

01.05.2021

ADOPTED

TOWN OF RIVERHEAD

Resolution 2021-38

AUTHORIZES PUBLISH & POST OF NOTICE TO BIDDERS FOR ANNUAL HVAC SERVICE CONTRACT

Councilwoman Kent offered the following resolution,
which was seconded by Councilman Beyrodt Jr.

WHEREAS, the Town of Riverhead Engineering Department seeks to bid for **ANNUAL HVAC SERVICE CONTRACT**; and

WHEREAS, the Engineering Department has developed specifications for this project and they have been reviewed by the Town Purchasing Agent; and

WHEREAS, the Town Purchasing Agent wishes to publish and post a Notice to bidders for **ANNUAL HVAC SERVICE CONTRACT**.

NOW THEREFORE BE IT RESOLVED, that the Town Board be and does hereby authorize the Town Clerk to publish and post the attached public notice in the January 14, 2021 issue of the News-Review, and be it further

RESOLVED, that the Town Clerk is hereby authorized to forward a copy of this resolution to Engineering Department, Purchasing Department and the Office of Accounting; and be it further

RESOLVED, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

THE VOTE

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Catherine Kent, Councilwoman
SECONDER:	Frank Beyrodt Jr., Councilman
AYES:	Yvette Aguiar, Tim Hubbard, Catherine Kent, Frank Beyrodt Jr.

**FISCAL IMPACT STATEMENT
OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION**

A. Type of Legislation Resolution <input checked="" type="checkbox"/> Local Law		
B. Title of Proposed Legislation: Authorizes Publish & Post of Notice to Bidders For Annual HVAC Service Contract		
C. Purpose of Proposed Legislation:		
D. Will the Proposed Legislation Have a Fiscal Impact? Yes _____ No <input checked="" type="checkbox"/>		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable:		
(a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget (example: routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F,G and complete H,I and J;		
or		
(b) The description/explanation of fiscal impact is set forth as follows:		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
G. Proposed Source of Funding Appropriation Account to be Charged: Grant or other Revenue Source: Appropriation Transfer (list account(s) and amount):		
H. Typed Name & Title of Preparer: Preparer: Teresa Baldinucci	I. Signature of Preparer Teresa Baldinucci Teresa Baldinucci _____ 1/5/2021	J. Date 12/22/20
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff <i>William Rothaar</i> William Rothaar	M. Date 12/28/20

**TOWN OF RIVERHEAD
NOTICE TO BIDDERS**

Sealed bids for **ANNUAL HVAC SERVICE CONTRACT**, for use by the Town of Riverhead, 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 January 28, 2021**, at which time all bids received shall be opened and read aloud.

Bid Specifications and/or Plans may be obtained by visiting the Town of Riverhead website at www.townofriverheadny.gov on or after **January 14, 2021**. Click on "Bid Requests" and follow the instructions to register.

All bids are to be submitted in a sealed envelope bearing the designation **ANNUAL HVAC SERVICE CONTRACT**. 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 be attached to the bid form.

NOTE: Bid responses must be delivered to the Office of the Town Clerk at 200 Howell Avenue, Riverhead, New York, 11901, on or before January 28, 2021 at 11:00 a.m. 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.

The Town Board reserves the right and responsibility to reject any or 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 TOWN BOARD
OF THE TOWN OF RIVERHEAD**

DIANE M. WILHELM, TOWN CLERK