

**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 – 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, February 6, 2020** until **10:30 a.m. on Thursday, February 20, 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 – 2020

GENERAL DESCRIPTION OF WORK: The work to be performed consists principally of the following services:

- 1) Evaluate, define deficiencies, create corrective action plan and give instruction on implementation of corrective action plan to address minimum basic requirement for all mandated annual trainings and policies necessary for the Greenport Fire Department to comply with pertinent NYS Public Employee Safety and Health Act,
- 2) Evaluate, define deficiencies, create corrective action plan and give instruction on implementation of corrective action plan to address minimum basic training requirements as outlined in Greenport Fire department By-Laws, and
- 3) Proposal should also include any necessary fees for an annual or bi-annual “follow-up” to address potential additional needs or changes in regulations.

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 - 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 Thursday, February 20, 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: January 27, 2020

Sylvia Pirillo, RMC
Village Clerk
Village of Greenport