

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



**BID PACKAGE AND SPECIFICATIONS**

**For**

**VILLAGE OF GREENPORT  
DELIVERY OF NO. 2 HEATING OIL - 2026**

**MAYOR  
HON. KEVIN STUESSI**

**TRUSTEES**

**PATRICK BRENNAN Deputy Mayor  
JULIA ROBINS**

**MARY BESS PHILLIPS  
LILY DOUGHERTY-JOHNSON**

**Candace Hall - Village Clerk  
Adam Brautigam – Village Deputy Treasurer  
Brian S. Stolar, Esq. - Village Attorney**

## REQUEST FOR PROPOSALS

### BOARD OF TRUSTEES OF THE INCORPORATED VILLAGE OF GREENPORT

PLEASE TAKE NOTICE that the Board of Trustees of the Incorporated Village of Greenport is soliciting sealed bids for: **DELIVERY OF NO. 2 HEATING OIL - 2026.**

The Village of Greenport will accept sealed bids only at the Office of the Village Clerk, Greenport Village Hall, 236 Third Street, Greenport, New York 11944, during the regular business hours of 8:30 a.m. through 4:30 p.m. on **Thursday, December 4, 2025** until 10:30 a.m. on **Wednesday, December 17, 2025**, at which time all timely received sealed bids will be opened.

Bids received after that date and time will be considered non-compliant and rejected.

#### VILLAGE OF GREENPORT DELIVERY OF NO. 2 HEATING OIL - 2026

**GENERAL DESCRIPTION OF WORK:** The work to be performed consists principally of the delivery of NO. 2 Heating Oil to various locations throughout the Village of Greenport for the calendar year 2025.

Copies of Bid and Contract Documents may be obtained on or after **Thursday, December 5, 2024** from 8:30 a.m. through 4:30 p.m. at the Office of the Village Clerk, Greenport Village Hall, 236 Third Street, Greenport, New York 11944, and are available on the official Village of Greenport website: [www.villageofgreenport.org](http://www.villageofgreenport.org).

Bids must be filed in accordance with the specifications of the Village of Greenport and Municipal Law Section 103. Bids should indicate on the outside of the sealed envelope:

#### **“DELIVERY OF NO. 2 HEATING OIL - 2026”**

Bids must be either hand-delivered to the Village Hall as indicated or sent by overnight mail to be received no later than **10:30 a.m. on Wednesday, December 17, 2025.**

The Village of Greenport reserves the right to reject any/all bids or to waive any irregularity in a bid, and further reserves the right to accept the lowest responding bid that is deemed to be in the best interest of the Village of Greenport.

The work performed under this contract is subject to the prevailing wage requirements of the New York State Labor Law.

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 or 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 requirement. The Village of Greenport encourages bids for public contracts 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 Contract noticed herein.

**NO BID WILL BE ACCEPTED AFTER THE DATE AND/OR TIME SPECIFIED.**

BY ORDER OF THE VILLAGE OF GREENPORT BOARD OF TRUSTEES  
Village Clerk Candace Hall

## **NOTICE TO BIDDERS**

SEALED BIDS ONLY will be received by the Board of Trustees of the Village of Greenport at the Greenport Village Hall, 236 Third Street, Greenport, New York 11944, during the regular Village business hours of 8:30 a.m. until 4:30 p.m. on **Thursday, December 4, 2025** until 10:30 a.m. on, **Wednesday, December 17, 2025** at which time all properly received sealed bids will be publicly opened and read aloud. The Contract will be awarded as soon thereafter as practical and as the Mayor and Board of Trustees so determine; for:

### **VILLAGE OF GREENPORT DELIVERY OF NO. 2 HEATING OIL- 2026**

Bid and Contract Documents, including Plans and Specifications, may be obtained and examined at office of the Village Clerk at the Greenport Village Hall during regular business hours Monday through Friday, beginning on **Thursday, December 4, 2025**, or by electronic mail. Each interested party appearing and requesting a printed set of Contract Documents will be required to pay a nonrefundable fee of FIFTY DOLLARS (\$50.00) payable to the Village of Greenport.

Each Bid submitted with respect to this Contract must be accompanied by a non-collusion statement 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 of Greenport. 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, and any 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 Property Damage and General Liability Insurance Policy with limits of \$ 1,000,000 each occurrence and \$ 2,000,000 aggregate, for the benefit of the successful Bidder and naming the Village of Greenport as additional insured and provide the Village with copies of the required policies with the copies of the Contracts that have been executed by the successful Bidder as required policies.

**INSTRUCTIONS TO BIDDERS  
VILLAGE OF GREENPORT  
DELIVERY OF NO. 2 HEATING OIL - 2026**

**1. RECEIPT AND OPENING OF BIDS**

The Village of Greenport invites bids on the forms herein provided for **“VILLAGE OF GREENPORT DELIVERY OF NO. 2 HEATING OIL - 2026”** at the time, date and place indicated in the Invitation to Bid.

**2. FORM, PREPARATION AND PRESENTATION OF PROPOSAL**

In submitting the bid, the bid sheets furnished are to be filled in but not detached from the Contract Form. In no case is the Contract Form to be filled in or signed by the Bidder. The complete bid for this work shall be enclosed in a sealed envelope properly endorsed. All blank spaces for bid prices must be filled in, in ink, in both words and figures, with a total or gross sum for which the bid is itemized on the bid form. In case of discrepancy between the unit price and total amount bid for any item, the unit price, as expressed in words, shall govern. Any Bid, submission or proposal that contains any omissions, erasures, alterations, additions or items not called for in the itemized proposal, or that contains irregularities of any kind, may be deemed by the Board of Trustees to be nonconforming or nonresponsive and to constitute sufficient cause for rejection of that Bid.

**3. QUALIFICATION OF BIDDERS**

- A) Forms for qualification of bidders, giving evidence of sufficient facilities, equipment, experience and financial ability to insure completion of the work will be provided, and the three lowest bidders shall be prepared to file at the option of the Village said form, properly filled.
- B) Information contained in any statement of financial ability shall be not more than thirty days old at the time of submission. If a financial statement is already on file with the Village Clerk, a new one need not be submitted provided the information contained therein is not more than thirty days old at the time of the opening of bids and provided the Contractor has not materially changed since submission of said statement.

**4. REJECTION OF BIDS**

- A) The Village Board reserves the right to reject any bid if the evidence submitted in the qualifications statement or an investigation of such bidder fails to satisfy the Village Board that such bidder is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein. Conditional bids will not be accepted.
- B) The Village Board reserves the right to reject any and all bids, in whole or in part, to waive any information in any or all bids, and to accept the responsive bid or part thereof which it deems most favorable to the Village after all bids have been examined and / or checked. No bid shall be withdrawn for a period of sixty (60) days after being publicly opened and read aloud.

**5. BIDDERS RESPONSIBILITY**

- A) The bid shall include the complete cost of furnishing all materials, labor and equipment necessary to perform the work in accordance with this bid, including all other expenses incidental thereto.



- B) Bidder must examine this bid and the existing facilities and exercise their own judgment as to the nature and amount of the whole of the work to be done, and for the bid prices, must assume all risks of variance by whomsoever made in computation or statement of amounts or quantities necessary to fully complete the work in strict compliance with the Contract Documents.
- C) The Bidder shall assume all risks and responsibility and shall complete the work in whatever material and under whatever conditions he/she may encounter or create, without extra cost to the Village.
- D) No plea of ignorance or misunderstanding of conditions that exist or that may hereafter exist, or of conditions or difficulties that may be encountered in the execution or the work under this contract, as a result of failure to make the necessary examinations and investigations, will be to fulfill in every detail all of the requirements of the Contract Documents, or will be accepted as a basis for any claims whatsoever for extra compensation, or for extension of time.

## **6. TERMS AND CONDITIONS**

The successful bidder is warned that the work specified in the Conditions of Contract, together with the Information for Bidders, Form of Bid, Specifications and instructions of the Village Administrator or his duly authorized representative will be rigidly enforced.

## **7. FOREIGN CONTRACTORS**

Foreign Contractors must comply with the provisions of Articles 9A and 16 of the Tax Law, as amended, prior to submission of a bid for the performance of this work. The certificate of the New York State Tax commission to the effect that all taxes have been paid by the foreign contractor shall be conclusive proof of the payment of taxes. The term "foreign contractor" as used in this subdivision means in the case of an individual, a person who is a legal resident of another state or foreign country; and in the case of a foreign corporation, one organized under the laws of a state other than the State of New York and permitted by law to contract with municipalities in New York.

## **8. LIEN LAW**

Attention of all persons submitting bids is specifically called to the provisions of Section 25, Subdivision 5, Section 25A and 25B of the Lien Law, as amended, in relation to funds being received by a contractor for a public improvement declared to constitute trust funds in the hands of such contractor to be applied first to the payment of certain claims. The payment requisition shall be accompanied by an affidavit of compliance with the Lien Law.

## **9. SUBCONTRACTORS AND ASSIGNMENT**

The successful bidder may not subcontract or assign their rights or responsibilities under this bid without the prior written approval of the Village Administrator.

## **10. ADDENDA AND INTERPRETATIONS**

Every request for information or interpretations of the Contract Documents or Drawings must be addressed in writing to Candace Hall, Village of Greenport, 236 Main Street, Greenport, New York, 11944 or at: [chall@greenportvillage.org](mailto:chall@greenportvillage.org), and to be given any consideration, must be received at least five (5) business days prior to the date fixed for the opening of bids. Any such interpretations or supplemental instructions will be in the form of written addenda, and will be mailed to all perspective bidders. The failure of any bidder to receive any such addenda will not

relieve the bidders of any obligation under this bid as submitted. Any addenda so issued shall become part of the Contract Documents.

#### **11. EXEMPTION FROM SALES AND USE TAXES**

In accordance with New York State Tax Law, political subdivisions, including the Village, are exempt from the payment of sales and use taxes imposed on tangible personal property within the limitations specified in Tax Law 115 (a) (15) and (16);

(15) Tangible personal property sold to a contractor, subcontractor or repairman for use in erecting structure or building of an organization described in subdivision (a) of section 116, or adding to, altering or improving real property, property or land of such an organization, as the terms real property, property and land are defined in the real property tax law; provided, however, no exemption shall exist under this paragraph unless such tangible personal property is to become an integral component part of such structure, building or real property.

(16) Tangible personal property sold to a contractor or repairman for use in maintaining, servicing or repairing real property, or land of an organization described in subdivision (a) of section 116, as the terms real property, property or land are defined in the real property tax law; provided, however, no exemption shall exist under this paragraph unless such tangible personal property is to become an integral component part of such structure, building or real property.

Contractors entering into a contract with the Village of Greenport shall be exempt from payment of sales and use tax as described above. Procedures and forms are available to the contractor directly from the Instructions and Interpretations Unit, State of New York, Department of Taxation and Finance, State Campus. Albany, New York, 12227.

#### **12. METHOD OF AWARD**

All bids will be compared based on the lowest bid price(s) submitted for the work to be done in addition to the qualifications of the bidder. Bidder may be requested to submit additional information such as references, financial information or other items deemed relevant by the Board.

#### **13. TIME FOR COMPLETION OR DELIVERY**

The bidder, when submitting a bid, must be prepared to commence work not later than ten (10) days after signing the Contract unless the Village shall authorize a delay. The time for completion of all of the work contemplated under this contract shall be as set forth in the Conditions of Contract.

#### **14. PAYMENTS**

Supplier shall be paid by the Village within forty-five (45) days after proper and accepted delivery of the required transformers and submission of a claim form by the successful bidder.

#### **15. LABOR LAW**

The Contractor and each and every subcontractor performing work at the site of the project to which this contract relates shall comply with the applicable provisions of the Labor Law, as amended, of the State of New York.

#### **16. LIQUIDATED DAMAGES**

Liquidated damages in the amount of \$250.00 per day may be assessed for each consecutive calendar day of delay not excusable as provided in the Bid or Contract Documents.

**17. WAGE RATES**

The rates of wages determined by the New York State Industrial Commissioner pursuant to the Labor Law (Article 8), which are to be paid on this project, have been ordered from the Labor Commission. Bidders may download the latest copy of the applicable wage rates for this project from the NYSDOL web site. A copy of the current wage rate schedule, if applicable, is attached as **Exhibit B**.

**18. INSURANCE REQUIRED BY THE VILLAGE OF GREENPORT**

The successful bidder will be required to procure and pay for the following types of insurance, in accordance with the provisions of the Conditions of Contract:

- (a) Workers' Compensation Insurance
- (b) Public Liability and Property Damage (\$ 1 million / \$ 5 million)
- (c) Coverage for all vehicles, (\$ 1 million / \$ 5 million)

The Village shall be named as additional insured and the original policies shall be filed with the Village Clerk.

**19. EQUAL EMPLOYMENT OPPORTUNITY**

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 will solicit bids and contracts from such entities with respect to the public work noticed herein.

**20. LETTER OF TRANSMITTAL**

The required Letter of Transmittal shall contain the name, address and telephone number of the Bidder and shall contain wording to the effect that attached is a completed Bid proposal for **Delivery of No. 2 Heating Oil** including those items required to be completed in the Bid Specifications and all related Addenda.

**21. SCOPE OF WORK:**

The contractor shall deliver **No. 2 Heating Oil** to the various fuel storage tanks and locations stipulated in **Exhibit A**.

**BID FORM**

**VILLAGE OF GREENPORT  
DELIVERY OF NO. 2 HEATING OIL- 2026**

Village of Greenport  
236 Third Street  
Greenport, New York 11944

Bidders:

The undersigned bidder has carefully examined the Contract Documents for the proposed work and will provide all necessary labor, materials, equipment and incidentals as necessary and called for by the said contract Documents in the manner prescribed therein and in said Contract, and in accordance with the requirements of the Village of Greenport at the following unit and lump sum prices:

Name of Bidder: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_

EIN No.: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_

Contact E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Signed By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**VILLAGE OF GREENPORT**  
**DELIVERY OF NO. 2 HEATING OIL-2026**  
**BID FORM (CONTINUED)**

**Name of Bidder:** \_\_\_\_\_

<b>Price Differential per Gallon (Words)</b>	<b>Price Differential Per Gallon (Numerals)</b>
<b>Bid Price for 15,000 gallons (Words)</b>	<b>Bid Price for 15,000 gals (Numerals)</b>



**VILLAGE OF GREENPORT  
DELIVERY OF NO. 2 HEATING OIL - 2026**

**BID FORM (CONTINUED)**

Name of Bidder: \_\_\_\_\_

Pursuant to, and in compliance with, the advertisement for bids and the instructions to Bidders relating hereto, the undersigned, as a Bidder, proposes and agrees, if this bid is accepted, to furnish F.O.B. Greenport, NY, the above-mentioned product(s) as required by the manner therein prescribed by the Purchaser prior to the opening of bids.

Liquidated damages in the amount of \$250.00 per day maybe assessed for each consecutive calendar day of delay not excusable as provided in the Contract Documents. Contract work must be started within one (1) month and completed within four (4) months of issuance of the Notice of Commencement.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT OF BIDDER**

STATE OF..... )

COUNTY OF..... )

\_\_\_\_\_, being duly sworn, deposes and says that:

He/She/They is (owner, partner, officer, representative, or agent) \_\_\_\_\_ of \_\_\_\_\_, the Bidder that has submitted the attached bid; and

That he/she/they 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/They 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/They 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)

### CONFLICT OF INTEREST CERTIFICATE

STATE OF..... )

COUNTY OF..... )

\_\_\_\_\_, being duly sworn, deposes and says that:

- (1) He/She/They 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/They 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:

\_\_\_\_\_  
(Contractor)

\_\_\_\_\_  
(Title)

P.O. 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 within the time frame outlined in the bid Specifications, Paragraphs 2 and 5.

## VILLAGE OF GREENPORT

STATE OF NEW YORK )  
 )ss:  
COUNTY OF )

(Signature of person who signed bid

STATE OF NEW YORK )  
COUNTY OF ) ss:

(Signature of person who signed bid)

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

STATE OF NEW YORK )  
 )ss:  
COUNTY OF )

(Signature of person who signed bid)

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

**CERTIFICATE OF EXPERIENCE**

**VILLAGE OF GREENPORT**

Bidder certifies that they are in possession of all necessary licenses, permits, insurances and all other items required by applicable laws and regulations and that they have the necessary equipment, trained personnel and experience in the delivery of liquid fuels to municipal facilities and have performed same at no less than five (5) municipal locations within the past five (5) years, and that each contract has been performed successfully without incident.

Owner	Facility Size (GPD)	Contract Amount	Type of Facility	Name, Tel. No. of Engineer or Municipal Contract

\_\_\_\_\_  
Name of Bidder

By \_\_\_\_\_  
(Signature)



## **BID SPECIFICATIONS**

### **VILLAGE OF GREENPORT DELIVERY OF NO. 2 HEATING OIL - 2026**

#### **1. Scope of Work:**

The contractor shall deliver **No. 2 Heating Oil** to the various fuel storage tanks and locations stipulated in **Exhibit A** for the calendar year 2026

#### **2. Determination of Prices and Costs:**

Recognizing the fact that distributors cannot guarantee a fixed price for an extended length of time, the bid price for **No. 2 Heating Oil** shall be on a cost-plus-fixed-fee basis. The bid margin price, per gallon, shall be firm for the entire term of this contract.

The prices quoted should include all delivery charges. Federal, State or local taxes shall not be included as municipalities in the State of New York are exempt from said taxes. The actual bid prices for **No. 2 Heating Oil** shall be the bidder's price, in dollars, cents and fractions of cents for which the contractor distributor will deliver fuel to the designated locations over cost or "rack price". Copies of the prices paid to supplier by distributor as contained on fill tickets shall be submitted with each payment requisition. Price increase will be recognized only when accompanied by a copy of each payment requisition. Price increases will be recognized only when accompanied by a copy of the letter received from the supplier / distributor stating effective date and amount of increase.

#### **3. Time of Performance:**

The contractor shall cause trucks and operators to arrive at the designated locations within twenty-four (24) hours of telephone notice by the Village Administrator or Village Mayor. All deliveries shall be made between the hours of 7:30 am and 3:00 pm.

#### **4. Liquidated Damages:**

Contractor shall pay, and same may be withheld by the Village, \$100 for each 24 hours beyond the time specified above by the Village for performance.

#### **5. Term of Contract:**

The price bid shall remain in effect for twelve (12) months from the date of award. Contract term may be extended a maximum of two (2) times at one (1) year per each interval, at the Village's option. The Village reserves the right to cancel service under this Contract upon 30 days written notice to bidder.

#### **6. Payment Requisition:**

Payment shall be made by the Village for the volume of gallons actually delivered. Requests for payment shall be made no more than once per month. Invoices/claim vouchers and fill tickets, along with any other supporting documentation, must be submitted for payment within 30 days from the date of service.

#### **7. No minimum / No Guarantee:**

No representation is made by the Village that a minimum quantity of fuel will be purchased. The quantities of fuel ordered shall be in the sole judgment of the Village. **Exhibit A** contains the estimated

annual quantities purchased. This information is provided for informational purposes only and is no guarantee as to the extent of future purchases.

**8. Procurement from Licensed Facility Only:**

Bidder shall obtain fuel from legitimate central distribution facilities, compliant with all applicable regulations and in possession of all requisite licenses. The Village reserves the right to reject any and all deliveries from suspect sources.

**9. Applicable Regulations:**

Bidder shall secure and maintain all permits and licenses necessary to procure, transport and deliver combustible fuels as required by applicable laws, codes and regulations at its sole cost and expense.

**10. Scheduling / Site Access:**

Bidder shall secure and maintain all permits and licenses necessary to procure, transport and deliver combustible fuels as required by applicable laws, codes and regulations at its sole cost and expense.

## GENERAL CONDITIONS

### 1. TERM OF CONTRACT AND PRICE ADJUSTMENTS

Bids must be submitted for a contract term that will commence on the execution of the Contract by the Village and end on the termination of the Contract as defined therein.

### 2. COMMENCEMENT DATE

The work contemplated by these documents must commence on the later of January 1, 2026 or on the delivery of a signed copy of the Contract to the Contractor by the Village. Any delay in the commencement of the work must be approved in writing by the Village.

### 3. FEDERAL, STATE AND VILLAGE REGULATIONS

All operations conducted by the Bidder in performance of the work under the Contract must meet all Federal, State, County and Village of Greenport Safety, Environmental, Emission and Road Restriction requirements in effect on the date of commencement and throughout the life of the Contract. The Bidder covenants and agrees at all times during the effective term of the Contract to observe all applicable Federal, State, County and Village laws, ordinances and regulations.

### 4. HOLD HARMLESS

The successful bidder shall indemnify, hold harmless and defend the **Incorporated Village of Greenport**, its officers, employees, and/or agents from any and all liability, damage, loss, claims, demands and actions of any nature whatsoever, for any reason whatsoever, foreseeable or unforeseeable, which arises out of or is connected with, or is claimed to arise out of to be connected with, any undertaking, product, goods, merchandise, products, services sold and/or work supplied, furnished or performed by the Contractor or its subcontractors and/or agents, on account of personal injury, death or property loss to the **Incorporated Village of Greenport**, its officers, employees, agents or to any other persons, third parties, or property, but shall not include claims resulting from the gross negligence or willful misconduct of **Incorporated Village of Greenport**. in case any such action shall be brought against the Village, Contractor shall defend the same at its own cost and expense This indemnity and hold harmless is intended to be as broad as is permitted by law and to include claims of every kind and nature – for tort, under contract, for strict liability or other liability without fault, under statute, rule, regulation or order, and otherwise.

### 5. INSURANCE

Bidder shall purchase and maintain at all times during the term of the Contract such insurance as will protect Bidder and the Village of Greenport from claims which may arise out of or result from the Bidder's operation under the Contract, whether such operations be by the Bidder or by any subcontractor, or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable. The Village of Greenport will be named as an additional insured on all insurance policies.

Minimum acceptable insurance coverages for the Contract are:

<b>INSURANCE DESCRIPTION</b>	<b>LIMITS OF LIABILITY</b>
Workers' Compensation	Statutory
Commercial General Liability including Property Damage	\$1,000,000 per occurrence \$5,000,000 per annum
Liability and Commercial Automobile Liability	single limit \$2,000,000 total annual

Insurance Certificates shall contain the following obligation:

"This is to certify that the policies of insurance described herein have been issued to the insured for whom this policy is issued, and the stated coverages are in force at this time. In the event of cancellation or material change in a policy that affect the additional insured, thirty (30) days prior written notice will be given the additional insured."

Proof of Insurance (Insurance Certificate) must accompany bid.

## **6. NO DISCRIMINATION**

Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, disability or marital status. Furthermore, if this is a Contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this Contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, age, creed, color, disability, sex or national origin (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) intimidate any employee hired for the performance or work under this Contract.

## **7. NEW YORK STATE LABOR LAW COMPLIANCE**

This project is a public works contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, and neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. If this is a public work, Contractor understands and agrees that the filing of payrolls in a manner consistent with subdivision 3-a of section 220 of the Labor Law shall be a condition precedent to payment by the Village of any Village approved sums due and owing for work done by the Contractor. Except as otherwise indicated in the Contract, this project has been registered with the New York State Department of Labor as a public works project and a schedule of prevailing wages for Suffolk County is available from the New York State Department of Labor and will be provided to the Contractor with the Contract herein.

## **8. CERTIFICATES**

The Bidder must complete all Certificates throughout the Bid Documents as a part of the Bid.

## **9. RIGHT OF VILLAGE TO TERMINATE CONTRACT**

The Village may terminate the Contract if the work to be done is abandoned by the Bidder or if the Contract is assigned without the prior written consent of the Village; or if the Bidder is adjudged bankrupt; or if a general assignment of the Bidder's assets is made for the benefit of creditors; or if a receiver is appointed for the Bidder or any of his property; or if at any time the Village determines that the work performance under the Contract is being unnecessarily delayed, or the Bidder is violating any of the material conditions of the Contract, or that the Bidder is executing the same in bad faith or otherwise not in accordance with the terms of said Contract; then, in the event any of the foregoing occurs, the Village may serve written notice upon the Bidder and his Surety of the Village's intention to terminate the Contract.

Unless within thirty(30)days after the serving of such notice a satisfactory arrangement is made for continuance, the Bidder shall be deemed in default and the Contract shall be automatically terminated, the Village may take over and prosecute the work to completion, by contract or otherwise. The Bidder and his Surety shall be liable to the Village for all damages, as well as excess costs sustained by the Village by reasons of such prosecution and completion by the Village, inclusive of any optional extensions of the contract.

In the event the Bidder shall be adjudged bankrupt and a receiver appointed or a general assignment for the benefit of creditors is made, or the Bidder is proven insolvent or fails in business, the Contract shall not be an asset of the Bidder. In the event of termination, irrespective of the reason, the Village retains the right but not the obligation to purchase the Bidder's equipment at fair market value.

## **10. PAYMENTS**

Bidder shall be paid by the Village within forty-five (45) days after complete and proper submittal of required invoices consistent with the terms and conditions of the Contract.

Bidder must submit certified payrolls confirming compliance with the New York State Labor Law prevailing wage requirements.

## **11. BREACH OF CONTRACT**

The Contractor will be in breach of the Contract;

- A. If the contractor fails to perform or fails to perform in satisfactory manner as required in this Contract, or fails to perform within applicable Federal, State, County, Town and Village laws, regulations and ordinances, the Village shall have the right, , in addition to the penalties set forth above, to take whatever corrective action as the Village deems appropriate, including, but not limited to withholding of Contract payments, terminating the Contract or calling upon the Surety which has issued the Performance Bond or defaulting to cash bond and all interest which may have accrued from the date of the initial deposit with the Village.
- B. If the Contractor is guilty of any breach hereof, or fails to satisfy any liability to any third person arising out of the work, or becomes insolvent or bankrupt, or if his property or affairs are placed into the hands of a Receiver or Trustee or Assignee for the benefit of Creditors or Referee or if any claim or damage or cost or expense arising directly or indirectly out of the Contractor's operations is made, caused, or incurred by, to or against the Village shall be entitled:
  1. To withhold, out of monies otherwise due such sums as the Village deems necessary to protect it from loss or delays to assure the payment of just claims, damage, costs or expense, and to apply them for the Contractor's account as the Village deems best to secure such protection.



2. To take over and complete the work or any part thereof for the Contractor's account, taking possession of and using any facilities provided by the Contractor.
3. To terminate the Contract as to all or any part of the uncompleted work.
4. To exercise any appropriate right or remedy at law or in equity or upon the Contractor's surety bond.
5. No act or omission of the Village shall constitute an estoppel against the Village or a waiver of any provision of this Contract or any election to pursue exclusively any right or remedy, saving only an express written declaration to that effect, and no waiver by the Village of any breach shall constitute a waiver of any breach by the Contractor.
6. The Village, upon a substantial breach by the Contractor, may seek to provide the services to be provided by the Contractor by another source or provider as the Contract Work consists of essential services to the Village.

## **12. TERMINATION**

- A. Termination for Cause; Failure by the Contractor to perform any of the obligations Under this Contract in good faith or breach of this Contractor shall be considered "cause" for termination of this Contract. The above shall not be considered exclusive reasons to terminate for such clause.
- B. Termination for failure to comply with GML Section 103-a; Pursuant to the provisions of Section 103-a of the General Municipal Law it is hereby provided that upon the refusal of a person when called before a grand jury to testify concerning any transaction or contract had with the State, any political subdivision thereof or of a public authority, to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such transaction or contract.
  1. Such person and any firm, partnership, or corporation of which he is a member, partner, director or officer shall be disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with any municipal corporation or any public department, agency, or official thereof, for goods, work or services, for a period of five years after such refusals, and;
  2. Any and all contractors made with any municipal corporations or any public department, agency or official thereof since July 1, 1959 by such person, and by any firm partnership or corporation of which he is a member, partner, director or officer may be canceled or terminated by the municipal corporation without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by municipal corporation for goods delivered or work done prior to the cancellation or termination shall be paid.
- C. Notice, Cure; in the event of a breach or default by the Contractor and an election by the Village to terminate this Contract, the Village shall send a Ten Day Notice to Cure and Intent to Terminate in accordance with the notice provisions of the Contract. The Notice shall specify the breach, and the cure, if any, that is required to be made. In the event that the Contractor fails to substantially cure as designated or there is no cure that can be made, the Village shall then on the expiration of ten days from the date of the Ten Day Notice send to the Contractor a Notice of Termination in accordance with the notice provisions of the Contract. The Contract shall be terminated upon sending by the Village of the Notice of Termination.
- D. Uncontrollable Circumstances; Neither the Contractor nor the Village shall be liable for the failure to fulfill their responsibilities as provided for in this Contract nor for any resultant damages or financial losses if such failure is caused by a catastrophe, riot, war or governmental disorder.

## **13. BINDING EFFECT**

The provisions, covenants and conditions in this Contract apply to bind their parties, their legal heirs, representatives, successors and permitted assignees.

#### **14. CONTRACT AMENDMENTS AND MODIFICATION**

No modification or amendment of the terms hereof shall be effective or binding upon the Village unless written and signed by the authorized representatives of the Village and the Contractor. A signed original is to be fastened to the original Contract with signed copies retained by both parties.

#### **15. NOTICES**

All communications or notices between the Contractor and the Village shall be to the Mayor and the Contractor at their respective addresses as shown on the Contract, unless amended, in writing. Any notice hereunder shall be given by certified mail, return receipt requested and regular mail addressed to the Contractor and the Village at the addresses indicated in the Bid and Contract documents.

#### **16. RELATIONSHIP AS INDEPENDENT CONTRACTOR**

The Contractor shall exist and operate as an independent contractor only and the Village shall have no obligations or responsibility with respect to the services provided or the employees or obligations of the Contractor or have any fiduciary responsibility with respect to the Contractor.

#### **17. GOVERNING LAW AND JURISDICTION**

The construction and interpretation of the terms and the conditions of this Contract shall be in accordance with the laws of the State of New York. The parties agree that any action, suit or proceeding arising out of this Contract or any transaction contemplated hereby shall be heard only in the State Courts of the State of New York located in Suffolk County.

#### **18. NO THIRD PARTY BENEFITS**

The provisions of this Contract are for the benefit of the parties only and shall not establish, of themselves, any rights or any liabilities to third parties.

#### **19. EXECUTORY CLAUSE**

In accordance with Section 41 of the State Finance Law, the Village shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

#### **20. NON-ASSIGNMENT CLAUSE**

In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the State's previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article XI of the State Finance Law may be waived at the discretion of the contracting agency and with the concurrence of the State Comptroller where the original contract was subject to the State Comptroller's approval, where the assignment is due to a reorganization, merger or consolidation of the Contractor's business entity or enterprise. The State retains its right to approve an assignment and to require that any Contractor demonstrate its responsibility to do business with the State. The Contractor may, however, assign its right to receive payments without the State's prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

## **21. NON-COLLUSIVE BIDDING CERTIFICATION**

In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

## **22. INTERNATIONAL BOYCOTT PROHIBITION**

In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2 NYCRR § 105.4).

## **23. SET-OFF RIGHTS**

The Village shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the Village's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the Village with regard to this contract, any other contract with the Village, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the Village for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The Village shall exercise its set-off rights in accordance with normal practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the Village or its representatives.

## **24. RECORDS**

The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, the "Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The Village Treasurer and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the Village, for the term specified above for the purposes of inspection, auditing and copying. The Village shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the Village's right to discovery in any pending or future litigation.

## **25. MACBRIDE FAIR EMPLOYMENT PRINCIPLES**

In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

## **26. RECIPROCITY AND SANCTIONS PROVISIONS**

Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively, codified in State Finance Law § 165(6) and Public Authorities Law § 2879(5)) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 2023, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii.

## **27. COMPLIANCE WITH BREACH NOTIFICATION AND DATA SECURITY LAWS**

Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law §§ 899-aa and 899-bb and State Technology Law § 208).

## **28. IRAN DIVESTMENT ACT**

By entering into this Agreement, Contractor certifies in accordance with State Finance Law § 165-a that it is not on the "Entities Determined to be Non-Responsive Bidders/Offerers pursuant to the New York State Iran Divestment Act of 2012" ("Prohibited Entities List") posted at: <https://ogs.ny.gov/iran-divestment-act-2012>.

Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the State.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law § 165-a) is in violation of the above-referenced certifications, the state agency will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

## **29. REQUIRED PROVISIONS**

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to have been inserted herein, and if through mistakes or otherwise such provision is not inserted,



upon the application of either party, this Contract shall be physically amended forthwith to make such insertion.

### **30. WAIVER**

The failure of either of the parties at any time to insist upon the strict observance of any of the provisions of this Contract, or to exercise any rights in respect hereto, or to exercise any election herein provided, shall not be construed as a waiver of such provision, right or election or in any way affect the validity of this Contract.

### **21. ENTIRE AGREEMENT**

The Contract and all documents incorporated herein, including the Notice to Bidders, Instructions to Bidders, Bid Specifications and General Conditions, contain the entire agreement and understanding between the parties as to the subject matter hereof. This Contract may not be changed, modified, or supplemented in any way except by an instrument in writing executed by both parties.

## CONTRACT

This contract made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the Village of Greenport, with an office address of 236 Third Street, Greenport, New York 11944, (the "Village"), and \_\_\_\_\_ with an office address of \_\_\_\_\_ ("contractor") as follows:

### WITNESSETH:

That for and in consideration of the promises and agreements herein, and the payments herein promised to be made, the parties hereto agree as follows:

**FIRST:** The Contractor shall perform and provide in a workmanlike manner all of the labor, and furnish and provide all of the materials, equipment, tools, and implements and will otherwise faithfully perform and complete the entire Contract Work as provided hereunder in connection with the

### VILLAGE OF GREENPORT DELIVERY OF NO. 2 HEATING OIL- 2026

as described in the Contract Documents made and prepared by the Village of Greenport, as set forth in the **Contractor's Bid dated** \_\_\_\_\_, 20\_\_\_\_ and in strict conformity with the Bidding Documents and Contract Documents and more specifically the Notice to Bidders, the Instructions for Bidders, the Bid, the Bid Specifications this Contract, Exhibits A and B to the Contract, General Conditions, annexed and made a part hereof, which hereinafter will be collectively referred to as the "Contract Documents".

**SECOND:** In consideration of the Contractor performing this Contract in the manner herein stated and as provided in the Contract Documents, the Village of Greenport agrees to pay to the Contractor the sums of money mentioned in said Contract Documents in the manner and under the conditions therein provided.

**THIRD:** The price bid shall remain in effect for twelve (12) months from the date of award. Contract term may be extended a maximum of two (2) times at one (1) year per each interval, at the Village's option. The Village reserves the right to cancel service under this Contract upon 30 days written notice to bidder.

**FOURTH:** The Contractor agrees that the provisions of the Contract or Contract Documents to the contrary notwithstanding, and regardless of any contingency or condition, unforeseen or otherwise, in the present or in the future, the Contractor shall not be entitled to receive any money or other consideration from the Village or any other party to this Agreement or involved in this project other than the amounts stated in the Contract Documents. The failure of the Village of Greenport to insist upon the strict performance of any of the terms, covenants, agreements, or conditions of the Contract Documents, or of any one or more of those terms or conditions or the temporary or other failure of the Village to object to the Contractor's failure to perform its obligations under this Contract and the Contract Documents, shall not be deemed to be and will not be a waiver by the Village of Greenport of any of the terms, covenants, agreements, provisions and conditions of this Contract, or the Contract Documents and the Contract and Contract Documents shall be and shall remain in full force and effect with full power and authority on the part of the Village of Greenport to enforce the provisions of the Contract and Contract Documents or cause those provisions to be enforced at

any time, without prejudice to any other rights which the Village of Greenport may have against the Contractor under this Contract and the Contract Documents.

**FIFTH:** The Terms that are stated or used in the Contract Documents and this Contract which are defined in the General Conditions of the Contract Documents shall have the meanings that are indicated in the General Conditions of the Contract Documents.

**SIXTH:** Neither the Village of Greenport nor the Contractor shall, without the prior written consent of the other, assign or sublet in whole or in part its interests under the Contract or any of the Contract Documents; and, specifically, the Contractor shall not assign any monies due or to become due without the prior written approval and consent of the Village of Greenport

**SEVENTH:** The Village of Greenport and the Contractor each binds itself, its partners, successors, assigns and legal representatives of the other party hereto in respect to all covenants, agreements and obligations contained in the Contract and the Contract Documents (the term Contract Documents by definition and agreement of the parties includes but is not limited to this Contract).

**EIGHTH:** The Contract together with the Contract Documents constitute the entire agreement between the Village of Greenport and the Contractor and the Contract and the Contract Documents and any part thereof may only be altered, amended or repealed by a duly executed written instrument signed by both parties.

**NINTH:** All manufacturer warranties must be in place and in favor of the Village as owner and must be provided by the Bidder to on the completion of the Contract Work. Bidder must provide a ten-year labor warranty in writing upon completion of the Contract Work.

**IN WITNESS WHEREOF**, the parties hereto have executed this Contract the day and year first above written.

(VILLAGE SEAL)

**Village of Greenport**

By: \_\_\_\_\_

**Contractor:**

By: \_\_\_\_\_

(SEAL)

**Name/Title**

State of New York     )  
                                  ) ss.:  
County of Suffolk     )

On the        day of                               in the year  
before me, the undersigned, personally appeared

personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies) and that by his/her/their signature(s) on the instrument the individual(s) or the person upon behalf of which the individual(s) acted, executed the instrument.

---

(signature and office of individual taking acknowledgement)

State of New York     )  
                                  ) ss.:  
County of Suffolk     )

On the        day of                               in the year  
before me, the undersigned, personally appeared

personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies) and that by his/her/their signature(s) on the instrument the individual(s) or the person upon behalf of which the individual(s) acted, executed the instrument.

---

(signature and office of individual taking acknowledgement)



### **ACKNOWLEDGEMENTS**

- (1) Where a bidder is a firm, the bid must be signed in the name of the firm by a member of the firm who must sign his own name immediately there under as \_\_\_\_\_ (Partner).
- (2) Where a bidder is a corporation, the bid must be signed in the name of the corporation by a duly authorized officer or agent thereof having knowledge of the matters stated in the bid and such officer or agent shall also subscribe his own name, the office he holds, and the seal of the corporation must be affixed.
- (3) The bid must be sworn to by the person signing it, using one of the appropriate forms of acknowledgment which follow.
- (4) The bidders shall date the Form of Affidavit and fill in all blank spaces.
- (5) In case of any discrepancy in the bidder's extensions or total, the Village of Greenport's computation of extensions and totals will govern.

## EXHIBIT A

### VILLAGE OF GREENPORT DELIVERY OF NO. 2 HEATING OIL - 2026

#### SCHEDULE OF TANK CAPACITIES AND LOCATIONS

VILLAGE OF GREENPORT DELIVERY OF NO. 2 HEATING OIL				
Loc. ID #	Facility	Address	Estimated Usage (Gallons per Year)	Storage Capacity (Gallons)
1	Village Hall	236 Third Street	2,000	550
2	Fire Station No.1	3 <sup>rd</sup> and South Street	4,000	2,000
3	Fire Station No.2	Flint Street	2,000	255
4	Road Barn (Main Building)	6 <sup>th</sup> Street	2,000	275
5	Road Barn (Vehicle Garage)	6 <sup>th</sup> Street	2,000	(2) 275
6	Power Plant (Machine Shop)	400 Moores Lane	1,500	275

The **NO.2 HEATING OIL** delivered to and used in the vehicles and sewer Gensets, shall be the same as that used in the power plant engines.

**NO.2 HEATING OIL** shall meet the Federal Clean Air Act Standard and New York State Department of Environmental Conservation Requirements which requires **NO.2 HEATING OIL** to be used.

**EXHIBIT B**

**WAGE RATES**

**VILLAGE OF GREENPORT DELIVERY OF NO. 2 HEATING OIL - 2026**

**(SEE NEW YORK STATE DEPARTMENT OF LABOR WAGE RATE SCHEDULES FOR SUFFOLK  
COUNTY, NY)**

**THIS IS NOT A PUBLIC WORKS PROJECT REQUIRING PAYMENT OF PREVAILING WAGES**