

**BOARD OF TRUSTEES OF THE
INCORPORATED VILLAGE OF GREENPORT**

PLEASE TAKE NOTICE that the Board of Trustees of the Incorporated Village of Greenport is soliciting sealed proposals for **CONSULTING SERVICES FOR THE VILLAGE OF GREENPORT FIRE DEPARTMENT – OCTOBER 2020**.

The Village of Greenport will accept sealed proposals only at the Office of the Village Clerk, Greenport Village Hall, 236 Third Street, Greenport, New York 11944, from 9:00 a.m. on **Thursday, October 1, 2020** until **10:30 a.m. on Tuesday, October 13, 2020**, at which time all timely received sealed proposals will be opened. Proposals received after that date and time will be considered noncompliant and rejected.

**CONSULTING SERVICES FOR THE VILLAGE OF GREENPORT FIRE DEPARTMENT –
OCTOBER 2020**

GENERAL DESCRIPTION OF WORK: The work to be performed consists principally of the following services, but is not limited to the following services:

- 1) Provide, twice per year: Bloodborne Pathogens, Hazardous Materials Awareness, Workplace Violence, Fire Extinguisher and Sexual Harassment classes sufficient to meet the annual requirements set forth by the Occupational Safety and Health Administration (OSHA).
- 2) Provide trainings at a minimum of once per year of: Fire Police Operations and Safe Emergency Vehicle Operation classes, as well as any other required classes, to be determined in coordination with the Chief(s) of the Greenport Fire Department.
- 3) Establish and provide necessary paperwork to properly account for live fire training at the Suffolk County Fire Academy.
- 4) Create an individual record for each member of the Fire Department, with the records to be updated monthly.
- 5) Develop a driver's training program for the Department, with no fewer than two driving lessons annually.
- 6) All trainings and other member activities to be provided in a way that will ensure that members will have a reasonable opportunity to complete the annual training requirements.

Proposals must be filed in accordance with the specifications of the Village of Greenport and Municipal Law Section 103. Proposals should indicate on the outside of the sealed envelope **"CONSULTING SERVICES FOR THE VILLAGE OF GREENPORT FIRE DEPARTMENT – OCTOBER 2020"**. Proposals must be either hand-delivered to the Village Hall as indicated or sent by overnight mail to be received no later than **10:30 a.m. on Tuesday, October 13, 2020**.

The Village of Greenport reserves the right to reject all proposals or to waive any irregularity in a proposal and further reserves the right to accept the lowest responding proposal that is deemed to be in the best interest of the Village of Greenport.

The Village of Greenport is an equal opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, disability or handicap, marital or financial status, military status, religion, sex, sexual orientation, age or national origin with respect to employment or any employment related matter and the Village of Greenport requires that all contractors participating in contracts for public work in the Village of Greenport and all subcontractors of those contractors comply with that same requirement. The Village of Greenport encourages bids/proposals for public contracts and subcontracts of those contracts by minority and women owned contractors and entities and the Village of Greenport may solicit bids, proposals and contracts from such entities with respect to the Contract noticed herein.

Dated: September 23, 2020

Sylvia Pirillo, RMC
Village Clerk
Village of Greenport