



RFP Name	Wheelchair Ramp Installer
Date Issued	February 24, 2026
Contact Person	Alexa Cretti, <i>Operations Manager</i> Rebuilding Together Saratoga County 132 Milton Avenue Ballston Spa, NY 12020
Contact Info	alexa@rtsaratoga.org ; 518-587-3315x102
Submittal Accepted Until	March 10, 2026 at 4:00 PM
Please submit to:	proposals@rtsaratoga.org

INTRODUCTION

Organization Description

Rebuilding Together Saratoga County (RTSC) uses federal, state, local, and private funds to help low-income homeowners maintain their homes in Saratoga, Warren, and Washington counties. When qualified homeowners are not capable of making needed repairs or accessibility modifications, RTSC will coordinate the volunteers, contractors, tools, and supplies necessary to fix the homes. These services are provided at no cost to the homeowner. We focus our efforts on older adults, individuals living with disabilities, active and retired members of the armed services, and families with children, tailoring services to meet the needs of each individual homeowner.

Federal Funding Requirements

This RFP is funded in whole or in part with federal funds. All vendors must comply with federal procurement standards.

Projected Project Volume

RTSC anticipates approximately 40-45 units to require these services over a two-year period.

Payments for Services

Payment will be made by check from Rebuilding Together Saratoga County within 30 days of receipt of invoice and deliverables for each service, with efforts made to expedite payment when possible.

ELIGIBILITY

The firm/contractor must:

- a. Be capable and experienced in installing wheelchair ramps in residential settings;
- b. Carry a minimum of \$1,000,000 in general liability and a workers compensation policy
(See note in proposal Requirements, Selection & Award Process).

SCOPE OF SERVICES/DELIVERABLES

RTSC is seeking proposals from firms to install steel, modular ramps for access by wheelchair, power wheelchair, walker or scooter, at residential project sites.

1. Apply for a permit as required by local jurisdictions or confirm no permit is required.
2. Once a project is assigned, perform all measurements at the project site and submit a site-specific design recommendation with a cost estimate that meets federal ADA design criteria to Rebuilding Together Saratoga County.
3. Upon design approval, assemble and install ramp, to meet all local building codes.
4. Complete safety testing and debris removal, as necessary.
5. Receive a certificate of completion as required by local jurisdictions.
6. Work must be fully completed and operational within three (3) months of the pre-construction meeting

For the purposes of providing cost estimates for this request for proposal, one (1) example site specification is attached.

PROPOSAL REQUIREMENTS, SELECTION & AWARD PROCESS

All proposals **must** include the bid proposal cover sheet (enclosed) and other required documents in the requested order. Proposals will be evaluated based on the following criteria:

1. Cost
2. Firm/Staff qualifications
3. Response and turnaround time frame
4. MWBE, SVDOB or Section 3 Status
5. Capacity to deliver services within the service area

The firm/contractor with the highest resulting score will be offered a 2-year contract, contingent upon available funding. Rebuilding Together Saratoga County reserves the right to reject all bids.

Upon execution of the contract, the selected firm/contractor shall provide a Certificate of Insurance (COI) naming Rebuilding Together Saratoga County, State of New York State, and New York State Housing Trust Fund Corporation as Additionally Insured parties. This coverage must remain in effect for the duration of the contract.

Questions should be addressed to or call 518-587-3315 ext. 102.

PROPOSAL SUBMISSION

Proposals are due by 4:00 PM on Tuesday, March 10, 2026. Please submit your proposals to proposals@rtsaratoga.org.

AWARD ANNOUNCEMENT DATE

An award announcement is expected by 4:00 PM on March 13, 2026.

EQUAL OPPORTUNITY AND FAIR SOLICITATION

Rebuilding Together Saratoga County (RTSC) is dedicated to maximizing economic opportunities for all community segments. To support this goal, RTSC actively solicits proposals from, and encourages partnerships with:

- Minority and Women-owned Business Enterprises (M/WBE)
- Service-Disabled Veteran-Owned Businesses (SDVOB)
- Businesses meeting HUD's Section 3 status requirements.

Our goal is to actively promote economic opportunities for all segments of our community.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND NON-DISCRIMINATION

RTSC operates in full compliance with all federal, state, and local Equal Employment Opportunity (EEO) and Fair Housing regulations. We uphold a strict non-discrimination policy that applies to all employment practices and activities associated with this contract, prohibiting discrimination based on, but not limited to, race, color, religion, sex, national origin, age, or disability.

COMPLIANCE CERTIFICATION

By submitting a proposal in response to this solicitation, the bidder certifies that it currently adheres to, and will require its subcontractors to adhere to all federal, state, and local laws governing:

- Equal Employment Opportunity (EEO)
- Fair Housing regulations
- Non-discriminatory business and employment practices.

ENCLOSURES/ATTACHMENTS

- Description of example unit for cost proposal
- Bid Proposal Cover Sheet
- Non-Collusive Statement

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For the purposes of providing cost estimates for this request for proposal, one (1) example of site specifications are provided below. This design is typical of the ramps Rebuilding Together Saratoga County installs at project sites.

Unit A: – Straight Run, Modular Ramp	
Feature	Specifications
Material	Steel
Dimensions	36" Wide x 32' (straight run)
Component List	<ul style="list-style-type: none"> - (1) 4' x 4' Landing platform (at door) - (1) 8' Ramp section - (3) 6' Ramp sections - (1) Top plate & (1) Bottom plate - Full handrails with end loops
Compliance/Administrative	<ul style="list-style-type: none"> - Must meet Federal ADA Design Criteria - Building Permit and Certificate of Completion (as required by local code)

Bid Proposal Cover Sheet

Summary of Qualifications, Pricing, Delivery	
RFP Name	Wheelchair Ramp Installation
Business Name	_____
Cost of Services	
Scope of Service	Lump Sum Price (PER SITE/UNIT)
Unit A: Straight Run, Modular Ramp	
Is this business any of the following:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOB <input type="checkbox"/> Section 3
Counties you serve:	<input type="checkbox"/> Saratoga <input type="checkbox"/> Warren <input type="checkbox"/> Washington Comments: _____ _____ _____

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Company Overview and Contact Details	
Business Address	_____ _____
Business Phone Number	(____)____-_____
Owner's Name	_____
Point of Contact Name (leave blank if Owner)	_____
Point of Contact Email	_____

Required Documents (please attach in order)	
<input type="checkbox"/>	Copies of General Liability and Workers Compensation
<input type="checkbox"/>	Copy of Resume/Firm Qualifications
<input type="checkbox"/>	Signed Non-Collusive Bidding Certification (attached)

NON-COLLUSIVE BIDDING CERTIFICATION

The undersigned contractor certifies, under penalty of perjury, that:

- The bid price was independently arrived at without collusion or consultation with any other bidder or with any competitor or potential competitor.
- The bid was not disclosed, prior to the opening of bids for the projects, to any other party including other bidders, competitors, or potential competitors or their representatives.
- No attempt was made to induce any other person, partnership or corporation to submit or not submit a bid.
- The bid is a true and accurate bid submitted on behalf of the undersigned, and not a bid submitted for the benefit of another contractor, with the intent of assigning the role of general contractor to another party.

The undersigned is fully informed of the contents of this certification and understands that failure to comply with non-collusive bidding requirements is a violation of law, and that such violations will subject the undersigned to substantial civil and criminal penalties.

Vendor Name:_____

Signature:_____ Date:_____