



**Request to Submit a Proposal  
Town of Clifton Park  
Veterans & Military Service Walkway  
Program Paver Engraving Services  
for the  
Town of Clifton Park**

**RFP Issuance Date:**

**August 25, 2023**

**RFP Due Date:**

**September 8, 2023**

**Town of Clifton Park  
Is requesting Proposal for  
providing On-Site Brick  
Engraving Services**

**For the**

**Veterans & Military Service Brick Walkway**

**I. GENERAL INFORMATION**

The Town of Clifton Park, a local municipal government, not subject to sales tax, is issuing this Request to Submit a Proposal (“RFP”) for engraving on-site pavers and fulfillment services for the Veterans & Military Service Brick Walkway program at the Clifton Common Town Park, Town of Clifton Park, Saratoga County, NY.

The Town of Clifton Park is proceeding with a revitalization project of the veteran’s memorial at the Clifton Common Park by construction a Veteran’s Walk of Honor to include a brick walkway consisting of individual 6” x 9” bricks. Substantial construction completion of the Veteran’s Memorial with the brick paved walkway is anticipated for October 2023.

As part of the project, the Town is seeking proposals for engraving services from experienced providers of custom-built fundraising bricks and pavers for on-site engraving services and support for future engraving at the location as additional bricks are sold.

**II. THE SERVICES**

The Town has begun the process of constructing the Veteran’s Memorial and has awarded a construction contract for completing the majority of work. Outside the contractor’s scope of work is the need to solicit and engage the services of a qualified engraving company to provide engraving services for sold 6” x 9” bricks on site.

The paver program would be structured as follows:

We are looking to your firm to provide a quote for engraving services on-site for 6” x 9” bricks, each containing up to three written lines with a maximum of 15 characters per each line for engraving.

Constituents pay a fee to the Town for the right to customize a brick/paver which would later be engraved. Constituents will not actually own the bricks on the Veteran's Memorial grounds - all onsite bricks would belong to the Town.

Respondents to this RFP will be required to deliver an on-site engraving brick paver program and should be prepared to handle all major aspects of the paving enterprise including but not limited to:

- 1) Design & Customization of engraving up to three lines with a maximum of 15 characters each per 6" x 9" brick on site and set within the newly reconstructed Veteran's Memorial Walkway anticipated to be completed in October 2023.
- 2) Pricing of Brick Engraving Services for 300 individual bricks sold to date.
- 3) Pricing for Brick Engraving Services for remaining individual bricks anticipated to be sold over time. The Town is receptive to a proposed fee structure most efficient for future on-site engraving services going forward. Any information that will detail the cost of future engraving of grouping of bricks will be analyzed. A minimum number of bricks required before the company will mobilize to perform engraving services should be included in your submittal.

**Your proposal must include the following:**

1. Proposed engraving methods with pricing options.
2. Engraved sample of paver with lettering contrast.
3. Pricing for:
  - a. On-site engraving 300 sold bricks already laid in place.
    - i. Each brick 6" x 9".
    - ii. Up to three lines per brick with 15 maximum characters per line.
  - b. Pricing for remaining individual bricks to be sold and engraved at future dates.
    - i. Pricing can be shown as batch engraving to maximize efficiency and reduce engraving costs per brick.
4. Description of your firm's qualifications and relevant experience. Be sure to include your experience running the required aspects of 3rd party paving programs.
  - a. A list of five jobs and contact phone numbers with 100 or more engraved bricks
  - b. A list of five jobs and contact phone numbers with 100 or more engraved bricks that used on-site engraving services. Company Quality Guarantee

Your proposal may include any other information that you consider relevant. You may also propose other services that you believe would be appropriate for this project. Should you include proposals for such optional services, please be sure to include the associated costs and projected revenue.

The goal of the Town is to retain a single company for providing quality on-site

engraving services at a reasonable cost.

**MWBE/SDVOB contractors are encouraged to apply.**

### **III. SUBMITTING A PROPOSAL**

- A. The following timetable has been established by the Town for the issuance, response and award of contract for the Veterans & Military Service Walkway Program Paver Engraving Services. The Town reserves the right to modify this timetable and will notify each Proposer of any change in the schedule.

RFP Issuance Date:	<b>August 25, 2023</b>
RFP Due Date:	<b>September 8, 2023</b>
Contract Award & Negotiations:	<b>September 18, 2023</b>
Contract Notice to Proceed Date:	<b>October 1, 2023</b>

- B. Proposers are expected to deliver a response to the RFP no later than **3:00 pm, September 8, 2023** to the Town of Clifton Park, Town Clerk's Office, One Town Hall Plaza, Clifton Park, NY 12065

- C. All inquiries regarding this RFP must be in writing directed via email to: [planning@cliftonpark.org](mailto:planning@cliftonpark.org). Questions may be submitted up to **August 30, 2023**. If the questions are deemed necessary to provide clarification, an addendum to this RFP will be issued no less than three (3) days prior to the submission deadline. Inquiries or other contact with any other officer, commissioner, agent or employee of the Town of Clifton Park regarding this RFP, including contact by proposer's contractors, agents, representatives and consultants, could result in your proposal being disqualified.

- D. Each Proposer shall submit three (3) paper copies of their proposal no later than **September 8, 3:00 p.m. EST** addressed to:

**Teresa Brobston, Town Clerk  
One Town Hall Plaza  
Clifton Park, NY 12065**

**Re: Brick Pavers Engraving RFP 2023**

Proposals received after **3:00 P.M. (EST)** on **September 8, 2023** may not be accepted.

- E. All Persons responding to this RFP are subject to the Town of Clifton Park's Procurement Policy adopted in accordance with section 104-b of the General Municipal Law.
- F. The Town of Clifton Park, at its sole discretion, shall have the right to determine whether any particular Proposer has the qualifications to proceed in this process based on the Proposer's response to the RFP. Several factors may be considered

when making such determination including, but not limited to: (i) demonstrated understanding of and responsiveness to the requirements of this RFP; (ii) the Proposer's past experience & current experience in operating similar facilities & providing similar services requested as a part of this RFP; and proposer's costs.

**G. Execution of Proposal:**

- If the Proposer is a corporation, a duly authorized officer of the corporation, with the designation of the signer's official capacity, will sign in the name of and under the seal of the corporation offering the Proposal. The Proposal will show the State in which the corporation is chartered, and if the State is other than New York, the proposal will show that the corporation is authorized to do business in the State of New York.
- If the Proposer is a partnership, a general partner will sign the Proposal in the name of the partnership or other person duly authorized to bind the partnership. The capacity and authority of the person signing will be shown.
- If the Proposer is an individual or sole proprietorship, the individual person, stating name or tradename, if any, will sign the Proposal.
- In any case, the Proposal will show the present business address of the Proposer at which communications from the Town and notices served are to be received.

**H.** The Town reserves the right to withdraw this RFP at any time and for any reason, and to issue such clarifications, modifications, addenda or amendments, as it may deem appropriate.

**IV. EVALUATION OF PROPOSALS**

- The Town of Clifton Park will evaluate each responsive Proposal using the following weighted criterion:
  1. Proposed engraving methods with pricing options. **(70 %)**
  2. Description of your firm's qualifications and relevant experience. **(30%)**
- The Town of Clifton Park, in its, sole discretion, may determine whether particular Proposers have the qualifications to provide the requested Fan Recognition Program Engraved Paver and Program Fulfillment Services as a part of this RFP.
- The Town of Clifton Park may eliminate, in their sole discretion, those Proposers that are deemed non-qualified to provide the On-site Brick Pavers Engraving Services, or a portion thereof, or that are deemed nonresponsive according to the terms of the RFP.

- The Town of Clifton Park may reject all proposals and decide to provide the On-site Brick Pavers Engraving Services requested as a part of this RFP without the assistance of any Proposer.
- The Town of Clifton Park reserves the right to accept or reject in part or in whole any or all Proposals submitted and may elect to enter into one or more separate agreements for the services with one or more Proposer.
- The Town of Clifton Park will not be required to state or indicate any reason for rejection of any Proposals or those that are deemed non-qualified to provide the On-site Brick Pavers Engraving Services and Program Fulfillment Services, or a portion thereof, or those that are deemed nonresponsive according to the terms of this RFP.