

- REQUEST FOR PROPOSALS -

“VIDEO SURVEILLANCE/ALARM SYSTEM“

TOWN OF NEW LISBON, NEW YORK

Release Date: February 5, 2019

I. Purpose

The Town of New Lisbon, New York, (the "Town") is seeking proposals for provision and installation of a video surveillance and alarm system to be installed at the New Lisbon Town Hall, 908 County Highway 16, Garrattsville, NY 13342. The system will comprise a 16 video camera recorder with 32 inch and 22 inch monitors, 15 dome indoor/outdoor cameras, and two panic alarm buttons for its justice court and associated facilities.

II. Submission of Proposals

Proposals must be in writing and must be received *via* mail or direct delivery in the office of Ms. Charlene Wells, New Lisbon Town Clerk, 829 County Highway 16, Garrattsville NY 13342, no later than 4:00 PM on **February 15, 2019**.

Submission on recycled paper is appreciated.

Prospective submitters of proposals are invited to inspect the premises prior to submission of proposals, by appointment.

All inquiries should be directed to the Town Clerk at the above address or by telephone (607-965-8508.)

Submission on recycled paper is appreciated.

III. Town's Reservation of Rights

A. This RFP is not an offer or a binding commitment to contract.

B. The Town may make such investigations as the Town deems necessary to verify the qualifications and ability of any proposer to provide the requested services ("Services").

C. The Town reserves all rights with respect to this RFP, including but not limited to the following:

1. to request clarification of any submitted information;
2. to reject any and all proposals in whole or in part for any reason or for no reason;
3. to waive any informalities or irregularities in the proposals;
4. not to enter into any agreement;
5. to amend or cancel this process at any time;
6. to issue the same or a similar RFP in the future;
7. to accept a proposal that appears to be in the best interests of the Town in the sole judgment of the Town Board.

D. The Town makes no representation or warranty as to the accuracy or completeness of the information contained in this request.

IV. Selection Procedures

- A. It is the intent of the Town to select a vendor/installer after reviewing all submissions.

B. All proposals will be compared based on the totality of the proposers' presentations. The Town reserves the right to award a contract to the proposer who in the sole determination of the Town Board offers a proposal that describes the best and most cost-effective plan and that is otherwise in the best interests of the Town.

C. In determining and evaluating the proposals, cost will not necessarily be controlling; the experience, service commitment, and capabilities of those who will be providing the services will be considered, along with other factors that affect determination of best value.

D. After an initial review of each of the proposals for completeness, the proposers submitting the most highly rated proposals may be invited for in-person or telephonic discussion prior to final selection, to further elaborate on their proposals. The Town reserves the right to award a contract without such discussion.

E. The Town shall not be liable for any costs, expenses, or losses, including without limitation loss of business opportunity, claimed or incurred by any party in connection with the preparation or submission of a proposal in response to this RFP or otherwise in connection with this RFP or its modification, postponement or cancellation. All proposals become the property of the Town upon submission.

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