

Town of Elmira Filing Cabinet Specs

- **Must be a full participant of New York State Minority and Women owned Business Enterprise**
- **Twelve (12) FireKing 4 drawer file cabinets product #FIR4P2131CPA**
 - **Color- Parchment**
 - **Legal size**
 - **Width- 20 13/16 inches**
 - **Height- 52 3/4 inches**
 - **Depth- 31 9/16 inches**
- **Seventeen (17) FireKing 3 drawer file cabinets product #3-2131-C**
 - **Color- Parchment**
 - **Legal Size**
 - **Width- 20 3/4 inches**
 - **Height- 40 1/4 inches**
 - **Depth- 31 9/19 inches**
- **All cabinets must have a secure locking mechanism**

Attention:

Town Clerk
Town of Elmira
1255 W. Water Street
Elmira, NY 14905

Price \$ _____

Price includes twelve (12) FireKing 4 Drawer file cabinets and seventeen (17) FireKing 3 Drawer file cabinets specified in the Bid Specs.

Respectfully submitted this day of , 20____

Please print

Legal Name of Firm: _____

By: Title _____

Address: _____

Phone Number: _____

PROVISIONS PROHIBITING DISCRIMINATION

By submission of this bid, bidders agree that each bidder and each person signing on behalf of any bidder agrees that the performance of the matters covered by this bid that the following shall become part of the contract:

- (a) That in hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor, 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) That no contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, color or national origin.
- (c) That there may be deducted from the amount payable to the contractor by the State or Municipality under the contract a penalty of Five (5) dollars for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of the contract.
- (d) That this contract may be cancelled or terminated by the State or Municipality, and all monies due or to become due hereunder may be forfeited for the second and any subsequent violation of the terms or conditions of this section of the contract; and
- (e) The aforesaid provisions of this section covering every contract for or on behalf of the State or Municipality for the manufacture, sale or distribution of materials, equipment or supplies shall be limited to operations performed within the territorial limits of the State of New York.

Signature of Person Preparing Bid

Name of Person, Firm or Corporation on
whose behalf the bid is being made

**WAIVER OF IMMUNITY PURSUANT TO 103a OF THE GENERAL MUNICIPAL
LAW OF THE STATE OF NEW YORK**

The contractor and/or Vendor and/or Supplier, pursuant to General Municipal Law, section 103a hereby agrees to the provisions in the law which requires that upon refusal of a person, when called before a Grand Jury to testify concerning any transaction or contract had with the State, any political subdivision, thereof, a Public Authority or with any public department, agency or official of the State or of any political subdivision thereof or of any public department, authority, to sign a Waiver of Immunity against subsequent criminal prosecution or to answer any relevant question concerning such transaction or contract.

- (a) such person, and any firm, partnership or corporation of which he is a member, partner, director or officer shall be disqualified from thereafter selling to or submitting bids to or receiving awards from entering into any contract with any municipal corporation or fire district or any public department, agency, or official thereof, for goods, work or services, for a period of five years after such refusal, and to provide also that.
- (b) Any and all contract made with any Municipal corporation or any public department agency, or official thereof, since the effective date of this law, by such person, and by any firm, partnership, or corporation of which he is a member, partner, director or officer may be cancelled or terminated by the Municipal corporation or fire district without incurring any penalty or damage on account of such cancellation or termination, but any monies owing by the Municipal corporation or fire district for goods delivered or work done prior to the cancellation or termination shall be paid.

Name

Title

Date

**INFORMATION FOR BIDDERS
SECTION 1 – CONDITIONS**

Receipt and Opening of Bids

The Town of Elmira, New York (herein called the Owner) invites bids on the form attached hereto.

Each bidder shall submit his bid in a sealed envelope which shall bear thereon the following inscription **Filing Cabinets** and either deliver the same in person to the address specified in the Notice for Bids and elsewhere in these specifications or mail to the same address. The outside of the envelope must bear the name and address of the bidder.

The owner may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities in or reject any or all bids. Any bid may be withdrawn prior to the scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified will not be considered, no bidder may withdraw a bid within forty-five days after the actual date of the opening thereof.

Bids delivered prior to the day the bids are actually opened will be deemed received upon the day of the actual opening of the bids and will be retained in the interim only as a courtesy to the bidder.

Upon execution and delivery of the contract and the delivery of the required performance bonds by the Contractor to the Owner and the approval thereof by the Owner's Attorney, the Contractor will be notified to proceed with the work of the contract.

The cost of all sales and other taxes under the contract shall not be included in the contract prices for the several items of the contract.

BID INSTRUCTIONS

BID

If written notice of the acceptance of this bid is mailed or delivered to the undersigned within forty-five days after the day of opening of the bids or after expiration of such forty-five days and prior to the withdrawal of the bid by the undersigned, the undersigned will, within fifteen days after the date of such mailing or delivery of such notice, execute and deliver the Contract or Contracts in the form of the agreement attached hereto.

The undersigned hereby designates as his office to which such notice of acceptance may be mailed or delivered;

Please Print

This bid may be withdrawn at any time prior to the scheduled time for opening of bids or any authorized postponement thereof.

The undersigned acknowledges the receipt of the following addends, but he agrees that he is bound by all addends whether or not listed herein.

Addendum Number

Date of Addendum

Date

Legal Name of Person, Partnership,
or Legal Corporation

By _____
Name & Title of Signatory

(Corporate Seal)