failure to respond. If your firm is not responding please indicate the reason by checking all appropriate items below and returning this form to the address above.

WE ARE NOT RESPONDING BECAUSE:

_____ Items and/or materials requested are not manufactured by us or are not available to our company.

_____ Our items and/or materials do not meet your specifications

_____ Specifications are not clearly understood or applicable _____ too vague _____ too rigid

_____ Quantities too small

_____ Other _____

_____

REQUEST FOR PROPOSALS

RFP-DCSWCD-10-26

DUTCHESS COUNTY

soil & water

CONSERVATION DISTRICT

Since 1945

Proposals Due
November 17, 2026 2:00 pm

SUBMIT PROPOSALS TO:

Dutchess County Soil and Water Conservation District
2715 Route 44, Suite 3
Millbrook, NY 12545

PHONE (845) 677-8011 x3 **admin@dutchessswcd.org**

INSTRUCTIONS AND INFORMATION

Read all documents contained in the proposal specifications.

- Sealed proposals for Audit of Financial Records for Dutchess County Soil and Water Conservation District will be received in the Dutchess County Soil and Water Conservation District, 2715 Route 44, Suite 3, Millbrook, NY 12545, on or before **2:00 p.m., November 17, 2026.** Specifications and proposal forms are attached hereto.

- The Dutchess County Soil and Water Conservation District official bid documents are obtained from the NYS Contract Reporter at www.nyscr.ny.gov. Copies of bidding documents obtained from any other source are not considered official copies. In addition to obtaining the official bid documents, any and all addendum pertaining to a particular bid or RFP are posted on the same website that the official bid documents are obtained: www.nyscr.ny.gov. It is incumbent upon all potential bidders to view all posted addenda prior to the bid close date. If you have obtained this document from a source other than the Dutchess County Soil and Water Conservation or the Empire State Regional Bid Notification System, it is recommended that you obtain an official copy. You may obtain an official copy by registering on the NYS Contract Reporter at www.nyscr.ny.gov or by using the link provided at www.dutchessswcd.org, Quick Link on Homepage: "Bidding and RFP's."

- Proposers are responsible for submitting their proposals to the appropriate location at or prior to the time indicated in the specifications. **No proposals will be accepted after the designated time or date indicated in the proposal specifications**. It is recommended that proposals be submitted in advance, at least one day prior to the specified date and time to allow for a timely receipt. Delay in mail delivery is not an exception to the receipt of a proposal.

- Proposers shall indicate, **on the outside of their sealed proposal**, the following information:

    1. Audit of Financial Records
    2. **RFP-DCSWCD-10-26**
    3. **November 17, 2026 at 2:00 PM**
       Dutchess County Soil and Water Conservation District

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

- **The following forms are necessary to be submitted as a proposal, as well as any additional forms requested in the detailed specifications:**

    1. **CS-1 - Proposal form/price pages(s)** Note: some bids may include a separate Bid Proposal Form. Such exceptions will be noted in the proposal specification, **AND/OR**
    2. **CS-1 – Proposer Information/Acknowledgement Form, completed, signed and dated.**
    3. **CS-2 - Non-Collusion Affidavit**, completed, signed and dated.

  It is not necessary to submit your copy of the technical specifications with the proposal. They should be retained by the proposer for their records.

INSTRUCTIONS AND INFORMATION (Cont'd)

- **Proposers must submit one (1) original, plus two (2) copies, plus one (1) electronic copy (as a single pdf document)** of their Proposal**, unless otherwise stated in the specifications.** The original **must be clearly marked**. All proposals must be filled out in ink or be typewritten. Proposals submitted in pencil will be rejected as unresponsive. Proposals which have been corrected by white out or cross out and have not been initialed and/or dated will be rejected as unresponsive.

- No Proposer may withdraw a proposal within one hundred and twenty (120) days after the actual date proposals are due.

- Should the proposer find discrepancies or omissions in the specifications, he/she shall notify the Purchasing Agent, at once. The Purchasing Agent will not assume responsibility for any oral instructions, or interpretations of meaning of the specifications or other contract documents to any Proposer by any person or persons.

- The Purchasing Agent, and/or his/her designee, shall be the only one authorized to make changes or alterations to anything contained in these specifications. Such changes shall be posted as an addendum on the following website: www.nyscr.ny.gov.

- Written questions and inquiries concerning this Request for Proposals shall be submitted to the District at admin@dutchessswcd.org **on or before the date and time stated in the bid documents. Verbal questions will not be entertained.**

- References in the specifications to a particular trade name, manufacturer's catalog or model number are made for descriptive purposes to guide the bidder in interpreting the type and quality of materials or supplies or nature of work desired. Such descriptions should not be construed as excluding bids on other types of materials and supplies or for performing the work in a manner other than specified, providing that the materials and supplies and manner of performing the work offered are of equal quality to that specified and equally acceptable to the District for its purposes. Exceptions must be clearly stated. The Executive Director will determine equal products or services.

- The Dutchess County Soil and Water Conservation District guarantees no minimum or maximum purchase.

- Proposers who are required to adhere to the prevailing wage schedule shall obtain and maintain a current schedule from the New York State Department of Labor for the entire term of the contract. The District may audit adherence to this schedule at any time during or after the contract period.

- The Purchasing Agent reserves the right to reject all proposals, parts of all proposals, or all proposals for any one or more supplies or contractual services included in the proposed contract, when such rejection is in the best interest of the Distrit.

- The Dutchess County Soil and Water Conservation District reserves the right to award to single or multiple vendors, in whole or in part, by item, by class, by category, or to establish primary/secondary contracts, whichever the District deems to be in the best interest of the Dutchess County Soil and Water Conservation District.

INSTRUCTIONS AND INFORMATION (Cont'd)

- The contract will be awarded to the RESPONSIBLE PROPOSER best meeting the needs of the District, based on, but not limited to:

    a. Approach to the project.
    b. Experience in meeting the needs of the project (examples should be submitted with the proposal).
    c. Experience working with other Soil and Water Districts or similar entities (references must include client name, contact person, phone number and description of project).
    d. Ability to provide services in a timely manner, meeting established project deadlines, including a strategy of key activities and ability to meet target schedule.
    e. Proposed cost.

    And who has demonstrated judgment and integrity, is of good reputation, experienced in his work, whose record of past performance in the trade is established as satisfactory, and whose financial status is such to provide no risk to the in its contractual relations.

- Upon acceptance of any proposal, the successful proposer shall execute a contract, if applicable, in accordance with the specifications, with the Dutchess County Soil and Water Conservation District, State of New York.

- A contract shall not be assignable by the contractor in whole or in part without the written consent of the Dutchess County Soil and Water Conservation District.

- Prior to any vendor receiving payment for goods and/or services rendered, the Dutchess County Soil and Water Conservation District requires that all vendors have a current completed IRS form W-9 on file with the District.

- A contract shall be deemed in force only to the extent of appropriations available for the purchase of such articles or services. The District's extended obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

- By submission of this proposal, each Proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law

INSTRUCTIONS AND INFORMATION (Cont'd)

- **GRIEVANCE AND PROTEST PROCEDURES**:

    1. Any protest to the Dutchess County Soil and Water Conservation District's consideration of any bid must be submitted in writing and received by the Board of Directors no later than five (5) calendar days after the bid award. A written reply to the protest will be sent to the protesting bidder by the Executive Director.

    2. The protest must contain:

        - Identification of the statute or procedure that is alleged to have been violated;
        - A precise statement of the relevant facts;
        - Identification of the issues to be resolved;
        - Aggrieved party's argument and support documentation.

    Any notice of protest received after the deadline will not be considered.

- **NOTE: VARIATIONS AS STATED IN THE BID SPECIFICATIONS TAKE PRECEDENCE OVER THIS INSTRUCTIONS AND INFORMATION SECTION.**

Date: < POST DATE >