



TOWN OF RIVERHEAD

YVETTE AGUIAR, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

**BID FOR: FOOD & MEAT PRODUCTS
BID #2023-006**

BIDDERS NAME

DATE

BIDDERS ADDRESS

CITY, STATE, ZIP

(_____)_____
PHONE NUMBER

EMAIL ADDRESS

In compliance with your advertisement for bids to be opened at **11:00 am March 24, 2023** 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)

(PRINT NAME/TITLE)

**THIS PAGE MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID
VENDOR NAME MUST BE PRINTED ON EVERY PAGE OF BID SUBMISSION**

**TOWN OF RIVERHEAD
NOTICE TO BIDDERS**

Sealed bids for **FOOD AND MEAT PRODUCTS** 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 **March 24, 2023**, 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 **March 16, 2023**. 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

**TOWN OF RIVERHEAD
BID SPECIFICATIONS
FOOD AND MEAT PRODUCTS
(Includes meat, dairy, produce, and grocery items)**

I: OVERVIEW

The Town of Riverhead, through its Senior Citizen Program, offers breakfast and a hot, nutritionally balanced noon meal which is prepared and cooked on premises (breakfast Monday through Thursday and lunch Monday through Friday). In addition to the above, the Senior Citizen Program offers activities and events some of which include service of food and a Meals on Wheels Program for all qualified and eligible homebound residents of the Town of Riverhead. The Town strives to provide quality and diverse nutritious and balanced meals. The Town is seeking proposals from qualified vendors to supply the Town with USDA grade meats, dairy, produce, grocery, bakery, and beverage products, on an as needed basis.

In soliciting proposals, it is the Town's intent and goal to provide quality food and services, meet standards of nutrition set by Town, expedite deliveries and allow for pick-up for a limited number of specialty or in season/farm fresh produce, and reduce food and administrative costs. The Town seeks vendor(s) that demonstrate ability to meet these goals. In addition, as the Senior Citizen Program is committed to provide nutritional and well balanced meals and at times must provide and/or substitute foods for some residents due to sodium or concentrated sweets restrictions, with respect to packaged, canned, and bottled food and beverage items, the Town seeks the vendor to identify the brand, product code, serving or pack size and nutritional data on all food items (i.e. calorie and nutrition labels to include total fat, saturated fat, trans fat, cholesterol, sodium, total carbohydrates, fiber, sugar, and protein). Finally, the Town is also committed to food safety. It will be required that the vendor help in our efforts to maintain food safety when it comes to recalls on products, delivery requirements and any other food safety issues that may arise.

This bid is part of a competitive procurement process, which is intended to serve the best interests of the Town of Riverhead. The Town will award to the vendor(s) whose proposal is determined to be the most advantageous to the Town, taking into consideration the evaluation factors set forth within. Notwithstanding the above, due to the variety of products ranging from fresh, bottled, canned to frozen, and based upon past bids and awards for food and meat products, the Town anticipates and reserves its right to award to one or more than one bidder. In addition, the Town reserves the right to award fresh produce to one or more bidders so the Town may exercise the option to pick up fresh in-season produce, or to award to one bidder and reserve its right to purchase fresh produce from other entities/suppliers. The Town also reserves the right not to award this bid.

The Senior Citizen Program prepares and provides meals at the Senior Center, 60 Shade Tree Lane, Aquebogue, NY 11901. Deliveries are required Monday, Tuesday, Wednesday, Thursday, and Friday.

II: GENERAL BID SPECIFICATIONS

1. General Instructions

Bidders shall be responsible to carefully examine the bid specifications. These specifications require the doing of all things necessary or proper for, or incidental to the furnishing and delivery of said parts/equipment and associated components. All things not expressly mentioned in these specifications, but involved in carrying out their intent are required by these bid specifications; and the vendor shall perform the same as though they were specifically mentioned, described and delineated. Read all documents contained in the bid specifications.

Bidders are responsible for submitting their bids to the appropriate location at or prior to the time indicated in the specifications. **No bids will be accepted after the designated time or date indicated in the bid specifications.** It is suggested that registered mail be used to submit bids. Delay in mail delivery is not an exception to the receipt of a bid.

A copy of the official bid documents may be obtained at the Town's website: www.townofriverheadny.gov. In addition to obtaining the official bid documents, any and all addendum pertaining to a particular bid are posted on the Town website referenced above. Log in and scroll to bid for **FOOD AND MEAT PRODUCTS**. It is incumbent upon all potential bidders to view all posted addenda prior to the bid close date.

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

Bidders must submit one original copy of their bids. The original must be sealed and clearly marked "**FOOD & MEAT PRODUCTS**". All bids shall be made out on the proposal forms attached hereto and all the attached certificates must be completed and signed in compliance with the provisions of Section 103-d of the New York State General Municipal Law. All bids must be filled out in ink, or be typewritten. Bids submitted in pencil will be rejected as unresponsive. Bids which have been corrected by white out or cross out, and have not been initialed and/or dated will be rejected as unresponsive. Bid Responses may be rejected if they show any omission, irregularity, alteration of form, addition, condition, unresponsiveness, or unbalance.

Samples may be requested by the Town for the purpose of product evaluation. It is understood that samples will be provided at **no** charge to the Town and will be returned, when requested, within 30 days after the evaluation is completed, at the expense of the vendor. All samples left longer than 30 days after the evaluation period will be discarded.

The Purchasing Agent, and/or his/her designee, shall be the only one authorized to make changes or alterations to anything contained in these specifications. As stated above, any changes shall be posted as an addendum on the following website:

www.townofriverheadny.gov. The Purchasing Agent reserves the right to reject all bids, parts of all bids, or all bids for any one or more items or contractual services included in the proposed contract, when such rejection is in the best interest of the Town. The contract will be awarded to the vendor(s)/responsible bidder(s) offering the best price, availability to supply products within the requested time frames, and for specialty/in season items for pick up proximity to the Town's Senior Center. A responsible bidder is a producer, dealer, vendor who has demonstrated judgment and integrity, is of good reputation, experienced in his/her work, whose record of past performance is established as satisfactory, and whose financial status is such to provide no risk to the Town of Riverhead in its contractual relations.

No bidder may withdraw a bid within forty-five (45) days after the actual date of the bid opening. Any bidder who does not honor their bid within the forty-five (45) days may be barred from bidding in any jurisdiction in New York State.

Any bidder, contractor, or manufacturer who, in the course of his work, uses or supplies products which may be toxic or harmful, shall provide an MSDS to the Town of Riverhead Purchasing Department prior to the use of those products by the Town or the contractor.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

2. Bid Costs and Expenses

The Town of Riverhead will not pay any costs incurred by any Bidder/Vendor associated with any aspect of responding to the request for bids, including bid preparation, printing or delivery, or negotiation process.

3. Bid Expiration Date

Prices quoted in the bid shall remain fixed and binding on the Bidder for one year from the date of award or such other date set forth in these specifications and, upon mutual consent, an option to extend for one (1) additional year.

4. Non-Conforming Bids

Non-conforming Bids will not be considered. Non-conforming bids are defined as those that do not meet the requirements of the bid specification. The determination of whether a bid requirement is substantive or a mere formality shall reside solely within the Town of Riverhead.

5. Sub-Contracting

The Bidder/Vendor selected shall be solely responsible for contractual performance and Bidder/Vendor assumes all responsibility for the quality of work (i.e. supply and delivery of food and meat products) performed under this contract.

6. Discrepancies and Omissions

Bidder/Vendor is fully responsible for the completeness and accuracy of their bid, and for examining this bid and all addenda. Failure to do so will be at the sole risk of Bidder/Vendor. Should Bidder/Vendor find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any questions arise concerning this request for bid, Bidder/Vendor shall notify the Town Purchasing Agent, in writing, of such findings at least five (5) days before the bid opening. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective bid and exposure of Bidder/Vendor's bid upon which award could not be made. All unresolved issues should be addressed in the bid. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Designated Contact, in writing, no later than five (5) calendar days prior to the time set for opening of the bids. Vendor's name MUST appear on EVERY page of this bid.

7. Town's Right to Reject Bids

The Town reserves the right to accept or reject any or all bids or any part of any bid, to waive defects, technicalities or any specifications (whether they be in the Town's specifications or Bidder/Vendor's response), to sit and act as sole judge of the merit and qualifications of each product offered, or to solicit new bids on the same project or on a modified project which may include portions of the originally proposed project as the Town may deem necessary in the best interest of the Town. The Town reserves the right to purchase similar goods or services included as part of this bid from any means legally available to it at any time.

8. Town's Right to Cancel Solicitation

The Town reserves the right to cancel this solicitation at any time during the procurement process, for any reason or for no reason. The Town makes no commitments expressed or implied, that this process will result in a business transaction with any Bidder/Vendor.

9. Notification of Withdrawal of Bid

Bidder/Vendor may modify or withdraw its bid by written request, provided that both bid and request is received by the Town prior to the bid due date. Bids may be re-submitted in accordance with the Bid Notice due date in order to be considered further. Bids become the property of the Town at the bid submission deadline. All bids received are considered firm offers at that time.

10. Exceptions to the Bid Specifications

Any exceptions to the Bid Specifications or the Town's terms and conditions, must be highlighted and included in writing in the bid. Acceptance of exceptions is within the sole discretion of the evaluation of the Town.

11. Bid Security

None required.

12. Award of Contract

The final award of a contract is subject to approval by the Town. The Town has the sole right to select the successful Bidder/Vendor(s) for award, to reject any bid as unsatisfactory or non-responsive, to award a contract to other than the lowest priced bid, to award multiple contracts, or not to award a contract. Notice in writing to a Bidder/Vendor of the acceptance of its bid by the Town will constitute a contract, and no Bidder/Vendor will acquire any legal or equitable rights or privileges until the occurrence of such event.

13. Contract Terms and Conditions

The term of the contract between the successful bidder and the Town shall be for one (1) year commencing on the date of the bid award. At the end of the contract period, the contract may be extended for one (1) additional twelve-month period upon the same terms and conditions at the sole discretion of the Town of Riverhead and with the consent of the vendor. The Town also reserves the right to cancel this contract at any time without notice.

14. Independent Contractor

The parties to the contract shall be independent contractors to one another, and nothing herein shall be deemed to cause this agreement to create an agency, partnership, joint venture or employment relationship between parties. Each party shall be responsible for compliance with all applicable workers compensation, unemployment, disability insurance, social security withholding and all other similar matters. Neither party shall be liable for any debts, accounts, obligations or other liability whatsoever of the other party or any other obligation of the other party to pay on the behalf of its employees or to withhold from any compensation paid to such employees any social benefits, workers compensation insurance premiums or any income or other similar taxes.

15. Licenses and Permits

In performance of the contract, the Bidder/Vendor will be required to comply with all applicable federal, state and local laws, ordinances, codes, and regulations. The cost of permits and other relevant costs required in the performance of the contract shall be borne by the successful Bidder/Vendor. The Bidder/Vendor shall be properly licensed and authorized to transact business in the State of New York.

16. Notice

Any notice to the Town of Riverhead required under the contract shall be sent to:

Teresa Balducci, Purchasing Agent
Town of Riverhead
200 Howell Avenue
Riverhead, NY 11901

17. Indemnification

a. General Indemnification:

By submitting a bid, the proposing Bidder/Vendor agrees that in the event it is awarded a contract, it will indemnify and otherwise hold harmless the Town of Riverhead, its agents and employees from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the Bidder/Vendor's its agents and employees' performance work or services in connection with the contract, regardless of whether such suits, actions, claims or liabilities are based upon acts or failures to act attributable, ole or part, to the Town, its employees or agents.

b. Insurance

i. Bidder/Vendor recognizes that it is operating as an independent Bidder/Vendor and that it is liable for any and all losses, penalties, damages, expenses, attorney's fees, judgments, and/or settlements incurred by reason of injury to or death of any and all persons, or injury to any and all property, of any nature, arising out of the Bidder/Vendor's negligent performance under this contract, and particularly without limiting the foregoing, caused by, resulting from, or arising out of any act of omission on the part of the Bidder/Vendor in their negligent performance under this contract.

ii. The Bidder/Vendor shall maintain such insurance as will protect against claims under Worker's Compensation Act and from any other claims for damages for personal injury, including death, which may arise from operations under this contract. The Bidder/Vendor is an independent Bidder/Vendor and is not an employee of the Town of Riverhead.

- iii. During the term of this contract, the Bidder/Vendor shall, at its own expense, carry insurance minimum limits as set forth above.

18. Piggybacking Clause 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 guarantees no minimum or maximum purchases or contracts as a result of award of this bid. 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 Town of Riverhead and the vendor. Additionally, the TOWN reserves the right to purchase any goods or services included as a part of this bid from any means legally available to it.

III. BID SPECIFICATIONS

1. Scope

Town is seeking proposals from qualified suppliers to provide some or all of the Town's requirements for meats (fresh and frozen), dairy, produce (fresh and frozen), beverages (bottled and frozen concentrate), and grocery (frozen, bottled and canned) items for the Town Senior Citizen Program.

2. Brand, Pack Size, Pricing (including FOB Destination) & Bid Award

Bidders are to indicate in the space provided on the bid sheets the brand name, product code number of each product and pack size if different than specified. Once brands, product code number, and pack sizes have been established in a contract as submitted in this bid, the successful vendor is expected to maintain those brands, product code numbers, and pack sizes. Any changes must be approved by the Purchasing Agent before acceptance of substitutes or alternates.

Bidders are requested to bid on each item separately and the price listed for each item shall include all delivery charges and be fixed for the entire term of the contract. Bidder/Vendor shall list the price for products F.O.B. Destination.

As stated above and below, the Town reserves the right to award to one or more bidders and by item basis. The unit cost submitted must be as unit requested (i.e. case, pounds, portion, dozen, etc.). The Town will make conversions and computations if necessary. Unit cost bid should include any delivery charge (F.O.B. Destination). To the extent that Bidder/Vendor requires a minimum order/dollar value for F.O.B., Bidder/Vendor must include same on the bid sheet. Note: qualification of bid item with a requirement by bidder for any minimum quantity of such item other than as specified in this bid may be cause for rejection of Bidder's entire bid.

(The following is intended to provide an example of item qualification subject to rejection of bid *Cereal: Special K, Unit: Case, Price: \$\$- minimum purchase of 10 cases to secure unit price*). The Town will not pay container costs, packing, shipping or handling charges, nor shall the Town pay for any fuel surcharges. In addition, all prices offered by bidders must include on site off loading and inside delivery.

The Town will evaluate all bids based upon price and/or discount, type or quantity of available products, and best value as determined by the Town. All vendors submitting proposals concur with this method of award and will not, under any circumstances or in any manner, dispute any award made using this method.

Note, if during the course of the contract there is a manufacturer's brand change or reformulation of the product, the Contractor/Manufacturer representative shall not automatically substitute product. Contractor shall submit product specification sheet, Product Formulation Statement, Nutrition Facts, and/or sample shall be submitted upon request for approval prior to any future shipment.

If the new/reformulated product is acceptable, all current terms, conditions, and prices shall remain in effect. No substitutions or reformulated product shall be delivered without prior written approval by the Town Purchasing Agent. Payment will not be processed for unauthorized substitutions or reformulation.

3. Product Specifications, Shelf Life, Quality and Quantities

The approved bidder(s) must provide easy access to product information/label sheets containing product information: Serving Size; Servings per container; Number of calories per serving; Percent (%) of calories from fat; Percent (%) of calories from saturated fat;

Percent (%) of sugar by weight; Milligrams of sodium; Grams of Trans fat; Ingredient list.

To the extent that the item does not include product labeling, the Town shall have the right to request and Bidder/Vendor shall provide a Nutrient Analysis Sheet. Packages shall be so constructed as to insure safe transportation to point of delivery. Packaging should minimize breakage and maintain freshness. Cases should be clean. Soiled and damaged cases will *not* be accepted.

With the exception of specialty "in season" fresh produce, each item listed must have a minimum shelf life of one (1) month upon delivery. All items are to be coded with the date of production and/or "use by" date.

The Town intends to purchase at least one (1) unit/part under this contract if funding allows but may order less or more, if necessary. However, the Bidder/Vendor must furnish the quantity actually ordered.

4. ORDER AND DELIVERY

Bidder shall be required to provide the Town access to and use of telephone and/or online ordering system and such system shall allow placement of orders up to three days prior to the delivery date. Notwithstanding the above, at the Town's request delivery may be requested beyond the three day order date. (I.e. order placed via telephone on Monday with a request for delivery the following Monday).

The time and manner of delivery are essential factors in proper performance under the contract. All items shall be securely and properly packed and clearly marked as to contents. All shipments must be accompanied by a packing slip that bears the relevant Town purchase order number, order date, delivery date, product description for each item ordered; quantity of each item; unit price and total price for order/invoice. The Bidder shall make deliveries during hours of 8:00 am and 3:00 pm at the Senior Center unless arranged otherwise. The Town must receive all products ordered within the time estimated by the vendor on the bid return sheet. In the event the successful bidder fails to deliver the specified items in good order within the time frame allowed, the TOWN reserves the right to purchase the product elsewhere, and any excess cost to the TOWN will be absorbed by such delinquent successful bidder.

As to those items described as "fresh produce", the Town desires to have the option to schedule delivery or pick-up for fresh/"in season" produce. For pick up, the Town seeks a vendor located within 15 miles of the Senior Center located at 50 Shade Tree Lane, Aquebogue, New York and the bidder must guarantee that the products shall be available for pickup during normal business hours Monday through Friday.

Note, the Town reserves the right to add or delete locations during the life of the Contract. Note, vendor may accept credit card or "on-account" only; no cash payments shall be accepted. (See "Invoice & Payment" provisions set forth below).

The Successful Bidder is responsible for all aspects of delivery, including, unloading of items from the delivery truck and the safe and secure placement of the items in the designated area and the Town accepts no responsibility for unloading and placing the items.

In the event delivery of completed products under this contract shall be necessarily delayed because of strike, injunctions, government controls or by reason or any other cause of circumstance beyond the control of the Bidder/Vendor, the time of completion of delivery shall be extended by a number of days to be determined in each instance by mutual agreement between the Town and the Bidder/Vendor.

5. Invoices & Payments

- a. The vendor shall accept a Town issued purchase order and the vendor shall put the item(s) "on account" and submit an invoice for payment to the Town on a monthly basis.
- b. All invoices, vouchers, packing slips and any correspondence shall include the following: date/time; description of item; Town purchase order number, and identify the Town employee picking up the item(s) or accepting delivery of the item(s). All invoices shall be submitted for payment to:

**Riverhead Town Hall, Attn: Senior Center
200 Howell Ave.
Riverhead, NY 11901**

Every invoice must identify the employee picking up or accepting the item.

6. Contract Period

The contract period for this bid award shall be for one (1) year commencing on the date of the bid award, with the option to extend the contract for one (1) additional twelve-month period, upon the mutual agreement of both parties.

7. Municipal Indemnification

The successful bidder must agree to save, keep, bear harmless and fully indemnify the Town and any of its officers, agents, or representatives from all damages, costs or expenses in law or equity that may at any time arise or be set up for an infringement of the patent rights of any person or persons in consequence of the use by the Town or by any of its officers, agents or representatives of articles supplied under the contract arising from bids submitted and of which the successful bidder and manufacturer are not lawfully entitled to sell, provided the Town gives the successful bidder and manufacturer prompt notice in writing of any suit and all information necessary to defend same.

8. Confidential and Proprietary Information

- a. All information contained in the Bid is subject to production under the New York Freedom of Information Act. Each Bidder shall be responsible for identifying all information in its Bid that it considers confidential and proprietary and not subject to release to the general public for any reason by including with its Bid a separate list entitled "Confidential and Proprietary Information". The list shall identify all such information and shall include the location of such information in the Bid, including page numbers, as well as an explanation as to why each piece of information is considered to be confidential and proprietary. All information not included on the list, even if marked as confidential or "proprietary, shall be considered public information and is subject to release at such time identified in the Town of Riverhead Procurement Policy and as required under the Freedom of Information Act.

- b. Reasons given for considering information within a Bid Response confidential or proprietary shall be legally justifiable, which is within the sole discretion of the County. Indicating that a Bid Response in its entirety is confidential and proprietary is not legally justifiable, is not acceptable, and may be grounds for the Town rejecting the Bid Response on the grounds that the Bid Response is not responsive.
- c. Limitations to Liability: Town of Riverhead assumes no responsibility and no liability for costs incurred by Successful Bidder in responding to this bid, including requests for additional information. The Town assumes no responsibility and shall not be liable in any way for the release to the public of information that is contained in the Bid Response.
- d. Bidder agrees to promptly provide any non-confidential information or materials required by the Town to respond to such requests, to the extent required by law.

9. Independent Contractor

In the performance of this Agreement, the Bidder, including its employees, agents, and subcontractors shall act solely as an independent contractor, and nothing contained in or implied by this Agreement shall be construed at any time to create any other relationship between the Town and the Bidder, including employer and employee, partnership, principal and agent, or joint venture.

10. Assignment

The Contract resulting from this bid and the compensation which may become due thereunder are not assignable except with prior written approval of the Town.

11. Interpretation

The Contract resulting from this Solicitation shall be construed under the laws of the State of New York.

12. Indemnification

If a Contract is awarded, the Successful Bidder shall be required to indemnify, defend, and hold the Town, its employees, and agents harmless from and against any and all claims, loss, liability, cost, and expenses, including attorney fees, howsoever arising or incurred, alleging personal injury, bodily injury, including death, or property damage arising out of or attributable to the Successful Bidder's performance of the Contract awarded.

13. Termination Process

- a. Termination for Convenience: Notwithstanding anything contained herein, the Town may terminate this Agreement anytime, in whole or in part, without showing cause by providing thirty (30) days written notice to the Successful Bidder. The Town shall pay all reasonable costs incurred by the Successful Bidder up to the date of termination. The Successful Bidder shall not be reimbursed for any anticipatory profits, which have not been earned to the date of termination.

- b. The Successful Bidder shall be provided 30 days' notice of any termination not for cause and shall only perform such work during the 30-day notice period that is authorized in writing by the Town's Purchasing Agent.
- c. This Agreement may be terminated by the Town upon at least seven (7) days' notice to the Successful Bidder in the event that: (1) the Work is permanently abandoned by the Town; (2) continued Work is deemed by the Town, in its sole discretion, not to be in the best interests of the Town; or (3) monies are no longer available or are not appropriated to fund the Work being performed or to be performed under this Agreement.
- d. Termination for Cause: Notwithstanding anything contained herein, if the Successful Bidder fails to fulfill its obligation under this Agreement properly and on time or otherwise violates any provision of this Agreement, the Town may terminate this Agreement by written notice to the Successful Bidder. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished goods or services provided by the Successful Bidder shall, at the Town's option, become the Town's property. The Town shall pay the successful Bidder fair and equitable compensation for satisfactory performance prior to receipt of notice of termination less the amount of damages caused by the Successful Bidder's breach. If the damages are more than the compensation payable to the Successful Bidder, the Successful Bidder shall remain liable after termination, and The Town may take all steps necessary to collect damages.

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

Sworn to before me this

_____ day of _____, 20____

NOTARY PUBLIC

ITEM #	DESCRIPTION	UNIT	PRICE	BRAND/PRODUCT CODE	UNIT, IF DIFFERENT THAN SPECIFIED
	GROCERY				
1	ALMONDS, SLICED	3#			
2	APPLE CIDER	8/64 oz.			
3	APPLES, SLICED, CANNED	6/10			
4	APPLESAUCE, NO SUGAR ADDED	6/10			
5	BAY LEAF	16 OZ.			
6	BBQ SAUCE, KEN'S OR SWEET BABY RAY'S	4/1 GAL			
7	BEANS, GARBANZO (CHICK PEAS)	6/10			
8	BEANS, THREE BEAN SALAD	6/10			
9	BEEF BASE, GOLD LABEL	6/1#			
10	BEETS, SWEET PICKLED, SLICED	6/10			
11	BLACK BEANS, CANNED	6/10			
12	BLACK-EYED PEAS, CANNED	6/10			
13	BREADCRUMBS, PLAIN	6/5#			
14	CABBAGE, SHREDDED (cole slaw mix)	4/5#			
15	CEREAL, CREAM OF WHEAT	12/28 OZ			
16	CEREAL, CHEERIOS SINGLE SERVE BOWLPAK	96/10Z			
17	CHICKEN BASE, GOLD LABEL	6/1#			
18	CHICKEN BROTH	12/46 OZ			
19	CHIPS, COOL RANCH, IND.	64/1.75 OZ			
20	CHIPS, NACHO CHEESE., IND.	64/1.75 OZ			
21	CHOPPED GARLIC IN OIL	12/2#			
22	CINNAMON	16 OZ.			
23	CLAM BASE, GOLD LABEL	6/1#			
24	COFFEE, GROUND, DECAF, MAXWELL HOUSE	29.3 OZ			
25	COFFEE, GROUND, REGULAR, MAXWELL HOUSE	30.5 OZ			
26	COOKIE, OREO, 4-PACK	120/1.6 OZ			
27	COOKIES, CHOCOLATE CHIP	10#			
28	COOKIES, LORNA DOONES , 4-PACK	120/ 1 OZ			
29	COOKIES, OATMEAL	10#			
30	CORN STARCH	24/1#			
31	CORN, WHOLE KERNEL	6/10			

ITEM #	DESCRIPTION	UNIT	PRICE	BRAND/PRODUCT CODE	UNIT, IF DIFFERENT THAN SPECIFIED
32	CRACKERS, OYSTERETTE TYPE	150 CT			
33	CRANBERRIES, DRIED (OCEAN SPRAY)	10#			
34	CRANBERRY SAUCE, OCEAN SPRAY (JELLIED)	6/10			
35	CROUTONS	5/2.25#			
36	DRESSING, BALSAMIC VINEGARETTE, KEN'S	4/1 GAL			
37	DRESSING, CHAMPAGNE VINEGARETTE, KEN'S	4/1 GAL			
38	DRESSING, ITALIAN, KEN'S ZESTY	4/1 GAL			
39	DRESSING, ITALIAN, KRAFT ZESTY	4/1 GAL			
40	DRESSING, RANCH, KEN'S	4/1 GAL			
41	FISH, TUNA, WHITE	6/66 OZ			
42	FLOUR, ALL PURPOSE	2/25#			
43	FLOUR WRAP, 12"	72 CT			
44	FRUIT COCKTAIL IN JUICE	6/10#			
45	FRUIT SALAD, MEDLEY IN JUICE	6/10#			
46	FRUIT SALAD, TROPICAL IN JUICE	6/10#			
47	GARLIC, GRANULATED	7#			
48	GLAZE, BALSAMIC	4/12.9 OZ			
49	GRAHAM CRACKER CRUMBS	2/5#			
50	GRAVY MASTER	32OZ			
51	JELL-O, RED	12/24 OZ			
52	JUICE, APPLE, MOTTS	8/64 OZ			
53	JUICE, CRANBERRY, OCEAN SPRAY	8/64 OZ			
54	JUICE, ORANGE, HOMEMAKER	8/59OZ			
55	JUICE, PINEAPPLE	12/46 OZ			
56	KETCHUP, HEINZ	6/10			
57	KETCHUP, IND. HEINZ	1000 CT			
58	KIDNEY BEANS	6/10			
59	KIDNEY BEANS	6/10#			
60	LEMON JUICE, PC	200 CT			
61	MAYONNAISE, HELLMANN'S	4/1 GAL			
62	MAYONNAISE, HELLMANS, PC	210 CT			
63	MAYONNAISE, IMPERIAL	4/1 GAL			

ITEM #	DESCRIPTION	UNIT	PRICE	BRAND/PRODUCT CODE	UNIT, IF DIFFERENT THAN SPECIFIED
64	MUSHROOMS, CANNED	6/10			
65	MUSTARD, GULDEN'S	1 GAL			
66	MUSTARD, GULDEN'S, PC	500 CT			
67	OATMEAL, QUAKER OATS, OLD FASHIONED	12/48 OZ			
68	ONION, GRANULATED	7#			
69	ORANGES, MANDARIN, WHOLE SEGMENT	6/10#			
70	OREGANO	16 OZ			
71	PAM SPRAY	6/17 OZ			
72	PAPRIKA	16 OZ			
73	PARSLEY, FLAKES	8 OZ			
74	PASTA, EGG NOODLES, WIDE	10#			
75	PASTA, ELBOW MACARONI	20#			
76	PASTA, PENNE	20#			
77	PASTA, SPAGHETTI	20#			
78	PASTA, TRI-COLOR, SPIRAL	10#			
79	PASTA, ZITI	20#			
80	PEACHES, SLICED, NATURAL, IN JUICE	6/10			
81	PEAR HALVES, NATURAL, IN JUICE	6/10			
82	PEARS, DICED, NATURAL, IN JUICE	6/10			
83	PEPPER STRIPS, MIXED RED & GREEN	6/10			
84	PEPPER, BLACK	16 OZ			
85	PEPPERS, RED, FIREROASTED	6/10			
86	PINEAPPLE CHUNKS, IN JUICE	6/10			
87	PINEAPPLE SLICED, IN JUICE	6/10			
88	PORK & BEANS, (BAKED) BUSH'S	6/10			
89	POTATO CHIPS	104/1 OZ			
90	POTATOES, SWEET, CANNED	6/10			
91	PRETZEL, VENDING	88 CT			
92	PUDDING, CHOCOLATE	6/10			
93	PUDDING, LEMON	6/10			
94	PUDDING, RICE	6/10			
95	PUDDING, TAPIOCA	6/10			

ITEM #	DESCRIPTION	UNIT	PRICE	BRAND/PRODUCT CODE	UNIT, IF DIFFERENT THAN SPECIFIED
96	RED CABBAGE, SWEET & SOUR, LOHMANN	6/10			
97	RELISH	4/1 GAL			
98	RICE PILAF, UNCLE BEN'S	6/36 OZ			
99	RICE, BASMATI	25#			
100	RICE, WHITE, PARBOILED, UNCLE BEN'S	25#			
101	RICE, WILD, LONG GRAIN, UNCLE BEN'S	6/36#			
102	SALAD OIL 90/10	6/1 GAL			
103	SALT	24/26 OZ			
104	SAUCE, DUCK	4/1 GAL			
105	SAUCE, SPAGHETTI, ANGELA MIA	6/10			
106	SAUCE, SWEET & SOUR, KRAFT	2/64 OZ			
107	SAUCE, SWEET & SOUR, MINOR'S	6/64 OZ			
108	SAUCE, WORCESTERSHIRE	4/1 GAL			
109	SAUERKRAUT, OLD FASHOINED BARREL, B&G	1 GAL			
110	SOY SAUCE LOW SODIUM	6/64 OZ			
111	SPLENDA	2000 CT			
112	STRINGBEANS REG. CUT, CANNED	6/#10			
113	STUFFING, CHICKEN FLAVOR, UNCLE BEN'S	6/28 OZ			
114	SUGAR, BROWN, LIGHT OR DARK	24/1#			
115	SUGAR, WHITE, GRANULATED	50#			
116	TEA BAGS, BLACK, LIPTON	10/100 CT			
117	TEA BAGS, GREEN, LIPTON	5/100 CT			
118	THYME	16 OZ			
119	TOMAOTES, WHOLE, CANNED	6/10			
120	VEGETABLE OIL	4/1 GAL			
121	VINEGAR, CIDER	4/1 GAL			
122	VINEGAR, WHITE	4/1 GAL			
123	WATER, POLAND SPRING, BOTTLES	24/16.9OZ			
124	ZUCCHINI & TOMATOES, CANNED	6/10			
125	CANNED FRUIT, DOLE (IN JUICE)	6/10			
126	FRUIT CUPS, DOLE (IN JUICE)	36/4OZ			

ITEM #	DESCRIPTION	UNIT	PRICE	BRAND/PRODUCT CODE	UNIT, IF DIFFERENT THAN SPECIFIED
	PRODUCE				
127	APPLES (MACINTOSH)	120-140			
128	BANANAS	10#			
129	CANTELOUPE	3 CT			
130	CARROTS	50#			
131	CAULIFLOWER	12 CT			
132	CELERY	24 CT			
133	CHERRY TOMATOES	10#			
134	CUCUMBERS	10#			
135	FRESH CAULIFLOWER	EACH			
136	LETTUCE, ROMAINE HEARTS	24 CT			
137	ONIONS, SPANISH	50#			
138	ORANGES	1/113 CT			
139	PEARS	120 CT			
140	PEPPERS, GREEN	25#			
141	PEPPERS, RED	25#			
142	PLUMS, BLACK	28#			
143	POTATOES, IDAHO	90 CT/50#			
144	POTATOES, RED, SIZE A	50#			
145	POTATOES, RED, SIZE B	50#			
146	POTATOES, SWEET, #1	1/40#			
147	POTATOES, CHEF	1/40#			
148	POTATOES, YUKON GOLD	50#			
149	WATERMELON	EACH			
	BAKERY				
150	CROISSANTS	144/2.2 OZ			
151	HERO ROLLS, 3X7	12/6 CT 72			
152	MUFFINS, BLUEBERRY	12/6 OZ			
153	MUFFINS, CORN	12/6 OZ			
154	ROLLS, DINNER	175/1.2 OZ			
155	ROLLS, HAMBURGER	120 CT			
156	ROLLS, HOTDOG	144 CT			
157	BISCUITS, MINI	175/1.2OZ			
	FROZEN VEGETABLES				

ITEM #	DESCRIPTION	UNIT	PRICE	BRAND/PRODUCT CODE	UNIT, IF DIFFERENT THAN SPECIFIED
158	ASPARAGUS SPEARS, FROZEN	6/2.5#			
159	BROCCOLI FLORETS, FROZEN	12/2#			
160	BRUSSELS SPROUTS, FROZEN	12/2.5#			
161	CARROTS, BELGIAN CUT, FROZEN	12/2.5# 40#			
162	CARROTS, DICED, FROZEN	4/2.5# 10#			
163	CAULIFLOWER, FROZEN, (2 LB. PKGS.)	12/2# 24#			
164	COLLARD GREENS, FROZEN	12/3#			
165	GREEN BEANS, WHOLE, FROZEN	12/2.5#			
166	KALE, FROZEN	12/3#			
167	OKRA, CUT, FROZEN	12/2#			
168	ONIONS, PEARL, FROZEN	12/2#			
169	PEAS & CARROTS, FROZEN	12/2.5#			
170	PEAS, FROZEN	12/2.5#			
171	POTATO MEDLEY, LAMB WESTON, #508, FROZEN	5/3#			
172	SNAP PEAS, FROZEN	12/2#			
173	SPINACH, CHOPPED, FROZEN	12/3#			
174	SQUASH, YELLOW, SLICED, FROZEN	12/3#			
175	SQUASH, ZUCCHINI, SLICED, FROZEN	12/3#			
176	STRING BEANS, CUT	12/2#			
177	TURNIP GREENS, CHOPPED, FROZEN	12/3#			
178	TURNIPS, DICED, FROZEN	12/3#			
179	VEGETABLE, CALIFORNIA BLEND, FROZEN	12/2.5#			
180	VEGETABLE, ITALIAN BLEND, FROZEN	12/2.5#			
181	VEGETABLE, NORMANDY BLEND, FROZEN	12/2.5#			
	VEGETABLE, SCANDINAVIAN BLEND, FROZEN	12/2.5#			
182	VEGETABLE, WINTER BLEND, FROZEN	12/2.5#			
183					
	FROZEN MEAT/SEAFOOD				
184	CHICKEN CUTLET, PLAIN, FULLY COOKED, INDIVIDUALLY QUICK FROZEN	40/4 OZ 10#			

ITEM #	DESCRIPTION	UNIT	PRICE	BRAND/PRODUCT CODE	UNIT, IF DIFFERENT THAN SPECIFIED
185	CHICKEN, BREAST FILETS, INDIVIDUALLY QUICK FROZEN	48 ct/5 OZ			
186	CHICKEN, CORDON BLEU, BARBER FOODS, FROZEN				
187	CHICKEN, BROCCOLI STUFFED, BARBER FOODS, FROZEN				
188	CHICKEN, LEG & THIGH, INDIVIDUALLY QUICK FROZEN	48/7.33OZ			
189	HAMBURGERS, 4 OZ PATTY, FROZEN	10#			
190	RAW TIGER SHRIMP, 21-25 COUNT, CLEANED AND DEVEINED	5/2#			
191	SALMON PIECES, INDIVIDUALLY QUICK FROZEN	10#/4 OZ			
192	SEA LEGS SUPREME	12/2.5#			
193	SALISBURY STEAK, INDIVIDUALLY QUICK FROZEN	60/4 OZ			
194	SALISBURY STEAK, INDIVIDUALLY QUICK FROZEN	53/3OZ			
	FROZEN DESSERTS				
195	CAKE, BROWNIE, SHEET, FROZEN	2 TRAYS			
196	CAKE, CARROT, SHEET, FROZEN	4/96 OZ			
197	CAKE, CHEESE, DAVID'S COOKIES NEW YORK STYLE, FROZEN	2/10"			
198	CAKE, CRUMB, SHEET, FROZEN	EACH			
199	CAKE, POUND, LOAF, FROZEN	12/16 OZ 192 OZ			
200	DANISH, ASSTD. FROZEN, WRAPPED	24 CT			
201	ICE CREAM CUP, CHOCOLATE	96/4 OZ			
202	ICE CREAM CUP, VANILLA	96/4 OZ			
203	ICE CREAM CUP, CHOCOLATE	24/6 OZ			
204	ICE CREAM CUP, VANILLA	24/6 OZ			
205	LIMONCELLO, PRESLICED, 14 SLICES, FROZEN	4/BOX			
206	PIE, COCONUT CUSTARD, SARA LEE	6/10"			

ITEM #	DESCRIPTION	UNIT	PRICE	BRAND/PRODUCT CODE	UNIT, IF DIFFERENT THAN SPECIFIED
207	PIE, PEACH, MRS SMITH'S	6/10"			
208	PIE, PUMPKIN, MRS SMITH'S	6/10"			
209	PIES, APPLE, MRS. SMITH'S	6/10"			
210	SORBET, RASBERRY	3 GAL			
211	TIRAMISU, PRESLICED, 14 SLICES, FROZEN	4/BOX			
	FROZEN PREPARED FOODS				
212	COD, BATTERED WITH CORONA, FROZEN	40/4 OZ 10#			
213	COD, POTATO CRUSTED, FROZEN	29/5.5 OZ 159 OZ			
214	EGGPLANT ROLETTE, FROZEN	48/3.5 OZ			
	FISH, SOLE, SCALLOP & CRAB STUFFED,FROZEN	32 CT/5 OZ			
215	KRABBY CAKES, MRS FRIDAY'S, FROZEN	10#/3 OZ			
216	LASAGNA ROLL UPS, FROZEN	6/3.5 OZ			
217	MEATBALLS, PLAIN, FROZEN	10#/2 OZ			
218	MEATBALLS, SWEDISH, FROZEN	10#/2 OZ			
219	MANICOTTI	60/10#			
220	PIERCE SUPER-CHIK'N, 8 PC CUT, BULK PACK, FROZEN	1/10#			
221	POT ROAST W/GRAVY COOKED	3/6#			
222	POTATO PANCAKE, FROZEN	432/.67 OZ			
223	PULLED PORK, FULLY SEASONED	10#			
224	SAUSAGE LINKS, COOKED	160/1 OZ			
225	SHELLS, STUFFED, MEDIUM	120/2 OZ			
226	STUFFED CABBAGE, FROZEN	48 CT			
227	STUFFED PEPPERS, FROZEN, CAMPBELLS	48 CT			
228	TATER TOTS, FROZEN	10#			
229					
	FROZEN OTHER				
230	EGG PRODUCT, FROZEN	6/5#			
231	JUICE, ORANGE, SUNCUP, FROZEN	72/4 OZ			
232	JUICE, APPLE, SUNCUP, FROZEN	72/4 OZ			

ITEM #	DESCRIPTION	UNIT	PRICE	BRAND/PRODUCT CODE	UNIT, IF DIFFERENT THAN SPECIFIED
233	JUICE, PINEAPPLE-ORANGE, SUNCUP, FROZEN	72/4OZ			
	DAIRY				
234	BUTTER BLOCK	36/1#			
235	BUTTER PATTIES (individual)	4/4.25# 17#			
236	CANNOLI CREAM BAGS W/CHOCOLATE CHIPS	4/1.5# 6#			
237	CHEESE, AMERICAN, LOAF, DELUXE WHITE	4/5#			
238	CHEESE, AMERICAN, SLICED, DELUXE WHITE	4/5#			
239	CHEESE, COTTAGE	4/5#			
240	CHEESE, MOZZARELLA, BLOCK	5#			
241	CHEESE, PARMESAN, PC	200/.5 EA			
242	CHEESE, SWISS (4" x 4" LOAF), FINLANDIA	7#			
243	CHEESE, CHEDDAR, SHREDDED	5#			
244	CREAM CHEESE, PC	100/1 OZ			
245	EGGS, FRESH	15 DZ			
246	JUICE, ORANGE, HOMEMAKER	8/59OZ			
247	SOUR CREAM	10#			
248	WHIPPED CREAM, REAL, EVER-FRESH, AEROSOLE CAN	12/15 OZ			
249	WHIPPED TOPPING, EVERY READY, PIPING BAGS	12/32 OZ			
250	YOGURT, ALL LOW FAT, FLAVORS	48/4 OZ			
	MEAT, FRESH				
251	BEEF, BOTTOM ROUND, RAW	4/6-8#			
252	BEEF, CHOPPED 80/20, FRESH, RAW	2.90#			
253	BEEF, TOP ROUND, TRIMMED & TIED, RAW	15#			

ITEM #	DESCRIPTION	UNIT	PRICE	BRAND/PRODUCT CODE	UNIT, IF DIFFERENT THAN SPECIFIED
254	BONELESS PRIME RIB, OVEN READY, CHOICE	88# AVG			
255	CHICKEN BREAST, RAW	40#			
256	CORNER BEEF, LEAN, MOSEY'S	2/7#			
257	HAM, DELI, DELUXE, LOW SODIUM	26# AVG			
258	HOT DOGS, ALL BEEF, SABRETT	5#			
259	PORK BABYBACK RIBS, RAW	18/2.5#			
260	PORK LOIN, RAW, CENTER CUT	2/6-9#			
261	ROAST BEEF, DELI, COOKED, TOP ROUND, DELUXE	2/6-8#			
262	SAUSAGE, ITALIAN, SWEET, FRESH	10#			
263	SAUSAGE, POLISH, KIELBASA	10#			
264	SAUSAGE, SWEET, TURKEY	160/1 OZ			
265	STEW BEEF, FRESH, RAW	10#			
266	TURKEY BREAST, COOKED, LOW SODIUM, DELUXE KOHLER	2/9#			
267	TURKEY BREAST, RAW, OVEN READY, PERDUE	2/10#			

NON-COLLUSIVE CERTIFICATE

MUST BE COMPLETED, SIGNED, NOTARIZED AND RETURNED WITH BID

UNDER PENALTIES OF PERJURY:

I, _____ (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)

(PRINT NAME/TITLE)

Address: _____

Sworn to before me this

_____ day of _____, 20____

Notary Public

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: _____

SEXUAL HARASSMENT

"By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section 201-G of the Labor Law."

AUTHORIZED SIGNATURE_____
PRINT NAME/TITLE/DATE

NOTICE TO PROSPECTIVE BIDDERS

In order to properly expedite the receipt and processing of the bid that you are submitting, you must affix the "IDENTIFICATION LABEL" below to the outer envelope of your sealed bid and deliver it by U.S. Mail, public carrier- such as UPS, FEDEX, or by hand delivery.

Affix the IDENTIFICATION LABEL to the sealed outer envelope.

FAXED OR ELECTRONIC BIDS SHALL NOT BE ACCEPTED.

DELIVERY BY SUCH METHODS SHALL RESULT IN AUTOMATIC DISQUALIFICATION.

Please complete and affix to your sealed bid envelope.



SEALED BID ENCLOSED

MUST BE DELIVERED TO THE TOWN CLERK

BIDDER: _____

ADDRESS: _____

BID NAME: FOOD AND MEAT PRODUCTS

BID OPENING DATE: March 24, 2023

TIME: 11:00AM

BIDS MUST BE DELIVERED TO:

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

PRIOR TO 11AM ON March 24, 2023

LATE BIDS WILL NOT BE ACCEPTED FOR ANY REASON