

**VILLAGE OF CROTON-ON-HUDSON
JUSTICE COURT
1 VAN WYCK STREET
CROTON-ON-HUDSON, NEW YORK 10520
(914) 271-6266**

**REQUEST FOR PROPOSALS
NO. 01-2025**

FOR

STENOGRAPHIC WORK

**PROPOSALS ACCEPTED UNTIL
Date: May 22, 2025
Time: 4:00 p.m.**

Village Manager

Bryan Healy

Village Clerk

Pauline DiSanto

Village Justice

Sam Watkins

Village Court Clerk

Lisa Teichman

VILLAGE OF CROTON-ON-HUDSON, NEW YORK

REQUEST FOR PROPOSALS

RFP NO. 01-2025

NOTICE IS HEREBY GIVEN that the Village of Croton-on-Hudson, NY, is accepting proposals for stenographic work in the Village Justice Court (RFP 01-2025). Proposals will be accepted in the Office of the Village Manager, Room 24, Municipal Building, 1 Van Wyck Street, Croton-on-Hudson, NY, until **4:00 p.m. prevailing time on Thursday, May 22, 2025**. No proposals will be accepted after said time and date.

All proposals received after the deadline date and time stated above will not be considered and will be returned to the proposer unopened. The proposer assumes the risk of any delay in the mail or in the handling of the mail by employees in the Village of Croton-on-Hudson. Whether sent by mail or by means of personal delivery, the proposer assumes all responsibility for having the proposal deposited on time at the place specified.

Please be aware of the following requirements, which are set forth in further detail in this document:

- Proposers must print, bind, and submit the entire proposal document. The Village of Croton-on-Hudson reserves the right to reject any proposals not submitted as specified.
- A Non-Collusive Certification must be attached to the proposal.

The Village of Croton-on-Hudson reserves the right to reject any and all proposals, to waive any informalities, or to accept the proposal which in its judgment will be in the best interests of the Village of Croton-on-Hudson.

OBTAINING DOCUMENTS:

The Village of Croton-on-Hudson has partnered with BidNet as part of the Empire State Purchasing Group and will post our bid/proposal opportunities to this site. As a vendor, you can register with Empire State Purchasing Group and be sure that you see all of the Village's available bids/proposals and opportunities. Detailed specifications for said bids/proposals may be obtained through the Empire State Purchasing Group at the following link:

<https://www.crotononhudson-ny.gov/home/pages/proposals-rfps-rfqs-and-addenda>

Ms. Pauline DiSanto
Village Clerk

Dated: May 8, 2025
RFP 01-2025

VILLAGE OF CROTON-ON-HUDSON
Justice Court
One Van Wyck Street, Croton-on-Hudson, N.Y. 10520
(914) 271-6266

RFP #01-2025
Stenographic Work

DEADLINE: Date: May 22, 2025, Time: 4:00 p.m.

COMPANY NAME: BRIDGET ABATECOLA

Contact Person: Bridget Abatecola

Address: 9 Calli Drive
Katonah, NY 10536

Phone #: 914 217-0972 Fax #: _____

Comments: _____

Regular Court Day Rate (Wednesday from 9 a.m. to 1 p.m.): \$ 400

four-hundred dollars
(write dollar amount in words)

Jury Trial Rate ^{seven 9-4} ~~(Eight-hour day)~~: \$ 650

six-hundred fifty dollars
(write dollar amount in words)

Overtime Rate (for work in excess of the above): See below and attached.

↓

(write dollar amount in words)

* Reg Court. 9 am to 4 pm = \$ 550
day rate five-hundred fifty dollars

* Jury Trial - at 4 pm = \$ 125 per hour
one-hundred twenty-five dollars

**Please return to address below along with the non-collusive bidding
certification by:**

4:00 p.m. on May 22, 2025

Return to: Village of Croton-on-Hudson
Municipal Building
Attn: Bryan Healy, Manager
One Van Wyck Street
Croton-on-Hudson, New York 10520

Label envelope: "JUSTICE COURT STENOGRAPHIC WORK"

NON-COLLUSION CLAUSE

Made pursuant to Section 103-d of the General Municipal Law of the State of New York as amended by the Laws of 1966.

"(a) By submission of this bid, each proposer and each person signing on behalf of any proposer 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 his 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 proposer or with any competitor;

"(2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the opening, directly or indirectly, to any other proposer or to any competitor; and

"(3) No attempt has been made nor will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

"(b) A proposal shall not be considered for award nor shall any award be made where (a), (1), (2) and (3) above have not been complied with; provided however that if in any case the proposer cannot make the foregoing certification, the proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (a), (1), (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition."

Dated 5/26, 2025

(Seal of Corporation)

Bridget Abatecola
Legal Name of Person, Firm, Corporation

9 Laki Drive, Katonah, NY 10526
Business Address

Bridget Abatecola
Signature

Cont Stenographer
Title

VILLAGE OF CROTON-ON-HUDSON
Justice Court
1 Van Wyck Street, Croton-on-Hudson, N.Y. 10520

RFP DOCUMENT #02-2023
Stenographic Work

DEADLINE: Date: Thursday, May 22, 2025, Time: 4:00 p.m.

I INSTRUCTIONS TO PROPOSERS

PREPARATION OF PROPOSALS

A. Proposals will be accepted in the Office of the Village Manager, Room 24, Municipal Building, 1 Van Wyck Street, Croton-on-Hudson, NY at the time designated in the advertisement. Proposals, when submitted, must be enclosed in a sealed envelope and the envelope must have written on it, plainly, the name and address of the proposer and should be clearly labeled "JUSTICE COURT STENOGRAPHIC WORK".

B. The proposal forms for the contract are included with the pages of specifications which are furnished by the Village of Croton-on-Hudson, and the proposer is required to use the forms and submit the complete volume intact to the Court Clerk. The prices must be in ink. Erasures and other changes in the proposal must be explained or noted over the initials of the proposer. The blank spaces in the proposal must be filled in correctly where indicated for each and every item. Ditto marks are not considered writing or printing and shall not be used.

C. The authorized representative shall sign the proposal correctly. If the proposal is made by an individual, his name and post office address must be shown. If made by a firm or partnership or corporation, the proposal must be signed by an official of the firm, partnership or corporation authorized to sign contracts, and must show also the post office of the firm, partnership or corporation. Each proposal must include an executed "Statement of Non-Collusion" pursuant to Section 103-D of the New York State Municipal Law.

D. After the proposals are opened, the Village of Croton-on-Hudson reserves the right to meet with the authorized representatives to discuss the details of the proposals. Some companies may be asked to furnish additional data to demonstrate competency, including recent financial records and letters of recommendation.

BASIS OF AWARD

- A. Proposals will be compared and the lowest responsible proposer determined on the basis of the schedule of estimated quantities comprising all items in the contract at the unit or lump sum prices bid for these items.
- B. Past performance, financial responsibility, etc., will be determining factors in making the award.
- C. Within 30 days after the opening of proposals, the Village of Croton-on-Hudson will accept one of the proposals or reject all proposals. Acceptance of the proposal and Notice of Award will be in writing, signed by an officer of the Village and mailed to the address designated in the proposal.
- D. The Village of Croton-on-Hudson reserves the right to make awards on individual items, but our intent is to work with one vendor.

FAILURE TO EXECUTE CONTRACT

- A. If the successful proposer shall fail to execute the contract in accordance with instructions contained in the bid specifications, he shall be deemed to have refused to enter into contract and to have waived all claim to the work, and he shall pay the Municipality all damages sustained by the Municipality as a consequence of his failure to execute the contract. The Municipality reserves the right then to enter into contract with an alternate proposer.

COMPLIANCE WITH THE LABOR LAW

- A. The Contractor shall comply with the applicable provisions of the "Labor Law" as amended, of the State of New York. This Contract shall be void unless applicable sections of said Labor Law are complied with.
- B. Each and every provision of law and clause required by law to be part of this Contract shall be deemed to be included herein and this Contract shall be read and enforced as though it were included herein. Specifically, Section 220-e of the Labor Law, as amended, prohibits in contracts, discrimination on account of race, creed, color or national origin in employment.

II. SPECIFICATIONS AND GENERAL CONDITIONS

Products supplied shall be in accordance with the following specifications:

PRICES

- A. Prices quoted are on a single item unit.
- B. Unit prices quoted shall be net exclusive of all taxes; and must include all travel and printing costs.
- C. These unit prices shall not be subject to any increases during the life of the contract.
- D. If any reduction in price is announced during the life of the contract, the Village of Croton-on-Hudson shall receive the benefit of such reduction. In such event the contractor must submit his revised prices in writing within five (5) days of announcement.

ASSIGNMENT

- A. The successful vendor to whom any contract shall be let, granted or awarded shall not assign, transfer, convey, sublet or otherwise dispose of the contract or of his rights, title or interest therein or his power to execute such contract, to any person or corporation without the prior consent in writing of the Court Clerk.

RESPONSIBIIITY OF THE CONTRACTOR

- A. The Contractor guarantees that neither acceptance, nor payment, shall relieve the successful contractor of responsibility for faulty or defective materials or workmanship.

RIGHT TO REJECT

- A. The Village of Croton-on-Hudson reserves the right to accept or reject any or all proposals in whole or in part, as the Court Clerk may determine to be in the best interests of the Village of Croton-on-Hudson. All proposals shall remain open for acceptance or rejection by the Village of Croton-on-Hudson for a thirty (30) day period after the opening date.

CONTRACT PERIOD

- A. The term of this contract is from date of award through **May 31, 2026** with an option to renew for two additional one-year terms (at the original contract price) at the sole discretion of the Village of Croton-on-Hudson if the Contractor concurs.

SILENCE OR OMISSION

A. The apparent silence of these specifications as to any details or the omission from it of a detailed description concerning any point shall be interpreted as meaning that only the best commercial practices are to prevail, and that only materials and workmanship of first quality are to be used.

SUBMISSION OF PROPOSAL

A. All proposals shall be returned to the Office of the Village Manager at 1 Van Wyck Street, Croton-on-Hudson, New York 10520 by Thursday, May 22, 2025, at 4:00 p.m., sealed and clearly marked "Justice Court Stenographic Work."

CERTIFICATE of EXPERIENCE / PROPOSERS QUALIFICATIONS:

A. The Stenographic work shall be provided by persons regularly engaged in this type of work and who have an established reputation. The Village of Croton-on-Hudson reserves the right to reject any proposal if the evidence submitted by or investigation of such proposer fails to satisfy the Village that such proposer is properly qualified to carry out obligations of the contract and to complete the work, or has previously failed to properly perform any contract.

B. The contractor shall furnish, to the satisfaction of the Village, proof of previous experience in the Stenographic field by providing a list of three (3) agencies that you have provided similar service for. This information must be completely filled out.

Company Name: Westchester County District Attorney's Office

Address: 111 Dr. Martin Luther King Jr. Blvd
White Plains, NY 10601

Contact Person: Rosemary Donnelly

Telephone Number: 914 995 3365

Company Name: Cortlandt Town Court

Address: 1 Heady Street
Cortlandt Manor, NY 10567

Contact Person: Audrey Stewart

Telephone Number: _____

Company Name: Patchen Steno

Address: (Closed)

Contact Person: Eunice Patchen

Telephone Number: X

Village of Croton-on-Hudson
1 Van Wyck Street
Croton-on-Hudson, New York 10520

CONTRACT

THIS AGREEMENT, made this 31st day of May 2025, by and between the VILLAGE OF CROTON-ON-HUDSON, a municipal corporation of the State of New York, located in the County of Westchester, party of the first part (hereinafter called the Village), and S.A.C-D Steno Services, party of the second part (hereinafter called the Contractor).

WITNESSETH - That for and in consideration of the premises and agreements herein contained, and the payments herein provided to be made the parties hereto agree as follows:

May 31, 2025
FIRST - The Contractor covenants and agrees at his own proper cost, charge and expense to furnish all machinery, appliances, tools, labor and materials necessary or proper to do all the work necessary to construct all the works, and services appurtenant thereto, as set forth in the Contractor's proposal, dated ~~March 29, 2023~~, for stenographic work and described in the plans and specifications made and prepared by the Justice Court of the Village of Croton-on-Hudson, in the County of Westchester, and in the Contract Documents forming a part of this Contract; in a first class workmanlike manner, and in strict accordance with the plans, drawings and specifications therefore, advertisement, and the Contractor's proposal; all of which plans, drawings, specifications, advertisements, proposal and other Contract Documents are made a part hereto to the same extent as though the same were herein expressly written; and under the supervision of the Justice Court of the Village of Croton-on-Hudson, a copy of which plans specifications the Contract acknowledges receipt of prior to execution of this Contract.

SECOND - In consideration of the Contractor faithfully complying with all the terms and stipulations of this Contract as set forth herein, or in the plans and specifications therefore, advertisement, proposal, and other Contract Documents, the Village of Croton-on-Hudson covenants and agrees to pay the said Contractor at the time and times, and in the manner more particularly set forth in the General Terms and Conditions, and in the Proposal, which are made a part of this Contract.

THIRD - (A) In hiring of employees for the performance of work under this Contract or any sub-contract hereunder, no contractor, nor any person acting on behalf of such contractor or subcontractor shall by reason of race, creed, color or national origin discriminate against any citizen of the State of New York who is qualified and available to perform the work to which the employment relates;

(B) this Contract may be canceled or terminated by the Village, and all Monies due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this section of the Contract;

(C) any laborer or mechanic employed to perform work on the project under this Contract, shall be paid not less than the minimum rates of wages specified under prevailing Wage Rates for Westchester County published by the State of New York Department of Labor, bureau of Public Works.

FOURTH - Upon the refusal of the Contractor to: (a) testify when called before a Grand Jury concerning any transaction or contract had with the State of New York, any political subdivision thereof, public authority, public department, agency or official of the State, or of any political subdivision thereof; (b) to sign a waiver of immunity against subsequent criminal prosecution; or (c) to answer any relevant questions concerning any such transactions or contracts, the Contractor shall, for a period of five (5) years after such refusal, be disqualified for thereafter selling to, submitting proposals to receiving awards from, or entering into contracts for goods, work or services with the Village, or any public department, agency or official thereof, and further, any contracts made by the Contractor with the Village or any public department, agency or official thereof since July 1, 1959, may be canceled by the Village without penalty or damages on account of such cancellation, except that all monies owing on account of goods delivered or work done prior to such cancellation shall be paid.

2026 FIFTH - The term of this contract shall be from the date first written on the contract through May 31, 2024. This contract shall be renewed at the same terms and conditions for an additional one-year period upon mutual agreement of both parties.

IN WITNESS WHEREOF, the Mayor and Board of Trustees of the Village of Croton-on-Hudson, the governing body of the said Village, have by resolution authorized the corporate seal of the Village to be hereunto affixed, and this contract to be signed by the Village Manager and the same attested by the Village Clerk, and the Contractor on the day and year first written.

VILLAGE OF CROTON-ON-HUDSON

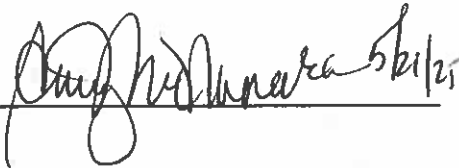
Attest:

BY

Pauline DiSanto, Village Clerk

Village Manager, Bryan T. Healy

Attest:



BY


Contractor, ~~Stephanie A. Colon-Davis~~
Bridget Abatecola



Bridget Abatecola
Court Stenographer
9 Lalli Drive
Katonah, NY 10536
(914) 217-0972
BridgetAbatecola@gmail.com

Croton-on-Hudson Village Court
One Van Wyck Street
Croton-on-Hudson, New York 10520

Court Reporting Services Appearance Fees Effective June 1, 2025 through May 31, 2026			
Regular Court Sessions: Half Day (9:00 a.m. to 1:00 p.m.) - \$400 Full day (9:00 a.m. to 4:00 p.m.) - \$550 Hourly after 4:00 p.m. - \$100 per hour Cancellation fee less than 24-hour notice - \$175			
Jury Trials: Full day (9:00 a.m. to 4:00 p.m.) \$650 Hourly after 4:00 p.m. - \$125 per hour Cancellation fee less than 24-hour notice - \$325			
Transcripts: 10 Business days - \$5.75 per page 3-5 Business days - \$7.75 per page			