



TOWN OF RIVERHEAD

Laura Jens-Smith, Supervisor

200 Howell Avenue
Riverhead, New York 11901

BID #SIGNS-2018

BID FOR: SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD

BIDDERS NAME

BIDDERS ADDRESS

CITY, STATE, ZIP

____ () _____ () _____
DATE PHONE NUMBER FAX NUMBER

E-MAIL ADDRESS

In compliance with your advertisement in the **JUNE 14, 2018** issue of the News Review or bids to be opened on **JULY 9, 2018** 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

**TOWN OF RIVERHEAD
NOTICE TO BIDDERS**

Sealed bids for the SIGNAGE SERVICES FOR 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 JULY 9, 2018. Bid packets, including Specifications, may be obtained on line at www.townofriverheadny.gov.

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.

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.

All bids are to be submitted to the Town Clerk's Office in a sealed envelope bearing the designation **BIDS FOR SIGNAGE SERVICES FOR THE TOWN OF RIVERHEAD** on or before the date set forth 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 DESCRIPTION:

The Town of Riverhead is requesting bids to provide Signage for various town buildings and facilities.

CONTRACT PERIOD:

The contract period for this bid award shall be for 1 year from date of award with the option to extend the contract for (1) additional twelve-month period, for the same terms and conditions and upon the mutual agreement of both parties.

GENERAL

Bidders shall be responsible to carefully examine the Specifications enclosed.

These specifications require the doing of all things necessary or proper for, or incidental to the furnishing and delivery of said equipment and associated components.

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.

INVOICES & PAYMENTS

Invoices, vouchers, packing slips and any correspondence shall include the following: Date/Time, description of item; identify the Town Department making the purchase; and the name of the Town employee picking up the item. All invoices shall be submitted for payment to:

Town Hall Accounting Department

200 Howell Ave.

Riverhead, NY 11901

VENDOR SUGGESTED TO BE WITHIN A 15 MINUTE DRIVE OF OUR FACILITY/FACILITIES.

QUESTIONS:

Any questions regarding this bid should be directed to Mary Ann Tague, Purchasing Agent at tague@townofriverheadny.gov.

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 and award one or more bids.

GUARANTEE

The vendor warrants and guarantees the equipment herein specified, including all associated equipment furnished, against any defects in design, workmanship and materials.

NON-BIDDER'S RESPONSE

For purposes of facilitating your firm's response to our invitation to bid, the TOWN OF RIVERHEAD is interested in ascertaining reasons for prospective bidders' failure to respond to invitations to bid. If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and returning this form to the TOWN OF RIVERHEAD Purchasing Department at the above address.

We are not responding to this invitation for bid for the following reason(s):

Items or materials requested not manufactured by us or not available to our company.

Our items and/or materials do not meet specifications.

Specifications not clearly understood or applicable (too vague, too rigid, etc.)

Quantities too small.

Insufficient time allowed for preparation of bid.

Incorrect address used

Correct mailing address is: _____

Our branch/division handles this type of bid.

Other reason(s):

ALL QUESTIONS PERTAINING TO THIS SOLICITATION MUST BE SUBMITTED IN WRITING.

(Please use this form and email it to tague@townofriverheadny.gov to the attention of Mary Ann Tague, Purchasing Agent before July 1, 2018.

We will respond as soon as possible.)

Date: _____

Company Name: _____

Contact Name: _____

Email: _____

Phone number: _____

IRANIAN ENERGY SECTOR DIVESTMENT

Contractor/Proposer hereby represents that said Contractor/Proposer is in compliance with New York State General Municipal Law Section 103-g entitled "Iranian Energy Sector Divestment", in that said Contractor/Proposer has not:

- (a) Provided goods or services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
- b) Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person's intent was to use the credit to provide goods or services in the energy sector in Iran.

Any Contractor/Proposer who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible bidder pursuant to Section 103 of the New York State General Municipal Law.

Except as otherwise specifically provided herein, every Contractor/Proposer submitting a bid/proposal in response to this Request for Bids/Request for Proposals must certify and affirm the following under penalties of perjury:

- a) "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 NYS Finance Law Section 165-a (3)

(b)."The TOWN OF RIVERHEAD will accept this statement electronically in accordance with the provisions of Section 103 of the General Municipal Law

Except as otherwise specifically provided herein, any Bid/Proposal that is submitted without having complied with subdivision (a) above, shall not be considered for award. In any case where the Bidder/Proposer cannot make the certification as set forth in subdivision (a) above, the Bidder/Proposer shall so state and shall furnish with the bid a signed statement setting forth in detail the reasons therefore. The Town reserves its rights, in accordance with General Municipal Law Section 103-g to award the Bid/Proposal to any Bidder/Proposer who cannot make the certification, on a case-by-case basis under the following circumstances:

(1) The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or

(2) The TOWN OF RIVERHEAD has made a determination that the goods or services are necessary for the Town to perform its functions and that, absent such an exemption, the TOWN OF RIVERHEAD would be unable to obtain the goods or services for which the Bid/Proposal is offered. Such determination shall be made by the Town in writing and shall be a public document.

TOWN OF RIVERHEAD BID SPECIFICATIONS FOR SIGNAGE SERVICES, INCLUDING FABRICATION AND INSTALLATION OF INTERIOR, EXTERIOR, INFORMATIONAL AND DIRECTIONAL SIGNS

I. General Description of Project

The Town of Riverhead ("Town") seeks bids from experienced and qualified vendors to provide sign fabrication and installation services to the Town.

II. General Scope of Services

The Town of Riverhead is located in eastern Long Island, New York. It is 78 square miles and boasts several attractions and tourist destinations including Riverhead's Peconic River and Riverfront Park; Downtown/Main Street District; Sound Avenue scenic corridor; Agricultural belt including: farms and farm stands, vineyards and wineries, and host of agri-tourism events and educational opportunities related to agricultural production; executive and par golf courses; and numerous beaches along the Long Island Sound. In addition, Riverhead is home to a top ranked water park, aquarium with hotel amenities, and finally, unique municipal parks offering both passive and active recreational activities.

The Town spends approximately \$20,000 per year on various types and sizes of signage and installation services. This figure is only an estimate and is in no way a commitment by the Town to any annual volume of purchases. This information is provided for informational purposes only and should not be construed as a commitment by the Town to purchase any specified quantities. This bid does not nor is it intended to include street signs and traffic signs.

Performance Specifications:

The Town is seeking a qualified vendor(s) to fabricate, provide and install interior (door, office directional, informational, etc.) and exterior (directional, location/destination, informational, etc.) signage on an as needed basis. Note that installation shall be required on a variety of surfaces including concrete and brick. The signs provided under the resulting contract shall be attractive and exhibit a professional quality of workmanship which reflects positively on the Town. The Town reserves the right to issue a single award or multiple awards based on the bid responses and whatever is in the best interests of the Town.

The Town is interested in establishing a contract or contracts with a firm or firms who will provide at a minimum the following services:

- A. all necessary equipment and tools and supplies to fabricate and install a variety of signage as needed by the Town. Note, all metal components shall be coated with a protective finish.
- B. full design and manufacturing services.
- C. adobe illustrator files and 8.5 x 11 drawings of any newly designed signs

The Town of Riverhead shall provide the Manufacturer with an electronic file of the Town Seal for the sole use of manufacturing signs for the Town of Riverhead

The Town has created a set of Signage Standards which includes pictures, descriptions and specifications. A copy is attached.

2. Payment:

While the majority of the Town's signage needs are "stand alone" projects and have historically not been subject to prevailing wage rates, occasionally signage is part of a project that is subject to prevailing wage rates. As such, each vendor is notified that certified payroll prevailing wage rate documentation may be required for specific projects.

III. BID REQUIREMENTS

1. Response Format Requirements

Each proposal must include a table of contents with section numbers for each of the required components of the proposal. Vendors must use the bid specifications numbering scheme in their response to allow for efficient evaluation.

All proposals must include a point-by-point response to bid specifications. Each response must be cross-referenced to the corresponding numbered item in these specifications and described in as much detail as possible.

Failure to respond to all points may be grounds for rejection. Likewise, failure to supply any information required to accompany the proposals may cause a rejection of the proposal as noncompliant. The Town reserves the right to request additional information and/or presentations, if clarification is needed. Proposals that do not substantially conform to the contents of the bid request, consequently altering the basis for proposal comparison, may be disregarded and considered as unresponsive.

NOTE: Unnecessarily elaborate brochures and other presentations, beyond those sufficient to present a complete and effective proposal, are neither necessary nor desired.

2. Specific Proposal Responses

The following response requirements are to be addressed in the Vendor's response.

- a. Provide a brief history of your firm and its experience in fabrication and installation of various signage, preferably for towns and villages or other similar institutions (i.e., hospitals). Include description of current client base, name(s) of owner(s) and/or principal officer(s) and date of incorporation.
- b. Provide a complete list and description of equipment that your company owns and operates that will be used to fabricate and install signage provided under the resulting contract. Town reserves the right to visually inspect your company facility and any and all equipment listed.
- c. Is your facility capable of fabricating all signage that will be called for under this contract, or does your company have a need (historical or expected) to subcontract or outsource its sign manufacturing and/or installation services? Explain.
- d. Describe your company's ability to provide site surveys, design and manufacturing services.
- e. On occasion, the Town requires vehicle graphics. Does your company have the capability to provide and install vehicle graphics? Explain. *Note, this bid is not intended to include vehicle graphics required for highway or police vehicles and instead this provision simply seeks information related to such graphics for unique vehicles and/or equipment (i.e. show mobile).
- f. Explain your company's standard order fulfillment standards and policy. Does your company keep enough raw materials on hand to fulfill "rush" orders? Explain.
- g. Explain your company's policy on emergency service.

- h. Explain your company's policy on site visit and survey (plot plan or design schematic depicting existing vegetation and/or distances from roadway-the survey reference is not intended to require licensed survey or engineering diagrams) requests.
- i. How close (miles and travel time) is your facility to Town Hall?
- j. On occasion, the Town requires lighting services (installation or maintenance) for illuminated signs or site lighting. Does your company have the capability to provide a licensed electrician? Explain.

3. References

Provide a listing of references from current or former clients at institution to whom the bidder has provided similar services as described in these bid specifications, particularly references from other towns or villages. Use Appendix I. (Unless you have provided signs for the Town)

General qualifications and experience as they relate to the following:

- a. A demonstrated compliance with State of New York contracting statutes and regulations. If a proposer has no experience in the State of New York, they shall provide the same information from experience in other states.
- b. History of contracts entered into with the state of New York over the three (3) year period immediately prior to the published date of the Bid Specifications, including contracts awarded, contracts terminated, and contracts determined to be null and void.
- c. History of violations of State of New York statutes and regulations relating to Ethics during the three (3) year period immediately prior to the published date of the Bid Specifications.

4. Pricing Structure

Please see attached Pricing sheet. Prices shall include installation. See Signage Standards document for sign descriptions and specifications and installation instructions.

Pricing shall remain firm for one year from date of award. Any requests for price increases after that shall be submitted in writing to the Town Purchasing Department, Attention MaryAnn Tague, Purchasing Agent, and must include an explanation or justification for such requests.

Note that the list only includes sign styles currently in use at the Town. As needs for new signs are identified, the Town shall provide specifications to the awarded vendor. The vendor shall then provide a sample to be submitted to the Town for approval. The sample may be a photographic illustration with description of all materials and dimensions to be used to create, construct and install the sign). The Town and the vendor shall decide on a mutually agreed upon price for new sign styles using pricing from this Bid of signs of similar size, style, installation requirements, etc. as guidelines.

IV. BID EVALUATION CRITERIA

1. Evaluation

The award of the Bid Specifications will be based upon a comprehensive review and analysis of all proposals by the Director of Purchases and Department of Engineering, and negotiation of the proposal which best meets the needs of the Town. The contract award will be based on a review of the experience, samples (illustrations/pictures/and/or sample signs), and financial evaluation.

The award shall be made to the most responsive bidder offering the best value as determined by the Town. All vendors submitting proposals concur with this method of award and will not, under any circumstances or in any manner, dispute any award made using this method.

The Town may include in its evaluation: proposals, presentations (if requested), references and interviews.

. Proposals will be evaluated as to the vendor's response to the following criteria:

a. Qualifications and Experience

- Prior experience including references and current client list
- Ability to manufacture and install signage on an as-needed basis as demonstrated by equipment lists, facility capabilities, etc.
- General qualifications and experience as they relate to compliance with New York contracting statutes and regulations, including Ethics.

b. Proposed Services

- Demonstrated ability to provide site surveys (plot plans-see above), design services, including graphics and installation services
- Demonstrated ability to provide “rush” and emergency services
- Demonstrated ability to provide lighting services

c. Fee Structure

Information Required: Proposals should be presented by following the paragraph and numbering scheme of the Bid Specifications and provide the Bid statement as well as the response. Vendors should avoid simple statements such as “Will Comply” or “Yes” and explain answers in full. Specific areas to be addressed are:

- General Response Requirements as explained in Section III.
- Supplemental Information: As part of the weighted average review, the Town may request the vendor to supply, in writing, clarifications, additional documentation or information needed to fairly evaluate each proposal.
- Presentations: The Town reserves the right, but is not obligated, to request that each proponent provide a formal presentation of its proposal at a date and time to be determined. If required by the Town, it is anticipated that such presentation will not exceed one (1) hour. No proposer will be entitled to be present during, or otherwise receive any information regarding, any other presentation of any other proposer.

- **Review of References:** Each proposer is required to provide a list of references as required above with which it has provided services similar to the one in the Bid Specifications. Please include name, title and telephone number of a contact person at each institution. The Town reserves the right, but is not obligated to, contact any organization or institution and review the system installed and implemented by a proposer as a reference.
- **Supplier Representatives:** Proposer must identify the people it anticipates representing the vendor in developing and implementing the Agreement. The Town may conduct interviews with identified supplier representatives as a part of its evaluation process.
- **The Town will include in its evaluation:** proposals, presentations (if requested), references and interviews. In addition, the award will be predicated upon the successful negotiation of specific terms and conditions on any resulting award or purchase order.

The Town will be the sole judge of the suitability of the proposed Agreement.
- **Requests for Clarification by the Town:** The Town may request that any proponent clarify or supplement any information contained in any proposal. Proposers are required to provide a written response within ten (10) business days of receipt of any request for clarification by the Town.
- **Samples:** Provide samples of the following sign types with your proposal. Any and all required samples shall be furnished by the proposer at no cost to the Town. All samples, unless otherwise indicated, will become the property of the Town and will not be returned to the proposer unless the proposer states in the proposal that the sample's return is requested. The proposer must pay the costs associated with the return of any sample. Samples may be held by the Town for comparison with actual product deliveries.

APPENDIX I. REFERENCES

Proposals should include three organizations or institutions, of similar or the same size, where your organization has provided services similar to the services you are proposed for the Town. Please include name, title, telephone number and e-mail address of a contact person at each institution. **References may be checked electronically; the requirement for e-mail addresses is a mandatory requirement.**

References:	Institution	Contact	Telephone No.
Reference #1:	_____	_____	_____
E-mail:	_____		
Reference #2:	_____	_____	_____
E-mail:	_____		
Reference #3:	_____	_____	_____
E-mail:	_____		

**BID SPECIFICATIONS FOR SIGNAGE SERVICES, INCLUDING FABRICATION AND INSTALLATION OF
INTERIOR, EXTERIOR, INFORMATIONAL AND DIRECTIONAL SIGNS**

The majority of signs will be site specific, decorative sand blasted signs, which will contain the Riverhead Town Seal at the top.

1. QUALIFICATIONS AND CRITERIA

A. Manufacturer shall provide references for a minimum of 10 signs of the types requested manufactured within the last 2 years

2. MATERIALS AND EXECUTION OF WORK

A. Substrate Material- I. ½" MDO plywood

II. 1" thick High Density Urethane -single faced sand blasted backed with W*

III. MDO plywood iii. ½" Komatex PVC foam sheets or approved equal

IV. 2" Double Sided Sandblasted - Cedar

B. Paint -

1. Outdoor Latex Gloss Paint - two coats

C. Hardware-

1. Hot Dipped Galvanized

3. TYPE OF SIGN - The Town shall provide the manufacturer with specifications for the following standard types of signs. Sign sizes will be standardized as follows:

A. Town Facility Signs -

a. Building Mount Signs - Single sided sandblasted

b. Standalone Signs - Double sided sandblasted installed on 4" x 4" Painted ACQ posts

- c. Standalone Sign - Single sided sandblasted installed on 4"x4" Painted ACQ posts

- B. Municipal Parking Signs -
 - a. Shall be double sided stand blasted installed on 4" x 4" Painted ACQ posts

- C. Recreation Play Equipment Signs-
 - a. Shall be single sided painted MDO - installed on 4" x 4" Painted ACQ posts
- D. Small direction sandblasted signs for parking areas 1x3 double sided with yardarms and poles, (with and w/o installation on all signs)
- E. Refurbishing of signs described above. Remove, repaint and reinstall, if necessary.

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