



VICTOR G. CAROSI, P.E.
Commissioner

**TOWN OF GREENBURGH
DEPARTMENT OF PUBLIC WORKS**
177 Hillside Avenue, White Plains, NY 10607
Office: (914) 989-1575 Fax: (914) 993-1639
<http://www.greenburghny.com>



Greenburgh Recycles

RICHARD C. FON
Superintendent of Highways

NOTICE TO BIDDERS

**2016 ANNUAL BID FOR
CHEMICAL SYSTEMS MAINTENANCE SERVICES/WATER DEPARTMENT**

NOTICE IS HEREBY GIVEN that sealed bids will be received by the Town Clerk of the Town of Greenburgh, until the deadline of **11:00 a.m. on Thursday, February 25, 2016** at the Office of the Town Clerk, 177 Hillside Avenue, Greenburgh, New York 10607, at which time and place all received sealed bids will be publicly opened and read aloud for the furnishing of the following:

CHEMICAL SYSTEMS MAINTENANCE SERVICES

No bids will received will be considered after the time stated above. Specifications and Bid Proposal Forms may be obtained on the Town's website, www.greenburghny.com, or at www.empirestatebid.com, or at the Office of the Commissioner of Public Works. To be considered, all bids must be submitted in a sealed envelope bearing the name and address of the bidder and clearly marked "**ANNUAL BID FOR CHEMICAL SYSTEMS MAINTENANCE SERVICES/WATER DEPARTMENT - 2016**".

Please note bidders must submit statement of Non-Collusion in accordance with Section 103-D of the Municipal Law. Omission of this item will result in rejection of the bid.

The Town Board of the Town of Greenburgh reserves the right to accept or reject any or all bids and to waive any informalities at their discretion, and to award contracts in a manner deemed to be in the best interests of the Town of Greenburgh even if such award is to other than the lowest bidder. All questions shall be directed to the Commissioner of Public Works at (914) 989-1575

Judith A. Beville
Town Clerk

Town of Greenburgh
Date of Publication: January 29, 2016

**2016 ANNUAL BID FOR
CHEMICAL SYSTEMS MAINTENANCE SERVICES**

**TOWN OF GREENBURGH
DEPARTMENT OF PUBLIC WORKS**

INSTRUCTIONS TO BIDDERS

All of the materials / services specified in these detailed specifications shall be delivered as specified and as directed by the Commissioner of Public Works, and in any quantity. All work must be performed by a duly trained, licensed and certified technician as may be appropriate for the specific piece of equipment for which the service is requested. A list of equipment operated by the Water District and intended for inclusion with this service is included with this bid. The bidder must include any certification, license, training, and other documents as appropriate to demonstrate to the Town that the bidder has the training and technical knowledge to service the equipment.

All work and equipment that may be provided must meet AWWA standards for use with potable water supply.

The Town of Greenburgh is a tax exempt municipality. All bids submitted shall be exclusive of any sales, excise or other taxes, for delivery to a tax exempt municipality. Bids shall be valid for all work throughout the year. Wage rates paid must be in compliance with the NYS Department of Labor and in accordance with the prevailing wage rates and provisions in effect at the time the work is performed.

A bidder certifies by submitting a bid, that the business is properly and duly licensed to provide the service work requested.

Additional information concerning the items requested in this bid may be requested from the office of the Commissioner of Public Works. To be considered, any question or comment must be received in writing at least five (5) days prior to the bid opening.

A bidder certifies, by submitting a bid, that the business is current in the payment of all franchise and other taxes due the State of New York. Bidder further certifies that no officer, director or stockholder (if less than 10 stockholders) of the bidder is an officer or employee of the Town or a relative of any such Town officer or employee. If such officer, director or stockholder does exist, their names and relationships must be disclosed to the Town.

Yearly quantities where listed, are only an estimate, not a guarantee of quantity to be expected. No guarantee is made for any work. This contract is for anticipated work and emergency service. No prediction can be made on the number or nature of any call that may be placed or services needed throughout the year. The Town reserves the right to choose any service option that is determined to serve the best interests of the Town.

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CHEMICAL SYSTEMS MAINTENANCE SERVICES**

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SYSTEMS SERVICE

The Town of Greenburgh desires to engage a service company with duly trained, licensed and certified technicians on an annual basis, to perform both scheduled and emergency service, repair, and installation of specialized chemical feed and metering pumps, water chemical analyzers, gas detectors, chemical fluid piping, gas chlorinators, vacuum regulators, chemical injectors, Lonza Tablet Chlorinators, and other various water quality analyzers, equipment and components, expertise with SCADA systems maintenance to include transmitters, reciters and other signal control and generating equipment as directed by the Commissioner of Public Works for work within the Town of Greenburgh Water Department facilities.

The Service Company must respond to Emergency Repairs “24/7”.

Representative Equipment Listing:

W & T Chlorine Vacuum Regulators	Various Water Quality Analyzers,
W & T Chlorinators	Transmitters and Receivers.
W & T Chlorine Gas Detectors	LMI Chemical metering pumps
Chlorine Injectors	Public Water Supply Chemical Systems
Sodium Hydroxide Piping System	Maintenance
Lonza MC4 - 150 Tablet Chlorinators	Watson Marlow Chemical metering pumps
Encore Chemical metering pumps	

General Service:

During the period of the contract, the Service Company may be asked to perform routine repairs to the equipment listed above within the Town Water Pump Stations. Work may include troubleshooting, repairs, and preventative maintenance to the feed pumps, motors, sensors, control circuits, chemical feed pipes, systems, and SCADA equipment.

Minimum Service:

During the period of this contract, the Service Company may be asked to provide at least one major “service and maintenance” of all the above feed and chemical system parts.

BID / PROPOSAL PRICING CONTINUED ON NEXT PAGE

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CHEMICAL SYSTEMS MAINTENANCE SERVICES**

**TOWN OF GREENBURGH
DEPARTMENT OF PUBLIC WORKS**

An "Hourly Rate" bid is requested for regular business days between the hours of 7:00 a.m. to 4:00 p.m. An "Overtime Emergency Rate" bid is requested for time worked in excess of an eight hour day. An "Emergency Weekend Rate" bid and "Holiday Rate" bid are also requested. The successful bidder shall respond to emergencies within a reasonable time 24 hours per day, 365 days per year and shall state an expected response time with the bid.

Bid price shall include both a rate for the both the technician and a helper, though it is expected most work will not require a helper. The hourly rate bid shall be inclusive of all travel time, travel charges and miscellaneous expenses.

The Contractor shall offer a discount for parts as a percentage from manufacturer list for routine and common items, and provide competitive pricing for special order and unique / hard to find items. Contractor shall also offer parts at a discount that may be "from stock", as some companies stock unique, hard to find, or routine parts. Manufacturer List Price Sheets will be required to be furnished prior to supplying any material under this contract work. The Town reserves the right to provide parts if such parts can be obtained at a price more favorable to the Town

It is anticipated that service and calibration of the W & T chlorinators, chlorine switch- over valves, chlorine gas detector and Encore Chemical metering pumps will be required at least once throughout the period of this bid as well as other services as required during the course of the year.

BID FORM

Pricing from contractor shall be clearly indicated on Company Letter head, signed by an authorized company representative, indicating hourly rates and discounts as noted above.

Bidder, in submitting this bid, agrees to supply the item identified in accordance with the terms and specifications of this contract:

Bidder

(Seal of Corporation)

Street

City, State, Zip

Signed

Title

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Phone

Fax

Email: _____

**2016 ANNUAL BID FOR
CHEMICAL SYSTEMS MAINTENANCE SERVICES**

**TOWN OF GREENBURGH
DEPARTMENT OF PUBLIC WORKS**

The Town of Greenburgh
Office of the Town Clerk
177 Hillside Avenue
Greenburgh, New York 10607

1. I/We hereby declare that I/We have carefully examined the Notice to Bidders, the Specifications, Requirements and documents for the above entitled services, materials, and supplies.
2. I/We do hereby offer and agree to furnish all services and materials, to fully and faithfully perform and execute all work in the above titled matter in accordance with the related Specifications and Requirements. I/We will furnish all labor, tools, implements, transportations and materials necessary and proper for the purpose(s) and for the price(s) set forth on the bid forms.
3. I/We do hereby declare that the prices so stated cover all expenses of every kind incidental to the completion of said work, and the contract therefore, including all claims that may arise through damages or any other cause whatsoever.
4. I/We do hereby agree that I/We will execute a contract therefore, containing all terms, conditions, provisions and covenants necessary to complete the work according to the Specifications and Requirements on written notice by the Town of Greenburgh that the contract has been awarded by the Town.
5. I/We hereby affirm that 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 certifies as to its organization, under the penalty of perjury, that to the best of knowledge and belief:
 - a. The prices in this Bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor; and
 - b. Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and
 - c. No attempt has been made or will be made by the Bidder to induce any person, partnership or corporation to submit or not submit a Bid for the purpose of restricting competition.

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Bid Proposal Form (cont'd)

- d. No member of the Town Board, or officer, or employee of the Town of Greenburgh, or person whose salary is payable in whole or in part by the Town is or shall become interested as a contracting party, partner, stockholder, surety, or otherwise, in this Bid or in the performance of this Contract, or in the supplies, materials, or equipment and work or labor to which it relates, or in any portion of the profits thereof.

6. I/We hereby agree that this proposal is a firm Bid and shall remain in effect for a period of at least forty five (45) calendar days from the Bid-opening subject to extension on mutual agreement.

7. I/We declare that if this is a Corporate Bid I/We have been duly authorized to act as the Signatory on this proposal on behalf of this Corporation.

8. I/We affirm, under penalty of perjury, that all statements in this proposal are true and correct.

9. I/We hereby agree that I/We accept the prices set forth on the following pages for the various items of work.

10. All work shall be completed as specified within the Specifications and Requirements, which are understood to include all documents attached hereto.

Legal Name of Person, Firm or Corporation

Signed

Title

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NON-COLLUSIVE BIDDING CERTIFICATE

Made pursuant to Section 103-d of the New York State General Municipal Law, as amended by the Laws of 1966.

1. 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 to the best of his knowledge and belief:
 - a. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; and
 - b. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the opening, directly or indirectly, to any other bidder or to any competitor; and
 - c. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
2. A bid shall not be considered for award nor shall any award be made where Sections 1, (a), (b), and (c) above have not been complied with, provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement that sets forth in detail the reasons therefore. Where Sections 1 (a), (b), and (c) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the Town of Greenburgh thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

Dated: _____, 2016

(Seal of Corporation)

Legal Name of Person, Firm or Corporation

Street

City, State, Zip

Signed

Title

(____) _____
Phone

(____) _____
Fax

E-Mail: _____