

ORIGINAL	<input type="checkbox"/>
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NOTICE TO BIDDERS

BID TITLE: Town of Skaneateles Sign Project Fabrication - Stage 1

BID SUBMISSIONS SHALL BE IN A SEALED ENVELOPE. SEALED ENVELOPES SHALL BE CLEARLY MARKED WITH:

1. BIDDER'S FULL NAME, ADDRESS, AND TELEPHONE NUMBER
2. THE BID TITLE (SEE ABOVE)
3. ADDRESS TO: Town of Skaneateles
Attn: Julie Stenger - Town Clerk

24 Jordan Street
Skaneateles, New York 13152

BIDS SHALL BE SUBMITTED AND RECEIVED UP TO AND INCLUDING

10:00 am Friday, January 13th, 2023

LATE BIDS – All bids received after the deadline date and time stated above will not be considered and will be returned unopened to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the Town. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having the bid deposited on time at the place specified.

Bids shall be publicly opened and **read aloud at 10:00 a.m.** on the above date, in a designated area assigned by the Town. If attending, please check with the Town Clerk for instructions as to where the bid opening will be held. Phone Julie Stenger, Town Clerk, (315) 685-3473.

TOWN OF SKANEATELES

BID PROPOSAL FOR _____

THIS BID IS SUBMITTED TO:

Julie Stenger, Town Clerk at 24 Jordan St., Skaneateles, NY 13152.

1. **Bid Proposal**

The undersigned Bidder hereby proposes and agrees, if this Bid is accepted, to enter into an agreement with the Town of Skaneateles to meet the fabrication requirements for fabrication of Town Signs. See attached documents for SPECS.

The Bidder hereby declares that he or she has carefully examined all bid documents including the Requirements for Bidders and Minimum Specifications attached hereto and related documents, also including those incorporated by reference, and all addenda thereto, is satisfied as to the information and conditions, and understands that in signing this Proposal he or she waives all right to plead any misunderstanding regarding the same.

No bid bond or security is required.

2. **Bid Price**

If the Bid is accepted by the Town, the undersigned pledges, promises and agrees to:

Fabricate the signs and provide materials in the attached SPEC Documents.

(Total Bid Price must include all costs to Town.)

NOTE: The Town Board reserves the right to reject any and all bids, to waive any and all informalities, and to disregard all nonconforming or conditional bids or counter proposals. Bids

containing incomplete or no price information for any bid item, which thus prevents evaluation of the extended total for that bid item, may be rejected.

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bids and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Dated: _____

Signed: _____
Name of Bidder

Signature of Authorized Officer of Bidder

Address

Telephone Number

STATE OF NEW YORK)
COUNTY OF ONONDAGA) ss:

On the _____ day of _____, before me personally came _____ to me known, who, being by me duly sworn, did depose and say that he/she resides in _____; that he/she is the _____ of _____ the corporation described in and which executed the above instrument; and that he/she signed his/her name thereby by authority of the board of directors of said corporation.

Notary Public

TOWN OF SKANEATELES
STATE OF NEW YORK

**REQUIREMENTS FOR BIDDERS AND MINIMUM SPECIFICATIONS
FOR THE PURCHASE OF A USED VACUUM STREET SWEEPER**

1.0 GENERAL.

It is the intention of this document to describe the specifications for a used street vacuum sweeper to be sold by the Bidder to the Town of Skaneateles for use by the Town's Highway Department.

2.0 QUALIFICATIONS OF BIDDER.

Qualifications of the bidder must be provided by the Bidder on the attached Statement of Bidder Qualifications. Personal and business references must be submitted.

3.0 BIDS.

Bids shall provide or furnish all of the following:

- 1) Detailed description of all the product and equipment proposed to be sold. All exceptions shall be prominently noted. Any bidder turning our specifications back in as their own may be automatically rejected. The bidder must show that he or she understands our specifications. The successful Bidder shall be solely responsible for providing satisfactory product.
- 2) Bids subject to an escalator clause or increase in price may be rejected.
- 3) Bid price must include all costs to the Town including, but not limited to, price for products and delivery.
- 4) The non-collusive bidding certificate as required by Section 103-d of the General Municipal Law of the State of New York must be executed.
- 5) Bidder agrees that he has reviewed and agrees to comply, in all respects, with these specifications.

4.0 INTERPRETATION OF SPECIFICATIONS.

Bidders shall not seek verbal interpretation of the meaning of any of these specifications or other contract documents. Every request for such interpretation should be in writing, addressed to the Town Highway Superintendent not later than two (2) days prior to the date set for bid opening. Notice of any and all such interpretations and any supplemental instructions will be sent to all bidders of record, by the Town Highway Superintendent in the form of addenda to the specifications. All addenda so issued will then become a part of the contract documents.

5.0 PROPOSAL.

Persons desiring to make a proposal shall use the proposed blank prepared and attached hereto. The blank places in the proposal must be filled in as noted and no change shall be made in the phraseology of the proposal or in the items mentioned herein. The specifications attached hereto are to be considered as and shall form a part of the agreement.

6.0 REQUIRED DOCUMENTS.

All Bidders Must:

1. Have authorized officer fill in all blanks on the Proposal Sheet(s) and sign the proposal.
2. Have the authorized officer sign the Non-Collusive Bidding Certificate.
3. Submit one original and one photocopy (Extra copies of these forms may be made and retained).
4. Provide Bid Bond or Certified Check as required in Paragraph 1 of the Bid Proposal.

NOTE: FAILURE TO FOLLOW THESE INSTRUCTIONS MAY CAUSE THE BID TO BE CONSIDERED "NON-RESPONSIVE" AND, THEREFORE, NOT ACCEPTABLE.

The successful bidder shall be required to execute a written contract with the Town of Skaneateles.

7.0 AVAILABILITY.

Availability shall be as soon as possible after the bid award. Each bid must contain a statement of immediate availability. Time is of the essence in this regard and the Town may reject any individual bid failing to state availability consistent with this paragraph.

8.0 SPECIFICATIONS.

See Attached.

The Town also reserves the right to REVISE or AMEND the bid specifications prior to the bid opening date by WRITTEN ADDENDA for reasons other than stated above.

9.0 NOTICES.

Any notice required shall be in writing and shall be either sent by mail or hand delivered to the parties at the addresses indicated herein.

Notices for the Town shall be sent to:

Town Clerk
Town of Skaneateles 24 Jordan
Skaneateles, NY 13152

Notices to the Bidder shall be sent to the address set forth on the Bid Proposal.

10.0 ASSIGNMENT.

Contractor may not assign its rights or delegate its obligations under this Contract without the prior written consent of the Town.

11.0 TAX EXEMPT STATUS.

The Town is a political subdivision of the State of New York and as a government entity is exempt under Purchase Tax Law, Section 1116. The Town is not issued an exempt organization certificate or an ST119 with an exemption number by the New York State Tax Bureau. A copy of the Town's Voucher (VO), Purchase Order (PO) or petty cash form are the only certifications the Contractor is required to keep for documenting the tax exempt sale. Contractor questions concerning the Town's tax exempt status should be directed to the Town Clerk.

12.0 TOWN CONTRACTS/NEW YORK STATE CONTRACTS.

The Town reserves the right to purchase from the Town contract(s) or New York State contracts or authorized cooperative group purchasing programs.

13.0 REGULATORY COMPLIANCE.

The contractor represents that all goods and services provided shall comply with all applicable standards, rules and regulations in effect for the requirements of federal, state and local laws and regulations as applicable, including the Consumer Product Safety Act, Occupational Safety and Health Act, as amended, or other applicable laws or regulations.

14.0 WITHDRAWAL OF BIDS.

- A. No bids may be withdrawn after the bid deadline unless no award has been made within forty-five (45) days of bid opening.
- B. In the case of a unilateral bid mistake, or error, by a Bidder, on any bid proposal, legislation allows the Bidder to withdraw the bid after showing that:
 - 1. the mistake was known, or made known to the Town **PRIOR** to the awarding of the contract, or within three (3) days after the bid opening, whichever period is shorter;
 - 2. the price bid was based on an error of such magnitude that enforcement would be unconscionable;
 - 3. the bid was submitted in good faith and the Bidder submits credible evidence that the mistake was a clerical error rather than a judgment error;
 - 4. the error was actually due to an unintentional substantial mathematical

- error, or unintentional omission of a substantial quantity of work, labor, materials or services, made directly in the compilation of the bid (which error or omission can be shown by objective evidence drawn from certain listed documents); and
5. it is possible to put the Town in "status quo ante."

15.0 AUTHORIZED SIGNATURE

The words "officer" or "officer of the company" means anyone having the "authority" to obligate their principal in the bidding and contract process. This person will provide documentation that he has this authority and will furnish the documentation within 72 hours, when requested, or be considered indicative of non-responsibility and will not be given further consideration.

16.0 REJECTION AND/OR ACCEPTANCE OF BIDS.

The successful bidder will be notified by letter within 20 days after opening of the bids. The successful bidder will be required to execute a written contract with the Town of Skaneateles. The bid and advertisement for bid are incorporated into the executed contract.

The Town reserves the right to evaluate and/or reject any and all bids in whole or in part, and to waive technicalities, irregularities and omissions, if, in the Town's judgment, the best interests of the Town will be served.

17. ENTIRE AGREEMENT.

This instrument represents the entire agreement between the parties. This Contract may only be modified by a written instrument duly executed by both parties. This contract shall be binding upon and inure to the benefit of the parties and their successors and assigns.

NOTICE: All bids received that lack:

1. A signed proposal;
2. A signed Non-Collusive Bidding Certificate; or
3. Bid Bond/Check, when required *may be rejected as being non-responsive at the formal public bid opening.*

The Town Procurement Officer(s) or employees conducting the bid opening will document the non-responsiveness orally and in writing.

The undersigned hereby asserts that he/she is an authorized officer of the Bidder and has read to foregoing Bid Requirements and Specifications.

Dated: _____

Signed: _____

Name of Bidder

Signature of Authorized Officer of Bidder

Address

Telephone Number

STATE OF NEW YORK)
COUNTY OF ONONDAGA) ss:

On the ____ day of _____, 2016, before me personally came _____
_____ to me known, who, being by me duly sworn, did depose and
say that he/she resides in _____; that he/she is the _____
of _____ the corporation described in and which executed the above
instrument; and that he/she signed his/her name thereby by authority of the board of directors of
said corporation.

Notary Public

NON-COLLUSIVE BIDDING CERTIFICATION

Section 103-d of the General Municipal Law requires the following statement subscribed by

the bidder as true under the penalties of perjury: Non-Collusive Bidding Certification. By submission of this bid, the bidder and each person signing on behalf of any bidder certifies and affirms under penalty of perjury, that to the best of his knowledge and belief:

- (1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restriction competition, as to any matter relating to such prices with any other bidder or with any competitor.
- (2) 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
- (3) 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.
- (4) Attached hereto (if this bid is submitted by a corporate bidder) is a certified copy of the resolution authorizing the execution of this certificate by the signator of this bid or proposal on behalf of the corporate bidder.

Section 103-d of the General Municipal Law, as amended, in addition to requiring the above certification, provides as follows:

A bid shall not be considered for award nor shall any award be made where (1), (2) and (3) 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 which sets forth in detail the reasons therefore. Where (1), (2) and (3) 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 political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restriction competition.

The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bids and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Dated: _____

Signed: _____
Name of Bidder

Signature of Authorized Officer of Bidder

Address

Telephone Number

CORPORATE NON-COLLUSIVE RESOLUTION

RESOLVED that _____ be authorized to sign and submit the bid or proposal of this corporation for the proposal to the Town of Skaneateles and to include in such bid or proposal the certificate as to non-collusion required in Section 103-d of the General Municipal Law as the act and deed of such corporation and for any inaccuracies or misstatements in such certificate, this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the Resolution adopted by _____ at a meeting of its Board of Directors held on the ___ day of _____

Secretary of Corporation

Name of Corporation

Address

Telephone Number

Town of Skaneateles Sign Specs + Technical INFO

2

Austin Park

2

FINISHING OPTIONS: Matte Finish - Exterior
CUTTING OPTIONS: Special Cut / Panel Shape
Includes: Standard 1/8" Beveled Edge + 1/8" Radius Corners

Dimensions: 53.72" H X 75" W X 1/2" deep (NOTE: Oversized and will have a longer lead time)

- **M85- Austin Park - (Double sided sign)**
- Holes - Yes
- Mounting - double bracket upright
- Mounting - Posts (pad mount to concrete)
- *ALL Match to sample order 55750 / updated swatched to be completed
- Oct/Nov (TBD) '22
- BLACK CORE
- Qty (8) 1/4" Threaded Holes per panel, price includes 1/2" long 1/4"- 20 Button Socket Cap Black Oxide Screws

Post Specs

- CUSTOM FABRICATED ITEM 4" x 4" x 1/8" ALUMINUM POSTS 96" Height (2 Each) WITH WELDED ALUMINUM ANGLE FOR CONTOUR CUT PANEL
- OVERALL PANEL HGT IS 53.72", WIDTH IS 75", 1/2" THICK. TOP ARCH OF PANEL OFF SET FROM POST CAP BY APPROX 2".
- MECHANICALLY ATTACHED POST CAP WITH 4" ALUMINUM SPHERE FINIAL.
- BLACK TEX POWDER COAT
- CONTOUR CUT PANEL FILE REQUIRED FOR FAB DWGS

3

Town Hall - Through bolts, wall mounted sign

1

FINISHING OPTIONS: Matte Finish - Exterior
CUTTING OPTIONS: Special Cut / Panel Shape
Includes: Standard 1/8" Beveled Edge + 1/8" Radius Corners

Dimensions: 16.92" H X 19.98" W X 1/2" deep

- **M125-town hall**
- Holes - No
- Mounting - Cleats for "wall mount/through bolt"
- *ALL Match to sample order 55750 / updated swatched to be completed
- Oct/Nov (TBD) '22
- BLACK CORE
- Qty (4) 1/4" Threaded Holes per panel, price includes 1/2" long 1/4"- 20 Button Socket Cap Black Oxide Screws

4

Town Hall - Eye hooks, hanging sign

1

FINISHING OPTIONS: Matte Finish - Exterior
CUTTING OPTIONS: Special Cut / Panel Shape
Includes: Standard 1/8" Beveled Edge + 1/8" Radius Corners

Dimensions: 16.92" H X 19.98" W X 1/2" deep

- **M125-town hall**
- Holes - No
- Hung with eye hooks
- *ALL Match to sample order 55750 / updated swatched to be completed
- Oct/Nov (TBD) '22
- BLACK CORE

5

Transfer Station

1

FINISHING OPTIONS: Matte Finish - Exterior

CUTTING OPTIONS: Special Cut / Panel Shape

Includes: Standard 1/8" Beveled Edge + 1/8" Radius Corners

Dimensions: 53.72" H X 75" W X 1/2" D

- **M97c Transfer Station (Double sided sign)**
- Holes - No
- Mounting - double bracket upright
- Mounting - Posts (pad mount to concrete)
- *ALL Match to sample order 55750 / updated swatched to be completed
- Oct/Nov (TBD) '22
- BLACK CORE

Post Specs

- CUSTOM FABRICATED ITEM 4" x 4" x 1/8" ALUMINUM POSTS 96" Height (2 Each) WITH WELDED ALUMINUM ANGLE FOR CONTOUR CUT PANEL
- OVERALL PANEL HGT IS 53.72", WIDTH IS 75", 1/2" THICK. TOP ARCH OF PANEL OFF SET FROM POST CAP BY APPROX 2".
- MECHANICALLY ATTACHED POST CAP WITH 4" ALUMINUM SPHERE FINIAL.
- BLACK TEX POWDER COAT
- CONTOUR CUT PANEL FILE REQUIRED FOR FAB DWGS

6

Boat Launch (Directional arrows)

1

FINISHING OPTIONS: Matte Finish - Exterior

CUTTING OPTIONS: Special Cut / Panel Shape

Includes: Standard 1/8" Beveled Edge + 1/8" Radius Corners

Dimensions: 36.26" H X 39" W X 1/2" D

- **M93a or M93b boat launch right or left arrow version (Double sided sign)**
- Holes - No
- Mounting - double bracket upright
- Mounting - Posts (pad mount to concrete)
- *ALL Match to sample order 55750 / updated swatched to be completed
- Oct/Nov (TBD) '22
- BLACK CORE

Post Specs

- CUSTOM FABRICATED ITEM 4" x 4" x 1/8" ALUMINUM POSTS 96" Height (2 Each) WITH WELDED ALUMINUM ANGLE FOR CONTOUR CUT PANEL
- OVERALL PANEL HGT IS 36.26", WIDTH IS 39", 1/2" THICK. TOP ARCH OF PANEL OFF SET FROM POST CAP BY APPROX 2".
- MECHANICALLY ATTACHED POST CAP WITH 4" ALUMINUM SPHERE FINIAL.
- BLACK TEX POWDER COAT
- CONTOUR CUT PANEL FILE REQUIRED FOR FAB DWGS

7	<p>Boat launch parking & wash station 1</p> <p>FINISHING OPTIONS: Matte Finish - Exterior CUTTING OPTIONS: Special Cut / Panel Shape Includes: Standard 1/8" Beveled Edge + 1/8" Radius Corners</p> <p>Dimensions: 33.66" H X 39" W X 1/2" D</p> <ul style="list-style-type: none"> • M130- boat launch parking & wash station (Double sided sign) • Holes - No • Mounting - double bracket upright • Mounting - Posts (pad mount to concrete) • *ALL Match to sample order 55750 / updated swatched to be completed • Oct/Nov (TBD) '22 • BLACK CORE <p>Post Specs</p> <ul style="list-style-type: none"> • CUSTOM FABRICATED ITEM 4" x 4" x 1/8" ALUMINUM POSTS 96" Height (2 Each) WITH WELDED ALUMINUM ANGLE FOR CONTOUR CUT PANEL • OVERALL PANEL HGT IS 53.72", WIDTH IS 75", 1/2" THICK. TOP ARCH OF PANEL OFF SET FROM POST CAP BY APPROX 2". • MECHANICALLY ATTACHED POST CAP WITH 4" ALUMINUM SPHERE FINIAL. • BLACK TEX POWDER COAT • CONTOUR CUT PANEL FILE REQUIRED FOR FAB DWGS
8	<p>Drop Box (Boat Launch) 1</p> <p>FINISHING OPTIONS: Matte Finish - Exterior CUTTING OPTIONS: Special Cut / Panel Shape Includes: Standard 1/8" Beveled Edge + 1/8" Radius Corners</p> <p>Dimensions: 5" H X 14" W X 1/2" deep</p> <ul style="list-style-type: none"> • P94 Drop box • Holes - No • Mounting - Cleats • *ALL Match to sample order 55750 / updated swatched to be completed • Oct/Nov (TBD) '22 • BLACK CORE • Qty (2) rows of (11) inches of Aluminum Cleats/Z Clips per panel (*Rows include mount piece for panel and wall)
9	<p>Boat launch information board 1</p> <p>FINISHING OPTIONS: Matte Finish - Exterior CUTTING OPTIONS: Special Cut / Panel Shape Includes: Standard 1/8" Beveled Edge + 1/8" Radius Corners</p> <p>Dimensions: 51.2" H X 48" W X 1/2" deep (NOTE: Oversized and will have a longer lead time)</p> <ul style="list-style-type: none"> • M150-boat launch Information board • Holes - No • Mounting - Cleats • *ALL Match to sample order 55750 / updated swatched to be completed • Oct/Nov (TBD) '22 • BLACK CORE • Qty (4) rows of (44) inches of Aluminum Cleats/Z Clips per panel (*Rows include mount piece for panel and wall)

iteration time with Chase Design, vendor and client on final color swatches and vendor file setup fee.

Additional Color Swatches to be provided as follows:

Color swatches to include: (swatches to be compared to previously produced sign for color verification only - does not include full size sign)

8 H X 10 W : .060" Exterior Panel Single Sided (0.556 SQ FT)
FINISHING OPTIONS: Matte Finish - Exterior (1 Each)

*swatches, variations of blue and cream wood grain. closer/spot on to Dec 2021 sample order and physical prints from Chase
- last round of samples per client: blue was more teal than navy, area between darker grain lines is too dark, cream swatch lines not dark enough (gone green), original grain lines are warm gray and darker, should be base cream, options were too yellow or too green.