



TOWN OF RIVERHEAD
Sean M. Walter, Supervisor

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

FP-031815

BID FOR: FORD AUTOMOTIVE REPLACEMENT PARTS

BIDDERS NAME

BIDDERS ADDRESS

CITY, STATE, ZIP

EMAIL ADDRESS

DATE

(_____) _____
PHONE NUMBER

In compliance with your advertisement for bids to be opened on May 15, 2015 and subject to all conditions thereof, the undersigned hereby proposes to furnish the item(s) and/or service(s) itemized in this proposal in accordance with the Notice to Bidders, General Information Agreement and Specifications contained herein on the Bid Proposal Form attached.

Bidder certifies that the prices quoted herein do not include Federal Excise Tax or any Federal, New York State or City Sales Tax and are not higher than prices charged to any governmental or commercial consumer for like merchandise and/or service; and all prices include shipping and freight charges to any Municipal building or site within the Town of Riverhead.

Respectfully submitted,

SIGNED BY

TITLE

BIDDERS ARE INVITED TO ATTEND BID OPENING

D:\Users\PUR1\AppData\Local\Microsoft\Windows\Temporary Internet
Files\Content.Outlook\L8B57T7M\15 BID FORD PARTS (2).docx

VENDOR NAME _____

TOWN OF RIVERHEAD
NOTICE TO BIDDERS

Sealed proposals for the purchase of **FORD AUTOMOTIVE REPLACEMENT PARTS** will be received by the Town of Riverhead in the Office of the Town Clerk, 200 Howell Avenue, Riverhead, New York until **2 p.m. May 15, 2015** at which time they will be publicly opened and read aloud.

Specifications may be examined and/or obtained on **APRIL 16, 2015** on the Town of Riverhead website at www.townofriverheadny.gov, click on bid requests.

Each proposal must be submitted on the form provided and must be in a sealed envelope clearly marked, with the bid number as on the "**FORD AUTOMOTIVE REPLACEMENT PARTS**". 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.

The Town Board reserves the right and responsibility to reject any and all bids or to waive any formality if it believes such action to be in the best interest of the Town.

BY ORDER OF THE RIVERHEAD TOWN BOARD
OF THE TOWN OF RIVERHEAD
DIANE M. WILHELM, TOWN CLERK

VENDOR NAME _____

ATTENTION VENDORS

If you find that you are not interested in bidding/quoting this particular project, **please fill in this sheet and return it to:**

Town of Riverhead Purchasing Department
200 Howell Ave.
Riverhead, NY 11901

We are very interested in learning why you do not bid.

FORD AUTOMOTIVE REPLACEMENT PARTS

VENDOR NAME _____

CONTACT _____

ADDRESS _____

PHONE _____ FAX _____

EMAIL ADDRESS: _____

For purposes of facilitating your firm's response to our invitation to bid the Town of Riverhead is interested in hearing reasons for failure to respond. If your firm is not responding please indicate the reason by checking all appropriate items below and returning this form to the address above.

WE ARE NOT RESPONDING BECAUSE:

_____ Items and/or materials requested are not manufactured by us or are not available to our company.

_____ Our items and/or materials do not meet your specifications

_____ Specifications are not clearly understood or applicable _____ too vague _____ too rigid

_____ Quantities too small

_____ Other _____

INSTRUCTIONS AND INFORMATION FOR BIDDERS

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- 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.
 - 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 shall indicate, on the outside of their sealed bid, the following information:
 1. Title of the Bid

Failure to do so may result in rejection of the bid as being unresponsive.
 - **The following forms are necessary to be submitted as a bid, as well as any additional forms requested in the detailed specifications:**
 1. **Bid proposal form/price page(s)**
 2. **Non-Collusion Affidavit**, completed, signed and dated.
- It is not necessary to submit our technical specifications with the bid. They should be retained by the bidder for their records.**
- Official bid copies are obtained on the following website: www.townofriverheadny.gov
 - **Bidders must submit one original copy of their bids.** The original must be clearly marked. 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.
 - 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.

INSTRUCTIONS AND INFORMATION FOR BIDDERS

Page 2 of 2

- Specifications and bid forms are attached hereto. All bids will be sealed and **distinctly marked "PROPOSAL FOR BID FOR FORD AUTOMOTIVE REPLACEMENT PARTS."**
- The Town of Riverhead official bid documents are obtained from the Towns website at 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 same website that the official bid documents are obtained. It is incumbent upon all potential bidders to view all posted addenda prior to the bid close date.
- Should the bidder find discrepancies or omissions in the specifications, he shall notify the Purchasing Agent, at once. The Purchasing Agent will not assume responsibility for any oral instructions, or interpretations of meaning of the specifications or other contract documents to any bidder by any person or persons.
- The Purchasing Agent, and/or his designee, shall be the only one authorized to make changes or alterations to anything contained in these specifications. Such changes shall be posted as an addendum on the following website: www.townofriverheadny.gov. 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.
- 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. 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.
- Upon acceptance of any bid, the successful bidder shall execute a contract, in accordance with the specifications, with the Town of Riverhead, State of New York.
- 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 contractor.
- 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.
- 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 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

TECHNICAL SPECIFICATIONS FOR FORD AUTOMOTIVE REPLACEMENT PARTS

1.0 INTENT

The Town of Riverhead, in compliance with New York State General Municipal Law # 103 has a requirement to enter into contract with qualified suppliers for the supply of Ford automotive replacement parts. The intent of these specifications is to provide a source of supply of replacement parts and components, utilizing **ONLY Original Equipment Manufacturer (OEM) parts for various Ford equipment.**

2.0 SPECIFICATIONS

The vendor shall be a Ford Certified Dealer and shall provide Ford Fleet parts. The vendor shall provide the bid for parts as a percentage added to the Dealer's cost. The vendor shall provide to the Town for a review a Dealer's cost list at contract signing and updated quarterly to verify costs. Parts and/or components shall include but may not be limited to:

- Suspension
- Shaft assemblies
- Rotor assemblies
- Brake kits
- Spark plugs
- Belts, hoses, gaskets and fans
- HVAC system
- Lights
- Power train items

Parts shall be new and/or certified re-furbished and/or rebuilt with warranty.
Core charges shall be incorporated and credited upon component return.

3.0 TERM

Bid contract shall be in effect for one year from date of award with one (1) additional twelve (12) month period of extension, based on performance and if mutually agreed upon between the Town of Riverhead and the awarded vendor. Any contract document let and awarded hereunder by the Town, may be extended unilaterally by the Town of an additional period of up to (30) days' notice to the awarded vendor with the same terms and conditions as the original contract including but not limited to: quantities, prices and delivery requirements.

Bidders shall familiarize themselves with all provisions of the specifications and shall not at any time after submitting their bid, dispute any of the specifications or assert that there was any misunderstanding in regard to the furnishing and delivery of the items called for in the proposal. All questions or requests for clarification or details shall be recorded and addressed in writing prior to the submission of bids..

In signing this bid each vendor guarantees the acknowledgement of and will be in full compliance with Town requirements and all applicable provisions of New York State law and regulation established and governing the standards for business and technical activities pertaining to these specifications. The Town reserves the right to terminate any contract or use an alternate source or award for the

VENDOR NAME _____

procurement of this material is a designated/awarded vendor is unable to perform under the terms of these specifications.

The Town of Riverhead reserves the right to reject any and all bids or any part of bids not deemed to be in the best interest of the Town or in compliance with NYS competitive procedures.

DELIVERIES

The awarded vendor shall furnish all materials under the terms of this contract specification within four (4) hours for in-stock items and 48 hours for ordered items.

All deliveries shall be made on regular business days between the hours of 7:30 am and 3:00 pm, unless otherwise agreed to by the awarded vendor and the Town department/division ordering.

- 5.3** The Town reserves the right to terminate any contract and use an alternate or secondary source, should the vendor become unable to perform. In the event deliveries are not made as specified to a Town requested point, the Town shall have the right to purchase on the open market and charge any increase to the awarded vendor, if such action is necessary due to vendor/suppliers negligence, errors or omissions.
- 5.4** 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.

6.0 INVOICE AND PAYMENTS

Invoices, vouchers, packing slips and any correspondence shall be submitted to the ordering Department at the appropriate address below:

Town of Riverhead Municipal Garage
1412 Route 58
Riverhead, New York 11901

7.0 PRICING AND BID AWARD

- 7.1** Bidders must submit their bids based upon the discount to the Ford list price and/or discount (mark up/mark down) to the dealer list price which is in effect at the time and date of the bid opening. The discount shall remain in effect throughout the term of the contract, unless both parties agree to a change.
- 7.2** Two (2) copies of the referenced price list MUST accompany the bid submission and must be current and up to date.
- 7.3** Bids will be awarded to the responsive Bidder who meets all the specifications herein and who offers the lowest discount from list price.

8.0 QUESTIONS AND ANSWERS

VENDOR NAME _____

Submit questions pertaining to these Specifications by email to Mary Ann Tague at tague@townofriverheadny.gov no later than **Wednesday, MAY 1, 2015**. <http://www.townofriverheadny.gov>. BIDDERS MUST CHECK THIS WEBSITE FOR ADDENDUMS BEFORE SUBMITTING THEIR BID. ADDENDUMS CAN INCLUDE SIGNIFICANT CHANGES TO THE BID SPECIFICATIONS.

9.0 SUBMISSION REQUIREMENTS

9.1 Each bid submission package must consist of a completed and signed Bid Proposal Form, a letter stating authorized vendor status (see Section 2.0), two (2) copies of the current Price List and a completed Non-Collusion Statement.

VENDOR NAME _____

TOWN OF RIVERHEAD

PROPOSAL FORM

The undersigned, having carefully examined the appropriate specifications does hereby agree to furnish and deliver to the Town of Riverhead, New York, the following items at the price(s) indicated:

SCHEDULE OF ITEMS	UNIT PRICE	PRICE TOTAL
<u>FORD AUTOMOTIVE OEM REPLACEMENT PARTS</u>		
Vendor Name and Contact: _____ Address: _____ *A. Discount from Ford List Price: _____ % <hr/> *B. Discount from Dealer List Price: _____ %		
*Please describe and identify the discount options Identified above, i.e. Town is limited to A "Discount from Ford Price List" or Town may choose from option A or B whichever option provides the best (lowest) price:		

Submitted by _____

Contact Name _____

Company Name

Telephone _____

Fax _____

VENDOR NAME _____

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: _____

NON-COLLUSIVE CERTIFICATE

(MUST BE COMPLETED, SIGNED, NOTARIZED AND RETURNED WITH BID)

UNDER PENALTIES OF PERJURY:

_____ (BIDDER), BEING DULY
SWORN, DEPOSES AND SAYS:

This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor;

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;

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;

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

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)

(SIGNATURE)

(TITLE)

Address: _____

Sworn to before me this

_____ day of _____, 20____

NOTARY PUBLIC