



# TOWN OF RIVERHEAD

*Laura Jens-Smith, Supervisor*  
200 Howell Avenue  
Riverhead, New York 11901-2596  
631-727-3200

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## BID FOR: JANITORIAL SUPPLIES

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

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

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

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

\_\_\_\_\_  
DATE

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

(\_\_\_\_)\_\_\_\_\_  
FAX NUMBER

In compliance with your advertisement for bids to be opened on MAY 22, 2018 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**

VENDOR NAME \_\_\_\_\_

**TOWN OF RIVERHEAD  
NOTICE TO BIDDERS**

Sealed bids for the purchase of **JANITORIAL SUPPLIES** for the use in the Town of Riverhead, will be received at the Office of the Town Clerk, Riverhead Town Hall, and 200 Howell Avenue, Riverhead, New York until **2:00 PM on MAY 22, 2018** at which time they will be publicly opened and read aloud.

Specifications and guidelines for submission of bids are available on the Town's website at [www.townofriverheadny.gov](http://www.townofriverheadny.gov), click on "Bid Requests" beginning **APRIL 26, 2018**.

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 "**JANITORIAL SUPPLIES**".

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.

Bidders shall furnish their price as called for on the Bid Proposal Sheet(s) attached.

Alternates of equal or superior design and/or quality shall be listed separately and a Manufacturer's Specification Sheet shall be submitted with a bid. Failure to submit such data may result in the disallowing of said bid. The equipment and all associated components shall be furnished complete and ready for use.

The Town of Riverhead reserves the right to award this bid based on aggregate price or aggregate items.

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.

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.

The Town reserves the right to purchase similar goods or services included as part of this bid from any means legally available to it at any time.

### 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 has the right to purchase similar goods or services included as part of this bid from any means legally available to it at any time.

### GUARANTEE

The vendor warrants and guarantees the supplies herein specified against any defects.

### PRICES

If a like or lower quantity of a standard item contained in this bid is sold by a vendor at a price less than the prices quoted herein, the price to the Town of Riverhead shall be reduced to that lower price.

### QUANTITY

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

### CONTRACT PERIOD

The Contract Period shall be effective until MARCH 31, 2019 (9 MONTHS FROM DATE OF AWARD) and the contract may be extended (not to exceed two extensions) for one year with the right to extend for an additional one year period or any such lesser amount as mutually agreed upon by and between the Town and Vendor subject to identical terms and conditions.

### FUEL SURCHARGES:

The Town of Riverhead will not pay any type of fuel surcharge on any item or contract unless specifically indicated as such by the Town in the solicitation or contract. Any fuel charges added and not authorized by the Town will be deleted from any payments made to the vendor.

## **OSHA STANDARDS**

All equipment, materials and/or installations utilized in connection with this contract will meet all OSHA standards.

The OSHA Hazard Communication Standard (Subpart 2 of Part 1910 of Title 29 of the Code of Regulations amended under Section 1910/1200 Federal Register) requires chemical manufacturers, importers and distributors to obtain and develop Material Safety Data Sheets (MSDS's) for each hazardous chemical they produce, distribute or import. Bids may not be considered unless the MSDS accompanies each bid. Departments will not accept delivery from providers of chemicals unless EACH container is properly labeled in accordance with MFDA704 (when applicable).

**MATERIAL SAFETY DATA SHEETS MUST BE SUBMITTED WITH BID FORMS.**

## **RESERVATIONS**

The mention in the specifications of any unit, component, or equipment by brand name and/or model is meant to convey to the potential bidder the type and quality of the product required and desired by the Town. Any unit, component, or equipment which is of equal type and quality may be considered as such and may be acceptable to the Town, upon agreement by the Town Board to that fact. The decision of the Town Board, however, in such a circumstance is final.

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.

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

**BID SPECIFICATIONS FOR JANITORIAL SUPPLIES  
PLEASE READ CAREFULLY**

ALL ITEMS LISTED DO NOT HAVE TO BE BRAND NAME LISTED – THIS IS JUST FOR REFERENCE AND CAN BE “OR-EQUAL”

IF THERE ARE ANY EXCEPTIONS TO THE SPECIFICATIONS, SAMPLES MUST BE PROVIDED.

IF SAMPLES ARE NOT PROVIDED AS REQUESTED, THE TOWN OF RIVERHEAD HAS A RIGHT TO REJECT THE BID

PLEASE PRINT CLEARLY OR TYPE PRICES AND PRODUCT DESCRIPTIONS.

EVERY LINE ON THE BID MUST BE FILLED IN;  
IF “NO BID” THEN, SPECIFY THAT ON THE LINE.

IF CASE QUANTITY IS DIFFERENT THAN WHAT IS LISTED BELOW, IT MUST BE CLEARLY STATED. FAILURE TO STATE ANY CHANGES TO QUANTITY MAY RESULT IN DISQUALIFICATION OF THAT ITEM.

IF AN “OR EQUAL” IS PROVIDED AND IS FOUND NOT TO BE AN EQUAL TO THE PRODUCT REQUESTED, THE TOWN RESERVES THE RIGHT TO GO TO THE NEXT LOW BIDDER FOR THAT PRODUCT.

ANY & ALL QUESTIONS SHALL BE SENT IN WRITING TO THE PURCHASING AGENT AT [taque@townofriverheadny.gov](mailto:taque@townofriverheadny.gov).

VENDORS NAME MUST BE LISTED ON EVERY PAGE OF THIS BID.

BID ACCEPTANCE SHEET

DELIVERY

Delivery is to be made within \_\_\_\_\_ after receipt of an order via purchase order.

THESE BID PRICES SHALL STAY IN EFFECT FOR ONE YEAR AFTER 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

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

## **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  
TOWN CLERKS OFFICE**

**VENDOR'S NAME** \_\_\_\_\_

**BID NAME:**

**DUE DATE:**

**SEALED BID ENCLOSED**

ITEM NO.	DESCRIPTION	UNIT	PACKAGE	BRAND NAME	UNIT PRICE	EXTENDED PRICE
1.	ALUMINUM FOIL ROLL 18" X 500' .001	CASE				
2.	3 COMPARTMENT ALUMINUM PANS W/LIDS	CASE				
3.	AMMONIA, QTS.	CASE				
4.	HEAVY WHITE POLY APRON 24" X 46"	CASE				
5.	BAG TIES, 4"	CASE				
6.	BAGS, GARBAGE, 33"X39" 16 MICRON HI-DENSITY (NO NOMINAL WEIGHT)	CASE				
7.	BAGS, KRAFT GROCERY #6	BUNDLE				
8.	BAGS, PLASTIC, FOOD GRADE, 1.4 MIL	CASE				
9.	BAGS, WAXED SANDWICH	CASE				
10.	BLEACH, 5.25%	GALLON				
11.	32 OZ. SPRAY BOTTLES W/HI VOLUME SPRAYER	EACH				
12.	BOWL, 12 OZ. , HD PLASTIC	CASE				
13.	BOWL, 5 OZ., HD PLASTIC	CASE				
14.	BROOM, CORN, HD	EACH				
15.	BROOM, 18: PUSH, MED. BRISTLE, NO HANDLE	EACH				
16.	BRUSH, TOILET BOWL	EACH				
17.	BRUSH, HD FLOOR, PLASTIC BODY W/HANDLE	EACH				

ITEM NO.	DESCRIPTION	UNIT	PACKAGE	BRAND NAME	UNIT PRICE	EXTENDED PRICE
18.	CARDBOARD LUNCH BOX 9" X 5" X 4"	BUNDLE				
19.	HAND SANITIZER	CASE				
20.	DISPENSERS FOR HAND SANITIZER	EACH				
21.	HAND SOAP	CASE				
22.	CLEANSER, POWDER	CASE				
23.	CUPS, COLD, 3 OZ. PAPER	CASE				
24.	CUPS, 6 OZ. FOAM	CASE				
25.	CUPS, 8 OZ. FOAM	CASE				
26.	CUPS, 10 OZ.	CASE				
27.	CUPS,5 OZ. SOFT PLASTIC	CASE				
28.	CUTLERY KITS, IND. WRAPPED	CASE				
29.	DEODORANT, BOWL, BLOCK W/WIRE	DOZEN				
30.	DUST MOP REFILL, 36" X 5" 12/CASE	CASE				
31.	FORKS, HD PLASTIC 1000/CS	CASE				
32.	GLOVES, BROWN JERSEY 8 OZ., 12 PR.	CASE				
33.	GLOVES,LEATHER PALM W/GAUNTLET-12PR.	DOZEN				
34.	GLOVES, RED LINED JERSEY 12 PR.	DOZEN				
35.	GLOVES, BROWN JERSEY, 8 OZ.	PAIR				
36.	GLOVES, LEATHER PALM, W/GAUNTLET	DOZEN				

ITEM NO.	DESCRIPTION	UNIT	PACKAGE	BRAND NAME	UNIT PRICE	EXTENDED PRICE
37.	GLOVES, RED LINED JERSEY	PAIR				
38.	GLOVES, NITRILE, 5-1/2 MIL THICK (MUST BE THIS MIL)					
39.	GLOVES, LATEX, YELLOW, ASST. SIZES	DOZEN				
40.	GLOVES, POLY, FOOD GRADE, DISPOSABLE	CASE				
41.	HANDWIPE CLOTHS	CASE				
42.	HAND CLEANER, HEAVY DUTY, STOKO SOLOPOL CLASSIC, OR EQUAL	CASE				
43.	STOKO HAND CLEANER DISPENSEER	CASE				
44.	KNIVES, HD PLASTIC	CASE				
45.	LIDS, BOARD/CASE FOR 3 COMPT. ALUMINUM PANS	CASE				
46.	LIDS, FOR 6 OZ. CUPS	CASE				
47.	LIDS, PLASTIC, VENTED TO FIT 6 OZ. & 4 OZ. CUPS	CASE				
48.	LIDS, PLASTIC, VENTED TO FIT 8 OZ. CUPS	CASE				
49.	LINERS, 30" X 36", 16 MICRON, HI DENSITY, NATURAL, NO NOM.W	CASE				
50.	LINERS, 38" X 60" 22 MICRON, HI DENSITY, BLACK (NO NOMINAL WEIGHT)	CASE				
51.	LINERS, 40" X 48" 16 MICRON, HI DENSITY, NO NOMINAL WEIGHT	CASE				
52.	LINERS, 24" X 23" 6 MICRON, HI DENSITY, NATURAL, NO NOMINAL WEIGHT	CASE				
53.	LINERS, 24" X 33" 8 MICRON, HI DENSITY, NATURAL, NO NOMINAL WEIGHT	CASE				
54.	LINERS, GARBAGE, 42" X 57" 2 MIL, IND. FOLDER, FLAT BOTTOM	CASE				

55.	LIQUID, POT & PAN DETERGENT	CASE				
<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>PACKAGE</b>	<b>BRAND NAME</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
56.	MURIATIC ACID, HD	GALLON				
57.	MOP BUCKET, W/WHEELS	44 QT.				
58.	MOP HANDLE, SCREW TYPE	EACH				
59.	MOP HEAD, 24 OZ. 8 PLY, WIDE BAND	EACH				
60.	MOP HEAD, MED BLEND, LOOPED, WIDE BAND	EACH				
61.	MOP HEAD, 32 OZ. 8 PLY, WIDE BAND	EACH				
62.	MOPS, YACHT, 12 OZ.	EACH				
63.	NAPKINS, LUNCH, 1 PLY 13X13	CASE				
64.	PADS, BRILLO (OR EQUAL)	CASE				
65.	PADS, STEEL WOOL	CASE				
66..	PADS, 3M FLOOR, 20" BLACK STRIPPING	CASE				
67.	PADS, 3M FLOOR, 20" RED BUFFING	CASE				
69.	PADS, 3M FLOOR, 17" BLACK STRIPPING	CASE				
70.	PLACEMATS, EMBOSSSED, WHITE	CASE				
71.	PLATES, WHITE CLAY COATED, SPIRAL	CASE				
72.	PLATES, 10.25" CHINET (OR EQUAL)COMPARTMENT, HD PLASTIC	CASE				
73.	PLATES, 9" CHINET (OR EQUAL, HD PLASTIC	CASE				
74.	PLATES, 6" CHINET HD PLASTIC	CASE				
75.	POLISH, STAINLESS STEEL, AEROSOL	CASE				
76.	SALAD HINGED CONTAINERS, 12 OZ.	CASE				
77.	SALAD, HINGED CONTAINERS, 24 OZ. DOMED LIDS	CASE				
78.	SANITARY NAPKINS, MAXITHINS	CASE				
79.	DELIMER, GALLONS	CASE				
80.	SOAP, DISH DETERGENT, 38 OZ. JOY (OR EQUAL)	CASE				

81.	SOAP, LURON HAND & BODY	CASE				
82..	TEASPOONS, HD PLASTIC	CASE				
<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>PACKAGE</b>	<b>BRAND NAME</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
83	TABLECLOTHS, PLASTIC, RED	ROLL				
84.	TABLECLOTHS, PLASTIC, WHITE	ROLL				
85.	TISSUE, BATHROOM, 2PLY, TORK OR EQUAL	CASE				
86.	TOWELS, PAPER, INDUSTRIAL ROLL, WHITE	CASE				
87.	TOWELS, PAPER, HOUSEHOLD, WHITE	CASE				
88.	TOWELS, PAPER, MULTIFOLD, WHITE 9X9	CASE				
89.	TOWELS, HOUSEOLD PREMIUM, K CLARK (OR EQUAL)	CASE				
90.	TOWELS, PAPER WIPERS, K-CLARK (OR EQUAL) 12X15 WHITE	CASE				
91.	TOWELS, TORK, ADVANCED	CASE				
92.	TOWELS, PAPER WIPERS, SCOTTCLOTH 12X16	CASE				
93.	TOWELS, PAPER, C-PULL, K CLARK WHITE (OR EQUAL)	CASE				
94.	TOWELS, 600' ROLL	CASE				
95.	TOWELS, GITS GP 54050 CENTERPULL SYSTEM, CAREFEE CHOICE SERIES, 2 PLY CENTERFOLD TOWEL, 600'	CASE				
96.	TRASH CAN DOLLY, BLACK	EACH				
97.	TRASH CAN, 55 GALLON, HUSKEE/BRUTE, CONTINENTAL MFG. GRAY	EACH				
98.	URINAL SCREEN , DELUXE CUCUMBER MELON, ULINE OR EQUAL	CASE				
99.	UTENSIL COMBO KIT, PLASTIC, WRAPPED	CASE				
100.	WINDEX, GALLONS	CASE				

101.	WRAP, FOOD GRADE FILM, 35 GAUGE, 18" X 2000'	CASE				
<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>PACKAGE</b>	<b>BRAND NAME</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
102.	WRINGER, CONTINENTAL, FITS BUCKET CNT-404-3 MOP BUCKET	EACH				