



ESSEX COUNTY OFFICE OF THE MANAGER

7551 Court Street · P.O. Box 217 · Elizabethtown, New York 12932
Telephone (518) 873-3332 · Fax (518) 873-3339

Michael Mascarenas
County Manager

Linda M. Wolf
Purchasing Agent

TO: All Bidders

FROM: Linda Wolf, CPA, Purchasing Agent

DATE: September 26, 2025

SUBJECT: Addendum #1 - Bid for Dispatch Consoles and Installation

This Addendum, issued to bid document holders of record, indicates changes to the bid documents for the *Bid for Dispatch Consoles and Installation* opening September 29, 2025.

The county is unable to accept electronic submissions through VSS for this bid. All bids must be submitted by mail or delivered to Essex County Purchasing, P.O. Box 217, 7551 Court Street, Elizabethtown, New York 12932. All bids submitted in response to this notice shall be marked "SEALED BID – DISPATCH CONSOLES" clearly on the outside of the envelope with the name and address of the bidder.

PLEASE ALSO NOTE A CHANGE IN THE BID OPENING DATE FOR THIS BID.

We have extended the submission date until **October 7, 2025 at 2:00 P.M.**

Please find attached, revised NOTICE TO BIDDERS and INSTRUCTION TO BIDDERS pages that replace the versions included in the original Bid Documents.

END OF ADDENDUM # 1

NOTICE TO BIDDERS (REVISED)

NOTICE IS HEREBY GIVEN, that the Undersigned, on behalf of the Essex County Board of Supervisors, will accept sealed bids at the Office of the Purchasing Agent until 2:00 P.M. on October 7, 2025 for Bid #250081 Dispatch Consoles and Installation.

The bids shall be opened publicly and read aloud on October 7, 2025 at 2:00 P.M. at the Office of the Purchasing Agent, 7551 Court Street, Elizabethtown, New York 12932.

Bids are available at: <https://www.co.essex.ny.us/wp/bid>. Bids may be mailed or delivered to: Essex County Purchasing, PO Box 217, 7551 Court Street, Elizabethtown, New York 12932.

All bids submitted in response to this notice shall be marked "**SEALED BID – #250081 DISPATCH CONSOLES**" clearly on the outside of the envelope with the name and address of the bidder.

Please contact the Purchasing Office at (518) 873-3330 for additional information concerning the bidding. Specifications and standard proposals for the proposed work may be obtained at the above address.

In the event that the Essex County Purchasing Office is closed the day of the Bid Opening due to unforeseen circumstances, the bid(s) will be opened the next business day that the Essex County Purchasing Office is open. The Bid Submission time will remain the same.

Essex County affirmatively states that in regard to any contract entered into pursuant to these instructions, without regard to race, color, sex, religion, age, national origin, disability, sexual preference or Vietnam Era veteran status, disadvantaged and minority or women-owned business enterprises will be afforded equal opportunity to submit bids in response hereto.

Dated: September 26, 2025

Linda M. Wolf, CPA
Purchasing Agent
Essex County Government
Center
7551 Court Street – PO Box
217 Elizabethtown, New York
12932

INSTRUCTIONS TO BIDDERS (REVISED)

All bids shall be submitted on the bid sheets included in the package, and no other forms shall be accepted.

The County intends to award to the bidder selected as the lowest responsive responsible bidder whose response conforms to the bid and meets the County's requirements.

Hard Copy Bids can be submitted via USPS or delivery service or hand delivered to the Purchasing Office.

Attention of the bidders is particularly called to the requirements as to the conditions of employment to be observed and minimum wage rates under the contract.

Essex County reserves the right to reject any and all bids not considered to be in the best interest of Essex County, and to waive any technical or formal defect in the bids which is considered by Essex County to be merely irregular, immaterial, or unsubstantial.

BRAND NAMES: The use of any brand name used in description of items is for the purpose of identifying the minimum requirements of the end user only. It is not intended to limit or restrict competition. Proposals for other brand names of equal caliber and the same features specified must send the manufacturer's specification sheets for the items they are proposing to show the equivalency of items. Alternate items must be equal in quality, effectiveness, and function. **Failure to include manufacturer's descriptive literature when proposing an alternate may result in the rejection of your proposal.** Essex County reserves the right to determine if the items proposed are equal to the items specified.

In addition to bid sheets, the bidder shall submit executed non-collusion bid certificates signed by the bidder or one of its officers as required by the General Municipal Law Sec. 103d. The bidder shall also submit an executed certificate of compliance with the Iran Divestment Act signed by the bidder or one of its officers as required by the General Municipal Law Sec. 103g.

A Contract awarded pursuant to this notice shall be subject to the provisions of Sections 103-1, 103-b, 103-d and 103-g of the General Municipal Law.

Please call 518-873-3332 or e-mail Linda.Wolf@essexcountyny.gov to schedule a date to view the location.

Questions will be received until six (6) days before the opening date. Please address all questions, in writing, to: linda.wolf@essexcountyny.gov.

Addenda will be posted on the Essex County Bids Website, interested vendors are urged to check before submitting their bid.

Each bidder will need to complete, sign, have notarized and return the following documents with their Bid:

- 1) Vendor Responsibility Questionnaire
- 2) Certification of Compliance with Iran Divestment Act
- 3) Non-Collusive Bidding Certification
- 4) Certificate of Experience

Payment will be made within 30 days of delivery and receipt of invoice.