

**VILLAGE OF GREENPORT
SUFFOLK COUNTY, NEW YORK**



BID PACKAGE AND SPECIFICATIONS

**FOR VILLAGE OF GREENPORT ELECTRIC DEPARTMENT
ONE (1) NEW OR USED (2016 OR NEWER) FORKLIFT, 5,000-POUND CAPACITY, LP
FUEL ENGINE, SIDE SHIFT FOR FORKS, PNEUMATIC TIRES**

Please note that the Village of Greenport will be accepting bids for one (1) new or used (2016 or newer) forklift, 5,000-pound capacity, LP fuel engine, side shift for forks, pneumatic tires. Bidders shall provide prices in accordance with specifications.

MAYOR

GEORGE W. HUBBARD, JR.

TRUSTEES

**JACK MARTILOTTA, Deputy Mayor
MARY BESS PHILLIPS**

**PETER CLARKE
JULIA ROBINS**

**Paul J. Pallas, P.E. - Village Administrator
Sylvia Lazzari Pirillo, RMC - Village Cler
Robert W. Brandt, Jr. - Treasurer
Joseph W. Prokop, Esq. - Village Attorney**

NOTICE TO BIDDERS

SEALED BIDS ONLY will be received by the Board of Trustees of the Village of Greenport at Greenport Village Hall, 236 Third Street, Greenport, New York, 11944, during the regular Village business hours of 8:30 a.m. through 4:30 p.m. from **Thursday, February 6, 2020** through and until **11:00 a.m. on Thursday, February 20, 2020** at which time all properly received sealed bids will be publicly opened and read. The Contract will be awarded as soon thereafter as practical and as the Mayor and Board of Trustees so determine, for:

VILLAGE OF GREENPORT ELECTRIC DEPARTMENT ONE (1) NEW OR USED (2016 OR NEWER) FORKLIFT, 5,000-POUND CAPACITY, LP FUEL ENGINE, SIDE SHIFT FOR FORKS, PNEUMATIC TIRES

Please note that the Village of Greenport will be accepting bids for one (1) new or used (2016 or newer) forklift, 5,000-pound capacity, LP fuel engine, side shift for forks, and with pneumatic tires. Bidders shall provide prices in accordance with specifications.

Bid and Contract Documents, including Specifications, may be obtained and examined at the Office of the Village Clerk at Village Hall during regular business Village hours beginning on **Thursday, February 6, 2020** or by electronic mail.

Each Bid submitted with respect to this Contract must be accompanied by a non-collusion affidavit to the submitted Bid pursuant to Section 103 of the General Municipal Law.

No Bid shall be considered by the Board of Trustees of the Village of Greenport that is submitted by any contractor, person or entity that is in arrears to the Village of Greenport, or that is in default as surety or otherwise upon any obligation to the Village, and no Bid will be considered that is submitted by any contractor, person or entity whose performance of any previous contract with the Village has been unsatisfactory in the opinion of the Board of Trustees. Such a contractor, person or entity whose performance has been unsatisfactory shall not be deemed to be a responsible Bidder.

The Village of Greenport reserves the right to reject any and all Bids received, to waive informalities and to increase, decrease, or omit any portions of the Contract Specifications. Subject to the foregoing, the Village of Greenport will award the Contract to the Bidder which in the opinion of the Board of Trustees is the lowest responsible Bidder qualified by past experience to satisfactorily perform the work required by the Contract and furnishing the required security.

The successful Bidder must maintain Worker Compensation Insurance within the statutory limits, Automobile Liability Insurance, and General Liability Insurance Policy with limits of \$1,000,000 each occurrence and Property Damage limits of not less than \$1,000,000 each occurrence, with \$2,000,000 aggregate for the benefit of the successful Bidder and naming the Village of Greenport as an insured party. Originals of the required policies shall be provided to the Village of Greenport with the copies of the Contracts that have been executed by the successful Bidder as required.

In the event of any discrepancy in the price or amount of the Bid for any item in the proposal, the price as expressed in words shall govern. Any request by a Bidder or Bidder's representative to the Village or any other person or party for information, clarification, or

interpretation must be submitted to the Village of Greenport Village Clerk, in writing only, not less than five (5) days prior to closing date for the submission of Bids. ANY AND ALL COMMUNICATION WITH THE VILLAGE OF GREENPORT, ITS OFFICERS OR EMPLOYEES REGARDING THIS BID FROM 12:01 A.M. **THURSDAY, FEBRUARY 6, 2020** THROUGH AND INCLUDING **11:00 A.M. ON THURSDAY, FEBRUARY 20, 2020** SHALL BE WITH VILLAGE CLERK SYLVIA PIRILLO ONLY, AND NO OTHER PERSON WITHOUT THE EXPRESS PERMISSION OF THE VILLAGE CLERK, UNDER PENALTY OF DISQUALIFICATION.

The Village of Greenport is an equal opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, disability or handicap, marital/financial status, military status, religion, sex, sexual orientation, age or national origin with respect to employment or any employment related matter and the Village of Greenport requires that all contractors participating in contracts for public work in the Village of Greenport and all subcontractors of those contractors comply with that same requirements. The Village of Greenport encourages bids for public contracts and public contracts with the Village of Greenport and subcontracts of those contracts by minority and women owned contractors and entities and the Village of Greenport may solicit bids and contracts from such entities with respect to the public work noticed herein.

Sylvia Pirillo, RMC
Village Clerk
Village of Greenport

BID PACKAGE AND SPECIFICATIONS

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QUANTITY REQUESTED:

1 – (New or used. If used, 2016 or newer.)

YEAR:

2016 or Newer

ENGINE CAPACITIES:

2.4 L 4-cylinder inline automatic transmission

BODY TYPE:

Forklift

LIFTING CAPACITY:

5,000 pounds

BID FORM

**VILLAGE OF GREENPORT ELECTRIC DEPARTMENT
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Village of Greenport
236 Third Street
Greenport, New York 11944

Name of Bidder: _____
Address of Bidder: _____
Signature: _____
Signed By: _____
Title: _____
Date: _____

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Description	Price

NON-COLLUSION AFFIDAVIT OF BIDDER

STATE OF.....)

COUNTY OF.....)

_____, being duly sworn, deposes and says that:

He is (owner, partner, officer, representative, or agent) _____ of _____, the Bidder that has submitted the attached Bid; and

That he is fully informed respecting the preparation and contents of the attached Bid, and of all pertinent circumstances respecting such Bid; and

That such Bid is genuine and is not a collusive or sham Bid; and

That neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or agreed to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement, or collusion, or communication, or conference with any other Bidder to fix the prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or that of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Village of Greenport, Suffolk County, New York or any other person or firm interested in the proposed Contract; and

That the prices quoted in the attached Bid are fair and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder, or any of its officers, agents, representatives, owners, employees, or parties in interest, including this affiant.

IN WITNESS WHEREOF, the undersigned has caused this Certificate to be executed this _____ day of _____, 20_____.

President
(or authorized agent of corporation)

Sworn and subscribed
to before me this _____ day of _____, 20_____.

Secretary

DISCLOSURE CERTIFICATE

STATE OF.....)

COUNTY OF.....)

_____, being duly sworn, deposes and says that:

- (1) He/she is (owner, partner, officer, representative, or agent) _____ of _____, the Bidder that has submitted the attached Bid; and
- (2) That the following is a complete listing of all Bidder's stockholders or partners who own ten percent (10%) or more of its stock of any class, or a listing of all partners in the partnership who own a ten percent (10%) or greater interest in the partnership, as the case may be.

NAME	ADDRESS	PERCENT OWNERSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: Continue on separate sheet until all stockholders/partners exceeding the 10% ownership criteria are listed.

IN WITNESS WHEREOF, the undersigned has caused this Certificate to be executed this _____ day of _____, 20_____.

President
(or authorized agent of corporation)

Sworn and subscribed
to before me this _____ day of _____, 20_____.

Secretary

BIDDER CERTIFICATIONS

Bidder Note: All Certificates in this Section must be completed by the Bidder and included with the Bid.

CERTIFICATE OF BIDDER QUALIFICATIONS

STATE OF.....)

COUNTY OF.....)

_____, being duly sworn, deposes and says that:

- (1) He/she is (owner, partner, officer, representative, or agent) _____ of _____, the Bidder that has submitted the attached Bid; and
- (2) That the Bidder owns, leases or controls the necessary equipment required to perform the work described in the Plans, Specifications and Contract to be executed by the Bidder and the Village of Greenport, New York; and
- (3) That the Bidder is financially capable of accomplishing the work to be performed as described in the Plans, Specifications and Contract to be executed between the Bidder and the Village of Greenport, New York; and
- (4) That the Bidder is fully qualified to perform all phases of the work as described in the Plans, Specifications and Contract to be executed between the Bidder and the Village of Greenport, New York.

IN WITNESS WHEREOF, the undersigned has caused this Certificate to be executed this _____ day of _____, 20_____.

President
(or authorized agent of corporation)

Sworn and subscribed
to before me this _____ day of _____, 20_____.

Secretary

CONFLICT OF INTEREST CERTIFICATE

STATE OF.....)

COUNTY OF.....)

_____, being duly sworn, deposes and says that:

- (1) He/she is (owner, partner, officer, representative, or agent) _____ of _____, the Bidder that has submitted the attached Bid; and
- (2) That no officer or employee of the Village of Greenport, New York has prior knowledge of the amount of Bidder's Bid; and
- (3) That no officer or employee of the Village of Greenport, New York has any ownership or other interest in the Bidder's business or operations; and
- (4) That no officer or employee of the Village of Greenport, New York will participate in any profits, receive any compensation, commission, gift or other reward for his services as a result of the Bidder obtaining this Contract.

IN WITNESS WHEREOF, the undersigned has caused this Certificate to be executed this _____ day of _____, 20_____.

President
(or authorized agent of corporation)

Sworn and subscribed
to before me this _____ day of _____, 20_____.

BIDDER'S CERTIFICATE OF CRIMINAL NON-INVOLVEMENT

STATE OF.....)

COUNTY OF.....)

_____, being duly sworn, deposes and says that:

- (1) He/she is (owner, partner, officer, representative, or agent) _____
of _____, the Bidder that has submitted the attached Bid;
and
- (2) That no person(s) involved directly, indirectly or beneficially in the Bidder's business
(regardless of type of business), proprietorship, partnership, corporation, association or
any other form of business entity, have ever been convicted of any felony.

IN WITNESS WHEREOF, the undersigned has caused this Certificate to be executed this
_____ day of _____, 20_____.

President
(or authorized agent of corporation)

Sworn and subscribed
to before me this _____ day of _____, 20_____.

Secretary

NOTE: If the above cannot be certified to, attach to this Certification a separate page stating the details in full. Give names of persons convicted for each offense, their respective position and title, nature of the offense, date thereof, court in which matter was entered and sentence imposed, if any.

ACKNOWLEDGMENT AND RECEIPT OF ADDENDA
VILLAGE OF GREENPORT

Addendum No.:

Signature of person, firm or corporation making this proposal:

(Dealer)

(Name and Title)

P.O. / Mailing Address:

Phone No.: _____ Dated: _____

The full names and addresses of all persons interested in the Proposal or principals are as follows:

Name	Address
_____	_____
_____	_____
_____	_____

The Village Board reserves the right to award this contract to the lowest qualified bidder and to reject and declare invalid any or all bids deemed not in the best interest of the Village.

On acceptance of this bid, the undersigned binds himself or themselves to enter into written contract with the Village no later than thirty (30) days after the date of the Notice of Award of this bid and to furnish all required security for faithful performance of the terms of said contract and the insurance as required by the conditions of Contract, and to process the work diligently so as to complete all the work required under this contract.

FORM OF AFFIDAVIT WHERE BIDDER IS AN INDIVIDUAL

FORM OF AFFIDAVIT WHERE BIDDER IS A FIRM

STATE OF NEW YORK)
) ss:
COUNTY OF)

(Signature of person who signed bid)

Subscribed and sworn to before me this _____ day of _____, _____
(Notary Public)