



# **TOWN OF RIVERHEAD**

*Timothy Hubbard, Supervisor*  
4 West 2<sup>nd</sup> Street  
Riverhead, NY 11901  
631-727-3200

**BID FOR: CORROSION CONTROL CHEMICAL (PO4)**  
**BID #2025-13**

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**BIDDERS NAME**

## CONTACT

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**BIDDERS ADDRESS**

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CITY, STATE, ZIP

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**E-MAIL ADDRESS**

In compliance with your advertisement for bids to be opened on **June 12, 2025**, 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,

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Signature

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Printed Name/Title

Date

THIS PAGE MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID

**TOWN OF RIVERHEAD  
NOTICE TO BIDDERS**

Sealed bids for **CORROSION CONTROL CHEMICAL (PO4)** 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 June 12, 2025** 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 **May 29, 2025**. 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**

## **GENERAL SPECIFICATIONS**

Bidders shall be responsible to carefully examine the Specifications enclosed. It is the responsibility of the bidder to submit all required documents specified in the bid specifications. If the bidder fails to submit the required documents, the bid will be rejected.

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

Alternates of equal or superior design and/or quality shall be listed separately and a Manufacturer's Specification Sheet shall be submitted with a bid. **Failure to submit such data may result in the disallowing of said bid.**

These Specifications require the doing of all things necessary or proper for, or incidental to, the furnishing and delivery of said product.

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 product 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.

### **GENERAL**

The product shall be furnished complete and in readiness for use.

### **DELIVERY**

Delivery is to be made within 14 days after receipt of an order via purchase order.

All product delivered shall be delivered "on the ground within the facility" at the delivery point designated on the purchase order. All prices are F.O.B.

At the time of delivery, driver must present the following:

1. MSDS Sheet;
2. Certificate of Physical Characteristics;
3. Certificate of Analysis demonstrating compliance with bid specifications CL2 added;
4. Driver photo ID;
5. Affidavit of truck compliance submitted for delivery of water supply additives;
6. Seal numbers and documentation.

**NOTE: If all six (6) items are not present at the time of delivery, the load will be rejected at NO COST to the District.**

**PRICES**

If a like or lower quantity of a standard item contained in this bid is sold by a vendor at a price less than the prices quoted herein, the price to the Town of Riverhead shall be reduced to that lower price.

**QUANTITY**

The Town of Riverhead is in no way obligated to purchase quantities neither shown nor limited to said quantities listed.

**CONTRACT PERIOD**

The Contract Period shall be effective from the date a resolution is adopted by the Town Board of the Town of Riverhead and shall continue for a period of one (1) year. At the termination of the contract period, the contract may be extended for 1 additional year (not to exceed two extensions) for a total not to exceed three (3) years with the consent of the vendor(s) and the acceptance of the Town of Riverhead by a resolution of the Town Board.

The mention in the specifications of any product 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 Town. Any product which is of equal type and quality may be considered as such and may be acceptable to the Town upon agreement by the Town Board to that fact. The decision of the Town Board, however, in such a circumstance is final.

Furthermore, the Town Board of 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.

**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 or on the basis of best value in a manner consistent with all applicable provisions of **General Municipal Law 103**. The TOWN guarantees no minimum or maximum purchases or contracts as a result of award of this bid. The Town of Riverhead seeks to offer and make available this contract for commodity, product or services to members (commissioner elected, town or village water district members) of the Long Island Water Conference (LIWC) which maintain and manage their own water distribution system and meet criteria set forth in General Municipal Law, Article Five § 119-o related to town, village or special districts authorization to enter into cooperative agreements authorized by applicable provisions of Town Law and General Municipal Law that have entered into the purchasing cooperative agreement, of the LIWCPC and 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.

### **OSHA STANDARDS**

All equipment, materials and/or installations utilized in connection with this contract will meet all OSHA standards.

The OSHA Hazard Communication Standard (Subpart Z of Part 1910 of Title 29 of the Code of Regulations amended under Section 1910/1200 Federal Register) requires chemical manufacturers, importers and distributors to obtain and develop Material Safety Data Sheets (MSDS's) for each hazardous chemical they produce, distribute or import. Bids may not be considered unless the MSDS accompanies each bid. Departments will not accept delivery from providers of chemicals unless EACH container is properly labeled in accordance with MFDA704 (when applicable).

**MATERIAL SAFETY DATA SHEETS MUST BE SUBMITTED WITH BID FORMS.**

### **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.

**CORROSION CONTROL CHEMICALS SPECIFICATIONS**  
**RIVERHEAD WATER DISTRICT**

**PART 1 - GENERAL**

**1. SCOPE**

- A. The supplier under this contract shall furnish "approved" corrosion control chemicals for bulk liquid solution for water treatment certified by the NSF to conform to ANS/NSF Standard 60/61.

**2. FEDERAL, STATE AND COUNTY APPROVALS**

- A. The Corrosion Control Chemical to be supplied shall have been accepted by the NSF to conform to ANS/NSF Standard 60/61.
- B. The bidder shall also provide proof of certification of meeting ANSI/NSF Standard-60/61 and have a Material Safety Data Sheet for the product being bid.

**3. BACTERIA/CHLORINATION**

- A. Due to potential problems with encapsulated bacteria in the distribution system and the current continuous use of chlorine in the range of 0.5 to 1.5 parts per million (PPM), the bidder shall provide some documentation that the corrosion control chemical does not increase bacteria counts in the distribution system and does not materially increase the overall chlorine demand. At the time of delivery, the supplier shall maintain a Cl<sub>2</sub> residual in product of not less than 10 PPM of free chlorine residual. Chlorination shall not break down the product. **NOTE: IF DOCUMENTATION IS NOT PRESENT AT THE TIME OF DELIVERY, THE LOAD WILL BE REJECTED.**

**4. TESTING**

- A. Prior to the first delivery of the product and four (4) times after (quarterly samples) (total of five [5] sets), the supplier shall sample and test all seventeen (17) supply wells and ten (10) distribution locations within the Riverhead Water District for the following parameters: pH, iron, manganese, copper, magnesium, calcium hardness and total alkalinity.
- B. Based on the test results for these parameters the supplier shall make written reports/recommendations as to the optimum chemical dosage and metering pump setting.
- C. Subsequent to the award of the bid, the supplier will contact the Riverhead Water District to set up a schedule of times and dates to do all samples. If supplier fails to take a sample pursuant to schedule, the Riverhead Water District shall have the right to have District personnel take the required samples, and the supplier shall reimburse the District for any and all expenses (including but not limited to postage, laboratory analysis, etc.) incurred due to supplier's omission to take samples when scheduled.
- D. At the time the bid is submitted, the bidder shall provide a written calculation for the quantity per hour of the corrosion control chemical required for a hypothetical

well. The well parameters are as follows: 1,200 GPM; 0.02 mg/L iron; 0.11 mg/L manganese; 0.006 mg/L copper; 0.0037 mg/L magnesium; and 12 mg/L calcium hardness as  $\text{CaCO}_3$ . The residual of 1.0 mg/L of total phosphate as  $\text{PO}_4$  is the desired dosage rate. This calculation will be used in the determination of the cost effectiveness of the product and considered as a criteria for the award of the bid. **PLEASE NOTE:** Riverhead Water District treats to a finish Ph of 7.6 to 7.8 (approximately 23 mg/L calcium hardness as  $\text{CaCO}_3$  after lime) and a free chlorine residual of 1.0 mg/L.

## **5. REJECTION**

- A. The basis of rejection of the bid and/or materials is the corrosion control chemical (a) does not meet NSF approval; (b) does not meet chemical, physical or safety requirements of these specifications; or (c) nonconformance with these specifications, including lack of documentation acceptable to the District. Note: Calculation amounts of product per mg will be used as a determining factor in Bid Award.

## **6. PAYMENT**

- A. Payments shall be made at the unit prices bid per gallon for the respective time period for the actual gallons of Corrosion control chemical delivered.
- B. After Delivery, the supplier shall submit a claim on a Riverhead Town claim voucher based on the actual quantity delivered in accordance with the specifications at the respective unit price bid with an attached Affidavit of Compliance. Payment will be made within thirty (30) days after receipt of a properly executed claim voucher.

## **PART 2 - MATERIALS**

### **1. PHYSICAL CHARACTERISTICS**

- A. The Corrosion Control Chemical to be supplied shall be a liquid linear-chain phosphate or approved equal for treating potable water supplies to control iron and manganese problems; provide protection against corrosion of metal surfaces; and with continuous feed, gradually remove existing scale and old corrosion productions without domestic problems to consumers on the water distribution system.
- B. The bidder shall provide five (5) public water suppliers (preferably in New York State), including contact name and telephone numbers, that have used the bidder's Corrosion Control Chemical for at least two (2) years. The list of the suppliers is to be attached to and made a part of this bid document.
- C. The corrosion control chemical shall have the following physical characteristics or approved equal:
  - 1. Appearance/Color: Clear, water white
  - 2. Stability (shelf life): 1 year minimum
  - 3. pH range: 5.7 to 6.8
  - 4. Weight range: 11.4 to 11.8 lbs./gallon

5. Total Phosphate	35% +/- 2%
6. Poly Phosphate	24.5% +/- 2%
7. Ortho Phosphate	10% +/- 2%
8. Poly:Ortho ratio	70:30

D. The bidder shall provide certified physical characteristics with the bid submittal.

## **PART 3 – EXECUTION**

### **1. APPLICATION INSTRUCTIONS**

A. After bidding, the bidder awarded the contract shall provide written application instructions and calculations for the varying water quality conditions for the seventeen (17) wells of the Riverhead Water District. The raw water is currently treated with lime to raise the pH to about 7.6-7.8; the corrosion control chemical is then added; and followed by chlorine.

### **2. TRAINING**

Bidder must provide a minimum of a four (4) hour chemical handling and safety training class and must be held within one (1) week prior to the start of chemical supply.

### **3. DELIVERY**

A. **Inspection Prior to Bidding:** A visual inspection of the sites by the bidder is recommended prior to bidding. Contact Superintendent Frank Mancini or Asst Superintendent John Flynn, or the designated assistant, at (631) 727-3205 in order to gain admittance to locked plant sites.

B. **Location:** The general locations of the plant sites of the Riverhead Water District and tank capacities for Corrosion control chemicals are as follows:

1. Plant No. 4 - Osborne Avenue:
  - (a) Pump Stations No. 4-1 & 4-2, 325-gallon tank capacity
2. Plant No. 5 - Middle Road, Northeast of Fanning Blvd.:
  - (a) Pump Stations No. 5-1 & 5-2, 325-gallon tank capacity/325-gallon storage;
3. Plant No. 11 – Middle Country Road (Grumman):
  - (a) Well 11-1, 325-gallon tank capacity.
4. Plant No. 16 – Edwards Avenue: 325-gallon tank capacity

C. **Drops:** Drops shall usually be required of the corrosion control chemical at most, if not all, of Plants No. 4, 5, 11 and 16 on the same delivery date. Bidder shall bid on delivery as follows:

1. 0 - 1000 gals. of product
  - (a) four (4) drops;
2. 1001 - 2000 gals. of product
  - (a) four (4) drops

D. **Trucks for Delivery:** The tank truck for delivery of the corrosion control chemical shall contain a suitable lining and shall be a dedicated truck used solely for the delivery of water supply additives. An Affidavit of Compliance with this requirement will be required from the truck owner. The tank is to have a seal number and documentation that the product was sealed at the factory and shall contain a tag verifying same. After each stop prior to delivery to the Riverhead Water District, the tank may be unsealed; however, the tank must be resealed after every stop between the point of origin and delivery to the Riverhead Water District. At the time of delivery of the corrosion control chemical to the Riverhead Water District, the driver of the tank truck shall supply the Riverhead Water District with the name of the company, contact person and phone number of each and every stop made prior to delivery to the Riverhead Water District, and the District reserves the right to contact any or all persons on the list of stops made by the delivery truck prior to accepting the corrosion control chemical, (**NOTE: The specifications call for a bid for point-to-point delivery. Point to point shall mean sealed and tagged delivery of the product from point of origin to the Riverhead Water District.) PLEASE BID ACCORDINGLY.**

E. **Telephone Notification to District:** Notification of delivery of the product shall be made by telephone to either Superintendent Frank Mancini or John Flynn his designated assistant, at (631) 727-3205 on a normal working day **prior** to delivery.

F. **Time of Delivery:** Delivery shall be made on a normal working day of the District and early enough in the day to permit unloading during normal working hours. **NOTE:** Delivery of the product may be during summer hours in June, July, August and September Monday through Friday, 6:00 a.m. to 10:00 p.m. if authorized by the Riverhead Water District.

G. **Orders:** Orders for the respective item shall be placed by telephone to the supplier with a purchase order number. Purchase order will be faxed to supplier. Delivery shall be made within two (2) weeks after the order is placed.

H. **Quantity:** The anticipated delivery amounts are based on an average of the last few years, the estimated amount to be 3,000 gallons.

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

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

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

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

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

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

## **NON-DISCRIMINATION STATEMENT**

During the performance of the agreement, the CONTRACTOR hereby agrees that it will not directly or indirectly discriminate against any employee or applicant for employment in accordance with appropriate New York State and Federal Laws.

## **SEXUAL HARASSMENT PREVENTION 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: \_\_\_\_\_

## **NON-COLLUSION STATEMENT**

UNDER PENALTIES OF PERJURY:

\_\_\_\_\_(BIDDER), BEING DULY SWEORN,  
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)

\_\_\_\_\_  
(PRINTED NAME/TITLE)

Address: \_\_\_\_\_  
\_\_\_\_\_

Sworn to before me this

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

\_\_\_\_\_  
NOTARY PUBLIC

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

**BID FORM FOR CHEMICALS  
CORROSION CONTROL CHEMICAL (PO4)  
BID #2025-13**

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

## **PLEASE READ CAREFULLY**

1.	0 - 1000 gals. of product Four (4) drops	\$ _____ Price per gal.
2.	1001 - 2000 gals. of product Four (4) drops	\$ _____ Price per gal.

**THESE BID PRICES SHALL STAY IN EFFECT FOR ONE (1) YEAR  
FROM THE DATE A RESOLUTION IS ADOPTED BY  
THE TOWN BOARD OF THE TOWN OF RIVERHEAD  
AND ANY EXTENSIONS GRANTED THEREAFTER**

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.

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DATE

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**NAME OF AGENT/DEALER**

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## ADDRESS

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CITY, STATE, ZIP CODE

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## CONTACT PERSON

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**SIGNATURE OF DEALER/AGENT**

Please complete and affix to your sealed bid envelope.



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

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

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

**BID NAME: CORROSION CONTROL  
CHEMICAL (PO4)**

**BID OPENING DATE: JUNE 12, 2025  
TIME: 11:00AM**

**BIDS MUST BE DELIVERED TO:**

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

**PRIOR TO 11AM ON JUNE 12, 2025**

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