



TOWN OF RIVERHEAD
YVETTE AGUIAR, SUPERVISOR
200 HOWELL AVENUE RIVERHEAD, NY 11901
PHONE: 631-727-3200



**BID NAME: POLICE DEPARTMENT MARINE UNIT BOAT AND OUTBOARD MOTOR
MAINTENANCE AND REPAIR 2022-2023 – BID #2022-06**

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BIDDERS NAME

BIDDERS ADDRESS

CITY, STATE, ZIP

(_____)_____
PHONE NUMBER

EMAIL ADDRESS: _____

In compliance with your advertisement for bids to be opened on February 3, 2022 and subject to all conditions thereof, the undersigned hereby proposes to furnish the item(s) and/or service(s) itemized in this proposal in accordance with the Notice to Bidders, General Information Agreement and Specifications contained herein on the Bid Proposal Form attached.

Bidder certifies that the prices quoted herein do not include Federal Excise Tax or any Federal, New York State or City Sales Tax and are not higher than prices charged to any governmental or commercial consumer for like merchandise and/or service; and all prices include shipping and freight charges to any Municipal building or site within the Town of Riverhead.

Respectfully submitted,

SIGNATURE

PRINTED NAME/ TITLE

DATE

**THIS PAGE MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID
PLEASE PRINT VENDOR NAME ON THE BOTTOM OF EACH PAGE OF THIS BID.**

BIDDERS ARE INVITED TO ATTEND BID OPENING

VENDOR NAME _____



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TOWN OF RIVERHEAD
NOTICE TO BIDDERS

Sealed bids for **POLICE DEPARTMENT MARINE UNIT BOAT AND OUTBOARD MOTOR MAINTENANCE AND REPAIR 2022-23** will be received by the Town Clerk of the Town of Riverhead at Town Hall, 200 Howell Avenue, Riverhead, New York, 11901, until **11:00 a.m. on February 3, 2022**, at which time all bids received shall be opened and read aloud.

Bid Specifications and/or Plans may be obtained by visiting the Town of Riverhead website at www.townofriverheadny.gov on or after **January 27, 2022**. Click on "Bid Requests" and follow the instructions to register.

BY ORDER OF THE TOWN BOARD
OF THE TOWN OF RIVERHEAD

DIANE M. WILHELM, TOWN CLERK

VENDOR NAME _____



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GENERAL SPECIFICATIONS

Any questions or clarification to the bid specifications or technical specifications must be submitted in writing to the Purchasing Agent at 200 Howell Ave., Riverhead, NY 11901 or by email to: baldinucci@townofriverheadny.gov prior to the bid opening. Such questions must be in the possession of the Purchasing Agent at least 72 hours prior to the bid opening. **Verbal questions will not be entertained.**

1. SCOPE

The Town of Riverhead Police Department (herein after also referred to as "Police Department and/or PD") is seeking qualified, experienced and licensed individuals/entities to provide boat and outboard motor maintenance and repair for the boats in the Police Department Marine Unit, in accordance with the terms, conditions, and specifications contained in this bid solicitation.

BID SPECIFICATIONS

2. The bidder/vendor shall have maintenance and repair serve available Monday through Friday during normal business hours (8 hours minimum per day). The vendor shall make every effort to provide prompt emergency service after normal working hours when requested by the Town Marine Unit. It is desired that the vendor's facility be located within an approximate 30 mile radius of the Town of Riverhead Police Department at 200 Howell Avenue, Riverhead, NY. The Vendor shall provide to the Town an emergency call out list of persons and numbers to contact when emergency service is needed after hours.
3. It is preferred that the vendor use trained personnel directly employed and supervised by vendor. All vendor's employees shall be fully qualified to keep the boats, motors and related equipment properly maintained and they shall use all reasonable care to maintain such in a proper operating condition at all times.
4. Where replacement parts are needed, the vendor shall use OEM parts or parts that are fully equal in quality to the original parts. The Police Department reserves the right, if it deems necessary, to purchase replacement parts and equipment according to Town's procurement policy or "piggyback" provisions set forth in General Municipal Law. Vendor agrees to install and maintain such parts and equipment. Vendor can either replace or repair parts or equipment that fail during the warranty period stated in the vendor's bid. Vendor must have Police Department approval prior to engaging in any repair work.
5. The Police Department reserves the right to add or delete vessels to be serviced during the contract period. Any added vessel will be located with the Riverhead area.

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WORK LOCATIONS

6. The boats/motors are currently located within the Town of Riverhead. All work shall be done where the boats/motors are physically located unless prior Police Department approval is given to remove them to another location for more efficient accomplishment of the work. If the work is accomplished at other than these locations, there will be no additional cost to the Police Department, and the vendor shall be held fully responsible for the care and safety of the boat or motor under his care, custody and control. There shall be no cost to the Police Department for travel time to and from work locations.
7. Current Inventory of Town of Riverhead Police Department Marine Unit as listed below:
 - 1) 2000 Ambar AM 7000 23 foot Rescue Boat w/twin 150 hp Mercury engines.
 - 2) 1993 Maritime 17 foot Skiff w/50 hp engine with trailer.
 - 3) 1987 Grumman 12 ft. aluminum boat with 4 hp engine.
 - 4) 1980 Starcraft 16 ft. Aluminum boat w/35 hp engine.
 - 5) 2009 Parker 2520 XLD 25 ft. Sport Cabin Twin 200 Yamaha engines.
 - 6) 2011 North Coast 23 ft. Pump-Kleen Pump out Boat w/200 hp Mercury engine.
 - 7) 2017 North Coast 23 ft. Pump-Kleen Pump out boat w/200 hp Mercury engine.

REPAIRS

The repairs required by the Police Department under this contract will normally be electrical and/or mechanical in nature. Such work shall be charged at the appropriate hourly rate or at the fixed rate for those items as listed in this bid.

The vendor shall respond within 2 business days for routine repairs. All repair work shall be completed in an expedited manor. An estimate is required for ALL repairs exceeding \$1,000.00. If the vendor has unforeseen delays, the Town Police Department shall be advised immediately. Upon completion of the vessel shall be cleaned appropriately.

Emergency Repairs

Emergency requests for impaired or inoperable boats that require service in less than the minimum response time of days must be acknowledged/addressed within at least two (2) hours of the time of notification by the Police Department or contact person listed in these specifications. The vendor shall dispatch a service repair technician to the location no later than four hours of the time of the initial notification to assess all damages and provide a detailed report. The report shall include, but not be limited to, an itemized cost breakdown for electrical or mechanical related failures and an estimate indicating the length of time to complete repairs to return the boat to full operation.

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Hourly Labor Rate (Engine and Drive Work)

The hours charged for engine and drive work shall be the hours as listed in the current engine manufacturer flat rate manual. A copy of the manufacturer flat rate manual shall be provided to each listed department's liaison upon award of bid. The Police Department shall be charged a flat rate based upon multiplying the hourly rate bid by the number of hours listed for each operation. If the operation requires removing broken or corroded screws, or if the vendor feel that the particular operation requires work in excess of the hours listed, or if the vendor requires additional time to secure parts or supplies, he may request additional time to complete the operation. However, if the Police Department determines that the vendor's request is excessive, the Police Department reserves the right to bid that work to other vendors and awarded to the lowest responsible and responsible bidder. This does not included Fixed Job Rate items for with the cost for labor shall be included in the total price quoted for the job.

Hourly Labor Rate (Fiberglass Repairs)

The vendor shall provide an hourly labor rate for structural and cosmetic repairs to the fiberglass boats including all necessary equipment. Material necessary for repairs may be separately charged as provided for in these bid specifications.

Parts, Materials, and Equipment

The vendor shall add a cost plus percentage to their invoice cost for purchase parts, material and equipment needed to operate, maintain and repair the boats, motors and related equipment. The vendor shall be responsible for purchasing these items at the lowest possible cost consistent with the Police Department's need for boats in service.

Fixed Job Rates

Fixed Job Rates-The PD wishes to have the following list of jobs charged to the Police Department at a fixed/flat labor rate or fixed/flat cost per foot. Vendor shall furnish all labor and equipment to perform these jobs. Such jobs are considered standard. Any replacement parts required for these services shall be agreed upon by the PD and billed separately in accordance with the specifications herein. In the event that the vendor, after examining the job, feels that it requires work in excess of standard, he may request that the job be paid on actual hours spent. The PD may allow the vendor to charge actual hours if PD agrees that the particular job will, because of its complexity, exceed normal hours.

50/100/300 Hour Motor Service

Perform service on motors that have reached 20-40 hours on initial break-in, then at 100 and 300 hour intervals of operation afterward in accordance with manufacturer's recommendations for this service. The proposer shall list, as part of their submittal requirements, the specific service and parts included in the 100

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as well as the 300 hour service as recommended by the manufacturer.

Services include a minimum of:

1. Fuel and oil system components; inspect and repair leaks
2. Air silencer; clear and inspect
3. Thermostat; inspect and verify operation
4. Power trim/trim fluid; inspect fluid level
5. Engine to transom mounting hardware; re-torque (40 foot pounds)
6. Electrical and ignition wires and connections; inspect
7. Gear case; lubricant, replace
8. Powerhead synchronization and linkage; inspect
9. Access EMM information; resolve and service codes
10. Fuel, oil filters & fuel water separator filters; replace
11. Propeller shaft splines; inspect and lubricate
12. Stater pinion shaft; inspect and lubricate
13. Exhaust back pressure nipple; decarbonize
14. Replace spark plugs
15. Driveshaft splines; inspect and lubricate
16. Water pump; inspect and replace

8. SPECIAL REQUIREMENTS

- 8.1 All engines and associated equipment must be serviced and repaired by an authorized NYS repair/service shop. Copy of NYS License to be submitted with bid.
- 8.2 Repairs to Police boats will be a priority and will be repaired as timely as possible.
- 8.3 Emergency repairs shall be responded to anywhere in the Town of Riverhead in a timely manner. This includes emergency call outs after regular business hours.
- 8.4 All repairs and maintenance to boats shall be done on site or at a location easily accessible to the Police Marine unit. Alternate repair facilities must have adequate dock space to allow for the appropriate mooring of the vessel during the repairs. Alternate repair facilities shall also have the ability to pull the vessel and block it for repairs, as necessary. No additional mooring charges or land storage charges may be applied for repairs. The PD will determine the costs to transport PD vessels to any proposed alternate repair facility and these costs will be used in the overall evaluation of the bids, to determine the lowest responsible bidder. In the case outboard motors, the vendors shall be authorized to remove them and complete repairs at their shop if required.
- 8.5 Vendors shall not be authorized any mileage or pick up and drop off charges. All fees must be included in labor and parts rates.

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- 8.6 The vendor shall be required to use OEM parts on all repairs unless authorized by the Town of Riverhead Police Department to use alternate parts.
- 8.7 Vendors shall be required to provide proof of cost on any parts utilized per Section 9.5 and 9.6 of this bid document.
- 8.8 The PD reserves the right to purchase engines, parts or other equipment directly and require the vendor awarded this contract to install such equipment using the labor rates provided in this bid.

9. GENERAL REQUIREMENTS

- 9.1 Vendor shall supply all labor, equipment and materials necessary to perform vessel maintenance unless otherwise specified.
- 9.2 Vendor shall supply all labor, equipment, and material necessary to provide routine maintenance and repairs and annual services to include washing and painting of boat bottoms.
- 9.3 Parts shall be ordered on an as needed basis.
- 9.4 All parts shall be OEM parts unless otherwise authorized by a Police Department representative.
- 9.5 OEM replacement parts and materials necessary to the job will be billed at contractor's certified cost plus 15%. Certified cost will be the actual amount paid to the supplier and must be documented by the submission of a copy of the supplier's invoice along with the contractor's invoice. Items under \$50 may be grouped together as "Miscellaneous Materials" and included in one total on the invoice.
- 9.6 Non-OEM replacement parts and materials necessary to the job will be billed at contractor's certified cost plus 15%. Certified cost will be the actual amount paid to the supplier and must be documented by the submission of a copy of the supplier's invoice along with the contractor's invoice. Items under \$50 may be grouped together as "Miscellaneous Materials" and included in one total on the invoice.
- 9.7 Vendor shall be responsible and liable for damage to Town of Riverhead vessels or property caused by the fault and/or negligence of the vendor.
- 9.8 Vendor shall comply with Environmental Protection Agency (EPA) guidelines for the disposal of hazardous material.
- 9.9 All maintenance performed will be in accordance with manufacturer's requirements.
- 9.10 No travel charges (hauling, blocking, etc.) are authorized in the execution of this contract. No line-item for such may appear on any contractor's invoice.
- 9.11 All services and repairs must meet with the approval of the authorized Police Department's representative.
- 9.12 The PD reserves the right to inspect the bidder's facilities, equipment, personnel and organization at any time to or to take any other action

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necessary to determine the bidder's ability to perform. The PD reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.

- 9.13 To be eligible to respond to this bid the vendor should demonstrate that they have successfully completed services similar to those specified in the Scope Specifications and routinely engaged in performing such services and are properly and legally licensed (if required) to perform such work.
- 9.14 Vendor must be able to begin work on vessels within 24 hours of contact by the Town of Riverhead Police Department.
- 9.15 Successful bidder must be able to respond to valid emergency requests within 2 hours.
- 9.16 All repair work must be guaranteed for 90 days.
- 9.17 Bidder shall provide the names and addresses of three references nearest the Town of Riverhead providing the type of maintenance specified in the bid package.
- 9.18 The estimated labor hours and quantities listed are estimates only and may be more or less depending on the needs of the Town of Riverhead Police Department.
- 9.19 Successful bidder will be required to provide a telephone number for emergency requirements.

10. PAYMENT REQUIREMENTS

- 10.1 The Town of Riverhead Police Department will issue purchase orders for all repair work. The successful bidder must not undertake any repair or installation without getting signed authorization from authorized Police Department personnel first.
- 10.2 INVOICES – the successful bidder shall be paid for each repair authorized by the Town of Riverhead Police Department upon submission of properly executed invoices. Invoices shall be submitted according to the requirements listed below:
 - 10.2.1 Labor Charges – the invoice must list specifically the number of man hours worked. The contractor's labor charges must correspond to the rates, submitted with their bid. The bidder agrees and hereby certifies that all labor contained in the bid's invoices shall be only those that were required and necessary to complete the required repair work.
 - 10.2.2 Material Costs – the invoice must list specifically all parts that the contractor has purchased from other sources and the cost to him for each. The Town of Riverhead requires verification of these costs. Certified costs will be the actual amount paid to the supplier and must be documented by the submission of a copy of the supplier's invoice along with the contractor's invoice. Items under \$50 may be grouped together as "Miscellaneous Materials" and included in one total on the invoice. By submitting a bid, the bidder agrees and certifies that all parts and materials

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which he purchases shall be at the lowest price available at the time considering the prevailing conditions and circumstances for which it is required that the purchase be made. All parts must be new and of first quality.

- 10.2.3 Markup – The contractor shall add a fixed percentage of 15% for replacement parts and materials necessary to the job.
- 10.2.4 Additional Items – if a contractor expects to incur any additional costs not specified in the above paragraphs, he must submit a list of these items and corresponding charges or schedule with his bid. No other costs except those placed in the bid proposal at the time the bid is submitted shall be evaluated, considered or deemed acceptable charges by the Town of Riverhead Police Department.
- 10.2.5 The invoices shall certify that all maintenance requirements specified in the bid have been performed.
- 10.2.6 The purchase order number must be listed on all invoices submitted for payment.
- 10.2.7 Detailed descriptions of all repair work must accompany all invoices including the identification of the specific boat.

11. QUALITY

- 11.1 All parts shall be of the best quality and the right is reserved by the Police Department to reject parts if deemed to be unacceptable.

12. PRICE

- 12.1 All prospective proposals must submit prices as requested on the attached proposal page.

13. AWARD

- 13.1 Award will be made to the lowest responsive and responsible bidder.

All things not expressly mentioned in these Specifications, but involved in carrying out their intent are required by these Specifications; and the vendor shall perform the same as though they were specifically mentioned, described and delineated.

COMPLIANCE WITH RULES AND REGULATIONS

The unit and associated equipment furnished shall comply with all provisions which would be applicable, if the Town of Riverhead were a private corporation of Federal and State of New York Laws, Ordinances, Codes, Rules, Regulations, Orders, Permits and Licenses and with fire underwriters requirement, except that where the weight and dimensions requirements set forth herein exceed such provisions, these Specifications shall control.

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DEVIATION

Minor deviations from the provisions of these Specifications will be considered to permit manufacturers to follow their standard manufacturing process.

Such deviations will be approved, however, only in the sole discretion of the Town of Riverhead Police Department and only if in its opinion they do not adversely affect the operation, maintenance, strength, efficiency, effectiveness, or life of the unit or any of its parts.

All proposed minor deviations, with full details, must be listed on a separate Detail Sheet, which must be attached to and made part of this bid.

The Town of Riverhead reserves the absolute right in its sole discretion to accept that bid, if any, which under all circumstances will best serve the public interest.

DETERMINATION & EVALUATION OF BIDS

The Town of Riverhead shall consider price, quality, delivery terms and conditions, bidder experience, reputation and past performance (i.e. history of poor quality of repairs, returns due to quality, delivery errors...)

The following can only be considered only upon agreement to extend this contract.

A request to substitute a new price when an extension is requested will be considered only if submitted to the Police Department in writing. The Police Department may, after consideration, accept the new price as a basis for modification of the contract. However, if the Police Department does not consider the new price fair, reasonable, and in the Town's interest, the contract may not be extended.

CONTRACT PERIOD

The Contract Period shall be effective for one year from date of award with the right to extend for an additional one year period or any such lesser amount as mutually agreed upon by and between the Town and the Vendor subject to identical terms and conditions.

RESERVATIONS

The mention in the specifications of any unit, component, or equipment by brand name and/or model is meant to convey to the potential bidder the type and quality of the product required and desired by the Police Department. Any unit, component, or equipment which is of equal type and quality may be considered as such and may be acceptable to the Police Department, upon agreement by the Police Department to that fact. The decision of the Police Department, however, in such a circumstance is final.

Furthermore, the Town of Riverhead reserves the right and responsibility to reject any or all bids if they believe such action to be in the best interest of the town.

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FUEL SURCHARGES:

The Town of Riverhead Police Department will not pay any type of fuel surcharge on any item or contract unless specifically indicated as such by the Police Department in the solicitation or contract. Any fuel charges added and not authorized by the Police Department will be deleted from any payments made to the vendor.

METHOD OF AWARD:

The contract, if awarded, will be to the lowest responsive/responsible bidder(s) in part or in whole who meet(s) all the terms of the specifications. The Town of Riverhead Police Department guarantees no minimum or maximum purchases or contracts as a result of award of this bid.

PIGGYBACKING CLAUSE:

The Town of Riverhead reserves the right to allow all municipal and not for profit organizations authorized under the General Municipal Laws of the State of New York, to purchase any goods and/or services awarded as a result of this bid in accordance with the latest amendments to NYS GML 100 through 104. However, it is understood that the extension of such contracts are at the discretion of the vendor and the vendor is only bound to any contract between the Police Department of Riverhead and the vendor. Additionally, the Town of Riverhead Police Department reserves the right to purchase any goods or services included as a part of this bid from any means legally available to it.

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Do not leave any lines blank, if no bid, please indicate that on the applicable line.

BID ITEM #	DESCRIPTION	LABOR RATE
1	ENGINE AND DRIVE WORK	\$_____ per hour
2	FIBERGLASS REPAIRS	\$_____ per hour
3	20-40 HOUR INITIAL BREAK-IN MANUFACTURERS RECOMMENDED SERVICE	\$_____ flat rate
4	100 HOUR INTERVAL MANUFACTURERS RECOMMENDED SERVICE	\$_____ flat rate
5	300 HOUR INTERVAL MANUFACTURERS RECOMMENDED SERVICE	\$_____ flat rate

All parts and materials to be billed as additional, according to the terms of the bid specifications.

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NON-COLLUSIVE CERTIFICATE

MUST BE COMPLETED, SIGNED, NOTARIZED AND RETURNED WITH BID

UNDER PENALTIES OF PERJURY:

(BIDDER), BEING DULY SWORN,
DEPOSES AND SAYS:

- A) This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor;
- B) This bid or proposal has not knowingly been disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor, or potential competitor;
- C) No attempt has been made or will be made to induce any other person, partnership, or corporation to submit or not to submit a bid or proposal;
- D) The person signing this bid or proposal certifies that he has been fully informed regarding the accuracy of the statements contained in this certification, and under penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as the person signing on its behalf; and
- E) That the attached hereto (if a corporate bidder) is a certified copy of a resolution authorizing the execution of this certificate by the signatory of this bid or proposal on behalf of the corporate bidder.

Corporation: _____
(PRINT CORPORATION NAME)

By: _____
(SIGNATURE)

(TITLE)

Address: _____

Sworn to before me this
_____ day of _____, 20____

NOTARY PUBLIC

VENDOR NAME _____



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ACCEPTANCE SHEET

MUST BE COMPLETED, SIGNED, NOTARIZED AND RETURNED WITH BID

THIS BID AWARD SHALL STAY IN EFFECT UNTIL ONE YEAR FROM DATE OF AWARD.

I/WE FULLY UNDERSTAND THAT THE ACCEPTANCE OF THIS BID IS SUBJECT TO THE PROVISIONS OF SECTION 103A AND 103B OF THE GENERAL MUNICIPAL LAW.

NAME OF AGENT/DEALER

ADDRESS

CITY, STATE, ZIP CODE

CONTACT PERSON

DATE

SIGNATURE OF DEALER/AGENT

VENDOR NAME_____



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IRAN DIVESTMENT ACT CERTIFICATION

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Bidder/Contractor is advised that once the list is posted on the OGS website, any Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should the TOWN OF RIVERHEAD receive information that a person is in violation of the above-referenced certification, the TOWN OF RIVERHEAD will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the TOWN OF RIVERHEAD shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The TOWN OF RIVERHEAD reserves the right to reject any bid or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Date: _____

VENDOR NAME _____



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Please complete and affix to your sealed bid envelope.



BIDDER: _____

ADDRESS: _____

**BID NAME: POLICE DEPT MARINE UNIT BOAT
AND OUTBOARD MOTOR MAINTENANCE
AND REPAIR 2022-2023**

BID OPENING DATE: FEBRUARY 3, 2022

TIME: 11:00AM

BIDS MUST BE DELIVERED TO:

**TOWN OF RIVERHEAD
TOWN CLERKS OFFICE
200 HOWELL AVENUE
RIVERHEAD, NY 11901**

PRIOR TO 11AM ON FEBRUARY 3, 2022

LATE BIDS WILL NOT BE ACCEPTED FOR ANY REASON

VENDOR NAME _____