



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 1

BIDDERS NAME

BIDDERS ADDRESS

CITY, STATE, ZIP

_____ (____) _____ (____) _____

DATE PHONE NUMBER FAX NUMBER

E-MAIL ADDRESS

In compliance with your advertisement in the **MARCH 14, 2019** issue of the News Review for bids to be opened on **MARCH 25, 2019** 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



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 2

TOWN OF RIVERHEAD

NOTICE TO BIDDERS

Sealed bids for the INTERIOR AND EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD (labor, parts, and equipment necessary for sign fabrication and installation) for fabrication, mounting, and installation of interior and exterior signs, including but not limited to, building mounted and freestanding municipal office signs, recreational (parks, playgrounds, beaches, municipal parking and wayfinding signs. This bid does not nor is it intended to include street signs and traffic signs in various locations throughout the Town. Bids 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 MARCH 25, 2019**, at which time all bids will be publically read aloud.

Specifications and guidelines for submission are available on the Town of Riverhead website at www.townofriverheadny.gov. on **MARCH 14, 2019**. Click on "Bid Requests" and follow the instructions to register.

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 INTERIOR AND EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD.

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**



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 3

I. GENERAL BID SPECIFICATIONS

1. General Instructions

Bidders shall be responsible to carefully examine the bid specifications. These specifications require the doing of all things necessary or proper for, or incidental to, the design, fabrication, delivery, together with such parts/equipment necessary for mounting or installation of signs and, to the extent required by these specifications, delivery and installation of signs. All things not expressly mentioned in these specifications, but involved in carrying out their intent are required by these bid specifications; and the vendor shall perform the same as though they were specifically mentioned, described and delineated. Note, due to the variety of signs, shape and dimensions, type of installation, these specifications provide samples of existing signs as a guide/reference depicting detail, material, and lettering. Read all documents contained in the bid specifications.

Bidders are responsible for submitting their bids to the appropriate location at or prior to the time indicated in the specifications. No bids will be accepted after the designated time or date indicated in the bid specifications. It is suggested that registered mail be used to submit bids. Delay in mail delivery is not an exception to the receipt of a bid.

A copy of the official bid documents may be obtained at the Town's website: www.townofriverheadny.gov. In addition to obtaining the official bid documents, any and all addendum pertaining to a particular bid or RFP are posted on the Town website referenced above-log and scroll to bid for INTERIOR AND EXTERIOR SIGNAGE SERVICES. It is incumbent upon all potential bidders to view all posted addenda prior to the bid close date.

Any questions or clarification to the bid specifications or technical specifications must be submitted in writing to the Purchasing Agent at 200 Howell Ave., Riverhead, NY 11901 or by email to: tague@townofriverheadny.gov prior to the bid opening, unless otherwise stated*. Such questions must be in the possession of the Purchasing Agent at least 72 hours prior to the bid opening, unless otherwise stated*. Verbal questions will not be entertained.

Bidders must submit one original bid proposal. The original must be sealed and clearly marked "INTERIOR AND EXTERIOR SIGNAGE SERVICES". All bids shall be made out on the proposal forms attached hereto and all the attached certificates must be completed and signed in compliance with the provisions of Section 103-d of the New York State General Municipal Law (Statement of Non-Collusion in Bids); New York State Finance Law 139-L (*effective January 1, 2019 workplace policy for sexual



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 4

harassment prevention see also Labor Law 201-G); and New York State Finance Law § 165-a (Iran Divestment Act). Note, with respect to the Iran Divestment Act Certification, 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 to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law. All bids must be filled out in ink, or be typewritten. Bids submitted in pencil will be rejected as unresponsive. Bids which have been corrected by white out or cross out, and have not been initialed and/or dated will be rejected as unresponsive. Bid Responses may be rejected if they show any omission, irregularity, alteration of form, addition, condition, unresponsiveness, or unbalance. Samples may be requested by the Town for the purpose of product evaluation. It is understood that samples will be provided at no charge to the Town and will be returned, when requested, within 30 days after the evaluation is completed, at the expense of the vendor. All samples left longer than 30 days after the evaluation period will be discarded.

The Purchasing Agent, and/or his/her designee, shall be the only one authorized to make changes or alterations to anything contained in these specifications. As stated above, any changes shall be posted as an addendum on the following website: www.townofriverheadny.gov. The Purchasing Agent reserves the right to reject all bids, parts of all bids, or all bids for any one or more items or contractual services included in the proposed contract, when such rejection is in the best interest of the Town. The contract will be awarded to the RESPONSIBLE BIDDER offering the best price or best value, availability to supply good/parts within the requested time frames. A responsible bidder is a manufacturer, producer, dealer, vendor, or bona fide manufacturer's agent who has demonstrated judgment and integrity, is of good reputation, experienced in his work, whose record of past performance in the trade is established as satisfactory, and whose financial status is such to provide no risk to the Town of Riverhead in its contractual relations.

No bidder may withdraw a bid within forty-five (45) days after the actual date of the bid opening. Any bidder who does not honor their bid within the forty-five (45) days may be barred from bidding in any jurisdiction in New York State.

Any bidder, contractor, or manufacturer who, in the course of his work, uses or supplies products which may be toxic or harmful, shall provide an MSDS to the Town of Riverhead Purchasing Department prior to the use of those products by the Town or the bidder.

Bidders who are required to adhere to the prevailing wage schedule shall obtain and maintain a current schedule from the New York State Department of Labor for the entire term of the contract. The Town may audit adherence to this schedule at any time during or after the contract period.



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 5

2. Bid Costs and Expenses

The Town of Riverhead will not pay any costs incurred by any bidder associated with any aspect of responding to the request for bids, including bid preparation, printing or delivery, or negotiation process.

3. Bid Expiration Date

Prices quoted in the bid shall remain fixed and binding on the Bidder for at least one (1) year from the date of the signed contract. The Town of Riverhead reserves the right to ask for an extension of time if needed.

4. Material and Equipment Specified by Name

Whenever any material or equipment is specified by patent or proprietary name or by the name of the manufacturer, unless stated differently, such specification shall be considered as if followed by the words "or acceptable equal", whether or not such words appear. The seller may offer material or equipment with equal or better qualities and performance in substitution for those specified which he/she considers would be in the Town's interest to accept. No verbal offers for substitution will be acknowledged or considered from sellers, distributors, manufacturers or subcontractors. Any such offers shall be made in writing and set forth on the bid sheet and the seller shall include sufficient data which, together with any other data the Town may require, will enable the Town to assess the acceptability of the material or equipment. Such acceptance by the Town shall not relieve the seller from full responsibility from the efficiency and quality and performance of the substitute material or equipment, in the same manner and degree as the material and equipment specified by name.

It should be understood that specifying a brand name, components and/or equipment in these specifications shall not relieve the seller from full responsibility to produce the products in accordance with the performance warranty and contractual requirements. The seller is responsible for notifying the Town of any inappropriate brand name, component and/or equipment that may be called for in the specifications, and to propose a suitable substitute for consideration.

5. Non-Conforming Bids

Non-conforming Bids will not be considered. Non-conforming bids are defined as those that do not meet the requirements of the bid specification. The determination of whether a bid requirement is substantive or a mere formality shall reside solely within the Town of Riverhead.

6. Sub-Contracting



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 6

The bidder selected shall be solely responsible for contractual performance and bidder assumes all responsibility for the quality of work performed under this contract.

7. Discrepancies and Omissions

Bidder is fully responsible for the completeness and accuracy of their bid, and for examining this bid and all addenda. Failure to do so will be at the sole risk of bidder. Should bidder find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any questions arise concerning this request for bid, bidder shall notify the Purchasing Agent, in writing, of such findings at least seven (7) days before the bid opening. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective bid and exposure of bidder's bid upon which award could not be made. All unresolved issues should be addressed in the bid. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Designated Contact, in writing, no later than seven (7) calendar days prior to the time set for opening of the bids.

8. Town's Right to Reject Bids

The Town reserves the right to accept or reject any or all bids or any part of any bid, to waive defects, technicalities or any specifications (whether they be in the Town's specifications or bidder's response), to sit and act as sole judge of the merit and qualifications of each product offered, or to solicit new bids on the same project or on a modified project which may include portions of the originally proposed project as the Town may deem necessary in the best interest of the Town.

9. Town's Right to Cancel Solicitation

The Town reserves the right to cancel this solicitation at any time during the procurement process, for any reason or for no reason. The Town makes no commitments expressed or implied, that this process will result in a business transaction with any bidder.

10. Notification of Withdrawal of Bid

Bidder may modify or withdraw its bid by written request, provided that both bid and request is received by the Town prior to the bid due date. Bids may be re-submitted in accordance with the Bid Notice due date in order to be considered further. Bids become the property of the Town at the bid submission deadline. All bids received are considered firm offers at that time.

11. Exceptions to the Bid Specifications



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 7

Any exceptions to the Bid Specifications or the Town's terms and conditions, must be highlighted and included in writing in the bid. Acceptance of exceptions is within the sole discretion of the evaluation of the Town.

12. Award of Contract

The final award of a contract is subject to approval by the Town. The Town has the sole right to select the successful bidder(s) for award, to reject any bid as unsatisfactory or non-responsive, to award a contract to other than the lowest priced bid (i.e. best value), to award multiple contracts, or not to award a contract. Notice in writing to a bidder of the acceptance of its bid by the Town will constitute a contract, and no bidder will acquire any legal or equitable rights or privileges until the occurrence of such event.

13. Contract Terms and Conditions

The term of the contract between the successful bidder and the Town shall be for one (1) year. At the end of the contract period, the contract may be extended (not to exceed one (1) year extension) upon the same terms and conditions 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.

14. Independent Contractors

The parties to the contract shall be independent contractors to one another, and nothing herein shall be deemed to cause this agreement to create an agency, partnership, joint venture or employment relationship between parties. Each party shall be responsible for compliance with all applicable workers compensation, unemployment, disability insurance, social security withholding and all other similar matters. Neither party shall be liable for any debts, accounts, obligations or other liability whatsoever of the other party or any other obligation of the other party to pay on the behalf of its employees or to withhold from any compensation paid to such employees any social benefits, workers compensation insurance premiums or any income or other similar taxes.

15. Licenses and Permits

In performance of the contract, the BIDDER will be required to comply with all applicable federal, state and local laws, ordinances, codes, and regulations. The cost of permits and other relevant costs required in the performance of the contract shall be borne by the successful BIDDER. The BIDDER shall be properly licensed and authorized to transact business in the State of New York.

16. Notice



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 8

Any notice to the Town of Riverhead required under the contract shall be sent to:

Mary Ann Tague, Purchasing Agent
Town of Riverhead
200 Howell Avenue
Riverhead, NY 11901

17. Indemnification

By submitting a bid, the proposing bidder agrees that in the event it is awarded a contract, it will indemnify and otherwise hold harmless the Town of Riverhead, its agents and employees from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the bidder's its agents and employees' performance work or services in connection with the contract, regardless of whether such suits, actions, claims or liabilities are based upon acts or failures to act attributable, whole or part, to the Town, its employees or agents.

18. 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. *REQUIRED FOR EXTERIOR SIGNAGE only: During the term of this contract, the CONTRACTOR awarded the bid for exterior signage services which requires delivery and installation 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 addition, the CONTRACTOR shall name the Town of Riverhead as an additional insured. 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.



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 9

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.

19. Piggybacking Clause & Reservation of Rights to Purchase Under Legally Available Alternate Procurement Sources

The contract, if awarded, will be to the lowest responsive/responsible bidder(s) or bidder offering best value 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, notwithstanding an award pursuant to these specifications, 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, including but not limited to New York State Office of General Services or County of Suffolk Shared Services Initiative/Purchasing Cooperative, at the current bid price provided under such bid/contract without notice to the vendor if it is deemed appropriate and in the best interests of the Riverhead Sewer District Superintendent.



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 10

II. GENERAL DESCRIPTION OF PROJECT

The Town of Riverhead ("Town") seeks bids from experienced and qualified vendors to provide sign fabrication and installation services to the Town. The Town of Riverhead is located in eastern Long Island, New York. It is 78 square miles with Town Offices and Departments located throughout the Town. In addition, the Town boasts several attractions and tourist destinations including Riverhead's Peconic River; Riverfront Park; Downtown/Main Street Business District; Sound Avenue Scenic Corridor; Town Parks offering passive and active recreational activities; and, Town Beaches located on the Peconic Bay and Long Island Sound.

The Town spends approximately \$20,000 per year on signage services. (Note, this bid does not nor is it intended to include street signs and traffic signs). This figure is only an estimate and is in no way a commitment by the Town to any annual volume of purchases. This information is provided for informational purposes only and should not be construed as a commitment by the Town to purchase any specified quantities.

1. Performance Specifications

The Town is seeking a qualified vendor(s) to fabricate and deliver interior (door, desk, office, directional, informational, etc.) and fabricate, deliver, and install exterior (facility/location/destination, directional, wayfinding, etc.) signage on an as needed basis-Bid may be submitted for both Interior and Exterior, Interior Only, Exterior Only or per Sign Type: See Bid A (Interior) and See Bid B (Exterior). Note while interior signs will be installed by Town personnel, all signs shall include the necessary hardware required for installation. For interior signs, the typical surface for sign installation is sheetrock, wood or concrete. For exterior signs, the typical surface for installation is wood, brick, concrete and/or include ground mounted signs set on posts cemented or otherwise secured to ground or concrete pad. The signs provided under the resulting contract shall be attractive and exhibit a professional quality of workmanship which reflects positively on the Town. The Town reserves the right to issue a single award or multiple awards based on the bid responses and whatever is in the best interests of the Town.

Interior Signs

The Town is interested in establishing a contract or contracts with a firm or firms who will provide primary and secondary directories, wall mounted and overhead directional, flag mounted directional, primary room identification, restrooms, conference rooms, desk/workstation identification and all code compliant signage (ADA Accessibility Guidelines). The vendor shall be required all hardware necessary for installation. The Town will install the interior signs.



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 11

- A. all necessary equipment, tools and personnel to design and fabricate signage; and
- B. all necessary equipment, tools, personnel to deliver or arrange for delivery the signage (*if delivery is via shipment, UPS, FedEx, US Mail, the costs must be included in the bid price); and
- C. Adobe illustrator files and 8.5 x 11 drawings of any newly designed signs showing materials (acrylic, PVC, metal, plywood with resin fiber), layout, color, and mounting methods Note, all metal components shall be coated with a protective finish.

While the Town Seal is typically not required for interior signs, to the extent a sign or signs requires same, the Town of Riverhead shall provide the vendor with an electronic file of the Town Seal for the sole use of designing and fabricating/manufacturing signs for the Town of Riverhead. The Town has created a set of types which includes pictures, descriptions and specifications. A copy/list of existing signs is attached. While the Town may not obtain all signs and sign types, the vendor shall design and submit drawings for approval of all types.

Exterior Signs

The Town is interested in establishing a contract or contracts with a firm or firms who will provide facility/location/destination, directional, and wayfinding signs and all exterior signage shall be code compliant (ADA Accessibility Guidelines).

- A. all necessary equipment, tools and personnel to design and fabricate signage; and
- B. all necessary equipment, tools, personnel to deliver the signage; and
- C. all necessary equipment, tools, hardware, and personnel to mount or install (or relocate and install) the signage as needed by the Town.
- D. Adobe illustrator files and 8.5 x 11 drawings of any newly designed signs showing materials (acrylic, PVC, metal, plywood with resin fiber), layout, color, and mounting methods Note, all metal components shall be coated with a protective finish.

The Town of Riverhead shall provide the vendor with an electronic file of the Town Seal for the sole use of designing and fabricating/manufacturing signs for the Town of Riverhead. The Town has created a set of types which includes pictures, descriptions and specifications. A copy/list of existing signs is attached. While the Town may not obtain all signs and sign types, the vendor shall design and submit drawings for approval of all types. Note that the list only includes sign styles currently in use at the Town. As needs for new signs are identified, the Town shall provide specifications to the awarded vendor(s). The vendor shall then provide a sample to be submitted to the Town for approval. The sample shall be in an adobe illustrator file and 8.5 x 11 drawings



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 12

or photographic illustration with description of all materials and dimensions to be used to create, construct and if required, install the sign. The Town and the vendor shall decide on a mutually agreed upon price for new sign styles using pricing from this Bid of signs of similar size, style, installation requirements, etc. as guidelines.

2. Pricing & Bid Award

Bid price must be the delivery price and shall not include any Federal, State or Local taxes for which the vendor may claim exemption because of doing business with the Town. The Town of Riverhead will not pay any type of fuel surcharge or shipping charge. Any fuel charges or shipping charges added to invoices and/or vouchers will be deleted from any payments to be made to the vendor. The Town will evaluate all bids based upon the totality of the proposal (experience), equipment, personnel, and price or best value and make one or more than one award to such bids deemed in the best interest of the Town.

3. Invoices & Payments

a) The vendor shall either accept a Town issued credit card or the vendor shall put the item(s) "on account" and promptly submit an invoice, together with printed receipt(s) for each location/service and delivery site, for payment to the Town equal to the services/labor, parts or equipment delivered and installed to and received by the Town as of the delivery date. The vendor shall not accept cash payment for any item.

b) The printed receipts shall contain: Town of Riverhead Location for Signage, Street Address, Individual/Employee of Vendor providing service, Part or Equipment Type, and Installation and/or Delivery Date. All invoices shall be submitted for payment to: Riverhead Purchasing Director, 200 Howell Avenue, Riverhead, NY 11901.

4. Contract Period

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

5. Guarantee

The vendor warrants and guarantees the signage, together with parts and equipment herein specified, against any defects in design, workmanship and materials, and such signage shall be able to withstand outdoor weather elements (wind, rain, snow, heat) without rot, rust, or deterioration satisfactorily for a period of three years from the date of acceptance of the signage and/or installation. The vendor also warrants and guarantees that the signage, and related equipment herein specified, if found to be



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 13

defective or in need of repairs, will be picked up from and delivered back to the Town of Riverhead without charge to the Town and within a reasonable length of time.

6. Municipal Indemnification

The successful bidder must agree to save, keep, bear harmless and fully indemnify the Town and any of its officers, agents, or representatives from all damages, costs or expenses in law or equity that may at any time arise or be set up for an infringement of the patent rights of any person or persons in consequence of the use by the Town or by any of its officers, agents or representatives of articles supplied under the contract arising from bids submitted and of which the successful bidder and manufacturer are not lawfully entitled to sell, provided the Town gives the successful bidder and manufacturer prompt notice in writing of any suit and all information necessary to defend same.

7. Independent Contractor

In the performance of this Agreement, the Bidder, including its employees, agents, and subcontractors shall act solely as an independent contractor, and nothing contained in or implied by this Agreement shall be construed at any time to create any other relationship between the Town and the Bidder, including employer and employee, partnership, principal and agent, or joint venture.

8. Assignment

The Contract resulting from this bid and the compensation, which may become due thereunder are not assignable except with prior written approval of the Town.

9. Interpretation

The Contract resulting from this Solicitation shall be construed under the laws of the State of New York.

10. Indemnification

If a Contract is awarded, the Successful Bidder shall be required to indemnify, defend, and hold the Town and Riverhead Sewer District, its employees, and agents harmless from and against any and all claims, loss, liability, cost, and expenses, including attorney fees, howsoever arising or incurred, alleging personal injury, bodily injury, including death, or property damage arising out of or attributable to the Successful Bidder's performance of the Contract awarded.



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 14

11. Termination Process

a) Termination for Convenience:

Notwithstanding anything contained herein, the Town may terminate this Agreement anytime, in whole or in part, without showing cause by providing thirty (30) days written notice to the Successful Bidder. The Town shall pay all reasonable costs incurred by the Successful Bidder up to the date of termination. The Successful Bidder shall not be reimbursed for any anticipatory profits, which have not been earned to the date of termination.

b) The Successful Bidder shall be provided 30 days' notice of any termination not for cause and shall only perform such work during the 30-day notice period that is authorized in writing by the Town's Purchasing Agent.

c) This Agreement may be terminated by the Town upon at least seven (7) days' notice to the Successful Bidder in the event that: (1) the Work is permanently abandoned by the Town; (2) continued Work is deemed by the Town, in its sole discretion, not to be in the best interests of the Town; or (3) monies are no longer available or are not appropriated to fund the Work being performed or to be performed under this Agreement.

d) Termination for Cause: Notwithstanding anything contained herein, if the Successful Bidder fails to fulfill its obligation under this Agreement properly and on time or otherwise violates any provision of this Agreement, the Town may terminate this Agreement by written notice to the Successful Bidder. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished goods or services provided by the Successful Bidder shall, at the Town's option, become the Town's property. The Town shall pay the successful Bidder fair and equitable compensation for satisfactory performance prior to receipt of notice of termination less the amount of damages caused by the Successful Bidder's breach. If the damages are more than the compensation payable to the Successful Bidder, the Successful Bidder shall remain liable after termination, and the Town may take all steps necessary to collect damages.

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



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 15

III. BID PROPOSAL

The bid proposal shall follow the format below. The proposal shall include as a minimum the following sections and content arranged in the order set forth below.

1. Cover Sheet, including signed solicitation documents and certifications. (see attached certificates required pursuant to Section 103-d of the New York State General Municipal Law; New York State Finance Law 139-L ; and, New York State Finance Law § 165-a (Iran Divestment Act).
2. Past Experience, including a brief history of the firm, its technical experience in fabrication (and installation *exterior signs only), information for prior or current clients that can serve as references (include three references: name, contact name, phone number, email address, and description of work performed for the client). Note, photographs or samples of past work or letters of commendation will be accepted for review. In addition, include any licensing or accreditation for sign fabrication and manufacture.
3. Project Approach, demonstrate your firm's understanding of the signage tasks required for this project, discuss firms process for working through a signage order, including its customer service approach and typical turnaround times for requests, include a description of the firm's efforts to minimize health, safety and environmental impacts from products used, address consideration of toxicity in product selection, discuss your firm's ability to provide the various types of signage as laid out in (4) below, and describe your firm's resources, including equipment and personnel to be utilized for the fabrication, installation and maintenance of signs.
4. List/Sample of Interior & Exterior Signs with description and price sheets.

The majority of interior signs will be site specific, acrylic signs, single color except lettering shall contrast with background (glue-on lettering is not acceptable), non-glare finish, single dimension, one sided for wall mounted and two sided for handing, flat lettering, and without requirement for Town Seal. The Town shall identify the interior signs that will require Braille and the vendor shall be required to provide the Braille translation. The majority of exterior signs will also be site specific, however, the exterior signs typically require a decorative element with a variety of colors and/or variety of dimension(s), variety of lettering size and color on each sign, one or two sided, weather proof-including mounting material and hardware, and contain the Riverhead Town Seal and matching/coordinating posts with post caps. Note, exterior signage may include removal or replacement, in whole or part, of existing signs.



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 16

Samples of Interior and Exterior Signs (see pages 16 to 30)



ASSESSORS - 5"x18" Rectangular, lucite/plastic composite, two-sided, lettering flat/not engraved

STAR PROGRAM – 3" X 18" Rectangular, lucite/plastic composite, two-sided, lettering flat/not engraved



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 17



6" X 24" Rectangular, composite material, two-sided, hanging/overhead (shown with raised/carved lettering *not required)



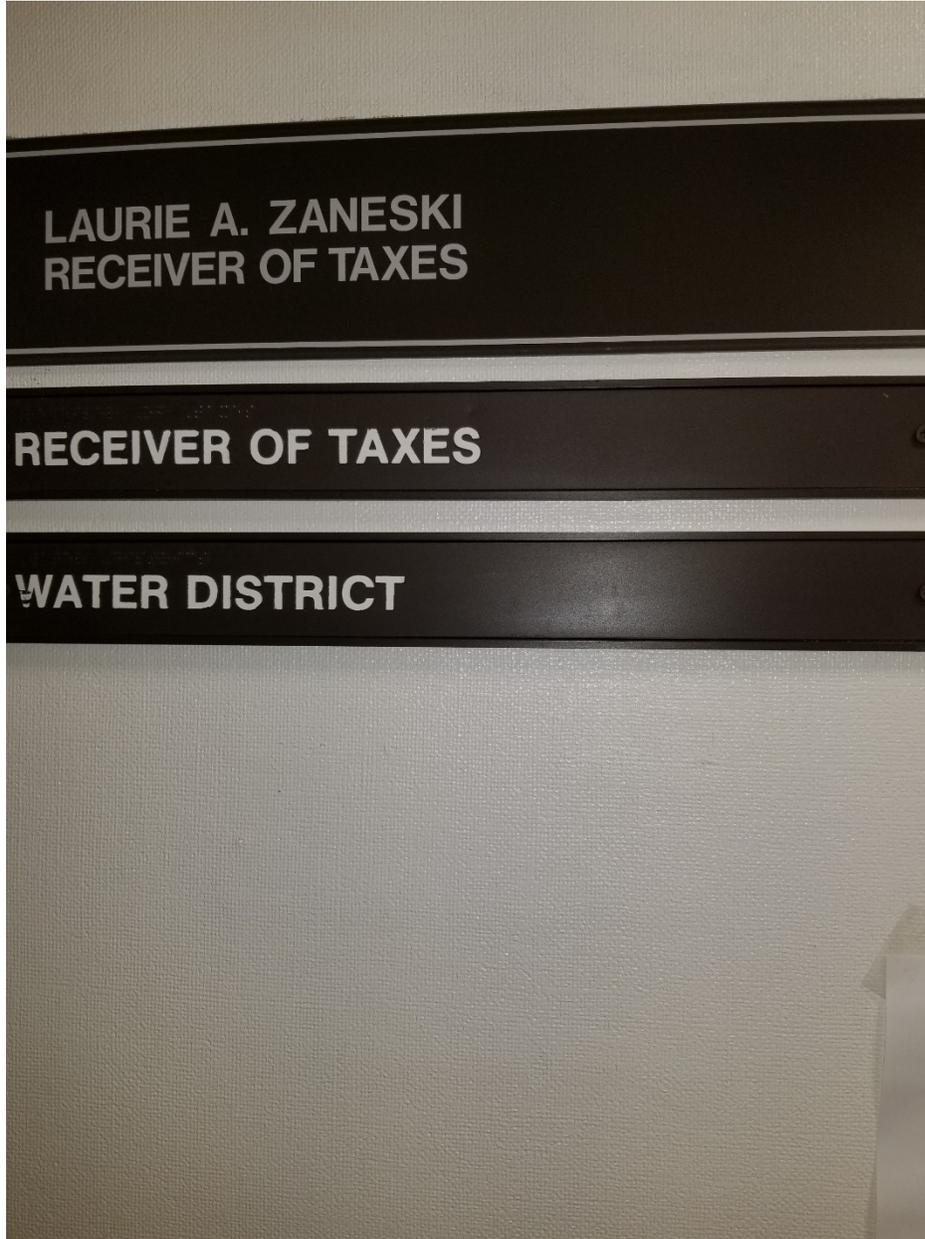
TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 18



TAXES

4" X 18" Rectangular, lucite/plastic composite, one sided, lettering flat/not engraved

WATER DISTRICT 2" X 18" Rectangular, lucite/plastic composite, one sided, lettering flat/not engraved



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 19



Stairwell 2-1/2" X 18" Rectangular, lucite/plastic composite, one sided, lettering raised/not engraved, with braille



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 20



SAME AS ABOVE



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 21



BASIC DESK NAME PLATE SIGN RECTANGULAR 2"x9" NO RAISED LETTERING



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 22



FLAT LETTERING/RECTANGULAR 3" X 10"



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 23



FLAT LETTERING/LUCITE/PLASTIC RECTANGULAR



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 24



RECTANGULAR/FLAT LETTERING/LUCITE/PLASTIC



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 25



RECTANGULAR/PLASTIC/COMPOSITE/BRAILLE



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 26



14" X 24" RECTANGULAR FLAT RED LETTERING



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 27



FLAT LETTERING/PAINTED/TOWN SEAL PROVIDED BY SIGN MANUFACTURER

WOOD & PVC freestanding sign in front of 201 Howell is 18" x 44" with a 5" x 33" hanger



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 28



OVERALL DIMENSIONS 48" X 96" SINGLE SIDED, OVERALL HEIGHT 78" SAND BLASTED MOUNTED ON TOP OF BOTTOM BASE SIGN PRIMED AND PAINTED WITH 2 COATS OF RONAN, ONE SHOT ENAMEL PAINTS FRONT & BACKSIDE

5"X5" PVC POSTS SLEEVES WITH FINIALS, INSTALL 4"X4" ACQ POSTS WITH CONCRETE SLEEVE. 6.5" X 30" PVC SIGN, VINYL LETTERS FOR TOWN SUPERVISOR AND NAME.



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 29





TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 30



Sign Dimensions 52" X 94" DOUBLE SIDED – 2" BORDER WITH WHITE VINYL STRIPING
8/4 CEDAR FINISHED TO 1-3/4" SAND BLASTED SIGN
PRIMED AND PAINTED WITH 2 COATS OF RONAN OF ONE SHOT ENAMEL PAINTS
5" X 5" PVC POSTS WITH FINIAL SHOWN, 4" X 4" ACQ POSTS INSTALLED
WITH CONCRETE PVC SLEEVES OVER THE 4" X 4" WOOD POSTS
VINYL LETTERS FOR TOWN SUPERVISOR AND NAME –TOWN SEAL SUPPLIED BY SIGN MANUFACTURER



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 31

BID A: Interior Signs

Sign Type I



Rectangular - 5"x18" lucite/plastic composite, one-sided, lettering flat/not engraved to be wall mounted

Price: \$_____.____ (Town recommends that the pricing estimate should reflect one row of numbering (one to three characters) and one row of lettering (minimum of 20 characters), a base color with an additional (different) color for lettering/numbering)

Estimated time from date of Town approval of design to date of delivery_____

Sign Type II

Rectangular - 5"x18" lucite/plastic composite, two-sided, lettering flat/not engraved to be above door hanging

Price: \$_____.____ Price: \$_____.____ (Town recommends that the pricing estimate should reflect one row of numbering (one to three characters) and one row of lettering (minimum of 20 characters) each side, a base color with an additional (different) color for lettering/numbering)

Estimated time from date of Town approval of design to date of delivery_____



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 32

Sign Type III



Rectangular - 5"x18" lucite/plastic composite, one-sided, lettering flat/not engraved with braille, to be wall mounted

Price: \$_____ (Town recommends that the pricing estimate should reflect one row of numbering (one to three characters) and one row of lettering (minimum of 20 characters), a base color with an additional (different) color for lettering/numbering)

Estimated time from date of Town approval of design to date of delivery _____

Sign Type IV





TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

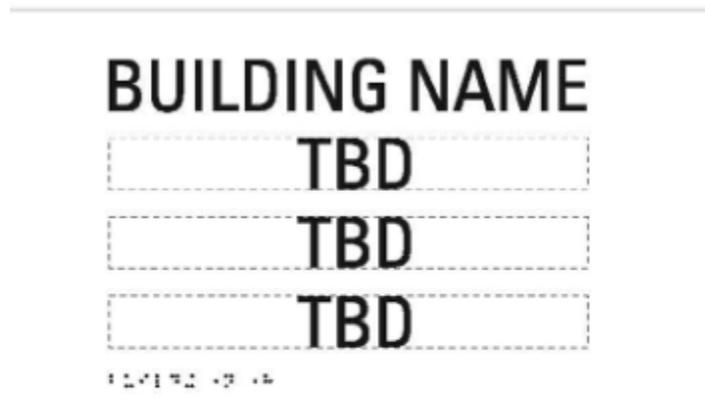
Page - 33

Rectangular - 5"x14" lucite/plastic composite, one-sided, lettering flat/not engraved with braille, to be wall or door mounted

Price: \$_____.____ (Town recommends that the pricing estimate should reflect two rows of lettering(minimum of 20 characters per row), symbol, and braille, a base color with an additional (different) color for lettering/numbering)

Estimated time from date of Town approval of design to date of delivery_____

Sign Type V



Side View

Rectangular - 14"x 24" lucite/plastic composite, one-sided, lettering flat, with braille, to be wall or door mounted

Price: \$_____.____ (Town recommends that the pricing estimate should reflect four rows of lettering(minimum of 20 characters per row), a base color with an additional (different) color for lettering/numbering)

Estimated time from date of Town approval of design to date of delivery_____



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

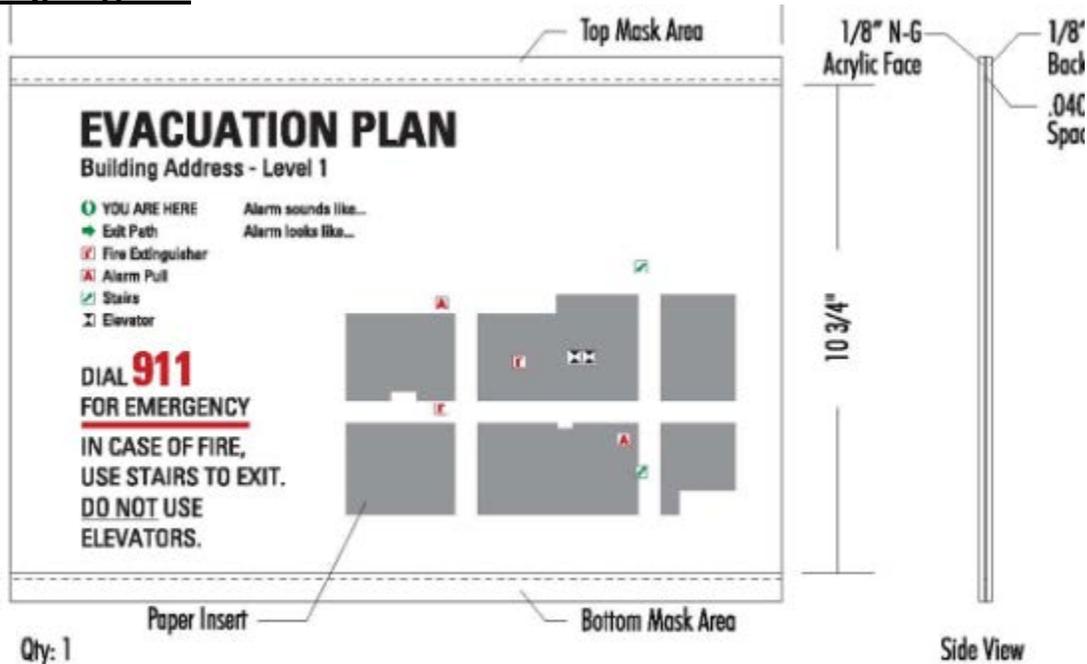
200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 34

Sign Type VI



Rectangular - 5"x14" lucite/plastic composite, one-sided, color, symbols, lettering varied size, to be wall or door mounted

Price: \$_____ (Town recommends that the pricing estimate should reflect 10 rows with variety of lettering, numbering and symbols, with a minimum of 20 characters per row), three different fonts for lettering, a base color with an additional (different) four colors for symbols, lettering and numbering)

Estimated time from date of Town approval of design to date of delivery_____



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 35

Sign Type VII



Desk Sign Rectangular, approximately 2" x 10" wood/wood composite/lucite/plastic composite

Price: \$_____ (Town recommends that the pricing estimate should reflect one row of lettering (minimum of 20 characters), a base color or background with an additional (different) color for lettering)

Estimated time from date of Town approval of design to date of delivery _____



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 36

BID B: Exterior Signs

Sign Type I

48" x 36" Directional Building Sign (one sided, mounted to exterior of building)

Wood, high density urethane, aluminum with plastic (i.e. dibond signs, alupalite), pvc or acrylic; typically Town Seal with variety of lettering height, width and color; fade and crack resistant; moisture and weather resistant, and tamper proof screws.

Price: \$_____.____ (Town recommends that the pricing estimate should reflect use of town seal, three rows of lettering (each row a different size or font) with minimum of 20 characters per row, a base color with minimum of three additional colors)

Describe sign material, identify decorative or architectural element, method of lettering, etc. (picture/diagram may be submitted)_____

Estimated time from date of Town order to completion of design _____

Estimated time from date of Town approval of design to date of installation_____

Sign Type II

48"x 36" Directional Wayfinding Sign (one sided, mounted on pole(s))

Wood, high density urethane, aluminum with plastic (i.e. dibond signs, alupalite), pvc or acrylic; may include Town Seal or symbols or pictograms (arrows, wheelchair, bicycle, boat, bus, knife and fork, etc..), variety of lettering height, width and color; fade and crack resistant; sign and post, post caps (note, standard posts used for highway signage are not acceptable and instead posts should be decorative and compliment sign design) and hardware to affix sign to post must be moisture and weather resistant

Price: \$_____.____ (Town recommends that the pricing estimate should reflect use of town seal, three rows of lettering (each row a different size or font) with minimum of 20 characters per row, a base color with minimum of three additional colors)



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 37

Describe sign material, identify decorative or architectural element, method of lettering, etc. (picture/diagram may be submitted)_____

Estimated time from date of Town order to completion of design _____

Estimated time from date of Town approval of design to date of installation_____

Sign Type III

36" x 24" Directional Wayfinding Sign (one sided, mounted on pole)

Wood, high density urethane, aluminum with plastic (i.e. dibond signs, alupalite), pvc or acrylic; may include Town Seal or symbols or pictograms (arrows, wheelchair, bicycle, boat, bus, knife and fork, etc..), variety of lettering height, width and color; fade and crack resistant; sign and post, post cap (note, standard posts used for highway signage are not acceptable and instead posts should be decorative and compliment sign design) and hardware to affix sign to post must be moisture and weather resistant

Price: \$_____ (Town recommends that the pricing estimate should reflect use of town seal, three rows of lettering (each row a different size or font) with minimum of 20 characters per row, a base color with minimum of three additional colors)

Describe sign material, identify decorative or architectural element, method of lettering, etc. (picture/diagram may be submitted)_____

Estimated time from date of Town order to completion of design _____

Estimated time from date of Town approval of design to date of installation_____

Sign Type IV

48"x 36" Directional Wayfinding Sign (two sided, mounted on pole(s))

Wood, high density urethane, aluminum with plastic (i.e. dibond signs, alupalite), pvc or acrylic; may include Town Seal or symbols or pictograms (arrows, wheelchair, bicycle, boat, bus etc..), variety of lettering height, width and color; fade and crack resistant; sign and post, post caps (note, standard posts used for highway signage are not acceptable and instead posts should be decorative and compliment sign design) and hardware to affix sign to post must be moisture and weather resistant



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 38

Price: \$_____ (Town recommends that the pricing estimate should reflect use of town seal, three rows of lettering (each row a different size or font) with minimum of 20 characters per row *for each side of sign, a base color with minimum of three additional colors)

Describe sign material, identify decorative or architectural element, method of lettering, etc. (picture/diagram may be submitted)_____

Estimated time from date of Town order to completion of design _____

Estimated time from date of Town approval of design to date of installation_____

Sign Type V

36" x 24" Directional Wayfinding Sign (two sided, mounted on pole)

Wood, high density urethane, aluminum with plastic (i.e. dibond signs, alupalite), pvc or acrylic; may include Town Seal or symbols or pictograms (arrows, wheelchair, bicycle, boat, bus, knife and fork, etc.), variety of lettering height, width and color; fade and crack resistant; sign and post, post cap (note, standard posts used for highway signage are not acceptable and instead posts should be decorative and compliment sign design) and hardware to affix sign to post must be moisture and weather resistant

Price: \$_____ (Town recommends that the pricing estimate should reflect use of town seal, three rows of lettering (each row a different size or font) with minimum of 20 characters per row *for each side of sign, a base color with minimum of three additional colors)

Describe sign material, identify decorative or architectural element, method of lettering, etc. (picture/diagram may be submitted)_____

Estimated time from date of Town order to completion of design _____

Estimated time from date of Town approval of design to date of installation_____

Sign Type VI



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 39

48"x 48" Post and Panel Sign (Painted two sided)

Wood, high density urethane, aluminum with plastic (i.e. dibond signs, alupalite), pvc or acrylic; decorative and/or architectural element, Town Seal, variety of lettering height, width and color; fade and crack resistant; sign and post, post caps (note, standard posts used for highway signage are not acceptable and instead posts should be decorative and compliment sign design) and hardware to affix sign to post must be moisture and weather resistant.

Price: \$_____ (Town recommends that the pricing estimate should reflect use of town seal, three rows of lettering (each row a different size or font) with minimum of 20 characters per row *for each side of sign, a base color with minimum of three additional colors)

Describe sign material, identify decorative or architectural element, method of lettering, etc. (picture/diagram may be submitted)_____

Estimated time from date of Town order to completion of design _____

Estimated time from date of Town approval of design to date of installation_____

Sign Type VII

96"x 48"Post and Panel Sign (Carved or Sandblasted, two sided)

Wood, high density urethane, aluminum with plastic (i.e. dibond signs, alupalite), pvc or acrylic; decorative and/or architectural element, Town Seal, variety of lettering height, width and color; fade and crack resistant; sign and post, post caps (note, standard posts used for highway signage are not acceptable and instead posts should be decorative and compliment sign design) and hardware to affix sign to post must be moisture and weather resistant.

Price: \$_____ (Town recommends that the pricing estimate should reflect use of town seal, three rows of lettering (each row a different size or font) with minimum of 20 characters per row *for each side of sign, a base color with minimum of three additional colors)

Describe sign material, identify decorative or architectural element, method of lettering, etc. (picture/diagram may be submitted)_____



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 40

Estimated time from date of Town order to completion of design _____

Estimated time from date of Town approval of design to date of installation_____



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 41

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, 2019

Notary Public



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 42

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: _____

CONTACT PERSON: _____

DATE: _____

SIGNATURE OF AGENT/DEALER: _____



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 43

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: _____



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 44

Date: _____

SEXUAL HARASSMENT

"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 Section 201-G of the Labor Law."

AUTHORIZED SIGNATURE



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 45

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 IDENTIFICATION LABEL to the sealed outer envelope.

FAXED OR ELECTRONIC BIDS SHALL NOT BE ACCEPTED.

DELIVERY BY SUCH METHODS SHALL RESULT IN AUTOMATIC DISQUALIFICATION.



TOWN OF RIVERHEAD LAURA JENS-SMITH, SUPERVISOR

200 HOWELL AVENUE RIVERHEAD, NY 11901

PHONE: 631-727-3200

BID NAME: INTERIOR & EXTERIOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

Page - 46

**TOWN OF RIVERHEAD
TOWN CLERKS OFFICE**

VENDOR'S NAME _____

BID NAME:

DUE DATE:

SEALED BID ENCLOSED