



**Yvette Aguiar**  
Supervisor

**Town of Riverhead**  
200 Howell Avenue  
Riverhead, NY 11901

**Teresa Balducci**  
Purchasing Agent  
631-727-3200 Ext. 271

TO: Supervisor Aguiar; Deputy Supervisor Higgins; Councilpersons Beyrodt, Hubbard, Kent, Rothwell; Julie O'Neill, Deputy Town Clerk; Mike Curtis, Municipal Garage Manager

CC: Carol Delvecchio, Clerk's Office; Jaime Ritter, Municipal Garage

FROM: Teresa Balducci, Purchasing Agent

DATE: June 30, 2021

RE: Bid Opening Report for Ford Automotive Parts

2 bids were received and opened on June 24, 2021 at 11am:

My Guy Auto Supply - NAPA  
1556 W Main St  
Riverhead, NY 11901  
[accounting@myguyautosupply.com](mailto:accounting@myguyautosupply.com)

Riverhead Ford  
1419 Old Country Rd  
Riverhead, NY 11901  
[bredfield@riverheadmotors.com](mailto:bredfield@riverheadmotors.com)

Results of the bid opening are attached. All bids have been forwarded to the Municipal Garage for review.

TOWN OF RIVERHEAD PURCHASING OFFICE  
 BID TAB SHEET

BID NAME:	TRUCK PARTS				
BID OPENING DATE:	6/24/2021				
COMPANY:		MY GUY AUTO SUPPLY - NAPA		RIVERHEAD FORD	
CONTACT:		JASON ESPOSITO		BRIAN REDFIELD	
PHONE #:		631-591-2887		631-727-2345	
INSURANCE DOCS?		YES		NO	
ITEM	DESCRIPTION	MANUFACTURER	% DISCOUNT OFF MANUFACTURER'S PRICE LIST	MANUFACTURER	% DISCOUNT OFF MANUFACTURER'S PRICE LIST
1	SUSPENSION				
2	SHAFT ASSEMBLIES				
3	ROTOR ASSEMBLIES	See Attached Bid		See Attached Bid	
4	BRAKE KITS				
5	SPARK PLUGS				
6	BELTS, HOSES, GASKETS, AND FANS				
7	HVAC SYSTEM				
8	LIGHTS				
9	POWER TRAIN ITEMS				

VENDOR NAME My Guy Auto Supply - NAPA

**FORD AUTOMOTIVE PARTS  
PROPOSAL/BID SHEET**

**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.

My Guy Auto Supply, 1556 W Main St. Riverhead  
NY 11901, 631-591-2887, 631-546-0616,

Jason Esposito, accounting@myguyautosupply.com

- b. Confirm that the company is an authorized dealer/distributor of Ford OEM parts

YES

or

NO

- c. Identify the location for pick-up of parts.

1556 W Main St. Riverhead NY 11901

**2. Insurance:**

- 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).

(Please annex proof of insurance.)

3. Identify or provide information regarding availability "in stock" or ability to supply within the time parameters set forth in the bid specifications:

VENDOR NAME My Guy Auto Supply - NAPA

Equipment                      Standard (typical) in stock or delivery time (please specify)

Suspension                      3 Hours

Shaft assemblies              1 DAY

Rotor assemblies              IN STOCK

Brake kits                      IN STOCK

Spark plugs                    IN STOCK

Belts, hoses, gaskets and fans IN STOCK

HVAC system                  1 DAY

Lights                            1 DAY

Power train items              3 Hours

4. Price

A. Discount from Ford List Price      25 %

B. Discount from Dealer List Price      \_\_\_\_\_ %

Please describe and identify the discount options identified above, i.e. Town is limited to "A" "Discount from Ford Price List" or Town may choose from Option "A" or "B" whichever provides the best (lowest) price": TOWN IS LIMITED TO "A"

DATE: June 23, 2021

SIGNED: Joanna Troise

PRINT NAME: Joanna Troise

TITLE: Office Manager

VENDOR NAME

Riverhead Ford

**FORD AUTOMOTIVE PARTS  
PROPOSAL/BID SHEET**

**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.

RIVERHEAD FORD

1419 OLD COUNTRY ROAD

RIVERHEAD

- b. Confirm that the company is an authorized dealer/distributor of Ford OEM parts

YES

or

NO

- c. Identify the location for pick-up of parts.

directly across Route 58

**2. Insurance:**

- 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).

(Please annex proof of insurance.)

3. Identify or provide information regarding availability "in stock" or ability to supply within the time parameters set forth in the bid specifications:

VENDOR NAME Riverhead Ford

Equipment                      Standard (typical) in stock or delivery time (please specify)

Suspension                      1 day

Shaft assemblies              1 day

Rotor assemblies              in stock

Brake kits                      in stock

Spark plugs                    in stock

Belts, hoses, gaskets and fans in stock

HVAC system                  1 day

Lights                          in stock

Power train items              1 day

4. Price

A. Discount from Ford List Price      25 %

B. Discount from Dealer List Price    25 %

Please describe and identify the discount options identified above, i.e. Town is limited to "A" "Discount from Ford Price List" or Town may choose from Option "A" or "B" whichever provides the best (lowest) price": \_\_\_\_\_.

DATE: JUNE 21, 2021

SIGNED: [Signature]

PRINT NAME: BRIAN REDFIELD

TITLE: PARTS MANAGER

## EXCEPTIONS TO THE SPECIFICATIONS

Delivery of all parts is subject to availability.