



ENGINEERING  
DEPARTMENT

## TOWN OF WEST SENECA

TOWN SUPERVISOR  
GARY A. DICKSON

TOWN COUNCIL  
WILLIAM BAUER  
JOSEPH J. CANTAFIO  
WILLIAM P. HANLEY, JR.  
JEFF PIEKAREC

March 8, 2021

Honorable Town Board  
Town of West Seneca

Re: **Wide Format Plotter**

Honorable Board Members,

Please approve the bidding of a 60-month lease of a wide format plotter scanner printer to replace the two machines we are currently using. The color machine that we have was purchased in 2006 and is in need of replacement. The other machine is a B&W printer/scanner purchased in 2012. A new plotter will be able to do the work of the other two and will also be utilized by other departments. If approved for bidding, the RFP will be available to contractors on Thursday, March 18, 2021 at the Town Clerks office or may be emailed to prospective bidders and bids will be opened on March 29th at 2:00pm in the conference room in the Engineering Department. A copy of the advertisement for bids accompanies this request. This work will be paid for with monies that were approved in the 2021 budget. Please contact me should you have any questions.

Respectfully submitted,

Ronald Pfeil

Principal Engineering Assistant

cc: file TB

**DOCUMENT 00020  
ADVERTISEMENT FOR BIDS**

Town of West Seneca  
1250 Union Road  
West Seneca, NY 14224

Separate sealed bids will be received by the Town of West Seneca for a 60-month lease of a new Wide Format Multifunctional Plotter Scanner Printer. Bids will be received until **2:00PM** (Local Time) on March 29, 2021, and then at the conference room in the Engineering Department publicly opened and read aloud.

The Contract Documents may be examined at the following location or emailed upon request to [rpfeil@twsny.org](mailto:rpfeil@twsny.org):

Town of West Seneca Clerk's Office  
1250 Union Road  
West Seneca, NY 14224

Copies of the Contract Documents will be available March 18, 2021.

**Sales and Use of Tax Exemptions:** The Town of West Seneca is exempt from the payment of sales and compensation use taxes of the State of New York and of cities and counties on all materials, equipment, and supplies sold to the Town of West Seneca pursuant to this contract. Also exempt from such taxes are purchases by the Contractor and his Subcontractors of materials, equipment, and supplies to be sold to the Town of West Seneca pursuant to this contract, including tangible personal property to be incorporated in any structure, building, or other real property forming part of the project. These taxes are not to be included in the Bid.

All bids shall be binding for a period of forty-five (45) days after the bid opening date. The Town of West Seneca reserves the right to reject any and all bids and to waive any informalities therein.

**Date Issued: March 18, 2021**

Amy M. Kobler  
Town Clerk

# TOWN OF WEST SENECA



## INDEPENDENT CONTRACTOR

ANNUAL STATEMENT OF DISCLOSURE

FOR CALENDAR YEAR: \_\_\_\_\_

### INSTRUCTIONS:

All individuals who have an ownership interest in a business entity, including, but not limited to, a corporation, limited liability company, partnership, sole proprietorship, or any other business entity organized under the laws of New York State shall complete this form.

### FILL OUT COMPLETELY

NAME:

\_\_\_\_\_ (Last) (First) (Middle initial)

ADDRESS: \_\_\_\_\_ NY \_\_\_\_\_  
(Street Address) (Town) (Zip Code)

POSITION HELD: \_\_\_\_\_  
(Department) (Title)

OWNERSHIP INTEREST<sup>1</sup>: \_\_\_\_\_

**Please List any real property in the Town of West Seneca where you, as an individual<sup>2</sup>, own or hold any ownership interest<sup>3</sup>:**

<sup>1</sup> Ownership Interest, includes, but is not limited to, the ownership of stock, membership units, silent partner, an ownership of a right to vote, or any other ownership interest, monetary or nonmonetary where one would receive a benefit from such business.

<sup>2</sup> For the purpose of this section an individual shall be deemed to have an ownership interest when he or she individually maintains any ownership interest in real property, or (a) is an officer or director of a business entity that owns any interest in real property or (b) owns or controls stock of a corporate or business entity that owns any interest in real property, or (c) is a member of a partnership or limited liability company, which maintains any ownership interest in real property.

<sup>3</sup> See footnote 1.

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**Please List any Relatives employed by the Town of West Seneca or appointed to serve on a Committee in the Town of West Seneca:**

<u>Relative Name</u>	<u>Relationship</u>	<u>Position Held</u>

**Relative** – A spouse, parent, stepparent, sibling, step-sibling, sibling's spouse, child, stepchild, uncle, aunt, nephew, niece or household member of a Town official, officer or employee and individuals having any of these relationships to the spouse of the Town official, officer or employee.

The purpose of this Annual Statement of Disclosure is to identify potential conflicts of interest before such conflicts occur. In answering the questions on this Annual Statement of Disclosure, the following definitions are critical:

1. Interest, as used in this Annual Statement of Disclosure, is defined as follows:
  - A. Providing goods, influence, investment, property or service(s) to any person, business or entity for which compensation or benefit is expected or received; and
  - B. Holding ownership, title or right, individually<sup>4</sup> or with others, to real property, within the Town of West Seneca.
2. Contract, as used in this Annual Statement of Disclosure, shall be defined in accordance with the Standard English usage.

**Please answer the following questions.**

1. Have you, your spouse/partner or relatives had any interest in any business or entity doing business with the Town currently or within the past twelve (12) months?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

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<sup>4</sup> See footnote 2.

2. Have you, your spouse/partner or relatives had any interest in any contract made or executed by the Town of West Seneca within the past twelve (12) months?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If you answered yes to any of these 2 questions, you should describe the nature, source, amount of such benefits, compensation and/or other considerations. Please attach an additional sheet of paper if necessary.

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List any position held in any other business, association or not-for-profit organization held by you, your spouse/partner or relatives that has or could in the future transact business with the Town of West Seneca.

<b>Business Name</b>	<b>Person Name</b>	<b>Nature of Business</b>

During the current year, if there are any changes in your answers to anything on this form, you must file an amended "Annual Statement of Disclosure" with the Town Clerk within thirty (30) days of such change.

**I HEREBY CERTIFY THAT THE INFORMATION I HAVE PROVIDED IN THIS ANNUAL STATEMENT OF DISCLOSURE IS TRUE, CORRECT, AND COMPLETE. I HAVE REVIEWED THE CURRENT CODE OF ETHICS FOR THE TOWN OF WEST SENECA.**

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

(Return this form to the Town Clerk)



## Request for Proposals – RFP

The Town of West Seneca is issuing a Request for Proposals (RFP) for a 60-month lease of a Wide Format Multifunctional Plotter Scanner Printer.

The Town of West Seneca's Engineering Department intends to lease one (1) new Wide Format Multifunctional Plotter Scanner Printer. The awarded firm will be expected to supply, deliver, set-up and install the imaging system equipment so it is ready for production use, including all necessary communication, power cables and memory. And additionally interfacing with the Town's IT contractor for network connectivity set-up and configuration.

Proposed equipment shall meet the following specifications:

- Print/ scan/ copy functionality
- Networked device
- Color and monochrome printing and scanning
- 2 roll paper capacity
- 11" to 36" output width
- 600 x 2400 dpi print resolution
- 60 PPM / 360 D size prints per hour
- PDF Print/ PostScript Driver
- Compatible with Autodesk Civil 3D software
- 4GB DDR4 standard memory

Proposals must include the following:

- Monthly lease price
- Includes monthly maintenance agreement
- New equipment delivery and installation cost
- Guaranteed time frame for service
- Equipment performance guarantees
- Electric power requirements

Additional information:

- The new equipment shall be delivered to the engineering department which is on the second floor of Town Hall. Bidders may call 716-558-3220 to schedule an appointment to review the location the equipment will be installed.
- The existing equipment will be removed by Town employees prior to delivery of the new equipment.

Insurance:

*The successful proposer will agree to indemnify and hold the Town of West Seneca, its board members and employees harmless against all lost, cost, or damage, on account of injury to person or damage to property as a result of any action or inaction of the successful proposer or its representatives or agents or subconsultants in performance of this contract and against all fines, penalties or any other losses which the Town shall be obliged to pay or incur in connection with the performance of this work under the contract.*

*The successful proposer shall procure and maintain at his/her own expense and without expense to the Town, insurance for liability for damages imposed by law, of the kinds and amounts hereinafter provided, in insurance companies authorized to do business in the State of New York cover all operations under the contract whether performed by the successful professional or his/her subconsultants. Before the inception of this contract, the successful professional shall furnish to the Town a certificate of insurance form satisfactory to the Town exhibiting compliance with this paragraph and providing that the policies shall not be changed or cancelled until thirty (30) days written notice has been given to the Town. The types and limits of insurance shall be as follows*

- a) *Workers Compensation as required by law*
- b) *Disability benefits as required by law*
- c) *Bodily Injury liability* - \$1,000,000 each occurrence, \$3,000,000 aggregate
- d) *Property damage liability* - \$1,000,000 each occurrence, \$3,000,000 aggregate
- e) *Automobile liability* - \$1,000,000 single limit
- f) *Professional liability* - \$1,000,000

Proposals are due March 29, 2021 at 2:00pm and shall be submitted to:

Ronald Pfeil  
Engineering Department  
West Seneca Town Hall  
1250 Union Road  
West Seneca, NY 14224