

Mastics Moriches Shirley Community Library

Voice Over IP Phone System & Equipment

NOTICE TO BIDDERS

The Mastics Moriches Shirley Community Library hereby invites the submission of sealed Bids for the following work:

CONTRACT: 16-16.525 VOIP Phone System & Equipment

Bid packages will be available in three different manners as follows:

Bid packages will be available electronically, (beginning **April 28th, 2022 at 9 AM**). Prospective Bidders to email a request to register to Ashley Lester, Assistant Project Manager at ashleyl@sandpebble.com. Once a completed Bidder registration card is received, each prospective Bidder will receive a Sharefile link to the Bid documents to the email address cited on the Bidder registration card.

Upon request prospective bidders may receive a full printed set of Bid documents printed (\$150 nonrefundable) or flash drive (\$20 nonrefundable). Please email your request to ashleyl@sandpebble.com. The printed set or flash drive will be sent via FedEx to the prospective Bidder once the Library receives the non-refundable business check, in the amount listed above. Please deliver checks to the Mastics Moriches Shirley Community Library, Attn: Business Office, 407 William Floyd Parkway, Shirley, NY 11967 **from 10:00 AM to 3:30 PM** daily except Saturdays, Sundays, and Holidays.

A Bid security in the amount of 5% of the base Bid (for Bid Bond), or 5% of the base Bid maximum of \$5,000 (for Bid security provided by check) is required.

Each Bidder must indicate the segment(s) of the contract that will be completed by the Bidder itself and which segment(s) by subcontractors. Only the registered Bidder will be permitted to submit a Bid. A Bid may be rejected in the interest of the Owner based on the extent of proposed delegation of the performance of the contract to subcontractors and/or based on the level of qualification and experience of the Bidder or proposed subcontractors.

Sealed Bids will be received from registered Bidders at the Mastics Moriches Shirley Community Library, 407 William Floyd Parkway, Shirley, NY 11967, no later than **12:00 PM on the 12th day of May 2022**, and then publicly opened and read aloud via Zoom Conference call at **1:00 PM on the same day, May 12th, 2022**. Each Bidder will receive a link and password to the email address provided on the Bidder Registration Card after the Bid is received. The Contract Number must be clearly marked at the right-hand lower corner of the Bid envelope. Any Bids received later than the prescribed date and hour will be rejected.

The Mastics Moriches Shirley Community Library Board of Trustees' reserves the right to reject any or all Bids submitted in the best interests of the Owner and to waive any informality in any Bid and shall further make awards in any manner it deems advisable in the best interests of the Mastics Moriches Shirley Community Library. The successful Bidder shall be required to execute a formal contract with the Mastics Moriches Shirley Community Library.

Each Bidder shall agree to hold its Bid price for forty-five (45) days after the formal Bid opening.

**BY ORDER OF THE BOARD OF TRUSTEES
MASTICS MORICHES SHIRLEY COMMUNITY LIBRARY
KERRI ROSALIA, DIRECTOR
Dated: April 26, 2021**