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**CITY OF NIAGARA FALLS, NEW YORK**  
**DIVISION OF PURCHASING**  
 City Hall, Room 214  
 745 Main Street  
 Niagara Falls, NY 14302-0069

The City of Niagara Falls, New York (“the City”) is requesting sealed submissions from vendors for maintenance of City-owned typewriters pursuant to the following instructions, General Conditions and Specific Terms, Conditions and Specifications.

Sealed submissions will be received, publicly opened and read aloud in the Purchasing Office at City Hall as follows:

| <u>Time</u>                     | <u>Date</u>            |
|---------------------------------|------------------------|
| 11:00 A.M.                      | TUESDAY, JUNE 11, 2019 |
| FOR: MAINTENANCE OF TYPEWRITERS |                        |

in accordance with the specifications on file at the above address. The City reserves the right to reject any and all submissions, and waive any informality.

One (1) original submission and one (1) copy shall be submitted to:

CITY OF NIAGARA FALLS, NEW YORK  
 DIVISION OF PURCHASING  
 City Hall, Room 214  
 745 Main Street  
 PO Box 69  
 Niagara Falls, NY 14302-0069

The City will officially distribute submission package documents from the Division of Purchasing. Submission package documents are also available on the Purchasing Division’s website, [www.niagarafallsusa.org/government/city-departments/purchasing](http://www.niagarafallsusa.org/government/city-departments/purchasing). Copies from any other source are not considered official copies. Only those vendors who obtain documents from the sources listed are guaranteed to receive addendum information, if such information is issued. If you have obtained this document from a source other than the sources listed, it is recommended that you obtain an official copy.

The envelope or packing container containing the submission must bear the vendor name and address, be sealed and must be clearly marked in the LOWER LEFT CORNER with the submission number. Submissions which are received in a packing envelope or container should also bear the submission number in a conspicuous place. Failure to do this may necessitate the premature opening of the submission which may compromise its confidentiality.

Any and all submissions and contracts/agreements made or awarded by the City or any department, agency or official thereof for work or services performed or to be performed, or goods purchased or sold or to be purchased or sold are made subject to the provisions of Chapter 861 of the Laws of New York, 1953, as amended by Chapter 751 of the Laws of New York, and as now contained or as may hereafter be amended. The provisions of the New York State General Municipal Law Section 103a and 103b are applicable to this offering.

This offering is open to all departments and subdivisions of the City.

The total number of pages contained in this package should be **thirteen (13)** including attachments. If any pages are missing, please contact the Purchasing Division.

**General Conditions (Page 1 of 4)**

1. It is highly recommended that vendors completely read this entire document to become acquainted with the terms and conditions of this document and its requirements. No relief will be allowed from conditions herein unless a vendor takes written exception to that condition in its submission.
2. The City reserves the right to accept any submission hereunder by items, or as a whole, or to reject any or all items or to waive any informalities in a submission. In case of error in the extension of prices in a submission, the unit price will govern.
3. No submission will be accepted unless it is accompanied by a bid bond or a certified check (the "submission deposit") IF REQUIRED. See the "Specific Terms, Conditions and Specifications" section of this document.

If a certified check is submitted, said certified check shall be duly certified by an incorporated bank or trust company. The amount thereof shall become the property of the City as liquidated damages if the vendor whose submission is accepted shall fail to enter into a contract/agreement with the City or shall fail to give the security for the performance of the contract/agreement as required upon notice to it as set forth herein.

The aforementioned submission deposit from each vendor except the successful vendor(s) shall be returned within sixty (60) calendar days of the opening of the submissions. The remaining submission deposit(s) shall be returned after the City has awarded the contract/agreement.

4. Vendors must use this form or a submission may be considered void. All submissions must be printed in ink, typewritten or computer generated. Any additional information a vendor desires to add to its submission shall be neatly handwritten, typed or computer generated on separate sheets of paper, as necessary. SUBMISSIONS MUST BE SIGNED IN BLUE OR BLACK INK.
5. Submissions which are received after the time designated, whether mailed or otherwise submitted, shall not be opened nor otherwise considered. Facsimile and/or electronically mailed submissions are not acceptable and will be rejected.
6. No vendor may withdraw any submission within forty-five (45) days after the opening thereof. All prices set forth therein shall be held firm during the above time period, and for any additional time period specified in the Specific Conditions.
7. No submissions will be accepted from, nor any contract/agreement awarded to, any person or entity who is in arrears in taxes or otherwise indebted to the City or who has defaulted as surety or otherwise upon a contract or obligation to the City.
8. No interpretation of the meaning of the specifications or other documents will be made to any vendor orally. Every request for such interpretation should be in writing, addressed to the City of Niagara Falls, New York Purchasing Division, 745 Main Street, Room 214, Niagara Falls, New York 14301, and to be given any consideration, must be received seven (7) days prior to the date fixed for the opening on submissions. Any and all such interpretations and supplemental instructions will be in the form of written addenda to the specifications, which, if issued, will be mailed by certified mail, return receipt requested, to all prospective vendors (at the respective addresses furnished for such proposals), not later than three (3) days prior to the date fixed for the opening of submissions. Failure of any vendor to receive addendum or interpretation shall not relieve such vendor from any obligation under his submission as submitted. All addenda so issued shall become part of the specifications for this offering. No verbal statement made by a City employee, or anyone else, is binding, nor shall such statement(s) be considered a part of this offering.
9. Vendors must clearly state any contingency upon which a submission is made, if any.

**General Conditions (Page 2 of 4)**

10. Failure to supply any requested information, or to submit prices for all items may cause a submission to be considered informal or result in a vendor being declared non-responsible.
11. Failure to complete and sign the “Vendor’s Certification & Assignment of Claim” may result in the submission being rejected.
12. Failure to complete, sign and have notarized the “Affidavit of Non-Collusive Submission Certification” may result in the submission being rejected.
13. Failure to complete, sign and have notarized the “Certification of Compliance with the Iran Divestment Act” may result in the submission being rejected.
14. If a vendor is not making a submission, it is important that the vendor answer this offering by completing and mailing back the “Non-Submission Certificate” in this package. Failure to respond to two successive offerings may result in a vendor being removed from the mailing list.
15. The City may make such investigations as deemed necessary to determine the responsibility of any vendor to perform work and/or furnish goods and services, and any vendor shall furnish to the City all information, samples and data required by the City, including financial data, within the time, in the form, and in the manner required by the City. The City reserves the right to reject any submission if the evidence submitted by or investigation of any such vendor fails to satisfy the City that any such vendor is responsible, or is able or qualified to carry out the obligations of the vendor as contemplated herein. Additionally, if a business entity, the vendor must be authorized to do business in the State of New York.
16. Provision of any required performance bond is the responsibility of the vendor. The successful vendor shall, within ten (10) business days after the date of notification of award, furnish the City with a performance bond in a sum equal to the amount set forth herein. In the event a vendor fails to furnish the performance bond within the specified time period, then the submission deposit of the vendor shall be retained by the City as liquidated damages and not as a penalty. IT IS BEING NOW AGREED that said sum is a fair estimate of the amount of damages that the City will sustain due to the vendor’s failure to furnish said bond. See the “Special Conditions” section of this document.
17. Prices are to be submitted: NET, F.O.B. Destination to all Niagara Falls Departments/Agencies, Political Subdivisions and other Niagara Falls municipalities authorized by law, including inside delivery. No unit price change will be permitted during the contract/agreement period. Prices include all transportation charges delivered inside. “Tailgate Delivery” not accepted except where specified. Cash discounts, if any, are to be clearly stated.
18. All submissions are subject to delivery as stated herein and must state when delivery can be made.
19. All postage, freight, express, cartage or other transportation charges shall be prepaid by vendor.
20. The City will not pay any type of fuel surcharge on any item or contract/agreement unless specifically indicated as such by the City in the general or specific conditions. Any fuel charges added which were not authorized in writing by the City will be deleted from any payments made to the vendor.
21. Submissions shall not include any Federal, State, or Local excise, sales, transportation, or other tax unless the Federal or State Law specifically levies such tax on the purchases made by a political subdivision. Exemption certificates will be furnished by the Purchasing Division when required.

**General Conditions (Page 3 of 4)**

22. In case of default in delivery performance in furnishing items awarded to a vendor, the City may procure the materials and/or services from other sources and hold the vendor responsible for any excess cost occasioned thereby. However, the vendor shall not be charged for any excess cost occasioned by the City by the purchase of materials and/or services in the open market or under other contracts when the delay of the vendor is due to unforeseen causes beyond the control and without the fault or negligence of the vendor.
23. In the event any item or items in this offering are made available to the City on a New York State Government contract or bid/quote from another municipality at a unit price lower than the price upon which award is made hereunder, the City reserves the right to purchase at the lower price under such contract or bid/quote, notwithstanding the award herein, after offering the awarded vendor the opportunity to meet or better the item price therein.
24. The use of a manufacturer or of any particular name, trademark or brand, in describing an item does not restrict vendors to that manufacturer or specific article; but the article on which submissions are made must be of such character or quality that it would serve the purpose for which it is to be used equally as well as that specified. Submissions will only be accepted in accordance with specifications on file or approved equal. In the event a submission is made on alternative or substitute article(s), the vendor must so state and give complete descriptions of the article(s) so offered which explain the differences between the specification and the offering (size, gauge, weight, etc.).  
  
Where a brand name or catalog reference is included in the specifications, it shall be interpreted to mean that proprietary product or equal approved. If item submitted is not the particular brand name product, the vendor shall state in its submission what it is submitting as equal or as alternate item(s). Catalog cuts and descriptive literature shall accompany the submission. In all cases, final judgment as to whether or not an item meets the specifications rests with the City. Alternative proposals for materials and/or equipment to serve the purpose intended will be considered.
25. All items are to be submitted on an “as equal” basis.
26. Quantities listed are on a more or less basis of what the City anticipates unless specified otherwise herein.
27. Samples of items, when required by the City, must be furnished free of expense at the time specified and will, upon request, be returned at the vendor’s expense, if not destroyed by tests.
28. All materials furnished are to be guaranteed free from defects and anything found defective or contrary to order no matter in what stage of completion may be rejected and shall be made good by the vendor at its own expense.
29. Workmanship shall be first class in every respect without exception and shall be equal to the best modern practices.
30. Certain labor tasks/services require the payment of prevailing wage in accordance with state law. If this offering includes such labor tasks/services, the requirements of same shall be set forth in the section entitled “PREVAILING RATE SCHEDULE” herein. Certified payroll reports will be required before payments are made.
31. If installation is required, the vendor shall clean up and remove all debris and rubbish resulting from the work and leave the premises broom clean.
32. The City reserves the right to terminate this contract/agreement at any time for any reason in whole or in part upon thirty (30) days written notice to the successful vendor. The City also reserves the right to cancel the contract/agreement upon ten (10) days written notice for non-performance. The contract/agreement may also be cancelled or amended by the City if the City encounters continuing or irresolvable problems with the selected vendor(s) concerning quality of products, service levels, pricing discrepancies or delivery problems.

**General Conditions (Page 4 of 4)**

33. No contract/agreement shall be assigned or any part of the same sub-contracted without the written consent of the City, but in no case shall such consent relieve the vendor of its obligations, or change the terms of the contract/agreement.
34. The vendor shall not assign, transfer or convey the contract/agreement or any right, title or interest therein without previous consent, in writing, from the City.
35. The vendor shall, at all times, observe and comply with all Federal, New York State, Niagara County and City of Niagara Falls laws, ordinances and regulations, which may in any manner affect the preparation of proposals or the performance of the contract/agreement.
36. Upon award of this offering, successful vendors shall forward a completed W-9 form to the purchasing Division no later than ten (10) days following the notification of award. Vendors already doing business with the City shall only be required to forward this form if it differs from the one currently on file with the City.
37. If you have any questions about this document other than those which are required to be submitted in writing, please contact Purchasing Agent Douglas Janese at (716) 286-4372.

**Specific Terms, Conditions and Specifications (Page 1 of 2)**

1. Quotations will be received by the Purchasing Division of the City of Niagara Falls, New York ("the City") at City Hall, 745 Main Street, Niagara Falls, New York 14301, Room 214 for the maintenance of typewriters as described herein.
2. The term of this contract/agreement shall be from August 1, 2019 through July 31, 2021 ("the term"). All pricing must remain firm for the entire aforementioned term.
3. No bid bond or certified check will be required for this offering.
4. No performance bond will be required for this offering.
5. Following the opening of all valid submissions, the City will conduct its due diligence. The City will then either reject all submissions or award by items, or as a whole to the successful vendor(s) within thirty (30) days following the submission opening date.
6. Please submit a unit price per annum (per year) for each type of typewriter listed on the price sheet below.
7. Work performed shall consist of one (1) regular preventative maintenance inspection per year plus all service calls required prior to and subsequent to regular preventative maintenance inspections during each year of the term. Work performed shall be in accordance with the manufacturer's commercial practices and shall include, but not be limited to, cleaning, oiling, adjusting, replacing of parts where needed and keeping the typewriter(s) in good operating condition.
8. The cost of preventative maintenance shall also include all labor, mileage, travel time, pickup and delivery charges, as well as charges for parts except platens, typing elements, IBM heads, ribbons and electrical cords.
9. The successful vendor must have an adequate inventory of parts to service the makes and models of typewriters upon which quotations are submitted and a satisfactory source of supply for such parts as may be needed in the performance of this agreement. Replacement parts furnished by the vendor shall be new and equal to the original manufacturer's parts.
10. The successful vendor shall service (or pickup for service) typewriters for repairs within two working days (Monday through Friday excluding holidays) after a service call is placed. Typewriters repaired in the successful vendor's shop shall be returned to the ordering department within a reasonable time, but in any event, not later than ten (10) days from pickup.
11. In each instance where a typewriter is unavailable due to the need to order a part or parts, or if it is removed from the department location and taken into the vendor's shop for repair, the vendor shall furnish, without additional cost to the City, the loan of a similar type machine in good operating condition when and if the ordering department requires and requests such a loan.
12. To be considered for award, vendor must be regularly engaged in typewriter servicing and repair business.
13. Vendors may be rejected on responsibility grounds if facilities, number of employees, equipment, tools and/or financial responsibility are determined to be inadequate for the proper performance of the services covered by this offering.
14. Vendors will be contacted by various City departments throughout the term to perform the aforementioned maintenance/services at the sole discretion of said various departments.
15. When a City department is desirous of maintenance/service, a unique purchase order will issue from City to vendor for the required services for that department only.

**Specific Terms, Conditions and Specifications (Page 2 of 2)**

16. Invoicing for maintenance/service shall take place following each preventative maintenance inspection. The successful vendor must submit a separate invoice for each typewriter with the following information:
- a. Make, Model and Serial number of each typewriter serviced,
  - b. The department where the typewriter(s) is/are located,
  - c. Proof of Inspection and maintenance performed for each typewriter serviced, and
  - d. Purchase order number(s)

### **Prevailing Wage Rate Schedule**

The successful vendors shall meet the requirements of this section as required by state law. If this section does not include information with respect to a location, project type, PRC# or effective dates, it has been determined that there are no prevailing wage requirements for this offering.

The successful vendor shall pay not less than the prevailing wage rate established by the New York State Department of Labor. The Wage Rate Schedule, as prepared by the Department of Labor, hereby becomes part of the contract/agreement.

Prevailing Wage Rate Schedule

Location: XXXXX

Project Type: XXXXX

PRC#: XXXXX

Effective Dates: XXXXX

A unique Prevailing Wage Case Number (PRC#) has been assigned to the schedule for this project.

The current schedule(s) of the prevailing rates and prevailing hourly supplements for the project referenced above may be accessed at the New York State Department of Labor website ([www.labor.state.ny.us](http://www.labor.state.ny.us)). Updated PDF copies of the schedule can be accessed by entering the assigned PRC# at the proper location on the website. Rates can also be obtained by contacting the Department of Labor at 585-258-4505.

If you do not have internet access, you may contact the City's Purchasing Division at 716-286-4371 to request a copy of the prevailing rate schedule for this project.

**The successful vendor will present a certified payroll report at the time of each billing to the City for work performed for this project, or no payment will be made until such report is received.**



**Price Sheet**

| <b>Item Number</b> | <b>Estimated Quantity</b> | <b>TYPEWRITER MODEL<br/>Location(s) of Typewriters</b>             | <b>Unit Price<br/>Per Year</b> |
|--------------------|---------------------------|--|--------------------------------|
| 1                  | 2                         | XEROX 610 MEMORYWRITER<br>Billing & Collections / Engineering      |                                |
| 2                  | 4                         | IBM CORRECTING SELECTRIC III<br>Billing & Collections / Fire Dept. |                                |
| 3                  | 1                         | CANON AP340<br>City Clerk's Office                                 |                                |
| 4                  | 3                         | OLYMPIA MASTERTYPE 3<br>City Clerk's Office                        |                                |
| 5                  | 1                         | ADLER SATELLITE 6<br>Law Department                                |                                |
| 6                  | 1                         | ADLER ROYAL SATELLITE 80<br>Code Enforcement Department            |                                |

NOTES:

**VENDOR'S CERTIFICATION & ASSIGNMENT OF CLAIM**

**THIS FORM MUST BE COMPLETED IN INK, BE TYPED OR BE COMPUTER GENERATED, BE CLEARLY LEGIBLE AND BE SIGNED AND DATED WITH EITHER BLUE OR BLACK INK. FAILURE TO DO THIS MAY RESULT IN REJECTION.**

I/We, the undersigned, herewith propose and agree to furnish to the City any one or all of the items upon which we have submitted, for the prices indicated herein, in accordance with the instructions, General Conditions and Specific Terms, Conditions and Specifications and any other related formal documents.

The undersigned individual certifies to having read these Instructions, General Conditions, Specific Terms, Conditions and Specifications and any other related formal documents and offers to furnish the articles specified to the City in exact accordance with same at the prices herein stated.

Vendor hereby assigns to the City and the State of New York any and all of its claim(s) for overcharges associated with this contract/agreement which arise under the antitrust laws of the United States, 15 U.S.C. Section 1, et seq. and the antitrust laws of the State of New York, G.B.L. Section 340, et seq.

\_\_\_\_\_  
VENDOR NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME & TITLE OF AUTHORIZED CONTACT

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

**AFFIDAVIT OF NON-COLLUSIVE SUBMISSION CERTIFICATION**

I hereby attest and certify that I am the person responsible within my firm for the final decision as to price(s) and amount of this submission, or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my firm. I further attest and certify that:

1. The price(s) and amount(s) of this submission have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition with any other contractor, vendor, bidder, or potential bidder.
2. Neither the price(s) nor the amount(s) of this submission have been disclosed to any other vendor, firm or person who is submitting or potentially submitting on this project, and will not so be disclosed prior to submission opening.
3. No attempt has been made or will be made to solicit, cause or induce any vendor, firm or person to refrain from submitting on this project, or to submit a higher price than the submission of this firm, or any intentionally high or non-competitive submission or other form of complementary submission.
4. The submission of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any vendor, firm or person to submit a complementary submission.
5. My firm has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any vendor, firm or person, or offered, promised or paid cash or anything of value to any vendor, firm or person, whether in connection with this or any other project in consideration for an agreement or promise by any vendor, firm or person to refrain from submitting or to submit a complementary submission on this project.
6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any vendor, firm or person, and has not been promised or paid cash or anything of value by any vendor, firm or person, whether in connection with this or any other project, in consideration for my firm's submitting a complementary submission, or agreeing to do so, on this project.
7. I have made a diligent inquiry of all members, officers, employees and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's submission on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made.

**SUBMISSION IS NOT ACCEPTABLE WITHOUT THE ABOVE AFFIDAVIT  
SIGNED AND CERTIFIED BY A NOTARY PUBLIC**

\_\_\_\_\_  
VENDOR NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
NAME & TITLE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

Sworn to before me this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

**CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT**

As a result of the Iran Divestment Act of 2012 (the “Act”), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g. both effective April 12, 2012. Under the Act, the Commissioner of the office of General Services (OGS) will be developing a list of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law) (the “Prohibited Entities List”). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act’s effective date at which time it will be posted on the OGS website.

By making a submission in response to this offering or by assuming the responsibility of an contract/agreement hereunder, each Vendor/Bidder/Contractor, any person signing on behalf of any Vendor/Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website that to the best of its knowledge and belief that each Vendor/Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Vendor/Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Vendor/Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this offering must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the agreement or contract, should the City receive information that a Vendor/Bidder/Contractor is in violation of the above-referenced certification, the City will offer the person, vendor or entity an opportunity to respond. If the person, vendor or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the City shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Vendor/Bidder/Contractor in default.

The City reserves the right to reject any bid or request for assignment for a Vendor/Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Vendor/Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, \_\_\_\_\_, being duly sworn, depose and say that I am the \_\_\_\_\_ of \_\_\_\_\_, the vendor making this submission and that neither Vendor/Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

\_\_\_\_\_  
Authorized Signature

Sworn to before me this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

**NON-SUBMISSION CERTIFICATE**

**Instructions**

1. Place an X on the appropriate line(s) below.
2. Complete and return ONLY this page of the package.
3. Make sure to place your submission number on your envelope and return it to the Purchasing Division

NOTE: It is required that you indicate your reason for not making a submission.

\_\_\_\_ We are not making a submission.

\_\_\_\_ We request that you remove our name from the mailing list for this offering only.

\_\_\_\_ We request that you remove our name from the mailing list for all future offerings made by the City.

VENDOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE and ZIP CODE: \_\_\_\_\_

REASON FOR NOT MAKING A SUBMISSION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_