



# **TOWN OF RIVERHEAD**

***Timothy Hubbard, Supervisor***

4 West 2<sup>nd</sup> Street  
Riverhead, NY 11901  
631.727.3200

**BID #RWD-2024-37**

**BID FOR: WELL AND PUMP TESTING, EVALUATION, REPORTING AND INFORMATION MANAGEMENT FOR RIVERHEAD WATER DISTRICT**

---

BIDDERS NAME

---

BIDDERS ADDRESS

---

CITY, STATE, ZIP

(      )  
PHONE NUMBER

---

E-MAIL ADDRESS

In compliance with your advertisement for bids to be opened on September 5, 2024, 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. All prices shall 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

Bidder's Name: \_\_\_\_\_

**TOWN OF RIVERHEAD  
NOTICE TO BIDDERS**

Sealed bids for **WELL AND PUMP TESTING, EVALUATION, REPORTING AND INFORMATION MANAGEMENT FOR RIVERHEAD WATER DISTRICT** will be received by the Town Clerk of the Town of Riverhead at Town Hall, 4 W Second Street, Riverhead, New York, 11901, until **11:00 a.m. on September 5, 2024** 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](http://www.townofriverheadny.gov) on or after **August 29, 2024**. Click on "Purchasing Department", then "Current Bids and RFPs" and follow the instructions to register.

**BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF RIVERHEAD**

**JAMES M. WOOTEN, TOWN CLERK**

Bidder's Name: \_\_\_\_\_

## **TABLE OF CONTENTS**

	<b><u>Page</u></b>
Section 1. Introduction	3
Section 2. Technical Requirements	3
Section 3. Contractual Terms and Conditions	4
Section 4. Administrative	6
Section 5. Bid Format and Content	6
Section 6. Bid Evaluation Criteria	7
Section 7. NYS Labor Law	7
Section 8. Fuel Surcharge	7
Section 9. Attachments	7

## **Section 1. Introduction**

### **1.1 Purpose**

The Town of Riverhead Water District (hereinafter “**DISTRICT**”) seeks bids from an individual or company with specific training, ability, knowledge, experience and/or expertise to provide services to the District consisting of well and pump testing, evaluation, reporting and information management for the District’s seventeen (17) wells and sixteen (16) booster pumps. Additional available services shall also be provided including inspection, analysis and reporting on the condition of wells and pumping equipment and operator training.

### **1.2 Background**

The District supplies water to the residents of the Town of Riverhead. During the course of providing this service to its residents, it is necessary to test the wells and pumps and obtain an evaluation and report of the wells’ performance.

## **Section 2. Technical Requirements**

Bidders shall provide the following services to the District for the well & pump testing, evaluation; reporting and information management:

### **2.1 Services:**

#### ***I Well & Pumps Testing, Evaluation, Reporting & Information Management:***

- Full performance tests and reports on performance characteristics throughout full operating range and vibration analysis as per Hydraulic Institute;
- Periodic maintenance services and reports on performance under normal system condition with vibration testing;
- Maintain operational and historical information on off-site database and update District database.

#### ***II Inspection, Analysis & Reports on the Condition of Wells & Pumping Equipment:***

- During regular maintenance with recommendations for most cost-effective repair of equipment;
- Review and analysis of well performance and recommendations for correcting existing operational problems;
- Well and pump maintenance management and oversight.

#### ***III Power Cost Reduction Services:***

- Power Cost Reduction Study, including site survey, system profile through collection and analysis of operational information;
- Assist in implementation of operation and equipment changes to assure success of program to maximize savings in power costs.

#### ***IV Operator Training:***

- “Hands-on” during maintenance inspections or full test of wells & pumps;

Bidder's Name: \_\_\_\_\_

- N.Y.S.D.O.H approved to provide "contact hours" to operators, who assist in maintenance inspections.
- On-site covering various wells and pumping equipment-related subjects.

## **2.2 *Rates:***

Rates shall be determined as per the bid submitted by proposed bidders.

## **2.3 *Qualification of Bidders***

Prospective bidders shall supply the District with current references. Bidder must possess the required certification to provide contact hours pursuant to N.Y.S.D.O.H. requirements for maintenance inspections and submit letter of certification and/or licenses with the bid.

# **Section 3. Contractual Terms and Conditions**

## **3.1 *General Specifications***

Bidders shall be responsible to carefully examine the Specifications.

Bidders shall furnish their price and/or lump sum bid as called for on the Bid Sheet(s) attached.

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.

## **3.2 *Discounts***

If Bidder allows cash discount, it shall be as follows:

For payment within 15 days of delivery and/or receipt of voucher.

For payment within 30 days of delivery and/or receipt of voucher.

Discount less than 1% will not be considered.

Cash discounts will not be considered in determining low bidders, but will be taken into consideration in awarding tie bids.

## **3.3 *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.

## **3.4 *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 only in the sole discretion of the District 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.

Bidder's Name: \_\_\_\_\_

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 and responsibility in its sole discretion to accept or reject any or all bids, or parts thereof, and waive any formality if it believes such action to be in the best interest of the Town.

### **3.5 *Contract Period***

The term of the contract between the successful bidder and the Town shall be for a period of one (1) year from date of bid award. At the end of the contract period, the contract may be extended for one (1) year, not to exceed two (2) one-year extensions for a maximum total of three (3) years, upon the same terms and conditions at the sole discretion of the Town of Riverhead and with the consent of the vendor.

### **3.6 *Insurance Required***

The successful bidder will be required to procure, pay for and keep in full force and effect during the term of this contract, the following types of insurance:

1. Workers' Compensation Insurance;
2. Public Liability and Property Damage;
3. Contractor's Liability and Contractor's Property Damage;
4. Owner's Protective Public Liability and Property Damage;
5. Automobile Public Liability and Property Damage.

All insurance coverage shall be in an amount not less than one million dollars (\$1,000,000.00) together with umbrella coverage in an amount of not less than two million dollars (\$2,000,000.00). Insurance documents (certificate(s) of insurance) shall be submitted to the Riverhead Water District within fourteen (14) calendar days from the date the Town Board adopts the resolution awarding the bid. Failure to provide acceptable insurance certificates within the timeframe aforementioned shall result in the termination of the contract and afford the Town of Riverhead the right to award the bid to the next responsible bidder.

### **3.8 *Piggybacking Clause & Reservation of Rights to Purchase Under Legally Available Alternate Procurement Sources***

The contract, if awarded, will be to the lowest responsive/responsible bidder(s) bidder offering best value 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. Additionally, notwithstanding an award pursuant to these specifications, 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, including but not limited to New York State Office of General Services or County of Suffolk Shared Services Initiative/Purchasing

Bidder's Name: \_\_\_\_\_

Cooperative, at the current bid price provided under such bid/contract without notice to the vendor if it is deemed appropriate and in the best interests of the Riverhead Water District Superintendent and the vendor shall have no recourse to the Town and /or Riverhead Water District for any lost profit resulting from this action.

### **3.9 *Payment Terms***

The Vendor shall obtain a purchase order from the District for the work to be performed and shall submit invoices, together with a Town of Riverhead voucher, to Riverhead Water District within a reasonable time after providing the services. All invoices must reference the Riverhead Water District Purchase Order number for the services submitted pursuant to this contract. Vouchers may be obtained from the Town of Riverhead's website at [www.townofriverheadny.gov](http://www.townofriverheadny.gov).

Vouchers submitted for payment must be approved by the Town Board at one of its regularly scheduled meetings. After payment has been approved by resolution of the Town Board, payment will be forwarded directly to the vendor.

### **3.10 *Rights and Options***

The District reserves, holds and may (in its sole discretion) exercise any or all of the following rights and options with respect to the notice of RFP, the RFP and the subsequent Contract, without any liability therefore to the District. The District shall enter into a contract with the proposer whose bid best satisfies the overall interests of the District.

## **Section 4. Administrative**

### **4.1 *Inquiries***

All inquiries concerning this solicitation should be addressed in writing to the following:

**Town of Riverhead  
Attn: Teresa Baldinucci, Purchasing Agent  
4 W 2<sup>nd</sup> Street  
Riverhead, NY 11901  
[baldinucci@townofriverheadny.gov](mailto:baldinucci@townofriverheadny.gov)**

All questions should be submitted in writing, citing the particular bid section and paragraph number. Prospective Bidders should note that all clarifications and exceptions including those relating to the terms and conditions of the contract are to be resolved prior to the submission of a bid. Answers to all questions of a substantive nature will be given to all Prospective Bidders in the form of a formal addendum which will be annexed to and become part of the resultant contract.

### **4.3 *Submission of Bids***

Bids shall be submitted to the **Office of the Town Clerk, 4 West 2<sup>nd</sup> Street, Riverhead, NY 11901**. All bids in the attached and accompanying documentation will become the property of the Town of Riverhead and will not be returned. The content of each bidder's bid will be held in strict confidence during the bid evaluation process, and no details of any bid will be discussed outside the evaluation process. The successful bidder's bid and a copy of the specification will be made part of the contract. Therefore, an official authorized to commit the company to a contract must sign the bid.

Bidder's Name: \_\_\_\_\_

#### **4.4 Town's Rights to Bids**

By submitting a bid, the bidder covenants not to make any claim for or have any right to damages because of any misinterpretation or misunderstanding of the specification, or because of any misinformation or lack of information. The Town of Riverhead has the following prerogatives with regard to bids submitted:

- to accept or reject any or all bids;
- to correct any arithmetic errors in any or all bids;
- to change the bid's due date upon appropriate notification to all prospective bidders;
- to adopt all or any part of a successful bidder's bid;
- to negotiate with the selected bidder prior to contract award.
- begin contract negotiations with another bidder should the District be unsuccessful in negotiating a contract with the selected contractor within 45 calendar days.

### **Section 5. Bid Format and Content**

#### **5.1 Overview**

This section identifies the information that all bidders must include in their bids to the District.

The rules established for bid content and format will be enforced. Variations from the rules prescribed herein may subject the respondent to outright disqualification. It is in the best interests of the respondent to become familiar with the constraints imposed on its bid so that the evaluation process can proceed in a timely manner.

Note that bids are subject to Town of Riverhead procurement rights as set forth herein.

The District prefers that the bids not be hand written, but this is not mandatory provided the respondent uses ink or an indelible pen.

#### **5.2 Cost Submittal Requirements**

The bid consists of the pricing bid that sets forth the costs for requested services. The cost submission should be complete, accurate, well-documented and in the format required. All prices must be inclusive of all costs necessary or incidental for proper performance under this contract.

### **Section 6. Bid Evaluation Criteria**

#### **6.1 Method of Award**

All bids received shall be subject to an evaluation by the District. The District desires to select the bidder who will provide the "best value" taking into consideration the most beneficial combination of qualifications, services and cost and who has met the requirements of this RFP. Only bids judged to be responsive to the submission requirements set forth in this RFP will be evaluated.

Bidder's Name: \_\_\_\_\_

## **Section 7. NYS Labor Law**

The contractor and each and every subcontractor performing work at the site of the project to which this contract relates shall comply with the applicable provisions of the Labor Law, as amended, of the State of New York.

## **Section 8. Fuel Surcharges**

The Town of Riverhead will not pay any type of fuel surcharge. Any fuel charges added will be deleted from any payments made to the vendor.

## **Section 9. Attachments**

Bid Form	Page 10
Non-Collusive Bidding Certificate	Page 14
Iran Divestment Act Certification	Page 15
Sexual Harassment Statement	Page 16

Bidder's Name: \_\_\_\_\_

**RIVERHEAD WATER DISTRICT**  
**WELL AND PUMP TESTING, EVALUATION, REPORTING**  
**And INFORMATION MANAGEMENT**

**Please furnish the following information:**

1. Please list name or names of contact person

During normal hours:

After hours:

2. Please list your days & hours of business:

3. Please list day business phone number(s):

4. Please list night business phone number(s):

Emergency phone number(s):

5. Attach current N.Y.S.D.O.H. certificate

Bidder's Name: \_\_\_\_\_

**THESE BID PRICES SHALL STAY IN EFFECT FOR A PERIOD OF ONE (1) YEAR FROM THE DATE THE BID IS AWARDED BY RESOLUTION OF THE RIVERHEAD TOWN BOARD OR FOR ANY EXTENSION(S) GRANTED BY SUBSEQUENT RESOLUTIONS OF THE RIVERHEAD TOWN BOARD**

I/we fully understand that the acceptance of this bid is subject to the provision of Section 103A and 103B of ***The General Municipal Law.***

NAME OF COMPANY SUBMITTING BID

ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

CONTACT PERSON (PRINTED NAME)

DATE

SIGNATURE

Bidder's Name: \_\_\_\_\_

**BID PROPOSAL**  
**RIVERHEAD WATER DISTRICT**  
**WELL AND PUMP TESTING, EVALUATION, REPORTING**  
**And INFORMATION MANAGEMENT**

**Bidder Name:** \_\_\_\_\_

## ***ITEM 1 – Well & Pumps Testing, Evaluation, Reporting & Information Management***

- I Full performance tests and reports on performance characteristics throughout full operating range and vibration analysis price per well on an "as needed" basis \$ \_\_\_\_\_
- II Periodic maintenance services and reports on performance under normal system condition with vibration testing per well on an "as needed" basis \$ \_\_\_\_\_
- III Maintain operational and historical information on off-site database and update District database per well on an "as needed" basis \$ \_\_\_\_\_
- \*IV "Hands-on" during maintenance inspections or full test of wells and pumps; N.Y.S.D.O.H approved to provide "contact hours" to operators, who assist in maintenance inspections; on-site covering various wells and pumping equipment-related subjects per well on an "as needed" basis \$ \_\_\_\_\_

***ITEM 2 - Inspection, Analysis & Reports on the Condition of Wells & Pumping Equipment***

- I Includes regular maintenance with recommendations for most cost-effective repair of equipment; review and analysis of well performance and recommendations for correcting existing operational problems; well and pump maintenance management and oversight; assist in implementation of operation and equipment changes to assure success of program to maximize savings in power costs per well on an "as needed" basis.

Hourly rate based upon the assumption  
Of 10 hrs per well

\$ \_\_\_\_\_

- \*II "Hands-on" during maintenance inspections or full test of wells and pumps; N.Y.S.D.O.H approved to provide "contact hours" to operators, who assist in maintenance inspections; on-site covering various wells and pumping equipment-related subjects per well on an "as needed" basis.

\$ \_\_\_\_\_

Bidder's Name: \_\_\_\_\_

***BID PROPOSAL (continued)***

### ***ITEM 3 - Power Cost Reduction Services***

Power Cost Reduction Study, including site survey, system profile through collection and analysis of operational information per well on an “as needed” basis.

\$ \_\_\_\_\_ per hr.

**TOTAL AMOUNT BID FOR ITEMS PER WELL:**

**TOTAL \$** \_\_\_\_\_

**\*Attach certification and/or licences**

Bidder's Name: \_\_\_\_\_

**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 bid has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor;
- B) This bid or bid has not knowingly been disclosed, prior to the opening of bids or bids 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 bid;
- D) The person signing this bid or bid 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 bid on behalf of the corporate bidder.

### **Corporation:**

(PRINT CORPORATION NAME)

By:

(SIGNATURE)

(PRINTED NAME/TITLE)

**Address:**

Sworn to before me this

\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

---

## NOTARY PUBLIC

Bidder's Name: \_\_\_\_\_

## **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: \_\_\_\_\_

Bidder's Name: \_\_\_\_\_

## **SEXUAL HARASSMENT STATEMENT**

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 §201-G of the Labor Law.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Bidder's Name: \_\_\_\_\_

Please complete and affix to your sealed bid envelope.



**BIDS MUST BE DELIVERED TO THE TOWN CLERK**

**BIDDER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**BID NAME: WELL AND PUMP TESTING,  
EVALUATION, REPORTING AND INFORMATION  
MANAGEMENT FOR RWD**

**BID OPENING DATE: SEPTEMBER 5, 2024**

**TIME: 11:00AM**

**BIDS MUST BE DELIVERED TO:**

**TOWN OF RIVERHEAD  
TOWN CLERKS OFFICE  
4 WEST 2<sup>nd</sup> STREET  
RIVERHEAD, NY 11901**

**PRIOR TO 11AM ON SEPTEMBER 5, 2024**

**LATE BIDS WILL NOT BE ACCEPTED FOR ANY REASON**