

Town of North Hempstead Community Development Agency  
51 Orchard Street, Roslyn Heights, NY 11577

Prospect Avenue Boulevard Banners and Banner Poles Request for Proposals May 7, 2021  
Agreement 004

**Amendment 02, May 21, 2021**

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Replace page "5 of 6" of the May 7, 2021, Prospect Avenue Boulevard Banner and Banner Poles Request for Proposal (RFP) with amended page "5 of 6" attached hereto. Amendment includes changes to item "5" under roman numeral "VII. Form of Proposal", and item "1." under roman numeral "VIII. Proposal Submission and Guidance".

For your use, see RFP amended page "5 of 6" attached hereto.

Remainder of this page is intentionally blank.

## VII. FORM OF PROPOSAL

Organizations Proposals submitted to the Agency are required to be sealed and contain the following materials:

1. **Title Page** showing the RFP name, Organization's name, address, telephone number of the contact person, and the date of the proposal.
2. **Cover Letter** describing:
  - a. The Organization's understanding of the services to be performed.
  - b. Why your Organization believes it is the best qualified to perform these services.
  - c. The Organization's past history of the same services for other municipalities or organizations and how long they have provided the same services.
  - d. Please provide biographical information of key personnel who will be in charge of the agreement and Deliverables. The description should include personnel who would be working with the Agency directly under the agreement. and
  - e. Provide a statement that the Proposal is from the Organization and is an irrevocable offer.
3. **Organization's Qualification Statement Exhibit A hereto including:**
  - a. Statement of Understanding,
  - b. Disclosure Statement,
  - c. Non-Collusive Proposal Certification,
  - d. Insurance Certification, and
  - e. Acknowledgment of Receipt of Addenda
4. **Agreement Exhibit B hereto** completed and signed by Organization. The Agency will execute the Agreement after evaluation of each Proposal and a selection of an Organization. Include with Agreement the completed Agreement Documents:
  - a. Standard Terms and Conditions; initial each page,
  - b. Banner Specification; initial each page,
  - c. Banner Pole Specification; initial each page,
  - d. Price Proposal; complete all fields and amounts and sign before a notary, and
  - e. Schedule; provide schedule for deliverables
5. **Banner Sample**, ~~full size on 13oz to 15oz Normandy or an Agency approved equal. If substituting Normandy for an equal product, provide manufacturers specifications and contact information.~~ one full size banner as specified in the Prospect Avenue Boulevard Banner Specification. *Obtain Prospect Avenue Banner Art file by emailing [CDADepartment@northhempsteadny.gov](mailto:CDADepartment@northhempsteadny.gov) "Request for Prospect Banner Art File".*

## VIII. PROPOSAL SUBMISSION AND GUIDANCE

1. **On or before 2:00 PM, ~~May 27~~ June 3, 2021** submit a **completed proposal** package in a sealed package marked "Prospect Avenue Boulevard Banner Proposal" to:

Town of North Hempstead  
Community Development Agency  
Orchard Street  
Roslyn Heights, NY 11577