

PUBLIC NOTICE

Sealed Request for Proposals will be received by the Town Clerk of the Town of Yorktown, Westchester County, New York, at the Town Hall, 363 Underhill Avenue, Yorktown Heights, New York, until 5:00 P.M., on Friday, August 4, 2017, to purchase a pre-owned show mobile and community stage.

Specifications and standard proposals may be obtained at the office of the Town Clerk at said Town Hall.

The company furnishing the Request for Proposal assumes the risk of any delay in the mail or in the handling of mail by the employees of the Town of Yorktown. Whether sent by mail or means of personal delivery, the bidder assumes the responsibility for having bids in on the time and the place specified above.

The Town of Yorktown reserves the right to waive any informalities in the requests for proposals, to reject any or all, and reserves the right to accept the proposal bid which it deems most favorable to the interests of the Town of Yorktown. No company may withdraw their proposal within thirty (30) days after the actual date of the opening thereof.

If mailed, sealed proposals must be addressed in care of the Town Clerk at the above address.

DIANA L. QUAST, RMC
Town Clerk
Town of Yorktown

**TOWN OF YORKTOWN
REQUEST FOR PROPOSALS
PRE-OWNED SHOW MOBILE AND COMMUNITY STAGE**

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I. PURPOSE:

- A. This request for proposals ("RFP") is issued by the Town of Yorktown, New York ("Town"), which is seeking to purchase a pre-owned show mobile and community stage or equivalent which is suitable for outdoor events and performances sponsored by the Town.
- B. The Town is seeking responses to the RFP ("Proposals") which comply with the technical specifications herein as set forth in Part III: Description of Specifications of this RFP. The Stage, equipment and accessories must be in excellent condition and must be available for pick up by August 7, 2017.

II. GENERAL INSTRUCTIONS:

- A. All Proposals must provide complete information and documentation as described in this RFP. One (1) copy of the Proposal must be submitted in a sealed envelope labeled "Mobile Community Stage" by 5:00 pm on August 4, 2017 to the following address:
 - Town of Yorktown
 - Attn: Diana Quast, Town Clerk
 - 363 Underhill Avenue
 - Yorktown, New York 10598
- B. This RFP does not commit the Town to issue a contract to any Proposer. The Town will not reimburse any expenses in connection with preparation of Proposals including and attendance at interviews.
- C. All Proposals will be presented to the Town Board. The Town Board may conduct interviews of Proposers. The Town Board will select the Proposal that is deemed to be in the best interests of the Town and will award the contract accordingly.
- D. All Proposals shall be treated as confidential, unless otherwise required by law. The Town reserves the right to waive any technical non-conformance with the requirements of this RFP.
- E. The Town reserves the right to reject any and all Proposals, to request additional information or clarification from any and all Proposers. Questions or comments should be directed to Town Clerk Diana Quast or Town Attorney Michael J. McDermott.
- F. The Town will not accept any Proposals sent by telefacsimile transmission or email. Each Proposal must be received by the Town Clerk by the stated due date. The Town will not be responsible for any internal or external delivery days that may cause a delay in the timely submission of the Proposal.

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III. DESCRIPTION OF SPECIFICATIONS:

- C. The Town would consider purchasing a pre-owned show mobile and community stage or equivalent which is suitable for outdoor events and performances sponsored by the Town.
- D. The stage should be preferably manufactured by Century Industries, Wenger Corporation or another nationally recognized manufacturer of mobile stages. The Proposal shall identify the name of the manufacturer as well as the model and year of manufacture.
- E. The stage dimensions and size that best suits the Town's needs would be a minimum of 28 feet wide and 14 feet deep. The stage carriage must be a heavy duty tandem axel suspension with a pintel towing coupler. The stage should have a rugged support frame with a dual 18'' deep steel-channel backbone main frame.
- F. The stage should have a folding front stage as the same length as the rear main deck, permitting one-person setup with no additional assembly required to achieve the full rated stage width. The stage should have an on-board, self-contained, hydraulic actuation system for fast, easy one person push button stage set-up.
- G. The stage should have a full length stage canopy which extends beyond the front edge of the folding stage deck and the stage sides, providing maximum coverage and weather protection for the stage areas on the three crucial sides while also positioning the stage lighting beyond the end of the stage for optimum illumination of the stage areas and performers.
- H. The stage should have crank leveling support jacks for extra grounds clearance during towing and reduced cranking during set up.
- I. The mobile stage should be an acoustical shell stage. The stage should have a smooth, seamless shell with a rugged, damage resistant stage enclosure with a professional appearance providing a visual backdrop, weather protection, sound a lighting control, plus security between events. The interior color should be preferably grey to enhance skin tones while reducing glare.
- J. The stage deck should be seamless and made of a substance that provides a sound dampening texture surface.

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- K. The stage should have two (2) sets of steel stairs with enclosed ADA tread-plate treads, adjustable leveling legs and removable safety handrails on two sides.
- L. The stage should have sufficient safety features including all DOT signals marker lights, dual canopy locking systems, control safety switches and the industry's highest independently certified wind-load capacity. The stage should have highway rated tires that are appropriate for highway travel.
- M. The Town would consider the following equipment and accessories with the stage
 - 1. 5,000 to 7,000 watt generator with less than 250 hours
 - 2. Wheel chair lift which ADA compliant.
 - 3. Sound system with stand for speakers
 - 4. Complete operator's manuals
- N. The Stage, equipment and accessories must be in excellent condition and must be available for pick up by August 7, 2017.

IV. REQUIRED CONTENTS OF PROPOSALS

- A. Proposer's name and contact information.
- B. Written Proposal which is responsive to Part III: Description of Specifications of this RFP.
- C. All Proposals must be signed by a duly authorized representative of Proposer.
- D. Any additional information or documentation which the Proposer wishes to submit to the Town in connection with the RFP.

[END]

NON-COLLUSIVE BIDDING CERTIFICATION

This Non-Collusive Bidding Certificate is made pursuant to Section 103-d of the General Municipal Law of the State of New York. By submission of this bid, Bidder and each person signing on behalf of Bidder 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 or her knowledge and belief:

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 Bidder or with any competitor. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by Bidder and will not knowingly be disclosed by Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

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.

A bid shall not be considered for award nor shall any award be made where (1) (2) and (3) above, have not been complied with; provided, however, that if in any case Bidder cannot make the foregoing certification, Bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (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: _____

Bidder: _____
(Legal name of person, firm or corporation)

By: _____
(Signature)

(Please Print Name)

(Title)

State of _____)

Town of _____)ss.:

On the ____ day of July in the year 2017 before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

(Notary Public)