



REQUEST FOR PROPOSAL

RFP No. 26-01

Town of Greig Zoning Law Update

Date: March 30, 2026

To Whom It May Concern:

The Town of Greig is currently seeking a proposal to update their Zoning Law based on the newly created Comprehensive Plan.

All proposals are to be mailed to:

Robert Johnson, Town Supervisor
5186 Greig Road
Greig, NY 13345

or delivered in person between the hours of 9:00 AM – 12:00 PM, Monday, Thursday, and Friday. Proposals can be placed in the Town Clerk's drop box outside the door also.

All proposals must be received on or before 12:00 PM, May 1, 2026. Late proposals will not be considered.

The Town of Greig reserves the right to forego any formalities and reject all proposals. The Town of Greig is an Equal Opportunity Employer.

This RFP can be found on and downloaded from the Town of Greig Website:
<https://townofgreig.gov/>

Sincerely,

Robert Johnson

Robert Johnson
Town of Greig Supervisor
5186 Greig Road
Greig, NY 13345

1. INTRODUCTION

1.1 Purpose

The Town of Greig is soliciting proposals from qualified Consultants to prepare a comprehensive update to the Town's Zoning Law. This project is funded through the New York State Department of Environmental Conservation (DEC) Adirondack Park Community Smart Growth Grant Program. The DEC contract period with the Town is anticipated to run from April 1, 2026 through March 31, 2029; however, the Town anticipates completing the project within 12 to 18 months of contract execution.

In 2024, the Town was awarded funding through this program to develop its first Comprehensive Plan, which is anticipated to be adopted in April 2026. The Zoning Law Update will be guided by and implement the goals, policies, and recommendations of the Comprehensive Plan. Updates to zoning administration, including application materials and Planning Board Standard Operating Procedures (SOPs), will also be included to support effective and consistent implementation.

The Town invites qualified Consultants with demonstrated experience in zoning and land use regulation to submit proposals for this project. A Zoning Advisory Committee will be established prior to contract award and will serve as a steering committee throughout the planning process.

Additional details regarding the scope of work are provided in Section 2.1.

1.2 Inquiries

Any questions related to this RFP should be directed to Robert Johnson, Town Supervisor, by email at greigsupervisor@gmail.com.

1.3 Minority, Women-owned Business Enterprises and Service-Disabled Veteran-Owned Businesses

The Town of Greig is committed to fostering diversity and inclusion within our project. For this specific project, we aim to achieve a minimum of 30% MWBE, as well as 6% participation from Service-Disabled Veteran Owned Businesses (SDVOB). All interested vendors should submit proposals that demonstrate MWBE and SDVOB inclusion. Proposals should clearly outline the proposed participation percentage from both WBE and MBE firms and the completion of the attached Form D – M/WBE Utilization Plan is required as part of any submitted proposal.

1.4 Taxes

No charge will be allowed for federal, state, sales, and excise taxes from which the Town is exempt. Exemption Certificates will be provided upon request.

2. GENERAL DESCRIPTION

2.1 Scope of Work

The Town of Greig, in coordination with the appointed Zoning Advisory Committee (ZAC) and selected Consultant, shall prepare a Zoning Law pursuant to Town Law Article 16. The Zoning Law will be developed in accordance with the adopted Comprehensive Plan to ensure a development pattern consistent with the municipality's character; guide future sustainable growth; enhance the local cultural identity; and protect natural and cultural resources.

Tasks in accordance with the NYS DEC Adirondack Park Community Planning Smart Growth Grant Program submitted work plan include:

Task 1: Zoning Advisory Committee Meetings

The Zoning Advisory Committee shall meet on a regular basis during the planning process to advance the preparation, review, integration, and approval of the Zoning Law and to organize and conduct community participation events. The consultant will be considered a member of the ZAC.

During the first meeting, the Zoning Advisory Committee will review project requirements, roles, and responsibilities, transfer necessary information to the Consultant(s), if applicable, and identify new information needs or next steps. The selected Consultant will prepare and distribute meeting agendas and meeting minutes that clearly indicate the understandings reached at all meetings.

All subsequent meetings will advance the preparation of the Zoning Law, and assess the evolution of the project, identify new information needed, identify changes in roles and responsibilities as necessary, and next steps. The consultant shall lead at least eight (8) Zoning Advisory Committee meetings. Meetings may be conducted in person or virtually, as appropriate.

Deliverables: Project Schedule Provided by consultant to ZAC, Agendas and Minutes for all Zoning Advisory Committee Meetings, Presentation Materials, and/or Maps/Infographics related to the Zoning Law.

Task 2: Public Participation Plan

Prepare a Public Participation Plan (PPP) that describes the public outreach and participation efforts that will be conducted during the development of the Zoning Law, pursuant to the local and State statutes. At a minimum, the Public Participation Plan shall include (in-person or virtual) interviews with local and regional stakeholders, a community tour, a public information meeting, one or more public workshops, one or more public hearings, and a webpage with links to announcements, presentations and documents prepared during the planning process. The Public Participation Plan shall identify key individuals, organizations, and entities to be involved, and shall identify roles and

responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of public outreach and participation activities. The Consultant shall develop and maintain a project webpage linked to the Town's existing website.

All public outreach and participation efforts will be publicized in the community through press releases, announcements, individual mailings, digital media and any other appropriate means. Public access must be provided to each public meeting or workshop. A summary of all public outreach and participation efforts will be made available to the public in written form and through other appropriate means, such as websites.

Deliverables: Draft and Final Public Participation Plan and Press Releases, Announcements, and Digital Media as applicable, Schedule showing Public Engagement Activities, and Project Website.

Task 3: Community and Stakeholder Interviews

Organize and conduct a community tour to obtain an on-the-ground understanding of local conditions and issues. The purpose of this tour is to provide contextual understanding of the Town to the Consultant team and Zoning Advisory Committee to supplement desktop analyses. Following the completion of the tour, identify a set of topics that shall be discussed with stakeholders to obtain additional relevant information and elicit stakeholder reactions and suggestions.

Deliverables: Community Tour Photos and Summary of Findings.

Task 4: Public Information Sessions

Conduct at least two (2) public information sessions, as identified in the Public Participation Plan. The purpose of the two public information sessions is to identify Smart Growth oriented solutions to current issues. The first public information session will be held after the conclusion of the Community Tour and Stakeholder Interviews. The first session will introduce the Zoning Law update to the public, provide an overview of the planning process, and will describe findings from the Community Tour and the Stakeholder Interviews. The second session will take place after the conclusion of the draft regulations. It will provide the public with the opportunity to provide input on the draft regulations. The Consultant may choose to hold additional public information sessions as needed.

Deliverables: Public Information Sessions Held, Presentations and Handouts from Sessions, and a Summary of the Findings.

Task 5: Local Regulations Assessment and Recommendations Report

The purpose of the Local Regulations Assessment and Recommendations Report is to identify inconsistencies between the existing zoning and the Comprehensive Plan. The report may include, as applicable, but is not limited to: an analysis of existing development regulations, prior and current planning and zoning efforts, the physical details of the

community, including its current and historic built patterns and architecture, natural resources such as prime agricultural lands, soil types, floodplains, topography, aesthetic resources, Critical Environmental Areas, current road network, blocks and lots, building types, public spaces, neighborhoods, and building form. The analysis shall also include an examination of existing land uses, density, and community design elements like setbacks, building height, and street width.

The Report shall include tangible, implementable recommendations for changes to the Zoning Law, based on the findings from analyses conducted in this section. The ZAC shall work with the consultant team to collect best practices that could be used by the community and to articulate the best local approach to achieve the vision reflected in the Comprehensive Plan and other adopted planning documents.

There are recently updated maps for zoning and land use available to the consultant from the Comprehensive Planning Process.

The Draft Report shall be submitted to the Lewis County Planning Department for review and comment, and comments shall be incorporated into the final report.

Deliverables: Draft and Final Report Published to Project Website.

Task 6: Proposed Local Regulations

A draft Zoning Law, based on the local regulations assessment and recommendations report will be prepared. The Zoning Advisory Committee shall review the content of the new or amended local regulations before submitting them to the municipal board for review and comments. The Zoning Advisory Committee shall work with the consultant(s) to integrate the Zoning Law into the municipality's existing code while ensuring the Draft Code is consistent with the municipality's adopted Comprehensive Plan and state statutes.

Note: The Battery Energy Storage System (BESS) and Short-Term Rental regulations shall be prioritized and completed in advance of the full zoning update and must be ready for local adoption by December 2026 to ensure regulations are in place prior to the expiration of the Renewable Energy Systems moratorium in January 2027. If the complete update to the Zoning Law can't be completed by this time, then Tasks 7-11 shall be completed twice.

The draft Zoning Law shall be submitted to the Lewis County Planning Department for review and comment.

Deliverables: Draft Zoning Law, Draft Map, and BESS Regulations Prepared and Ready for Adoption by December 2026, with final adoption completed no later than January 14, 2027.

Task 7: Municipal Board Review

Submit the proposed local regulations to the Town Board for review, comments, and recommendations. The comments received from the board shall be addressed by the Zoning Advisory Committee and the consultant (if applicable) before the initiation of the SEQRA compliance process. The proposed local regulations shall be made available for public review via the municipal website.

The recommendations of the municipal board shall be reviewed by the Zoning Advisory Committee before submittal to the Lewis County Planning Department.

Deliverables: Comments received from the Town Board and revised proposed local regulations.

Task 8: Environmental Quality Review

Prepare materials necessary for compliance with the State Environmental Quality Act (SEQRA). The Consultant shall comply with SEQRA requirements and, if appropriate, prepare the Generic Environmental Impact Statement (EIS) to provide a review of land use actions proposed in the comprehensive plan. The local municipal board shall declare itself the Lead Agency for the action of adopting the new or amended Zoning Law.

Copies of all SEQR documents shall be submitted to the Lewis County Planning Department.

Deliverables: SEQRA documentation, including draft and final Environmental Assessment Forms, resolutions, and all required notices and filings.

Task 9: County Planning Board Review

The municipal board or the consultant shall submit the revised local regulations to the County Planning Board for review and recommendations, pursuant to the required referral under General Municipal Law §239-m of the New York State General Municipal Law. The Zoning Advisory Committee and the consultant shall address the comments received from the County Planning Board before the public hearing.

Deliverables: County Planning Board Referral Documents.

Task 10: Public Hearing

Following completion of the new and amended Zoning Law, conduct a public hearing to solicit comments on the new or amended regulations. The new or amended Zoning Law shall be made available in hard copy form in the municipal offices, the municipal website/project website and other key locations throughout the community. The public hearing will be publicized in the community through press releases, announcements, individual mailings, online posting on the municipal website, and any other appropriate means at least ten days prior to the date of the public hearing.

The minutes of the public hearing shall be reviewed by the Zoning Advisory Committee before being submitted to the Lewis County Planning Department.

Deliverables: Published Announcements and Public Hearing Meeting Minutes.

Task 11: Final Proposed Local Regulations and Local Adoption

Address all of the received comments and recommendations and produce the final version of the proposed local regulations for the local adoption by the municipal board and subsequent filing with the Town Clerk and in the office of the Secretary of State.

The municipal board shall adopt the proposed local regulations pursuant to §16-264 of the New York State Town Law.

Deliverables: Copy of Final Zoning Law for Adoption and Adopted Resolution.

Task 12: EEO & MWBE Reporting

Comply with the MWBE Requirements laid out by the NYS DEC Adirondack Smart Growth Planning Grant Program by completing the following actions:

- Submit EEO Staffing Plan as part of the official proposal package.
- Submit Form D - MWBE Utilization Plan to indicate any state-certified MWBE firms selected to work on this contract as part of the official proposal package.
- Report payments made to MWBE subcontractors as part of the Consultant’s monthly invoices.

Deliverables: Ongoing MWBE Payment Updates, Completed EEO Staffing Plan, and Completed MWBE Form D.

Task 13: Project Status Reports

Submit quarterly project status reports on form provided by NYS DEC.

Deliverables: Status Reports Submitted on Quarterly Basis.

3. SPECIFIC REQUIREMENTS:

3.1 The Contractor firm agrees to provide services to the Town of Greig as an independent contractor and not as an employee, as those terms are understood for New York and Federal law purposes. The Firm agrees to provide for, secure, and/or be solely responsible for any and all required fees, permits, Workers' Compensation coverage, Unemployment Insurance, Disability Insurance, Social Security contributions, income tax withholding and any other insurance or taxes, including but not limited to Federal and New York taxes, for any

persons performing services pursuant to a subsequent agreement, including the Contractor, and any employees of the selected Firm. The Contractor agrees to indemnify the Town of Greig and hold the Town of Greig harmless from any claims, suits, losses, or damages, including reasonable attorney's fees, resulting from any failure on the part of the contractor to satisfy its obligations as stated herein.

3.2 The Contractor acknowledges and agrees to purchase, register, and insure any and all necessary equipment and vehicles to provide the scope of services identified. Automobile liability insurance must have a minimum limit for bodily injury and property damage of \$1,000,000 /\$2,000,000

3.3 The contractor acknowledges and agrees to purchase comprehensive general liability insurance with minimum liability limits of \$1,000,000 / \$2,000,000 for personal injury and property damage, and \$2,000,000 aggregate to protect against claims brought against the Town of Greig, which may arise from the provision of services under a subsequent agreement. Contractor agrees to name the Town of Greig as an additional primary insured.

3.4 The Contractor agrees to indemnify the Town of Greig and hold the Town of Greig harmless from any claims (including but not limited to claims under Labor Law Section 240, if applicable), suits, losses, or damages resulting from or relating to any services provided by the Contractor and/or equipment or materials used by the Contractor, or any other person performing services pursuant to a subsequent agreement. The Contractor shall be liable to the Town for any loss, damage or destruction of any property, materials, goods, documents, or other items, including reasonable attorney's fees, resulting from or related to the negligence, or other wrongful acts of the Contractor, the Contractor's employees, or any other person performing services pursuant to a subsequent agreement. The amount of general liability insurance.

3.5 The Contractor may not assign, transfer, sublet or otherwise dispose of the Agreement without the prior written consent of the Town of Greig.

3.6 The Town of Greig reserves its right to require additional contractual provisions it deems appropriate to give effect to this Proposal.

3.7 The Town of Greig has received New York State Smart Growth Grant Program funds for this project. As such, any part of an agreement between the Town and Contractor for this project shall contain provisions for specifying (1) that the work performed by the subcontractor must be in accordance with the terms of the NYS Master Contract with the Town, (2) that nothing contained in the subcontract shall impair the rights of the State under the Master Contract with the Town, and (3) that nothing contained in the subcontract, nor under the Master Contract, shall be deemed to create any contractual relationship between the subcontractor and the State. In addition, subcontracts shall contain any other provisions which are required to be included in subcontracts pursuant to the terms herein. Prior to

contract execution between the Town and Contractor, NYS will determine whether the proposed Contractor is a responsible vendor

4. ELIGIBLE APPLICANTS:

4.1 To be deemed an eligible applicant, you must have at least three (3) years of experience in the government marketplace and provide a minimum of three (3) municipal customers as references.

5. PROPOSAL FORMAT:

5.1 To be submitted on your own forms, but must include the bid page, the non-collusion form, anti-sexual harassment form, corporate attestation form, EEO Staffing Form, Form D – M/WBE Utilization Plan, and Iran Divestment Act set forth at the end of this RFP. Bidders must include sections that explicitly address the first three bullet points in the Scoring Criteria below.

6. BASIS OF AWARD:

6.1 All proposals will be evaluated to determine if they meet the requirements of the Request for Proposal. The Town may, as it deems necessary, conduct discussions with the contractor(s) it deems reasonably suspected of being selected for award, for the purpose of clarification and responsiveness to requirements. The Town has assigned varying weight to criteria and reserves the right to make an award based upon said criteria, including “best value”, if applicable.

Scoring Criteria:

- Relevant Experience of Firm (30 pts)
- Relevant Experience of Project Team (30 pts)
- Public Engagement Process (15 pts)
- Proposal Fees (25 pts)

Note: The members of the project team identified in the proposal shall be the project team assigned to this effort unless a member is no longer employed by the bidder unless agreed to by the Town of Greig.

6.2 Information gathered by the Town from the RFP, during any interviews, and any other information and factors deemed relevant by the Town may be considered in a final award. Some additional information and criteria the Town may consider include, but is not limited

to, the bidder's commitment to The Town of Greig, the reputation of the contractor, commitment to quality of services, and responsiveness.

6.3 The Town reserves the right to accept or reject any and all Proposals.

6.4 The Award may be made to the most responsible bidder whose proposal is determined to be in the best interest of The Town of Greig and deemed to best serve the Town's needs and requirements, based on the evaluation of all relevant criteria and information provided including an interview with Contractor and the Award Committee.

6.5 A successful bidder is encouraged by the Town to use in-Town and/or local vendors, supply entities and labor force, if possible, in providing the services under the contract awarded for this project, but is not required to do so, nor is same a criterion in the award determination.

6.6 The Award Committee will consist of members of the Town of Greig Board and Lewis County Community Development members. The Town reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest of the Town. Price will not necessarily be the determining factor in the award of the contract. Contract award will be made by resolution of the Town Board at a meeting scheduled May 13, 2026.

6.7 Contractors will be notified in writing of the successful award after formal acceptance by the Town of Greig Board.

7. CONTRACT PERIOD:

7.1 The intent of the Town is to award this contract on May 13, 2026, for a project completion date projected to be no later than November 13, 2027 (18 months).

8. GENERAL INFORMATION:

8.1 Your proposal must include the following to be considered:

1. Name, Address, Contact Person.
2. Telephone Number/Fax Number/E-mail Address.
3. Detailed description of the proposed services to be provided based on vendor's recommendation to accomplish the scope of work detailed above for this project.
4. Essential information about the company providing the service including the correct and full legal name of the business, tax identification number, and a listing of all personnel involved in the proposal.

5. Credentials or resumes of the key staff expected to be assigned to provide the scope of work, including but not limited to primary areas of responsibility and experience performing that work.
6. Proposed compensation plan or fee structure.

8.2 Proposal Requirements:

- a) Proposals must be accompanied by a Signed Non-Collusion Statement, Signed Anti-Sexual Harassment statement, EEO Staffing Plan, Form D – M/WBE Utilization Plan, signed Attestation of Good Standing if a corporate entity, and signed Iran Divestment Act. These forms can be found at the end of these specifications.
- b) Provider must submit their written proposal on their own forms.
- c) One original and two (2) copies of the proposal must be provided, in addition an electronic copy on a Flash Drive
- d) Proposals must be submitted to:
Robert Johnson
Town of Greig Supervisor
5186 Greig Road
Greig, NY 13345

To be considered, the proposal must be received no later than May 1, 2026 at 12:00 PM. No proposals will be accepted after the designated time. Bid packages will be opened at the said date and time at the Greig Town Hall 5186 Greig Road, Greig, NY 13345.

Providers shall indicate on the outside of their sealed proposal the following information:

- Title of Proposal and Proposal Number if any
- Date and Time of Proposal Opening
- Company Name / Bidders Name

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

8.3 Late Proposals:

Proposals received by the Town after the date and time prescribed shall not be considered for contract award and shall be returned, unopened, to the Contractor.

NOTE: Any delay due to traffic, weather, mail or express delivery is not an exception to the deadline for receipt of proposals. Please plan accordingly.

8.4 Non-Collusions Statement & Sexual Harassment Policy Statement:

Non-collusion Statements and Sexual Harassment compliance statements shall be returned with your proposal.

8.5 Proposal Content:

All information required by these specifications must accompany the proposal or contractor may be disqualified.

8.6 Addenda:

Addenda are written instruments issued by the Town prior to the date for receipt of offers which modify or interpret the specification document by addition, deletion, clarification or correction. Addenda will be e-mailed to all who are known by the Town to have received a complete set of specification documents. Addenda will also be posted on the [Town of Greig website](#). Copies of addenda will also be made available for inspection at the above website and will be available at the Town Hall. No addendum will be issued later than forty-eight (48) hours prior to the date and time for the receipt of offers, except an addendum withdrawing the RFP, or addendum including postponement.

8.7 Proposal Receipt by Third Party

Any Contractor submitting a proposal based on incomplete or inaccurate information resulting from documentation received from any third party shall not have cause for relief from the award or completion of a contract in accordance with the official documents on file with the Town of Greig. It is STRONGLY suggested that all Contractors interested in participating in this proposal, contact the Town of Greig directly to assure they have received the most accurate and up-to-date material concerning this contract. The Town does not offer or supply anyone the list of people who have obtained a copy of these RFP specifications for the project before the opening of the RFP. NO EXCEPTIONS ARE MADE TO THIS POLICY.

8.8 Freedom of Information Law (FOIL)

All material submitted in response to this Bid becomes the property of the Town, with same being considered public records after the award of the contract, subject to confidentiality and exemptions set forth in the Public Officers Law. Proposals will not be shared with any competing offerors during the selection phase of this procurement, however, after award of the contract to the successful offeror, proposals and/or lawful parts of proposals received in response to this RFP may be subject to disclosure under the Freedom of Information Law. Information in proposals that is clearly identified as proprietary will not be disclosed at any time. Blanket statements that all contents of the proposal are confidential and proprietary will not be honored by the Town. The New York State Freedom of Information Law (FOIL), as set forth in Article 6 of the Public Officers Law mandates public access to certain government records. Generally, proposals submitted in response to this Bid may constitute government records subject to FOIL.

Proposals may contain, among other things, certain technical, financial, or other data and information that constitute trade secrets if publicly disclosed. To protect this information from disclosure under FOIL, Proposers should specifically identify the pages of the proposal

that contain such information by properly marking the top of the applicable pages with “ with the notation: “CONFIDENTIAL” and inserting the following statement in the front of its proposal: “The information or data on page ___ of this proposal, identified on the top thereof as “CONFIDENTIAL”, contain financial, technical, or other information which constitute government records subject to FOIL.” Bidder should explain, among other things, certain technical, financial, or other data and information that constitute trade secrets, if publicly disclosed, that could cause substantial injury to the commercial enterprise’s competitive position, and request that the Town use such information only for the evaluation of this proposal.

Bidder must understand that the Town is required to comply with the provisions of the New York State Freedom of Information Law (FOIL), and that public disclosure of the information contained in this proposal whether or not marked as “CONFIDENTIAL” may be required. Bidder shall make no claim for any damages as a result of any such disclosure by the Town pursuant to FOIL. In the event the Town receives a FOIL request for disclosure of information marked as “CONFIDENTIAL”, the Proposer/Bidder shall be notified of the request and may expeditiously submit a detailed statement and explanation indicating the reasons it has for believing that the information requested is exempt from disclosure under the law. This detailed statement and explanation shall be used by the Town in making its determination as to whether disclosure is required under the law.

8.9 Conflicting Terms

The requirements provided in the “specification” portion of these documents shall govern in any conflict with any other language provided in the general “Terms and Conditions” or any other boilerplate type information. Any conflict between the specification language and any boilerplate language will be resolved in favor of the specification language.

8.10 Executory Clause

Any contract offered in response to this RFP shall contain the following clause: “This Contract shall be deemed executory only to the extent of funds appropriated by the Town of Greig Board and available for the purposes of this Agreement; and no liability on account thereof shall be incurred by the Town of Greig beyond the amount of such funds.”

8.11 No Joint Bids

Joint Bids will not be accepted. For purposes of the specifications, the term joint Bid shall include, but is not limited to, any Bid submitted jointly by two or more Contractors in the name of partnership, joint venture or other legal entity formed for the purpose of submitting such a Bid or to be formed for the purpose of entering a contract pursuant to such Bid/RFP.

8.12 Payments Under Contract Award

Payment for services shall be following receipt of vendor claims and invoices in accordance with Town of Greig accounting/payment practices. Any claim against the contractor may be deducted by the Town from any money due him in the same or other transactions. In any case where a question of non-performance of a contract arises, payment may be withheld in whole or in part at the discretion of the Town as compensation for any loss, damage, or cost incurred by the Town as a result of said non-performance. Payments must be approved by the Greig Town Board which meets the third Wednesday of each month. Claims and invoices should arrive at least three days prior to the meeting in order to be included in the monthly abstract for approval.

8.13 Conflicts of Interest

In executing and submitting this Bid, the bidder represents and warrants that no person who is an elected official, officer, or employee of the Town of Greig, nor any person whose salary is payable, in whole or in part, by the Town, or any corporation, partnership or association in which such official, officer or employee is directly interested, shall have a direct financial interest, in the contract to be awarded hereunder or in the proceeds thereof, unless such person completes and submits a Disclosure Form, on a form acceptable to the Town, disclosing their interest or seeks a formal opinion from the Town of Greig Ethics Board as to whether or not a conflict of interest exists. For a breach or violation of such representations or warranties, the Town shall have the right to annul this Agreement without liability entitling the Town to recover all monies paid hereunder and Contractor shall not make claim for, or be entitled to recover, any sum or sums otherwise due under any contract awarded hereunder.

8.14 Iranian Energy Sector Divestment

Contractor hereby represents that said Contractor is in compliance with New York State General Municipal Law Section 103-g entitled "Iranian Energy Sector Divestment", in that said Contractor has not: a. Provided goods and services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquified natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquified natural gas for the energy sector of Iran; or b. Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person's intent was to use the credit to provide goods or services in the energy sector in Iran. Any Contractor who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible Bidder pursuant to Section 103 of the New York State General Municipal Law. Except as otherwise specifically provided herein, every Contractor submitting a bid in response to this Request for Bids must certify and affirm that it is not on the list created pursuant to NYS Finance Law Section 165-1 (3)(b), as set forth on one of the required forms located at the end of this RFP.

YOU MUST RETURN THIS SHEET WITH YOUR PROPOSAL

SIGNATURE PAGE

REQUEST FOR PROPOSAL

RFP 26-01 Town of Greig Zoning Law Update

TO: Supervisor, Town of Greig

THE UNDERSIGNED PROPOSES TO PROVIDE THE GOODS AND SERVICES required as set forth in the referenced Request for Proposal. If successful, the Bidder hereby agrees to furnish the goods and services in accordance with all terms, conditions, and specifications contained within the referenced Request for Proposal, at prices submitted in the referenced specifications. I certify that I am authorized to sign this proposal, myself or on behalf of the company or firm I represent, and to enter into a binding contract with the Town of Greig. This signed proposal will become part of a binding contract after award by the Town of Greig Board to the successful bidder.

NOTE: By signing and submitting the proposal form for consideration by the Town of Greig Board, the Contractor acknowledges they have read, understood, and agree to all aspects of the specifications as presented without reservation or alteration.

_____	_____	
Legal name of person/firm/corporation	Authorized Signature/ Position	
_____	_____	
Address	Typed Name	
_____	_____	
City/State/Zip	Title	
_____	_____	
Date	Telephone No.	Fax No.
_____	_____	_____
E-mail address		

YOU MUST RETURN THIS SHEET WITH YOUR PROPOSAL

NON-COLLUSION FORM

REQUEST FOR PROPOSAL
RFP 26-01 Town of Greig Zoning Law Update

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, as to its own organization, under penalty of perjury, that to the best of his or 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.
4. No person, broker or selling agent has been employed or retained by the bidder to solicit or secure this award upon an agreement or upon an understanding for a commission, percentage, a brokerage fee, contingent fee or any other compensation. The bidder further represents and warrants that no payment, gift or thing of value has been made, given or promised to obtain this or any other agreement between the parties.

In compliance with this invitation for bids, and subject to the conditions thereof, the undersigned offers and agrees, if this bid is accepted within forty-five (45) days from the date of opening, to furnish any and all of the items upon which prices are submitted.

Legal name of firm/corporation	Authorized Signature
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Address	Typed Name
---------	------------

City/State/Zip	Title
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Date	Telephone No.	Fax No.
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STAFFING PLAN
Please see instructions on page 2.



Contract Number:	Reporting Entity:	Report includes Contractor's/Subcontractor's: <input type="checkbox"/> Workforce to be utilized on this contract <input type="checkbox"/> Total workforce <input type="checkbox"/> Offeror <input type="checkbox"/> Subcontractor Subcontractor's name _____
Contractor's Name:		
Contractor's Address:		

Enter the total number of employees for each classification in each of the EEO-Job Categories identified

EEO-Job Category	Total Workforce	Workforce by Gender			Workforce by Race/Ethnic Identification																				
		Total	Total	Total	White			Black			Hispanic			Asian			Native American			Disabled			Veteran		
		Male (M)	Female (F)	X (X)	(M)	(F)	(X)	(M)	(F)	(X)	(M)	(F)	(X)	(M)	(F)	(X)	(M)	(F)	(X)	(M)	(F)	(X)	(M)	(F)	(X)
Officials/Administrators																									
Professionals																									
Technicians																									
Sales Workers																									
Office/Clerical																									
Craft Workers																									
Laborers																									
Service Workers																									
Temporary /Apprentices																									
Totals																									

PREPARED BY (Signature):	TELEPHONE NO.: EMAIL ADDRESS:	DATE:
NAME AND TITLE OF PREPARER (Print or Type):		Submit completed with bid or proposal MWBE 101 (Rev 01/2023)

General instructions: All Offerors and each subcontractor identified in the bid or proposal must complete an EEO Staffing Plan (MWBE 101) and submit it as part of the bid or proposal package. Where the workforce to be utilized in the performance of the State contract can be separated out from the contractor's and/or subcontractor's total workforce, the Offeror shall complete this form only for the anticipated workforce to be utilized on the State contract. Where the workforce to be utilized in the performance of the State contract cannot be separated out from the contractor's and/or subcontractor's total workforce, the Offeror shall complete this form for the contractor's and/or subcontractor's total workforce.

Instructions for completing:

1. Enter the Solicitation number that this report applies to along with the name and address of the Offeror.
2. Check off the appropriate box to indicate if the Offeror completing the report is the contractor or a subcontractor.
3. Check off the appropriate box to indicate workforce to be utilized on the contract or the Offerors' total workforce.
4. Enter the total workforce by EEO job category.
5. Break down the anticipated total workforce by gender and enter under the heading 'Workforce by Gender'
6. Break down the anticipated total workforce by race/ethnic identification and enter under the heading 'Workforce by Race/Ethnic Identification'. Contact the OMWBE Permissible contact(s) for the solicitation if you have any questions.
7. Enter information on disabled or veterans included in the anticipated workforce under the appropriate headings.
8. Enter the name, title, phone number and email address for the person completing the form. Sign and date the form in the designated boxes.

RACE/ETHNIC IDENTIFICATION

Race/ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. For the purposes of this form, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one race/ethnic group. The race/ethnic categories for this survey are:

- **WHITE:** (Not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- **BLACK:** a person, not of Hispanic origin, who has origins in any of the black racial groups of the original peoples of Africa.
- **HISPANIC:** a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- **ASIAN & PACIFIC:** a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.
- **NATIVE INDIAN (NATIVE AMERICAN/ ALASKAN):** a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

OTHER CATEGORIES

- **DISABLED INDIVIDUAL:** any person who:
 - has a physical or mental impairment that substantially limits one or more major life activity(ies)
 - has a record of such an impairment; or
 - is regarded as having such an impairment.
- **VIETNAM ERA VETERAN:** a veteran who served at any time between and including January 1, 1963 and May 7, 1975.
- **GENDER:** Male, Female, or X

**NEW YORK STATE – DEPARTMENT OF STATE (DOS)
M/WBE UTILIZATION PLAN - FORM D**

Offeror/Grantee's Name:
Address:
City, State, Zip Code:
Telephone No.:
Region/Location of Work:

Federal Identification No.:
Project/Contract No.:

M/WBE Goals in the Contract: 30%

1. Certified M/WBE Subcontractors/Suppliers Name, Address, Email Address, Telephone No.	2. Classification	3. Federal ID No.	4. Detailed Description of Work (Attach additional sheets, if necessary)	5. Dollar Value of Subcontracts/ Supplies/Services and intended performance dates of each component of the contract.
A.	NYS ESD CERTIFIED <input type="checkbox"/> MBE <input type="checkbox"/> WBE			
B.	NYS ESD CERTIFIED <input type="checkbox"/> MBE <input type="checkbox"/> WBE			

6. IF UNABLE TO FULLY MEET THE MBE AND WBE GOALS SET FORTH IN THE CONTRACT, OFFEROR/GRANTEE MUST SUBMIT A REQUEST FOR WAIVER FORM E.

PREPARED BY (Signature): DATE: NAME AND TITLE OF PREPARER (Print or Type): SUBMISSION OF THIS FORM CONSTITUTES THE OFFEROR/GRANTEE'S ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH THE M/WBE REQUIREMENTS SET FORTH UNDER NYS EXECUTIVE LAW, ARTICLE 15-A, 5 NYCRR PART 143, AND THE ABOVE-REFERENCED SOLICITATION. FAILURE TO SUBMIT COMPLETE AND ACCURATE INFORMATION MAY RESULT IN A FINDING OF NONCOMPLIANCE AND POSSIBLE TERMINATION OF YOUR CONTRACT.	TELEPHONE NO.:	EMAIL ADDRESS:
	FOR M/WBE USE ONLY	
<div style="border: 1px solid black; padding: 2px; text-align: center;">FOR M/WBE USE ONLY</div> Comments:	REVIEWED BY: _____ DATE: _____	
	UTILIZATION PLAN APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO Date: _____ Contract No.: _____ Project No. (if applicable): _____ Contract Award Date: _____ Estimated Date of Completion: _____ Contract Execution Date: _____ Contract Amount: _____ Amount Obligated Under the Contract: _____ Total Planned MWBE Utilization Amount: _____ Description of Work: _____ NOTICE OF DEFICIENCY ISSUED: <input type="checkbox"/> YES <input type="checkbox"/> NO Date: _____ NOTICE OF ACCEPTANCE ISSUED: <input type="checkbox"/> YES <input type="checkbox"/> NO Date: _____	

General Instructions:

- This form (Form D) or a compliance certification letter (Form D-1) must be submitted within ten (10) business days after the respondent/awardee receives notice from the Department of State that the contract/grant is being awarded.
- In case a compliance certification letter (Form D-1) was submitted at the time of the award notification, the awardee must submit this form D within two (2) weeks following the procurement of any MWBE-applicable purchase or contractual service undertaken in furtherance of the Contract.
- This form D must contain a detailed description of the supplies and/or services to be provided by each certified Minority and Women-owned Business Enterprise (MWBE) that will actually be utilized under the DOS contract. Attach additional sheets if necessary.
- In case of changes to an approved utilization plan, the awardee must submit a revised Form D to the DOS MWBE Program at dos.sm.mwbe@dos.ny.gov
- Any Form D submitted to DOS for review must be completed and signed by the entity in contract with DOS.
- Contact your DOS Program/Project Analyst or the DOS MWBE Program at dos.sm.mwbe@dos.ny.gov, if you have any questions.

Instructions for completing:

The Offeror/Grantee's section on top of the form must contain information on the entity in contract with the Department of State (DOS).

1. Enter the name, address, email address and phone number of each NYS certified MWBE that will actually be utilized under the DOS contract (Look up certified MWBEs in the directory at <https://ny.newnycontracts.com/>)
2. Check off the box to indicate the certification class (MBE or WBE). If the MWBE has both MBE & WBE certifications, check off the appropriate certification class toward which the utilization should count.
3. Enter the federal ID number of each NYS certified MWBE to be utilized.
4. Enter detailed description of the supplies and/or services to be provided by each certified MWBE. Also, enter detailed information on any tier subcontracts, if applicable.
5. Enter the dollar value of subcontracts/supplies/services and intended performance dates of each component of the contract with each certified MWBE. Also, enter detailed information on any tier subcontracts, if applicable.

YOU MUST RETURN THIS SHEET WITH YOUR PROPOSAL

AFFIRMATION STATEMENT ON SEXUAL HARASSMENT

REQUEST FOR PROPOSAL

RFP 26-01 Town of Greig Zoning Law Update

In compliance with State Finance Law § 139-l, the undersigned bidder hereby certifies and affirms under penalty of perjury:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one g of the labor law.

Legal name of firm/corporation	Authorized Signature	
Address	Typed Name	
City/State/Zip	Title	
Date	Telephone No.	Fax No.

Note: Pursuant to State Finance Law §139-l 3, if the Bidder cannot make the foregoing certification and, such bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons, therefore.

YOU MUST RETURN THIS SHEET WITH YOUR BID

CORPORATE APPLICANT/ENTITY ATTESTATION OF GOOD STANDING

REQUEST FOR PROPOSAL

RFP 26-01 Town of Greig Zoning Law Update

As a duly authorized official of the Applicant Entity identified below, I certify and attest that the following conditions are true and accurate:

The applicant is not currently the subject of an enforcement action related to an investigation by a State or Federal agency.

The applicant corporate entity is in good standing and is in compliance with required corporate filings.

Legal name of firm/corporation	Authorized Signature
--------------------------------	----------------------

Address	Typed Name
---------	------------

City/State/Zip	Title
----------------	-------

Date	Telephone No.	Fax No.
------	---------------	---------

YOU MUST RETURN THIS SHEET WITH YOUR BID

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

REQUEST FOR PROPOSAL

RFP 26-01 Town of Greig Zoning Law Update

As a result of the Iran Divestment Act of 2012 the Office of General Service must develop a list of persons who are engaged in certain investment activities in Iran. Contracts cannot be awarded to persons or entities on that list, with some exceptions. All bidders are required to execute the following statement:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Paragraph (b) of Subdivision 3 of Section 165a of the State Finance Law.

Corporate or Company Name

BY: _____

Signature

Title

NOTE: If the bidder cannot make the above certification, it shall so state and furnish with the bid a signed statement which sets forth in detail the reason for that.

RECEIPT OF ADDENDUM ACKNOWLEDGMENT

RFP 26-01 Town of Greig Zoning Law Update

ADDENDUM ACKNOWLEDGEMENT

ADDENDUM NO. _____

Please acknowledge the receipt of the above ADDENDUM issued by the County of Lewis, by signature and recording the date of receipt below.

Bidder: _____

Authorized Signatory: _____

Date: _____

****NOTE:** This form must be included in your bid documents if any Addendum is issued

NON-BIDDER'S RESPONSE

For the purpose of maintaining accurate Bidder's lists and facilitating your firm's response to our invitation for bid, the County of Lewis is interested in ascertaining reasons for prospective Bidder's failure to respond to invitations for bids. If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and returning this form to the Lewis County Purchasing Director, 7660 North State Street, Lowville, New York 13367. This form may be returned by mail or fax. Faxes may be sent to 315-376-4917. Failure to submit either a bid proposal or return this form will result in removal of your firm's name from our Bidder's lists. Thank you for your cooperation.

We are not responding to this invitation for bid for the following reason(s)

Items or materials requested not manufactured by us or not available to our company.

Our items or materials do not meet specifications.

Specifications not clearly understood or applicable (too vague, too rigid, etc.)

Quantities too small.

Insufficient time allowed for preparation of bid.

Incorrect address used. Correct mailing address is:

Our branch/division handles this type of bid.

Correct name and mailing address is:

We are unable to bid but would like to continue to receive invitations for bids.

We are unable to bid and wish to be removed from the Bidder's list.

Name Of Firm: _____

Mailing Address: _____

City/State/Zip Code _____

BY: _____

Signature of Representative

DATE: _____

Document Number: _____

Document Name: _____