



TOWN OF RIVERHEAD

Yvette Aguiar, Supervisor

200 Howell Avenue
Riverhead, New York 11901-2596
631-727-3200

ADDENDUM #1 BID FOR: GENERAL HARDWARE ITEMS

The following page should replace the first page of the original bid specification, and be completed and submitted with your bid

Issued November 12, 2020

VENDOR NAME _____



TOWN OF RIVERHEAD

Yvette Aguiar, Supervisor
200 Howell Avenue
Riverhead, New York 11901-2596
631-727-3200

ADDENDUM #1 BID FOR: GENERAL HARDWARE ITEMS

BIDDERS NAME

BIDDERS ADDRESS

CITY, STATE, ZIP

(____)_____
PHONE NUMBER

EMAIL ADDRESS

In compliance with your advertisement for bids to be opened on **November 19, 2020** 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

**THIS WILL BE A NON-PUBLIC BID OPENING DUE TO THE COVID-19 STATE OF DISASTER
EMERGENCY DECLARED FOR THE STATE OF NEW YORK.
A BID TABULATION WILL BE POSTED TO THE TOWN'S WEBSITE AFTER THE BID OPENING.**

**TOWN OF RIVERHEAD
NOTICE TO BIDDERS**

Sealed bids for **GENERAL HARDWARE ITEMS**, for use by the Town of Riverhead, 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 November 19, 2020**, 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 **November 12, 2020**. Click on "Bid Requests" and follow the instructions to register.

All bids are to be submitted in a sealed envelope bearing the designation **GENERAL HARDWARE ITEMS**. All bids must be submitted on the bid form provided. Any and all exceptions to the Specifications must be listed on a separate sheet of paper, bearing the designation "**EXCEPTIONS TO THE SPECIFICATIONS**" and be attached to the bid form.

NOTE: Bid responses must be delivered to the Office of the Town Clerk at 200 Howell Avenue, Riverhead, New York, 11901, on or before November 19, 2020 at 11:00 a.m. The Town may decline to accept, deem untimely and/or reject any bid response/proposal that is not delivered to the Office of the Town Clerk.

The Town Board reserves the right and responsibility to reject any or all bids or to waive any formality if it believes such action to be in the best interest of the Town.

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

DIANE M. WILHELM, TOWN CLERK

GENERAL DESCRIPTION:

The Town of Riverhead is requesting bids to provide general hardware supplies for various town buildings and facilities. The intent of these specifications is to provide authorized employees the ability to obtain miscellaneous hardware supplies on an “as needed” or just in time” basis during the course of performing their job duties. There will be no delivery required on this bid and is limited to “walk-in” or pick up at the supplier’s place of business. As such, the Town is seeking bidders located in close proximity to Town buildings and facilities.

This contract is not meant to eliminate another vendor or vendors that also provide hardware items presently to the Town. It is to encourage purchasing of items needed either as an emergency or as needed basis. Any purchase that exceeds \$1000.00 or any purchases that exceed \$3000.00 shall not be considered part of this contract and will be subject to the Towns Procurement policy and General Municipal Law 103 whichever is in the best interests of the Town.

CONTRACT PERIOD:

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

GENERAL

Bidders shall be responsible to carefully examine the Specifications enclosed.

These specifications require the doing of all things necessary or proper for, or incidental to the furnishing and delivery of said equipment and associated components.

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.

INVOICES & PAYMENTS

Invoices, vouchers, packing slips and any correspondence shall include the following: Date/Time, description of item; identify the Town Department making the purchase; and the name of the Town employee picking up the item. All invoices shall be submitted for payment to:

**Town Hall
200 Howell Ave.
Riverhead, NY 11901**

Again, every invoice must identify the appropriate Department making the purchase:

Building Department	Highway Dept.	Recreation Dept.
Engineering/B&G/St. Lighting	Police/Justice Court/JAB	Sewer
Fire Marshal	Municipal Garage	Water District
Code Enforcement		

*****and the invoice must identify the individual picking up the item.**

VENDOR NAME_____

PAYMENT

The vendor shall either accept a Town issued credit card or the vendor shall put the item(s) "on account" and bill the Town on a monthly basis. The vendor shall not accept cash payment for any item.

PRICING & BID AWARD:

Bidders **must submit their bid** based upon the Discount from their List Price that is in effect at the time and date of bid opening. The discount shall remain in effect throughout the term of the contract.

The Town will evaluate all bids based upon price, discount, type or quantity of supplies available on hand, and proximity and make one or more than one award to such bids deemed in the best interest of the Town.

VENDOR SUGGESTED TO BE WITHIN A 15 MINUTE DRIVE OF OUR FACILITY/FACILITIES.

QUESTIONS:

Any questions regarding this bid should be directed to Teresa Balducci, Purchasing Agent at balducci@townofriverheadny.gov.

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

ALL QUESTIONS PERTAINING TO THIS SOLICITATION **MUST** BE SUBMITTED IN WRITING.

GUARANTEE

The vendor warrants and guarantees the equipment herein specified, including all associated equipment furnished, against any defects in design, workmanship and materials.

VENDOR NAME MUST BE AFFIXED AT THE BOTTOM OF EACH PAGE

VENDOR NAME _____

Insurance

a) Bidder recognizes that it is operating as an independent contractor 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'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 in their negligent performance under this contract.

b) The CONTRACTOR 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 CONTRACTOR is an independent contractor and is not an employee of the Town of Riverhead. During the term of this contract, the CONTRACTOR shall, at its own expense, carry insurance with minimum limits as follows: 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 \$250,000 (per occurrence)/\$500,000 (total). 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.

c) During the term of this contract and any extension of said contract, the bidder shall, at its own expense, carry insurance minimum limits as set forth above.

ACCEPTANCE SHEET
MUST BE COMPLETED, SIGNED, NOTARIZED AND RETURNED WITH BID

THIS BID AWARD SHALL STAY IN EFFECT UNTIL ONE YEAR FROM DATE OF AWARD.
I/WE FULLY UNDERSTAND THAT THE ACCEPTANCE OF THIS BID IS SUBJECT TO THE
PROVISIONS OF SECTION 103A AND 103B OF THE GENERAL MUNICIPAL LAW.

NAME OF AGENT/DEALER

ADDRESS

CITY, STATE, ZIP CODE

CONTACT PERSON

DATE

SIGNATURE OF DEALER/AGENT

VENDOR NAME _____

BID SPECIFICATIONS

PLEASE LIST BELOW THE PERCENTAGE OFF THE CURRENT ACE HARDWARE OR TRU-VALUE CATALOG.

PERCENTAGE OF DISCOUNT _____

AND ANY DISCOUNT OFFERED AT THE STORE LEVEL.

ADDITIONAL DISCOUNT AT STORE LEVEL _____

VENDOR NAME _____

NON-BIDDER'S RESPONSE

For purposes of facilitating your firm's response to our invitation to bid, the TOWN OF RIVERHEAD is interested in ascertaining reasons for prospective bidders' failure to respond to invitations to bid. If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and returning this form to the TOWN OF RIVERHEAD Purchasing Department at the above address.

We are not responding to this invitation for bid for the following reason(s):

___ Items or materials requested not manufactured by us or not available to our company.

___ Our items and/or materials do not meet specifications.

___ Specifications not clearly understood or applicable (too vague, too rigid, etc.)

___ Quantities too small.

___ Insufficient time allowed for preparation of bid.

___ Incorrect address used.

Correct mailing address is: _____

___ Our branch/division handles this type of bid.

Correct name and mailing address is: _____

___ Other reason(s):

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)

(TITLE)

Address: _____

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

NOTARY PUBLIC

VENDOR 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: _____

VENDOR 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.

VENDOR NAME _____

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 IDENTIFICIATION LABEL to the sealed outer envelope.

FAXED OR ELECTRONIC BIDS SHALL NOT BE ACCEPTED. DELIVERY BY SUCH METHODS SHALL RESULT IN AUTOMATIC DISQUALIFICATION.

ATTN: TOWN OF RIVERHEAD - TOWN CLERKS OFFICE

VENDOR'S NAME _____

ADDRESS: _____

BID NAME: GENERAL HARDWARE

DUE DATE: November 19, 2020

TIME: 11:00AM

SEALED BID ENCLOSED