



**TOWN OF GREENBURGH
DEPARTMENT OF PUBLIC WORKS**

177 Hillside Avenue, White Plains, NY 10607
Office: (914) 989-1580 Fax: (914) 993-1639
Web Site: <http://www.greenburghny.com>



Greenburgh Recycles

VICTOR G. CAROSI, P.E.
Commissioner

RICHARD C. FON
Superintendent of Public Works

NOTICE TO BIDDERS

**2017 ANNUAL BID FOR
CHEMICAL SYSTEMS MAINTENANCE & REPAIR
GREENBURGH 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 November 15, 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 and/or installing of the following:

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, www.empirestatebid.com and at the Office of the Commissioner of Public Works after October 21, 2016. 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 & REPAIR, GREENBURGH WATER DEPARTMENT - 2017**".

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

Dates of Publication: October 21, 2016

Category	Page
Notice to Bidders	2
Instructions to Bidders	3-4
Chemical System Maintenance and Instrumentation Service & Bid Proposal Forms	4-7
Bid Proposal	14-15
Non-Collusive Bidding Certificate	16



2017 ANNUAL BID FOR

**CHEMICAL SYSTEMS MAINTENANCE & REPAIR
GREENBURGH WATER DEPARTMENT**

INFORMATION FOR BIDDERS

General Information

It is the intent of these specifications

Service Locations

The Town of Greenburgh Water Department maintains two facilities listed below. The Contractor shall provide service to both the facilities as directed / required by the Town. All of the materials as specified in these detailed specifications shall be delivered Freight on Board FOB, (no additional shipping charges) to the Water and Sewer Department facilities at:

Town of Greenburgh
Water and Sewer Department
181 Knollwood Road
White Plains, NY 10607

Town of Greenburgh
Rumbrook Pump Station
Rumbrook Park
700 Dobbs Ferry Road
White Plains, NY 10607

or to at any point in the Town of Greenburgh as may be directed by the Commissioner of Public Works, and in any quantity equal to or greater than the minimum specified. All material supplied shall conform to the standard specifications of the American Water Works Association, as well as all applicable ASTM and Federal Specifications, as appropriate.

No Sales Tax Paid

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 orders placed during the calendar year. Where a firm price cannot be held for the year, a ninety (90) day bid should be submitted and clearly noted on the bid for the item.

Rights to Purchase Reserved

The Town of Greenburgh reserves the right to purchase the same or similar materials from the State of New York Office of General Services at the current New York State Bid Price for any of the items bid within this contract, without notice to the vendor awarded the Town bid if it is deemed appropriate and in the best interests of the Town by the Town's Commissioner of Public Works and the bidder shall have no recourse to the Town for any lost profit resulting from this action.

Compliance with Specifications

All bids are to be submitted in strict conformance with the itemized specifications and for delivery within the time limit as stated for the specified time. All suppliers submitting bids on items in non-conformance with the specifications or delivery time as stated must submit them on separate sheets of paper, clearly stating the variance between their bid and the specifications and with the paper clearly indicating the bidder. The Town reserves the right to reject any item bid not in compliance with the specifications. Additional information on any of the items as given



2017 ANNUAL BID FOR

CHEMICAL SYSTEMS MAINTENANCE & REPAIR GREENBURGH WATER DEPARTMENT

in the detailed specifications may be secured from the office of the Commissioner of Public Works.

Liquidated Damages

Whenever a delivery time in days is specified herein, it shall be assumed to refer to the number of consecutive calendar days from receipt of order. In the event of delay in delivery for whatever reason, whether it is due to the bidder's action or otherwise, the successful bidder agrees to have the amount of ten dollars (\$10.00) deducted for each material each and every calendar day that delivery is so delayed. This deduction is to be considered not as a penalty, but as liquidated damages which the Town will suffer by reason of such delay or default.

Bidders Certification

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 should be disclosed to the Town.

The successful bidder may be asked to provide the Town with a certificate issued by the Secretary of the State that the Corporation is duly authorized to do business within the State of New York and is presently in good standing. If the entity to whom the bid is awarded is not a corporation, it would be required that the entity's certificate of doing business, which should be on file in the County Clerk's Office, be provided. (This would also hold true in the case of joint ventures, which would be required to disclose the underlying entities which make up the joint venture and to supply the requisite certificate of doing business of each such entity.)

Bid Award Categories

Yearly quantities where listed, are only an estimate, not a guarantee of quantity to be purchased. Bid items are divided into general categories. To be considered a bidder must bid all items within the category. Award will be made per category for the items within that category. A bidder may bid on all categories, but an award will be made only to that bidder that provides the lowest cost, meeting the specifications to a complete category of items, unless otherwise deemed to be in the best interest of the Town. The Town reserves all rights to make determinations to the bid deemed the best interest of the Town.

All bid prices must be submitted on the attached bid forms. Faxed or emailed bids are not accepted.

Surcharges Not Accepted

Surcharges including fuels, shipping, delivery, handling or any other additional charge beyond the unit price bid will not be accepted.



2017 ANNUAL BID FOR

**CHEMICAL SYSTEMS MAINTENANCE & REPAIR
GREENBURGH WATER DEPARTMENT**

CHEMICAL SYSTEMS MAINTENANCE AND REPAIR

CHEMICAL SYSTEM MAINTENANCE FOR WATER DEPARTMENT: This item is intended to engage a service company for performing but not limited to service, calibration, etc. of Water and Sewer Department chemical equipment. Some examples of the type of equipment that will be required to be serviced are:

W & T Chlorine Vacuum Regulators
W & T Chlorinators
W & T Solution Metering Pumps
Chlorine Injectors
Transmitters, Receivers

Chlorine Analyzer, pH Analyzer
Chlorine Gas Detectors
Constant Chlor Plus

Plus Miscellaneous Related Instrumentation not listed above.

An "Hourly Rate" bid is requested for regular business days. An "Overtime Rate" bid is requested for time worked in excess of eight (8) hours per day. An "Emergency/Weekend Rate" bid and "Holiday Rate" bid are also requested.

Bid price shall be per worker. It is expected most work will only require the services of one worker. The hourly rate bid shall be inclusive of all travel time, travel charges and miscellaneous expenses.

Bidder shall provide a percentage (%) discount for various parts required that may be required in the servicing of the above equipment. 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 and chlorine gas detector 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.



2017 ANNUAL BID FOR
CHEMICAL SYSTEMS MAINTENANCE & REPAIR
GREENBURGH WATER DEPARTMENT

BID FORM

TOWN'S RIGHTS RESERVED: The Undersigned understands that the Town reserves the right to reject any or all Proposals or to waive any formality or technicality in any Proposal it deems to be in the best interests of the Town.

THE ABOVE PROPOSAL IS SUBMITTED BY:

Date: _____
Legal Name of Bidder

By: _____
(Print Name) (Signed)

Company: _____

(Seal of Corporation) _____
Street

City, State, Zip

Signed Title

(____) _____ (____) _____
Phone Fax

Email: _____

Complete Acknowledgements at last page



2017 ANNUAL BID FOR
CHEMICAL SYSTEMS MAINTENANCE & REPAIR
GREENBURGH WATER DEPARTMENT

Bid Proposal Form

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 and Requirements and documents for the above entitled materials and supplies.
2. I/We do hereby offer and agree to furnish all 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.
 - d. No member of the Town Board, or officer, or employee of the Town of



2017 ANNUAL BID FOR

**CHEMICAL SYSTEMS MAINTENANCE & REPAIR
GREENBURGH WATER DEPARTMENT**

- e. 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



2017 ANNUAL BID FOR

**CHEMICAL SYSTEMS MAINTENANCE & REPAIR
GREENBURGH WATER DEPARTMENT**

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

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Phone Fax

Email: