TOWN OF SULLIVAN

County of Madison
Town Office Building
7507 Lakeport Road
Chittenango, New York 13037
Office: 315-687-9190
Fax: 315-687-1123

John M. Becker
Supervisor

Est. 1803

January 6, 2023

To Whom It May Concern:

The Town of Sullivan is accepting bids for an X Series (Heart) Monitor/Defibrillator with specified rescue equipment (or equivalent to minimum bid specifications enclosed). Exceptions will not be considered. Further, please take notice that the Town may utilize Best Value Practices in the award to the successful bidder.

It is not the intent of the Town of Sullivan to favor any one bidder and all bids will be given equal consideration, dependent upon the responses and the utilization of Best Value Practices.

Bids will be opened on January 18, 2023 at 9:00 a.m. Bids should be submitted in a sealed envelope and addressed to the Town of Sullivan Town Supervisor, 7507 Lakeport Road, Chittenango, New York 13037. Each envelope shall be plainly marked "**BID FOR NEW STAIR-PRO MODEL 6252 WITH SPECIFIED EQUIPMENT (OR EQUIVALENT), Dated January 18, 2023.**" ***Please note that if the sealed package is not labeled exactly as specified above, the Town of Sullivan reserves the right to not open the bid. Equivalents will be considered.***

Further, the Town of Sullivan reserves the right to reject any and all proposals, to waive technicalities or informalities, and to accept any proposal deemed to be the best value to the Town of Sullivan. No bid shall be valid unless signed. No bid shall be accepted other than as addressed above.

Bidders are further advised to submit a non-collusion form with its bid package.

Very truly yours,

John M. Becker
Town of Sullivan Supervisor

TDD411- This institution is an equal opportunity provider and employer. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410, or call (800) 795-3272.

BIDDER'S PROPOSAL SHEET

New Stair-PRO Model 6252 with Specified Equipment (or Equivalent)

BID $_____
(enter dollar amount)

DELIVERY DATE _____

Detailed specifications (attached) must accompany the bid. Specifications must be completed to receive consideration. Any bid not including itemized and detailed specifications, will not be considered a complete bid. The Town Board of the Town of Sullivan reserves the right to determine if any bid or specification is acceptable.

All bids must be accompanied by a certificate executed pursuant to Section 103-d of the General Municipal Law of the State of New York. These certificates are available from the Town Clerk. Be further advised that the Town Board may consider any bid which provides the Town with the "best value" as determined under Local Law No. 1 of 2015 and shall consider the following factors:

1. Lowest cost and convenience of maintenance or service of the equipment;
2. Durability and quality of the equipment;
3. Overall economic present and future value. Such factors may be evaluated by any submitted materials offered by the responsive bidder, as well as independent research by the Town of Sullivan.

Such factors shall be evaluated by any submitted materials offered by the responsive bidder, as well as independent research by the Town of Sullivan.

Be further advised that the Town of Sullivan may utilize the methodology of "piggybacking" as set forth in the Town of Sullivan Procurement Policy at §7 and as set forth under GML §103(16).

And further, the bid shall be allowed for others to utilize the piggybacking method pursuant to GML §103(16) for future purchases, all as more particularly set forth in the "Notice to Bidders."

BIDDER'S COMPANY NAME _____

AUTHORIZED REPRESENTATIVE _____

ADDRESS _____

PHONE _____

AUTHORIZED SIGNATURE _____

EMAIL ADDRESS _____

TITLE _____ **DATE** _____

BID SPECIFICATIONS AND GENERAL INSTRUCTIONS

1. Bids must be received by 4:00 p.m. on the 17th day of January, 2023 at the Town of Sullivan Town Clerk's Office, 7507 Lakeport Road, Chittenango, New York.

2. Bids must be in a sealed envelope clearly marked:

   "BID FOR NEW STAIR-PRO MODEL 6252 WITH SPECIFIED EQUIPMENT (OR EQUIVALENT), Dated January 18, 2023."

3. Bids will be opened at a regularly scheduled Town Board meeting to be held on January 18, 2023 at 9:00 a.m. in the meeting room at the Town of Sullivan Town Hall, 7507 Lakeport Road, Chittenango, New York

4. Additional minimum specifications are on file at the Town of Sullivan Town Clerk's Office or at the Town of Sullivan Supervisor's Office, both located at 7507 Lakeport Road, Chittenango, New York.

5. Bids must include a completed Non-Collusion Bidding Certificate.

6. Bidder must specify "Delivery Date" and perform accordingly.

7. A copy of any applicable warranty must accompany the bid. Said warranty must not commence until the day of delivery.

8. To be considered complete, a set of specifications must accompany each bid unit.

9. The Town Board of the Town of Sullivan reserves the right to complete discretion regarding all bids.

10. To receive consideration, all deviations from specifications must be listed in detail on the bid proposal sheet. Any bid containing deviations from the norm, that are not clearly noted and fully explained, may not be considered a complete bid.

11. In cases where two or more bidders submit identically priced bids, the Town Board reserves the right to award the contract to either bidder at their discretion.

12. The Town Board reserves the right to reject any and/or all bids and/or re-advertise for new bids at their discretion.

13. All bids must be accompanied by a certificate executed pursuant to Section 103-d of the General Municipal Law of the State of New York. These Certificates are available from the Town Clerk. Be further advised that the Town Board may consider any bid which provides the Town with the "best value" as determined under Local Law 1 of 2015 and shall consider the following factors:

    a. Lowest cost and convenience of maintenance or service of the equipment;
    b. Durability and quality of the equipment;
    c. Overall economic present and future value. Such factors may be evaluated by any submitted materials offered by the responsive bidder, as well as independent research by the Town of Sullivan.

    Such factors shall be evaluated by any submitted materials offered by the responsive bidder, as well as independent research by the Town of Sullivan.

14. Be further advised that the Town of Sullivan may utilize the methodology of "piggybacking" as set forth in the Town of Sullivan Procurement Policy at §7 and as set forth under GML §103(16).

15. Bidders should note that other political subdivisions may participate in the contract resulting from this bid award as authorized by General Municipal Law (*i.e.* "piggybacking"). Use of the successful contract by any other political subdivision must be coordinated between that political subdivision and the contractor. The Town will have no responsibility for any such purchase and will have no other role than to provide other political subdivisions with a copy of the successful contract if requested.

NON-COLLUSION BIDDING CERTIFICATE

By submission of this bid, the bidder and each person signing on behalf of the bidder, certifies under penalty of perjury, to their best knowledge and belief:

1. The price(s) in this bid, was arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such price(s) with any other bidder or with any competitor;

2. Unless otherwise required by law, the price(s) which has been quoted in the bid has 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.

The preceding statement, known and executed by the undersigned, is affirmed as true and attached to the bid submitted herewith under the penalties of perjury of the State of New York.

BIDDER NAME _____

AUTHORIZED REPRESENTATIVE _____

BIDDER ADDRESS _____

_____

BIDDER PHONE _____

AUTHORIZED SIGNATURE _____

TITLE _____

DATE _____

(Corporate Seal)

NOTICE TO BIDDERS

PLEASE TAKE NOTICE that the Town Board of the Town of Sullivan will receive sealed bids on the following until 4:00 p.m. on Tuesday, January 17, 2023 at the Town of Sullivan Offices located at 7507 Lakeport Road, Chittenango, New York:

NEW STAIR-PRO MODEL 6252 WITH SPECIFIED EQUIPMENT (OR EQUIVALENT)

Minimum Specifications: ***Stair-PRO Model 6252*** *with 1-year parts, labor and travel; Stair-PRO Operations Manual; In-Service Video (DVD); Common Components; 2 Piece ABS Panel Seat; Polypropelene Restraint Set (Plastic Buckles); Main Frame Assy Option; Standard Length Lower Lift Handles; Footrest Option; Vinyl Head Support; and No IV Clip Option – or equivalent.*

Additional specification forms for this item may be obtained at the Town of Sullivan Town Hall, Attn: Supervisor's Office, 7507 Lakeport Road, Chittenango, New York 13037.

All bids received pursuant to this notice will be publicly opened on January 18, 2023 at 9:00 a.m. at the Town Hall, considered at a regular meeting of the Town Board on January 18, 2023 at 9:00 a.m. and awarded at that time or thereafter, in the Board's discretion.

It is a condition of this bid that the bidder set forth the proposed date of delivery.

All bids must be accompanied by a certificate executed pursuant to Section 103-d of the General Municipal Law of the State of New York. These Certificates are available from the Town Clerk. Be further advised that the Town Board may consider any bid which provides the Town with the "best value" as determined under Local Law No. 1 of 2015 and the Town of Sullivan Procurement Policy (amended and effective May 6, 2020) and shall consider the following factors:

1. Lowest cost and convenience of maintenance or service of the equipment;
2. Durability and quality of the equipment;
3. Overall economic present and future value. Such factors may be evaluated by any submitted materials offered by the responsive bidder, as well as independent research by the Town of Sullivan.

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Be further advised that the Town of Sullivan may utilize the methodology of "piggybacking" as set forth in the Town of Sullivan Procurement Policy at §7 and as set forth under GML §103(16).

Bidders should note that other political subdivisions may participate in the contract resulting from this bid award as authorized by General Municipal Law (*i.e.* "piggybacking"). Use of the successful contract by any other political subdivision must be coordinated between that

political subdivision and the contractor. The Town will have no responsibility for any such purchase and will have no other role than to provide other political subdivisions with a copy of the successful contract if requested.

The Town of Sullivan reserves the right to waive any and all irregularities and to reject any and all bids or to rebid solely at the Town Board's discretion

JOHN M. BECKER, Supervisor
Town of Sullivan