

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



## TOWN OF RIVERHEAD

*Timothy Hubbard, Supervisor*

4 West 2nd Street

Riverhead, New York 11901

631-727-3200

---

### BID FOR: GRIT SCREEN WASTE REMOVAL AND DISPOSAL

BIDDERS NAME \_\_\_\_\_

BIDDERS ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
PHONE NUMBER

EMAIL ADDRESS \_\_\_\_\_

In compliance with your advertisement for bids to be opened on **JULY 17, 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,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Date

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

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

**TOWN OF RIVERHEAD  
NOTICE TO BIDDERS**

Sealed bids for **GRIT SCREEN WASTE REMOVAL AND DISPOSAL** 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 July 17, 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 June 26, 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**

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

**RIVERHEAD SEWER DISTRICT  
AND  
RIVERHEAD SCAVENGER WASTE DISTRICT**

**GRIT SCREEN WASTE REMOVAL AND DISPOSAL**

**BID SPECIFICATIONS**

**General Scope of Work:**

The contractor shall collect Screenings & Grit at the plant and transport same to a fully licensed and permitted Screenings & Grit disposal facility for disposal.

The price bid shall represent the complete cost to the Districts for collection and transportation and ultimate disposal. No additional fees or costs shall be passed through by contractor to the Districts.

The analysis of the Screenings & Grit material is attached as Exhibit A. Any additional testing requested by bidder will be performed by the bidder at their expense to ascertain additional requirements than those provided herein to allow the Screenings & Grit to be disposed of at a facility of the bidders choice. There are no guarantees or warranties that this Screenings & Grit can be disposed of at any or all facilities desired to be considered by the bidder. It is the bidders responsibility to locate and verify the acceptance of the Screenings & Grit at the disposal location(s) as selected by the bidder.

**Time of Performance:**

The contractor shall cause trucks and operators to arrive at the plant within 24 hours of telephone notice by the Superintendent to remove a minimum 20 yard dumpster and install an empty 20 yard in its place. In lieu of dumpster switch out, the 20 yard dumpster provided under this contract may be cleaned out by the contractor and left in place for next emptying cycle.

**Equipment:**

A roll-off/dumpster of not less than twenty cubic yards shall be placed at the plant as shown in diagram, Exhibit A. Contractor shall remove roll-offs when filled and replace with empty containers. No roll-offs shall be stored at the plant. All roll-offs shall be leak-free and have a rear splash plate of no less than 48". Roll-offs shall have two rear working wheels. In lieu of dumpster switch out, the 20 yard dumpster provided under this contract may be cleaned out by the contractor and left in place for next emptying cycle.

**Liquidated Damage:**

Contractor shall pay, and same may be withheld by the District, \$500 for each 24 hours beyond the time specified above by the Superintendent for performance.

**Contractor Responsible for Ultimate Disposal:**

Upon initial removal of Screenings & Grit contractor shall be responsible for the ultimate disposal of the Screenings & Grit at a facility which is fully licensed and fully permitted to accept and ultimately dispose of Screenings & Grit.

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

**Payment Requisition:**

Payment shall be made by the District for the tons actually disposed of by the bidder upon monthly statement upon the standard Town of Riverhead voucher. Invoices and claim vouchers, with supporting documentation, must be submitted for payment within 30 days from the date of service.

**Term of Bid:**

The price bid shall remain in effect for twenty-four (24) months from the date of award. At the end of the contract period, the contract may be extended (not to exceed 2 one (1) year extensions) upon the same terms and conditions at the sole discretion of the Town of Riverhead and with the consent of the vendor. The District reserves the right to cancel service under this bid upon 30 days written notice to bidder.

**No Minimum/ No Guarantee:**

No representation is made by the District that a minimum quantity Screenings & Grit will be generated. The quantity of Screenings & Grit to be removed shall be in the sole judgment of the Superintendent. This is not a "requirements" contract.

**Disposal to Licensed Facility Only:**

Bidder shall promptly deliver the Screenings & Grit removed to a licensed facility for final disposal. Bidder shall file copies of the permits under which such facility operates with the Superintendent and any renewals, changes or modifications thereof.

**Applicable Regulations:**

Bidder shall secure all permits and licenses necessary to extract, transport and dispose of Screenings & Grit at its sole cost and expense.

**Container to be Removed and Replaced:**

Bidder shall remove container when filled within 24 hours of Superintendent's telephone request. No container, other than one actually in use, may be stored at the plant.

## **INSTRUCTION TO BIDDERS**

### **1. Receipt and Opening of Bids**

Pursuant to Town Board Resolution, the Town of Riverhead invites bids on the forms herein provided for the TOWN OF RIVERHEAD SEWER DISTRICT AND SCAVENGER WASTE DISTRICT at the time, date and place indicated in the Notice to Bidders.

### **2. Form, Preparation and Presentation of Proposal**

In submitting the bid, the bid sheets furnished are to be filled in but not detached from the Contract Form. In no case is the Contract Form to be filled in or signed by the Bidder. The complete bid for this work shall be enclosed in a sealed envelope properly endorsed. All blank spaces for bid prices must be filled in, in ink, in both words and figures, with a total or gross sum for which the bid is made. Bids that contain any omission, erasure, altercation, addition or items not called for in the itemized bid form or that contain irregularities of any kind may be rejected. In case of discrepancy between the unit price and total amount bid for any item, the unit price, as expressed in words, shall govern.

### **3. Bid Security**

- (a) The Bid must be accompanied by a certified check on the solvent bank or trust company with its principal place of business in New York State, or an acceptable bid bond, in an amount equal to not less than five percent (5%) of the total bid, made payable to the Town of Riverhead (herein identified as the Town), as assurance that the bid is made in good faith. The certified checks or bid bonds will be returned after execution of the Contract between the Town and the successful bidder; the certified check or bid bond of the successful bidder will be retained until filing and approval of the Performance Bond and until the completion of ten percent (10%) of the work under the Contract.
- (b) The successful bidder, upon his failure or refusal to execute and deliver the Contract and bonds required within ten (10) days after the date of notice of the acceptance of his/her bid, shall forfeit to the Town, as liquidated damages for such failure or refusal, the security deposited with his/her bid.
- (c) Each proposal must also be accompanied by a Letter of Intent from a surety company acceptable to the Town, which letter shall assure the Town that the bidder, if awarded the Contract, will be able to secure from the surety the required bonds in the required amounts.

### **4. Qualifications of Bidders**

- (a) Forms for qualifications of bidders, giving evidence of sufficient facilities, equipment, experience and financial ability to insure completion of the work will be provided, and should be submitted with the bid document.

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

Qualifications Form is included as Exhibit B.

- (b) Information contained in any statement of financial ability shall be not more than thirty days old at the time of submission. If a financial statement is already on file with the Town Clerk, a new one need not be submitted provided the information contained therein is not more than thirty days old at the time of the opening of bids and provided the Contractor has not materially changed since submission of said statement.

## **5. Rejection of Bids**

- (a) The TOWN BOARD reserves the right to reject any bid if the evidence submitted in the qualifications statement or an investigation of such bidder fails to satisfy the TOWN BOARD that such bidder is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein. Conditional bids will not be accepted.
- (b) The TOWN BOARD reserves the right to reject any and all bids, in whole or in part, to waive any information in any or all bids, and to accept the bid or part thereof which it deems most favorable to the Town after all bids have been examined and/or checked. No bid shall be withdrawn for a period of forty-five days after being publicly opened and read.

## **6. Bidders Responsibility**

- (a) The bid shall include the complete cost of furnishing all materials, labor and equipment necessary to perform the work in accordance with this bid, including all other expenses incidental thereto.
- (b) Bidders must examine this bid and the existing facilities at the Riverhead Sewer District and Riverhead Scavenger Waste District located at private road off Riverside Drive, Riverhead, NY (hereafter known as the "plant") and exercise their own judgment as to the nature and amount of the whole of the work to be done, and for the bid prices, must assume all risks of variance by whomsoever made in computation or statement of amounts or quantities necessary to fully complete the work in strict compliance with the Contract Documents.
- (c) The Contractor shall assume all risks and responsibility and shall complete the work in whatever material and under whatever conditions he/she may encounter or create, without extra cost to the Town.
- (d) No pleas of ignorance or misunderstanding of conditions that exist or that may hereafter exist, or of conditions of difficulties that may be encountered in the execution of the work under this contract, as a result of failure to make the necessary examinations and investigations, will be to fulfill in every detail all of the

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

requirements of the Contract Documents, or will be accepted as a basis for any claims whatsoever for extra compensation, or for extension of time.

(e) All vehicles over 5 tons are prohibited from traveling on Riverside Drive west of the plant. All vehicles will travel on that portion of Riverside Drive east of the plant.

## **7. Construction Terms and Conditions**

The successful bidder is warned that the work specified in the Information for Bidders, Form of Bid, Specifications and Instructions of the District Superintendent or his duly authorized representative will be rigidly enforced.

## **8. Security for Faithful Performance and Maintenance**

The successful bidder shall be required to execute a Performance Bond equal to one hundred percent (100%) of the amount of the bid, such bond to be executed by a surety company acceptable to the Town; or bond secured by collateral; or securities approved by the Town. The Performance Bond shall be written so as to remain in full force and effect through the term of this bid as specified in paragraph hereof. The successful bidder, upon failure to execute and deliver the bonds required within ten (10) days after the date of Notice of Award, shall forfeit to the Town, as liquidated damages for such failure or refusal, the security deposited with his bid, and he/she will be liable for and he/she agrees to pay to the Town on demand, the difference between the price for which such contract shall subsequently be relet including the cost of such reletting less the amount of such deposit. No plea of mistake in such accepted bid shall be available to the bidder for recovery of his/her deposit or as a defense to any action upon accepted bid unless said mistake can be proven by documentary evidence acceptable to the Town.

After approval of the bonds and execution of the contract, the bid security accompanying the bid will be returned.

## **9. Foreign Contractors**

Foreign Contractors must comply with the provisions of Articles 9A and 16 of the Tax Law, as amended, prior to submission of a bid for the performance of this work. The certificate of the New York State Tax commission to the effect that all taxes have been paid by the foreign contractor shall be conclusive proof of the payment of taxes. The term "foreign contractor" as used in this subdivision means in the case of an individual, a person who is a legal resident of another state or foreign country; and in the case of a foreign corporation, one organized under the laws of a state other than the State of New York.

## **10. Lien Law**

Attention of all persons submitting bids is specifically called to the provisions of Section 25, Subdivision 5, Section 25A and 25B of the Lien Law, as amended, in relation to funds being received by a contractor for a public improvement declared to constitute trust funds in the hands

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

of such contractor to be applied first to the payment of certain claims. The payment requisition shall be accompanied by an affidavit of compliance with the Lien Law.

#### **11. Subcontractors and Assignment**

The successful bidder may not subcontract or assign their rights or responsibilities under this bid without the prior written approval of the District Superintendent.

#### **12. Addenda and Interpretations**

Every request for information or interpretation of the Contract Documents or Drawings must be addressed in writing to:

Teresa Baldinucci, Senior Purchasing Agent  
4 West 2<sup>nd</sup> Street  
Riverhead, NY 11901  
Email: [baldinucci@townofriverheadny.gov](mailto:baldinucci@townofriverheadny.gov)

and to be given any consideration, must be received at least five (5) days prior to the date scheduled for the opening of bids. Any such interpretations or supplemental instructions will be in the form of written addenda, and will be e - mailed to all registered prospective bidders. The failure of any bidder to receive any such addenda will not relieve the bidders of any obligation under this bid as submitted. Any addenda so issued shall become part of the Contract Documents.

#### **13. Liquidated Damages**

Liquidated Damages in the amount of \$500 per day may be assessed for each consecutive calendar day of delay not excusable as provided in the Contract Documents.

#### **14. Exemption from Sales and Use Taxes**

In accordance with Chapter 513 of the laws of 1974 adopted by the New York State Legislature, amending section 1115 (a) of the tax law, specifically paragraphs 15 and 16, political subdivisions, as described in subdivision (a) paragraph (L) of section 116 of the tax laws, of the State of New York are exempt from the payment of sales and use taxes imposed on tangible personal property within the limitations specified in tax law 115 (a) (15) and (16).

(15) Tangible personal property sold to a contractor, subcontractor or repairman for use in erecting structure or building of an organization described in subdivision (a) of section 1116, or adding to, altering or improving real property, property or land of such an organization, as the terms real property, property and land are defined in the real property tax law; provided, however, no exemption shall exist under this paragraph unless such tangible personal property is to become an integral component part of such structure, building or real property.

(16) Tangible personal property sold to a contractor or repairman for use in maintaining, servicing or repairing real property, or land of an organization described in subdivision (a) of section 1116, as the terms real property, property or land are defined in the real property tax law; provided, however, no exemption shall exist under this paragraph unless such tangible personal

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

property is to become an integral component part of such structure, building or real property.

Contractors entering into contract with the Town of Riverhead shall be exempt from payment of sales and use tax as described above. Procedures and forms are available to the contractor direct from the Instructions and Interpretations Unit, State of New York, Department of Taxation and Finance, State Campus, Albany, New York 12227.

**15. Method of Award**

All bids will be compared based on the lowest bid price(s) submitted for the work to be done in addition to the qualifications of the bidder, as requested. Bidder may be requested to submit additional information such as references.

**16. Time for Completion**

The bidder, when submitting his bid, must be prepared to commence work not later than ten (10) days after signing the Contract unless the Town shall authorize a delay.

**17. Payments**

Payment shall be made by the District for the tons actually disposed of by the bidder upon monthly statement upon the standard Town of Riverhead voucher. Invoices and claim vouchers, with supporting documentation, must be submitted for payment within 30 days from the date of service.

**18. Labor Law**

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

**19. Wage Rates**

The rates of wages determined by the New York State Industrial Commissioner pursuant to the Labor Law, which are to be paid on this project, have been ordered from the Labor Commissioner. Bidders are directed to contact the Department of Labor to determine the wages to be paid pending receipt of the wage rate sheet.

**20. Insurance Required by the Town of Riverhead**

Upon award of bid, CONTRACTOR must provide a copy of all insurance certificates identified in the specifications within thirty days of notification of successful bid and prior to commencement of any services identified in the contract/bid specification. CONTRACTOR is required to provide proof of insurance and name the Town of Riverhead as an additional insured on General Liability Insurance and Professional Liability Insurance. In the event the CONTRACTOR fails to provide the insurance required information, the Town may cancel the award and award to the next lowest bidder.

- a. Proof of Comprehensive General Liability Insurance, including products completed, contractual, property and personal injury in the amount of \$1,000,000.00 per

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

occurrence and \$2,000,000.00 in the aggregate; and

- b. Proof of Professional Liability insurance in the amount of \$1,000,000.00; and
- c. Proof of Automotive/Equipment Liability (Bodily Injury and Property Damage) insurance in the amount of \$100,000 (per occurrence)/\$300,000 (total).

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

**PROPOSAL FORM**

**TOWN OF RIVERHEAD  
SUFFOLK COUNTY, NEW YORK**

**PROPOSAL  
FOR**

**TOWN OF RIVERHEAD SEWER DISTRICT AND RIVERHEAD SCAVENGER  
WASTE DISTRICT GRIT SCREEN WASTE REMOVAL AND DISPOSAL**

Town of Riverhead  
Riverhead, NY

Gentlemen:

The undersigned bidder has carefully examined the Contract Documents for the proposed construction and will provide all necessary labor, materials, equipment and incidentals as necessary and called for by the said Contract Documents in the manner prescribed therein and in said Contract, and in accordance with the requirements of the Sewer District Superintendent or his representative at the following unit and/or lump sum prices:

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

## **PROPOSAL FORM**

The following is a true and correct copy of the resolution adopted by:

---

Corporation at a meeting of its Board of Directors on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(Seal of Corporation)

---

Secretary

Legal name of person, firm or corporation making this bid:

---

Dated: \_\_\_\_\_

(Bidders Seal)

### **NOTES:**

- (1) Where a bidder is a firm, the bid must be signed in the name of the firm by a member of the firm who must sign his own name immediately there under as \_\_\_\_\_, Partner.
- (2) Where a bidder is a corporation, the bid must be signed in the name of the corporation by a duly authorized officer or agent thereof having knowledge of the matters stated in the bid and such officer or agent shall also subscribe his own name, the office he holds, and the seal of the corporation must be affixed.
- (3) The bid must be sworn to by the person signing it, using one of the appropriate forms of acknowledgement which follow.
- (4) The bidders shall date the Form of Affidavit, fill in all blank spaces and complete the "Questionnaire" which follows as part of bid.
- (5) In case of any discrepancy in the bidder's extensions or total, the Sewer District Superintendent's computation of extensions and totals will govern.

## **PROPOSAL FORM**

### **STATEMENT OF NON-COLLUSION**

Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury; Non-collusive bidding certification.

“(a) 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 or perjury, that to the best of knowledge and belief:

- (1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.”

(b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; providing however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his/her designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule,

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

regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Corporation: \_\_\_\_\_  
(PRINT CORPORATION NAME)

By: \_\_\_\_\_  
(SIGNATURE)  
\_\_\_\_\_  
(TITLE)

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

Sworn to before me this

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

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

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

**TOWN OF RIVERHEAD SEWER DISTRICT AND SCAVENGER WASTE DISTRICT**  
**GRIT SCREEN WASTE REMOVAL AND DISPOSAL**

Name of Bidder: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_  
\_\_\_\_\_

Signed By: \_\_\_\_\_

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

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

Price per Ton: \_\_\_\_\_  
(Words)

Price per Ton: \_\_\_\_\_  
(Dollars \$)

Total amount bid for 24 months at the estimated 600 tons per year:

\_\_\_\_\_  
(Words)

\_\_\_\_\_  
(Dollars \$)

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

## **PROPOSAL FORM**

**BIDDER MUST SIGN THIS FORM BEFORE A NOTARY PUBLIC**

STATE OF NEW YORK )  
 ) ss:  
COUNTY OF )

That in connection with the above bid or contract of

I \_\_\_\_\_ the  
\*(applicable herein, (an officer or agent of the corporate applicant, namely its  
\_\_\_\_\_), swears of affirms under the penalties of perjury) that no other person  
will have any direct or indirect interest in this proposal except  
\_\_\_\_\_(in case of a corporation, all officers of the corporation and  
stockholders owning more than 5% of the corporation stock must be listed. Use attached sheet if  
necessary).

That \*(none of the officers or stockholders are) related to any officer or employee of the Town of Riverhead except \_\_\_\_\_.

That there is not any state or local officer or employee or a member of a board of commissioners of a local public authority or other public corporation within the county (executive of a volunteer fireman or civil defense volunteer) interested in such application.

Subscribed and sworn to before me this day

of , 20 .

---

## Notary Public

## Notary Stamp

\* Cross out phrase not appropriate.

**NOTE: It is not forbidden that individuals working for the Town of Riverhead or other municipality bid on contracts but only that such interest be revealed when they do bid.**

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

### **PROPOSAL FORM**

The undersigned hereby acknowledges receipt of the following Addenda (if any):

Addenda No.

Dated

---

---

Signature of person, firm or corporation making this proposal:

\_\_\_\_\_ (Contractor)

\_\_\_\_\_ (Title)

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

Phone No.: \_\_\_\_\_ Dated: \_\_\_\_\_

The full names and address of all persons interested in the Proposal or principals are as follows:

Name

Address

---

---

---

The Town Board reserves the right to award this contact to the lowest qualified bidder and to reject and declare invalid any or all bids deemed not in the best interest of the Town.

On acceptance of this bid, the undersigned binds himself/herself or themselves to enter into written contract with the Town not later than ten (10) days after the date of notice of the acceptance of his/her bid and to furnish the required security for faithful performance of the terms of said contract and proof of insurance as required, and to process the work diligently so as to complete all the work required under this contract within the time frame outlined in the Technical Specifications, Section 1E1 and 1C.

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

## **PROPOSAL FORM**

## **FORM OF AFFIDAVIT WHERE BIDDER IS AN INDIVIDUAL**

STATE OF NEW YORK )  
 ) ss:  
COUNTY OF )

\_\_\_\_\_, being duly sworn, deposes and says: I am the person described in and who executed the foregoing bid and the several matters therein state are in all respects true.

---

(Signature of person who signed bid)

Subscribed and sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Notary Public)

## **FORM OF AFFIDAVIT WHERE BIDDER IS A FIRM**

STATE OF NEW YORK )  
 ) ss:  
COUNTY OF )

\_\_\_\_\_, being duly sworn, deposes and says: I am a member of \_\_\_\_\_, the firm described in and which executed the foregoing bid. I subscribed the name of the firm thereto on behalf of said firm, and the several matters therein state in all respects are true.

---

(Signature of person who signed bid)

---

## Notary Public

## Notary Stamp

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

## **PROPOSAL FORM**

## **FORM OF AFFIDAVIT WHERE BIDDER IS A CORPORATION**

STATE OF NEW YORK )  
 ) ss:  
COUNTY OF )

\_\_\_\_\_, being duly sworn, deposes and says: I am the \_\_\_\_\_ of \_\_\_\_\_ the above named corporation, whose name is subscribed to and which executed the foregoing bid. I reside at \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_, State of \_\_\_\_\_. I have knowledge of the several matters therein state and they are in all respects true.

---

(Signature of person who signed bid)

Subscribed and sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.  
  
*[Handwritten signature]*

---

## Notary Public

### Notary Stamp

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

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

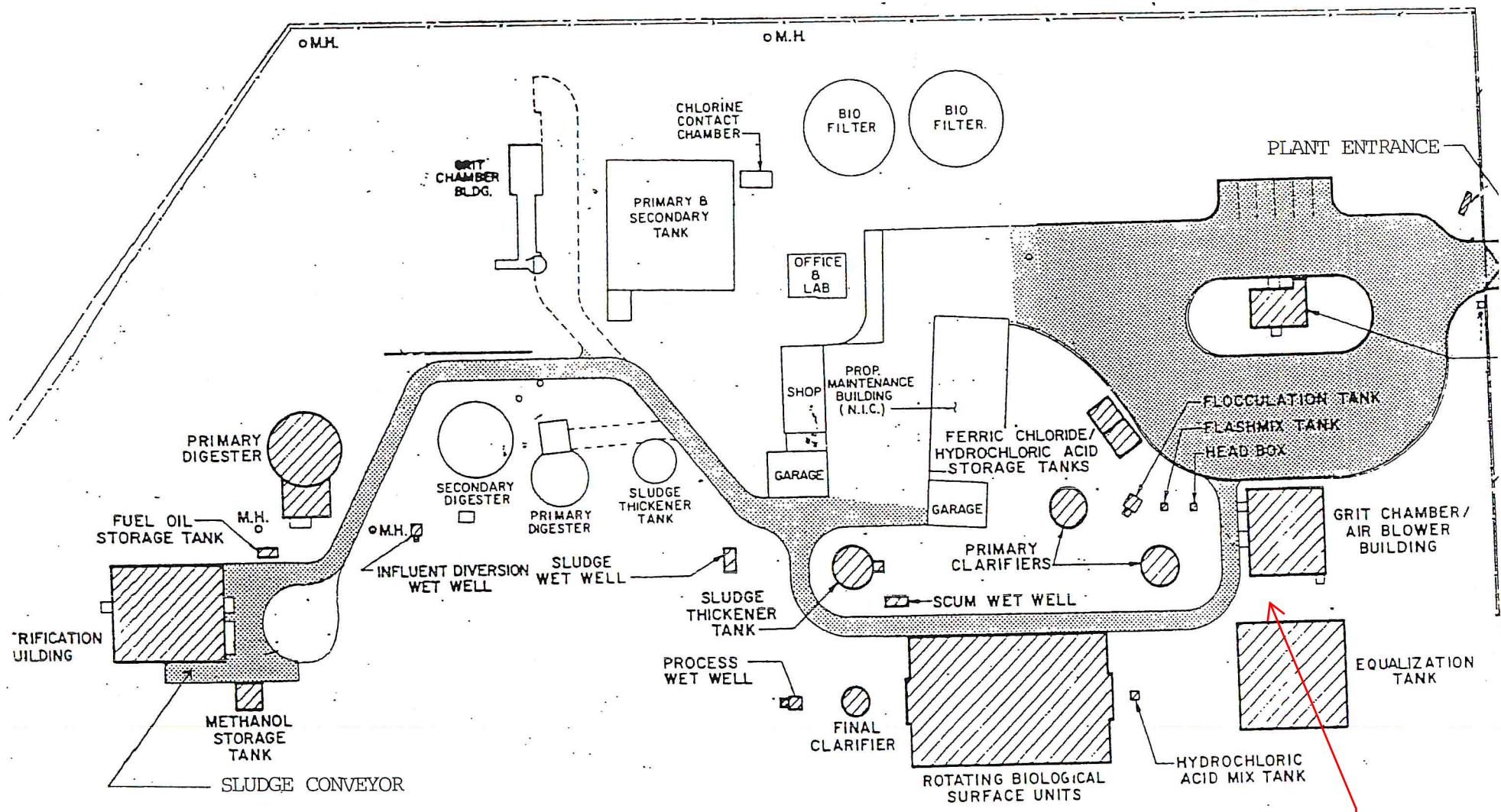
Company Name: \_\_\_\_\_

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

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

## **EXHIBIT A**

### **Location Plan**



Screenings & Grit  
Dumpster locations

RIVERHEAD SEWERAGE TREATMENT PLANT  
RIVERSIDE DRIVE, RIVERHEAD N.Y.



20 Yard Screenings/  
& Grit Dumpster

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

## **EXHIBIT B**

### **Qualifications Form**

## **DISPOSAL OF SCREENINGS & GRIT**

### **TOWN OF RIVERHEAD**

**1. Company information:**

a. Name, physical address, mailing address, telephone number, fax number, the name of the primary contact for this bid, and the e-mail address for the primary contact and/or main office.

---

---

---

b. Identify the facility that CONTRACTOR shall transport all Screenings & Grit to, together with state permit/licensee # for the facility: \_\_\_\_\_

---

c. Identify the principals who will be, or may be, involved in the pick-up and disposal of Screenings & Grit, their roles, and their experience.

---

---

---

---

d. Identify the equipment available to perform the items identified in the scope of services and identify if the company and personnel have any necessary expertise/training and, to the extent required by law, permits and licenses to operate the equipment required to perform the pick-up and removal (transport) services.

Equipment (Identify each piece of equipment, NYS Vehicle Identification #, License Plate # and information regarding volume/size/type of vehicles (trucks) to remove and transport the Screenings & Grit.

---

---

Personnel: \_\_\_\_\_

---

---

**2. *Insurance:***

Upon award of bid, CONTRACTOR shall provide a copy of all insurance certificates identified in the specifications within thirty days of notification of successful bid and prior to commencement of any services identified in the contract/bid specification. In the event the CONTRACTOR fails to provide the insurance required information, the Town may cancel the award and award to the next lowest bidder.

- a. Proof of Comprehensive General Liability Insurance, including products completed, contractual, property and personal injury in the amount of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate; and
- b. Proof of professional liability insurance in the amount of (\$1,000,000.00.); and
- c. Proof of Automotive/Equipment Liability (Bodily Injury and Property Damage) insurance in the amount of \$100,000 (per occurrence)/\$300,000 (total).

The Town shall not be responsible for any costs whatsoever related to pick up, containers, storage, transportation, equipment or contractor personnel and instead all costs shall be deemed included in the price per STOP Day.

**3. *Permit/License:***

A copy of permit/license for the facility/company must be attached to form.

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

PRINTED NAME/TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

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

Please complete and affix to your sealed bid envelope.



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

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

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

**BID NAME:**

**REMOVAL & DISPOSAL OF SCREENINGS & GRIT**

**BID OPENING DATE:** **July 17, 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 JULY 17, 2025**

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