



TOWN OF RIVERHEAD
Sean M. Walter, Supervisor

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

BID #BROCHURE 2016

BID FOR: PRINTING OF RECREATION BROCHURE

BIDDERS NAME

BIDDERS ADDRESS

CITY, STATE, ZIP

____ (____) _____
DATE PHONE NUMBER

EMAIL ADDRESS

In compliance with your advertisement for bids to be opened on **AUGUST 8, 2016** 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,

SIGNED BY

TITLE

BIDDERS ARE INVITED TO ATTEND BID OPENING

**TOWN OF RIVERHEAD
NOTICE TO BIDDERS**

Sealed bids for the purchase of **RECREATION BROCHURE** for the use in the Town of Riverhead, Riverhead, New York will be received at the Office of the Town Clerk, Riverhead Town Hall, 200 Howell Avenue, Riverhead, New York until **2:00 PM on August 8, 2016** at which time they will be publicly opened and read aloud.

Specifications and guidelines for submission are available on the Town of Riverhead website at www.townofriverheadny.gov click on "Bid Requests" beginning **July 14, 2016**.

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 attached to the bid form.

All bids must be submitted to the Office of the Town Clerk at the address stated above in a sealed envelope clearly marked **RECREATION BROCHURE**. Bids must be received by the Office of the Town Clerk by no later than **2:00 pm on August 8, 2016**.

Please take notice that the Town Board reserves the right to reject in whole or in part any or all bids, waive any informality in the bids, and accept the bid which is deemed most favorable in the interest of the Town of Riverhead. The Town Board will use its discretion to make judgmental determination as to its best estimate of the lowest bidder. Note: Bid responses must be delivered to the Office of the Town Clerk at the address above. 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.

BY ORDER OF THE TOWN BOARD
OF THE TOWN OF RIVERHEAD

Diane M. Wilhelm, Town Clerk

GENERAL SPECIFICATIONS

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.

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.

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, however, only in the sole discretion of the Town of Riverhead 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.

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 right to reject any or all bids in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional bids.

PURPOSE

The intent of these specifications is to furnish information to responsible bidders for the purpose of obtaining bids for **Printing of Recreation Department Brochures.**

TERM OF BID

The bid shall be for the period of one (1) year from the date of award to date ending. Prices shall remain firm for the entire bid period.

At the end of the initial bid period, upon mutual agreement of the Town and the Contractor, the agreement may be renewed for an additional year not to exceed 2 one year extensions.

VENDOR NAME _____

QUANTITY

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

RESERVATIONS

All inquiries with respect to this Request for Bids must be directed to the Town of Riverhead Purchasing Agent as follows:

Mary Ann Tague
Town of Riverhead Purchasing Agent
1295 Pulaski Street
Riverhead, NY 11901
tague@townofriverheadny.gov

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.

BID EVALUATION

The Town reserves the right to purchase items pursuant to General Municipal Law 104 from the New York State contracts, other County contracts, or New York State Preferred sources within its discretion.

DELIVERY AND PAYMENT

All bids shall include freight and shall be quoted F.O.B. destination.

The Town of Riverhead operates a formal Purchase Order System. Under **NO** circumstances will the vendor or contractor be paid without a purchase order. Contractor shall deliver only the items specified on the purchase order. Any Contractor who delivers items which are not ordered, or who duplicates or over ships items, does so entirely at his own expense. Such shipments will be at no cost or responsibility to the Town of Riverhead.

Unless otherwise specified by the Town, inside delivery is required. Some delivery locations are not equipped with loading docks and no additional compensation shall be paid to vendors for inside delivery at those locations.

PLEASE TYPE OR PRINT LEGIBLY.

YOUR VENDOR NAME MUST APPEAR AT THE TOP OF EACH PAGE OF THIS BID.

THE TOWN OF RIVERHEAD IS NOT SUBJECT TO FEDERAL, STATE OR LOCAL TAXES.

VENDOR NAME _____

CONTRACT PERIOD – ONE YEAR FROM DATE OF AWARD

At the termination of this contract, the contract may be extended (not to exceed two extensions) for a total three (3) year contract at the sole discretion of the Town of Riverhead and with the consent of the vendor. The Town also reserves the right to cancel this contract at any time without notice.

METHOD OF AWARD :(PIGGYBACKING CLAUSE)

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. 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 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.

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

PRINT NAME

TOWN OF RIVERHEAD BROCHURE SPECIFICATIONS

SCOPE OF WORK

1. Finished size shall be 5.5" x 8.5" for Riverhead post office delivery and Recreation office Delivery.
2. Front Cover/Back Cover – Full bleed 4 color photograph on **100# coated stock**.
3. Inside pages on: **50# offset**. All inside pages printed with black ink plus one additional color. Inside pages will include text, black and white photos and halftones.
4. Saddle stitching.
5. Current breakdown per season:
 - **Spring/Summer**
 - 22,000 copies --- price for copies beyond 22,000 to be priced separately.
 - Page range: 72 pages plus cover to 80 pages plus cover---Price per page beyond 80 to be priced separately.
 - **Fall/Winter**
 - 20,000 copies --- price for copies beyond 20,000 to be priced separately.
 - 36 pages plus cover to 48 pages plus cover---Price per page beyond (48) to be priced separately.
 - Quote as final product, including sheet-fed printing. Design and proofread, bindery, mail preparation and delivery.
 - Provide proof copies – one (1) each blue line proof of the entire brochure, and one (1) each color key of the front/back covers (blue line proof needs to be approved by the Project Manager or incurred cost to correct will be the printer's responsibility).
 - Printer must also provide the labeling services and pre-sort brochures by carrier route.

Obtain updated delivery statistics for each issue (supplied by Recreation Department)

Leftover brochures are to be delivered to the Riverhead Recreation Department; 55 Columbus Avenue, Riverhead, NY 11901.

- The anticipated printing schedule will be furnished at the beginning of each calendar year.

SAMPLES OF A SIMILAR PROJECT MUST BE SUBMITTED WITH THIS BID IN ORDER TO CONSIDER AWARD. VENDORS WHO DO NOT SUBMIT SAMPLES WILL BE DISQUALIFIED.

VENDOR 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 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

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: _____