

# TOWN OF VIRGIL

## BID FOR INSTALLATION OF NEW PHONE AT THE VIRGIL TOWN HALL

Material, SERVICES AND EQUIPMENT TO BE INCLUDED IN NET PRICE

Included in this work: Material and Labor for new phone system install. Contractor will program and install NEC SL2100 KSU with voicemail phones, and NEC SL2100 black 24 button phones with printed button designations for each at existing locations on existing infrastructure wiring.

### SCOPE:

Town clerk office; 1 phone with voicemail, 1 phone without voice mail and fax capability  
Judges office; 1 phone with voicemail, 1 phone without voice mail and fax capability  
Code/zoning office; 1 phone with voicemail, 1 phone without voice mail and fax capability  
Town bookkeeper office; 1 phone with voicemail, 1 phone without voice mail and fax capability  
Large meeting room; 1 phone without voice mail and fax capability  
Supervisor office; 1 phone with voice mail  
Small meeting room; 1 phone without voice mail  
Youth commission office; 1 phone without voice mail  
Historical office; 1 phone without voice mail

### Not included in this work:

Patching or painting.  
Moved or added lines this proposal is based on preexisting wiring and phone locations.  
Troubleshooting due preexisting troubles or line conditions.

## **ALL WAGES TO BE PAID AT PREVAILING RATE AS PER ARTICLE 8 OF THE NYS LABOR LAW.**

### GENERAL INFORMATION:

**METHOD OF AWARD:** The contract if awarded will be to the lowest responsive/responsible bidder(s) in part or in whole who meets(s) all the terms of the specifications. The Town of Virgil guarantees no minimum or maximum purchases or contracts as a result of award of this bid. Town of Virgil reserves the right to allow all municipal and not for profit organizations authorized under the awarded as a result of this bid in accordance with the latest amendments to NYS GML 100 through 104. However, it is understood that the extension of such contracts are at the discretion of the vendor and the vendor is only bound to any contract between the Town of Virgil and the vendor.

**GUARANTEE:** The contractor shall guarantee that the material/equipment offered is standard new equipment, latest model of regular stock product and in current production, and includes all parts regularly used with this type of equipment; also that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice. Every unit delivered shall be guaranteed against faulty material and workmanship for period of 10 years unless otherwise specified. If, during this period, such faults develop, the unit(s) or part(s) affected shall be replaced without any cost to the Town of Virgil. When the manufacturer's standard guarantee for the complete unit or any component thereby exceeds twelve months the longer guarantee period shall apply.

**QUALIFICATION OF BIDDER:** Bids will only be accepted from established manufacturers or their authorized dealers. In the event a dealer submits a bid, the dealer shall guarantee that he/she is an authorized dealer of the manufacturer and the manufacturer has agreed to supply the dealer with the equipment offered in the proposal and that the dealer is

authorized by the manufacturer to sell the equipment within Town of Virgil, New York. Further, the dealer agrees to submit a certificate from the manufacturer acknowledging that he/she is an authorized dealer, if so requested. All vendors providing services and/or products to the Town of Virgil and all municipal entities included under any contract resulting from an award of the attached bid(s) are required to comply with all current State, Federal and local laws, rules and regulations.

**AWARD OF BID:** The award, if any, will be made within forty-five (45) calendar days of the opening date. All successful vendors shall be notified by the Town of Virgil of any contracts they have been awarded. Notice of awards shall be in the form of a copy of the resolution approved by the Town of Virgil Board.

The Town of Virgil shall only deal with the vendors actually submitting the bid AND supplying the material, service or equipment described in the attached specifications. Any financial or other arrangements made between the vendor and any other party as a part of this bid are strictly between those parties and the Town of Virgil shall not be included or be required to participate in them in any way. Furthermore, the Town of Virgil shall only make payments directly to the vendor awarded a contract as a result of that vendor submitting a valid bid, being deemed the successful vendor, awarded a contract and issued a purchase order. **The Town of Virgil shall not make partial or prepayments of any kind.** All payments made shall be authorized in the standard manner used by the Town of Virgil Board of. All invoices shall be submitted to the Town of Virgil board that shall review and submit for payment through the standard accounts payable schedule. All payments are mailed.

**TERMINATION CLAUSE:** The Town of Virgil reserves the right to terminate any contract resulting from this bid with ten (10) calendar day's written notice to the vendor. The Town of Virgil agrees to show cause and allow the vendor the opportunity to rectify problems. However, if in the sole discretion of the board, the vendor has not resolved the problem to the satisfaction of the Town of Virgil in a timely and workman like manner, said contract shall be terminated and the vendor agrees to remove said equipment from Town of Virgil property within seven (7) calendar days and refund the Town of Virgil in full for the repair within that same timeframe.

**NON-COLLUSION BIDDING CERTIFICATE requires**

Proof of Insurance for 2020 will be submitted before can work commences.

**Legal Notice Town of Virgil**

Notice of Accepting Bids for Replacing the phone system at the Virgil Town Hall

The Town of Virgil is accepting bids to replace the phone system at the Virgil Town Hall. Bid specs can be obtained online at [www.VirgilNY.org](http://www.VirgilNY.org) or from the Virgil Town Clerk at [TownClerk@VirgilNY.org](mailto:TownClerk@VirgilNY.org)

All bids must be submitted to the Virgil Town Clerk, 1176 Church Street, Virgil NY 13045 on or before June 11th at 12:00 P.M., sealed bids will be opened on June 11th, 2020 at the Virgil Town Board meeting, 1176 Church Street, Virgil held at 6:30 PM. The Virgil Town Board reserves the right to reject any and all bids.

By Order of The Virgil Town Board