Town Hall · 100 Main Street
Huntington, NY 11743-6991

Phone: (631) 351-3177
Fax: 631) 351-2833
http://HuntingtonNY.gov

LORI E. FINGER, CPPB
Director of Purchasing

SENT VIA EMAIL

November 17, 2016

TOWN OF HUNTINGTON

ENVELOPES AND MULTI-PURPOSE PAPER
Bid No. TOH 16-12-063

<u>Addendum # 1</u>

Attached please find questions and responses to the above referenced bid which is to be incorporated in the original bid document.

The BID due date of December 1, 2016 until 11:00 A.M., Prevailing Time and all other terms and conditions of this BID remain the same.

Please review the addendum carefully and include your acknowledgement of addendum with your bid submittal.

Sincerely,

Lori E. Finger, CPPB
Director of Purchasing

LEF:dg

TOWN OF HUNTINGTON

ENVELOPES AND MULTI-PURPOSE PAPER
Bid No. TOH 16-12-063

Addendum # 1

Question What is the window size and position of item 37?
Response: The window size for both item #37 and #38 is 1 ¼ x 3 7/8.

Question: What is the window size and position of item 38 ?
Response: The window position for both item #37 and #38 is ½ from left side and 2 ¼ from top and ¾ from bottom of envelope.

Question: Are either item 37 or 38 tinted on the interior of the envelope?
Response: No

Notice to Prospective Bidders

In order to properly expedite the receipt and processing of the bid that you are submitting, you must affix the "IDENTIFICATION LABEL" below to the **outer** envelope of your sealed bid, and deliver it by U.S. Mail, public carrier—such as UPS, FEDEX—or by hand delivery.

Affix the IDENTIFICATION LABEL to the sealed outer envelope.

FAXED OR ELECTRONIC BIDS SHALL NOT BE ACCEPTED. DELIVERY BY SUCH METHODS SHALL RESULT IN AUTOMATIC DISQUALIFICATION.

For current bid information and awards, please visit our website at:

http://huntingtonny.gov

Thank you for your cooperation.
Town of Huntington
Division of Purchasing

IDENTIFICATION LABEL

TOWN OF HUNTINGTON
PURCHASING DEPARTMENT
100 Main Street, Room 209, Huntington, NY 11743

Vendor's Name_____
Bid No: TOH 16-12-063
Bid Name: ENVELOPES AND MULTI-PURPOSE PAPER
Due Date: 12/1/16 at 11:00 A.M. EST

SEALED BID ENCLOSED

TOWN OF HUNTINGTON
DEPARTMENT OF AUDIT & CONTROL
PURCHASING DIVISION

STANDARD BID TERMS AND CONDITIONS
AND SPECIAL INSTRUCTIONS TO BIDDERS

All bid proposals are subject to the following terms and conditions unless modified in writing at the time of bid submission. Upon acceptance of a bid by the Town the terms of the bid shall apply to all orders issued as a result of such acceptance. Each bid received shall be considered an offer to the Town and upon acceptance shall constitute a lawful contract between the bidder and the Town.

Proposals properly completed and executed on the forms provided by the Town for that purpose may be delivered in person by the bidder or his agent or may be mailed to the office of the Director of Purchasing. The Director of Purchasing or his designee must receive all bid proposals, ***without exception***, at or before the time specified for the bid proposal being opened and read aloud in the Notice to Bidders.

The bidder assumes all risk of any delay, for any reason, for the delivery of their bid proposal if it is mailed utilizing the U.S. Postal service or any other mail carrier or if by personal delivery.

1. BIDDING

(a) PRICING - Bidders shall insert unit price and extension for each item.

(b) DISCOUNTS - cash discounts will not be a factor in determining awards unless otherwise indicated by the Town. Trade discounts will be a factor in determining the award.

(c) F.O.B. DELIVERY POINT - All prices bid must be on the basis F.O.B. delivery point, unloaded inside and assembled unless otherwise indicated in the proposal. A bid on any other basis than that indicated in the proposal may not be considered.

(d) "OR EQUAL' BIDDING - When a brand named bid standard is specified, the bidder may offer an article which he certifies to be equal in quality, performance and other essential characteristics to the bid standard. If bidder fails to name a substitute, he will be required to furnish the named bid standard.

(e) QUANTITIES and MINIMUMS - If any quantities are indicated, they are merely estimates based on experience or computation. The Town will neither be compelled to order any quantities of any item nor will it be limited by the quantity indicated for any item. The quantity to be ordered will be such as may actually be required, as determined by the ordering department and therefore; **in the best interests of the Town, no award will be made to any bidder for any item contained in this bid if the bidder imposes *a minimum order quantity or minimum dollar* amount as part of their response to any part of this bid.** The Town of Huntington is not responsible for estimating quantiles for any agencies other than the municipality of the Town of Huntington.

2 - SAMPLES

Samples or drawings required shall be delivered free of charge as requested. Samples shall be removed by the bidder at his expense. The Town will not be responsible for any samples which are destroyed or mutilated in examination. If samples are not removed within thirty (30) days after written notice to the Vendor, they shall be considered as abandoned and the Town shall have the right to dispose of them as its own property.

3 - AWARD WILL BE MADE BY ITEM OR CLASS

When Class bids are indicated, bidder must bid on each item in the class. A Bidder desiring to bid "no charge" on an item in a class must so indicate; otherwise bid for that class will be construed as incomplete. Items may be combined and awarded as a group if there is a saving in ultimate cost by the reduction of the number of orders issued.

4 - DELIVERY

(a) INSPECTIONS - Shall be made at the point of delivery unless otherwise specified. Any food, drug or other commodity which is found to be unwholesome or otherwise unfit for human consumption or use shall not be removed by the Vendor until it is examined by the Department of Health. If condemned, such commodities shall be disposed of as provided by law.

(b) DELIVERY HOURS - Deliveries shall be made between 9 A.M. and 3:30 P.M., Monday through Friday and at other times by special arrangements only.

(c) DELIVERY TIME - Shall be computed in calendar days from the order date.

(d) LABELS - All supplies, which are customarily labeled or identified, must have securely affixed thereto the original unaltered label or marking of the manufacturer.

(e) NEW MERCHANDISE - Unless otherwise stated in the quotation or orders, deliveries must consist of only new and unused merchandise, which is currently in production.

(f) SUPPLIES shall be securely and properly packed for shipment, according to accepted commercial practice.

(g) THE CONTRACTOR shall be responsible for delivery of supplies, equipment or materials in good condition to point of destination. Materials, equipment and/or supplies delivered to and agency shall be the property and sole responsibility of the Contractor or Vendor until such time as the Town accepts the same.

(h) BILLINGS for deliveries must be rendered on Town Claim vouchers with appropriate invoices and billing documents attached.

5 - DELAYS, NO-DELIVERY, REJECTIONS

(a) VENDOR'S FAULT - If the Vendor fails to make delivery with the time specified or if the delivery is rejected, the Director of Purchasing may obtain such commodities or any part thereof from other sources in the open market or on contract. Should the new price be greater than the order price, the difference, plus the reletting cost and the liquidated damages, if any will be charged against the Vendor. Should the new price be less, the Vendor shall have no claim to the difference, but the reletting cost and the liquidated damages will become charges against the Vendor.

(b) REJECTED MERCHANDISE - The Town may withhold acceptance of or reject any goods, which are found, upon examination, not to meet the specified requirements. Upon written notification of rejection, goods shall be immediately removed by the Vendor.

Rejected goods left longer than thirty (30) days will be regarded as abandoned and the Town shall have the right to dispose of them as its own property. On foodstuffs and drugs, no written notice of rejection need be given; upon verbal notice to do so, the Vendor shall immediately remove and replace rejected merchandise.

6 - AWARD

(a) The Director of Purchasing reserves the right to make awards within forty-five (45) days after the date of the bid opening, during which period bids shall not be withdrawn. This period may be extended, for the benefit of the Town by mutual agreement between the bidder and the Director of Purchasing.

(b) The placing of an order by the Director of Purchasing with the bidder for material described in the Request of Bid shall constitute a legal and binding contract.

(c) Any contract created shall be deemed executory only to the extent of the monies appropriated and available for the purpose of the contract. No liability on account thereof shall be incurred by the Town beyond the amount of such monies. It is understood that neither this contract nor any representations by any public employee or officer creates any legal or moral obligation to request, appropriate or make available monies for the purpose of this contract.

7 - PERFORMANCE BONDS

If the specifications require the posting of a performance bond, then within one week after awarding of the contract a performance bond of 100% of the amount of the award, unless an alternate amount is otherwise specified, shall be posted as security for faithful performance, with the understanding that the whole or any part thereof may be used by the Town of Huntington to supply any deficiency that may arise from any default on the part of the bidder. Such Bond must meet all the requirements of the Bid Specifications and the Town Attorney.

8 - GUARANTEES BY BIDDER

Bidder hereby guarantees:

(a) To save the Town, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or non-copyrighted composition secret process, patented or unpatented invention, article or appliance furnished or used in the performance hereof of which the Bidder is not the Patentee, assignee or licensee and to defend any action brought against the Town in the name of the Town and under the direction of the Town Attorney at the sole cost of the Bidder or in the sole option of the Director of Purchasing to pay the cost of such defense to the Town.

(b) His/her products against defective material or workmanship and to repair or replace any damages or marring occasioned in transit.

(c) To furnish adequate protection from damage for all work to repair damages of any kind, for which the Vendor's workmen are responsible, to the building or equipment, to his/her own work or the work of other Vendors or in the opinion of the Director of Purchasing to pay for the same by deductions in payments due under this contract.

(d) To pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the Town and of the County of Suffolk and the State of New York.

(e) **INSURANCE** - To maintain Workers Compensation and Disability Benefits Insurance during the life of the contract. The Contractor further agrees to conform to all of the requirements of the New York State Workers Compensation Law.

During the life of the contract, the Contractor shall secure and maintain bodily injury and property damage liability insurance. This insurance must be Occurrence coverage; policies in

the Claims Made format are not acceptable. The limits of liability insurance shall be **$2,000,000.00** for any one person and **$2,000,000.00** for any one occurrence for bodily injury. Automobile Liability insurance with the same limits shall be maintained by the Contractor on all automotive equipment used in connection with the contract.

Certificates of Insurance reflecting the above coverage shall be provided to the Town prior to commencement of any work by the Contractor. These certificates shall be in the name of the Town and shall further name the Town of Huntington as Additional Insured.

The Contractor/Vendor shall be solely responsible for providing the Town of Huntington with thirty (30) days prior written notice of any cancellation, non-renewal or material change of action with regard to the required insurance coverage. Failure to notify the Town of a change in policy coverage is valid grounds for the Town to void the agreement.

The Contractor/Vendor is required to present the Town of Huntington with an updated insurance certificate as part of its invoice backup for payment processing. Failure to do so will result in non-payment and the Town may choose to void the agreement.

(f) That he/she will keep him/herself fully informed, of all municipal ordinances and regulations, State and National Laws in any manner affecting the work or goods herein specified, and any extra work contracted for by him/her and shall at all times observe and comply with said ordinances, laws and regulations, including all provisions of the Workmen's Compensation and Labor Laws, and shall indemnify and save harmless the Town from loss and liability upon any and all claims on account of any physical injury to persons, including death or damage to property and from all costs and expenses in suits which may be brought against the same and irrespective of whether the same shall have been due to the negligence of the Bidder or his/her agents.

(g) That the items furnished shall conform to all of the provisions of the bid and this warranty shall survive acceptance, or use of any material so furnished.

(h) That all deliveries will not be inferior to the accepted bid sample.

9 - <u>ASSIGNABILITY OF CONTRACTS</u>

In the event the Contractor assigned, transfers, conveys, sublets, or otherwise disposes of the contract without written consent of the Town of Huntington, said contract shall be null and void and not binding upon the Town. General Municipal Law 109 is incorporated herein by reference as if fully set forth at length.

10- <u>LIMITATION OF ACTION</u>

No action for any cause whatsoever arising out of this order shall be maintained against the Town by the Vendor, or anyone claiming under the Vendor, unless such action shall be commenced within six months:

(a) After expiration of this order or

(b) After the date of written notice to the Vendor from the Town of complete rejection or withheld acceptance or

(c) After the date of written notice to the Vendor from the Town of a deduction from the agreed price on the order, whichever of the events shall be the latest in time.

11- <u>LABOR LAWS AND DISCRIMINATION IN EMPLOYMENT</u>

All bidders must comply with N.Y.S. Labor Law requirements and specifically without limitation:

(a) Pursuant to Sections 220 (e) and 239 of the Labor Law, in the hiring of employees for the performance of work under this contract or any subcontract hereunder:

(I) No contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason of race, creed, color, national origin, age or sex discriminate against any citizen of the state of New York who is qualified and available to perform work to which the employment relates;

(II) No contractor, subcontractor nor any person on his behalf shall in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, color, national origin, age or sex;

(III) There may be deducted from the amount payable to the contractor by the Town penalty of fifty dollars for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of this contract; and

(IV) This contract may be canceled or terminated by the Town and all monies due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this section of the contract.

(b) Pursuant to Section 220 (2) of the Labor Law, no laborers, workmen, or mechanics in the employ of the contractor, subcontractor or other person doing or contracting to do all part of the work contemplated by the contract, shall be permitted or required to work more than eight hours in any one calendar day or more than five days in any one week except in cases of extraordinary emergency including fire, flood or danger to life or property as provided therein.

(c) For every contract for the construction, reconstruction, maintenance and/or repair of public work, every laborer, workingman or mechanic shall be paid not less than such hourly minimum rate of wage and supplements not less than the prevailing wage supplements, all as provided in Article 8 of the Labor Law.

(d) Preference in Employment of Persons Upon Public Works - Every contractor and/or subcontractor agrees to give preference to citizens of the State of New York who have been residents for at least six consecutive months immediately prior to the commencement of their employment, as provided in Section 22 of the Labor Law.

(e) For every contract involving building service work as defined in Article 9 of the Labor Law, the contractor and/or its subcontractors shall be obligated to pay each employee on such work not less than the wage specified for his craft, trade or occupation in the prevailing schedule wages made part or to be made part of the specifications hereto, and agree to be bound by all of the provisions of Article 9 of the Labor Law.

12 <u>APPRENTICESHIP PARTICIPATION CONSTRUCTION CONTRACTS</u>:

A. All bidders must comply with N.Y.S. Labor Law §816(b) which provides in pertinent part:

a. "government entity" shall mean the state, any state agency, as that term is defined in section two-a of the state finance law, municipal corporation, commission appointed pursuant to law, school district, district corporation, board of education, board of cooperative educational services, soil conservation district, and public benefit corporation; and

b. "construction contract" shall mean any contract to which a governmental entity may be a direct or indirect party which involves the design, construction, reconstruction, improvements, rehabilitation, maintenance, repair, furnishing, equipping of or otherwise providing for any building, facility or physical structure of any kind with a value in excess of $250,000.

B. The Town of Huntington, Pursuant to Town Board resolution 2002-100 dated February 11, 2002, has adopted the requirements that contractors and sub-contractors on construction

contracts have an approved Apprenticeship Agreement in accordance with NYS Labor Law §816 (b). The Town Board has elected, pursuant to this resolution, that when the Town is either a direct or indirect party to a construction contract that it will require apprenticeship agreements and/or programs to be in place for work on the project, that have been registered with, and approved by, the NYS Commissioner of Labor pursuant to the requirements of NYS Labor Law §816 (b). Such apprenticeship agreements/programs must be in place and utilized for the project for each type, class of craft, as well as the scope of work to be performed.

A copy of the certification letter received by the CONTRACTOR from NYS Dept of Labor approving CONTRACTOR'S Apprenticeship Program for each trade being employed on the project being quoted must be included in the CONTRACTOR'S bid at the time of bid submission.

13- SALES AND EXCISE TAXES

Unless the proposal indicates otherwise, the Town is exempt from the payment of any sales, excise or Federal transportation taxes and will be so construed. A vendor desiring refunds of, or exemptions from taxes paid on merchandise accepted by the Town, must submit the proper forms, and the Director of Purchasing, if satisfied as to the facts, will approve or issue the necessary certificates.

14- AUDIT

Purchase orders and contracts are subject to audit by the Comptroller of the Town of Huntington.

15- PAYMENT AND COLLECTION OF CHARGES

(a) The Town will make every effort to pay vouchers within thirty (30) days after (1) proper delivery of merchandise (2) receipt and approval of a properly executed claim voucher submitted to the Town Comptroller by the receiving Town departments or agencies; voucher forms shall be obtained from such departments or agencies.

(b) In any case where a question of nonperformance of a contract arises, payment may be withheld in whole or in part by the Town.

(c) All charges against a Vendor shall be deducted from current obligations that are due him/her or shall become due. In the event that there are no current obligations, the Vendor shall pay the Town the amount of any such charges.

(d) The Town will also avail itself of cash discounts for payments within prescribed times whenever possible.

16- FUEL SURCHARGES

Town of Huntington will not pay any type of fuel surcharge on any item or contract unless specifically indicated as such by the Town in the solicitation or contract. Any fuel charges added and not authorized by the Town will be deleted from any payments made to the vendor.

IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), §165-a. effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law). Pursuant to SFL §165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date, at which time it will be posted on the OGS website.

By entering into this Contract, Contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list. Additionally, Contractor agrees that after the list is posted on the OGS website, should it seek to renew or extend the Contract, it will be required to certify at the time the Contract is renewed or extended that it is not included on the prohibited entities list. Contractor also agrees that any proposed Assignee of the Contract will be required to certify that it is not on the prohibited entities list before The Town of Huntington (Town) may approve a request for Assignment of Contract.

During the term of the Contract, should Town receive information that a person is in violation of the above referenced certification, the Town will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, the Town shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the contractor in default.

The Town reserves the right to reject any request for assignment for an entity that appears on the prohibited entity list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

CONTRACTS INVOLVING INSTALLATION

1. Contractor shall clean up and remove all debris and rubbish resulting from his work from time to time as required or directed. Upon completion of the work premises shall be left in a neat unobstructed condition, the buildings broom clean, and everything in satisfactory repair and order.
2. Installation shall also include the furnishing of any rigging necessary to move equipment into the building; also the removal and resetting of any removable windows used for moving equipment into building and removal of any trade-ins, if any.
3. Bidders shall acquainted themselves with conditions to be found at the site and shall assume all responsibility for placing and installing equipment in the locations required.
4. Contractor shall furnish adequate protection from damage for all work and shall repair damages of any kind for which the Contractor or his/her works are responsible.

VEHICLES

5. All equipment bid must be in production and have had in use experience. Any and all equipment listed by the Manufacturer as "Standard" for the model offered shall be provided on the delivered vehicle.
6. The Manufacturer's Standard Warranty shall cover all equipment delivered.
7. Vehicles shall be completely serviced including cleaning (outside and inside) prior to delivery.
8. Award will not be made to any dealer who cannot provide warranty repairs and services within the County of Suffolk.

Vendor not having a place of business in the County of Suffolk shall provide in writing the name and location of the agency within the County of Suffolk where such services will be performed.

9. **No name other than the Manufacturer's shall appear on the Vehicle**.
10. Any deviations from these Specifications will be considered cause for disqualification unless fully explained in the bid. Acceptance of such deviations shall be within the discretion of the Director of Purchasing.
11. Bids will be considered only from Equipment or Vehicle Manufacturers or their Authorized Dealers.
12. All vehicles shall be painted the color as specified. All paint shall be factory applied at the time of vehicle manufacture. ***Dealer painted vehicles will not be accepted.***

PRE-DELIVERY INSPECTION

13. There will be Pre-delivery Inspection of Vehicles including Automobiles, Boats and Motors, Trucks, Motorized Industrial Equipment of any kind including Dozers, Payloaders, Graders, Snow Moving, Waste Handling Equipment, Beach and Lawn Maintenance Equipment and any classifications of Earth and Material moving and/or handling equipment sold to the Town of Huntington.

(a) The Manufacturer or his Authorized Dealer, whichever is the vendor of record to the Town of Huntington for the equipment, must notify the Director of Purchasing of the Town by

Certified Mail prior to delivery, informing him when the equipment or vehicle is ready for delivery to the Town of Huntington.

(b) The Manufacturer or Dealer shall make the vehicle or equipment comply with all required Bid Specifications, as ordered by the Town of Huntington.

(c) All accessories and additions which have been ordered and are to be part of the vehicle are to be affixed and operable prior to inspection. All documentation including but not limited to warranties, guarantees, instruction manuals, certificates of inspection and certificates of compliance shall be available for inspection along with the vehicle or equipment.

(d) The Vendor shall, prior to delivery to the Town, make the vehicle or equipment available for inspection by Town of Huntington. The Director of Purchasing shall at his sole discretion designate a Town facility as a Pre-delivery Inspection location.

(e) Upon satisfactory completion of Pre-delivery Inspection a certificate of acceptance will be issued to the ordering department of the Town of Huntington. This certificate will be forwarded to the Comptroller's office with the Invoice and Claim Voucher from the vendor. No invoice will be paid to a vendor without the accompanying certificate of acceptance.

MATERIAL SAFETY DATA SHEETS (MSDS)

14. As the Town is required to be in compliance with Federal OSHA Communication Standard 29CFR1910.1200 all classes of materials covered by the specification that are purchased by the Town shall, no later than the time of delivery, receive a copy of the MSDS appropriate to the ordered material. Failure to comply with this requirement shall be construed as improper or incomplete delivery and payment will be withheld until all terms and conditions of the purchase contract are met to the satisfaction of the Director of Purchasing.

NEW YORK: CONTRACTUAL NON-DISCRIMINATION PROVISION

To be included in every contract for the construction, alteration or repair of any public building or any public work or for the manufacture, sale or distribution of materials, equipment or supplies (performed within the state):

*** * ***

(a) In the hiring of employees for the performance of work under this contract or any subcontract hereunder, neither the Contractor, nor any subcontractor engaged by the Contractor, nor any person acting on behalf of the contractor, shall by reason of race, creed, color, disability, sex or national origin discriminate against any citizen of the State of New York who is qualified and available to perform the work to which his or her employment relates.

(b) Neither the Contractor, nor any subcontractor engaged by the Contractor, nor any person acting on behalf of the Contractor or any subcontractor engaged by the Contractor, shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, color, disability, sex or national origin.

(c) The Town may deduct from the amount payable to the Contractor under this contract a penalty of fifty dollars ($50.00) for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of this contract.

(d) The Town may cancel or terminate this contract, and all monies due or to become due hereunder may be forfeited for a second or any subsequent violation of the terms or conditions of this section of the contract.

(e) The aforesaid provisions of this section, insofar as they apply to the manufacture, sale or distribution of materials, equipment or supplies shall be limited to operations performed within the territorial limits of the State of New York.

SPECIAL INSTRUCTIONS TO BIDDERS

If you wish to retain copies of your submission for your records you may photocopy any pages you require. The successful low bidder will be issued a notice of award.

In the case of inclement weather go to the Town website for information: http://huntingtonny.gov

PLEASE TAKE NOTE OF THE

NON-COLLUSIVE and the PUBLIC DISCLOSURE STATEMENTS

Completion of these sections of the bid are *required* each and every time a bid is submitted.

Completion of these sections any time in the past does not relieve the bidder from completion of these pages with this bid.

Financial statements as specified in paragraph nine (9) of the Public Disclosure Statement must accompany this bid. If you wish these financial statements to remain confidential, please so indicate at the time of submission.

If you fail to complete these sections and to have them properly notarized as required,

you may be judged non-responsive and not be awarded the contract,

even if you are the lowest bidder.

Under §53-3 through §53-8 of the Code of the Town of Huntington and GML §103 the Town requires that this document be returned intact and that it be filled out completely as part of your formal sealed bid response.

Questions During the Bidding Period: Questions, requests for information or interpretations concerning the drawings or specifications, or any aspect of the project must be addressed in writing to the DIRECTOR OF PURCHASING, TOWN OF HUNTINGTON, Town Hall, 100 Main Street, Room 209, Huntington, New York 11743, Fax # (631) 351-2833 or email at purchasing@huntingtonny.gov 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.

Please do not remove any pages from this bid package.

BIDDERS PLEASE READ ATTACHED
TERMS AND CONDITIONS CAREFULLY AND
CONFORM TO THE INSTRUCTIONS CONTAINED
IN THESE BID DOCUMENTS.
ALL OF THESE PAGES ARE TO BE
RETURNED COMPLETED AND INTACT.

TOWN OF HUNTINGTON
DEPARTMENT OF PURCHASING

100 MAIN STREET, ROOM 209
HUNTINGTON, N.Y. 11743
http://huntingtonny.gov

PROPOSAL FOR SUPPLIES OR SERVICES

ENVELOPES AND MULTI-PURPOSE PAPER
Bid No. TOH 16-12-063

Contracting Firm Name

Address

City, State, Zip Telephone

Contracting Firm Federal Identification Number Fax

Email Address

TO ALL PROSPECTIVE BIDDERS:
This proposal, duly signed and sealed for the herein named supplies and/or services will be received, opened and read publicly at the Purchasing Department, 100 Main Street, Room 209, Huntington, NY 11743 at the date and time called for in the Notice to Bidders.

THIS BID MUST BE RETURNED IN A SEALED ENVELOPE SHOWING YOUR NAME, BID TITLE, NUMBER AND DATE OF BID. ORIGINAL SIGNATURES AND SEALS PERTAIN. COPIES OF SIGNATURES OR SEALS ARE NOT VALID FOR THE PURPOSES OF THIS BID.

PLEASE USE THE ENCLOSED LABEL TO HELP IDENTIFY YOUR BID AND TO INSURE PROMPT AND ACCURATE PROCESSING.

NOTICE TO BIDDERS

Sealed bids will be received by the Director of Purchasing, Town of Huntington, 100 Main Street, Room 209, Huntington, New York 11743, until **11:00 A.M. Prevailing Time,** Thursday, December 1, 2016**,** when they will be publicly opened and read aloud for the following item(s):

ITEM 1- ENVELOPES AND MULTI-PURPOSE PAPER	Bid No. TOH 16-12-063
ITEM 2- PAPER, PLASTIC AND RELATED KITCHEN SUPPLIES	Bid No. TOH 16-12-064

Pursuant to New York General Municipal Law §103(16), the contract awarded hereby shall be made available to other New York State governmental entities and, therefore, any New York State officer, board or agency of a political subdivision or of any district therein authorized to make purchases of apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance, or repair of apparatus, materials, equipment or supplies, may make such purchases, or may contract for such services through the use of this contract. Said entities using this contract shall be wholly responsible for the determination that the contract meets their requirements and for the issuance of said contract and shall be solely responsible for the payment of any and all debts and claims that arise thereunder.

The right is reserved by the Town to waive any informalities in, to reject any or all bids submitted, or to accept the bid and award the contract to the lowest, responsible formal Bidder, in the best interests of the Town, pursuant to Section 103 of the General Municipal Law.

A proposal submitted by a bidder who is not in full compliance with the provisions of the Huntington Town Code at the time of submission will be denied.

Complete specifications for the above item(s) may be downloaded at http://huntingtonny.gov under Bids/RFPs. All other inquiries should be directed to purchasing@huntingtonny.gov or fax us @ 631-351-2833.

LORI E. FINGER, CPPB
DIRECTOR OF PURCHASING

DATED: November 10, 2016

THE APPROPRIATE SECTION OF THIS PAGE MUST BE SIGNED BY ALL BIDDERS

GENERAL MUNICIPAL LAW - 103-D

Non-collusive bidding certifications:

By submission of this bid or proposal, the bidder certifies that; (A) This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor; (B) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor; (C) No attempt has been or will be made to induce any other person, partnership, or corporation to submit to or not to submit a bid or proposal; (D) The person signing this bid proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf.

If Not A Corporation

_____
Bidder's Business Name

_____
Signed By

_____
Title

If A Corporation

(E) The following is a certified copy of resolution authorizing the execution of this certificate by the signator of this bid or proposal in behalf of the corporate bidder. Resolved that_____ be authorized to sign and submit the bid or proposal of this corporation for the project described, herein, in the Notice to Bidders, Item #_____ (where applicable) and to include in such bid or proposal the certificate as to non-collusion required by section one hundred three-D (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

_____ corporation at a meeting of its

Board of Directors held on _____ day of _____ 20___. SEAL OF THE

CORPORATION _____
Signature of Secretary

PUBLIC DISCLOSURE BY CONTRACTOR/VENDORS DOING BUSINESS WITH TOWN OF HUNTINGTON

For use pursuant to Chapter 53 of the Code of the Town of Huntington

1. Contractor's/Vendor's Name _____
   Address_____
   City and State _____ Zip Code_____
2. Contracting Department's Name_____
   (Enter "Purchasing" if Supply or Service Bid)_____
3. Payee Federal Identification or Social Security No._____
4. Type of Business: ___ Corporation ___ Partnership
   ___ Sole Proprietorship ___ Other _____

5a. Is your firm entering into a contract in excess of $1,000?
___ Yes ___ No

5b. Is your firm entering into more than one contract with the Town of Huntington aggregating more than $1,000?
___ Yes ___ No

5c. Are you making application to the Town Board, Planning Board or Zoning Board of Appeals of the Town of Huntington involving work in excess of $1,000? ___ Yes ___ No. If you answered Yes to part 5a, 5b or 5c, you must complete parts 6 through 8. In any event, you must answer parts 9, 10 & 11.

6. List the names and addresses of all shareholders who hold an actual or beneficial interest in five percent (5%) or more of the outstanding stock issued by the contractor or vendor including the names and addresses of officers and Directors of corporate shareholders.

_____
_____
_____

7. List the names and addresses of any other contractor, vendor or person who has, holds or may derive any actual or beneficial percentage of interest in any other form of ownership (that is, other than stock ownership) of the contractor or vendor in an amount equal to five percent (5%) or more.

_____
_____
_____

8. Table of Organization.
   a. List names and addresses of all individuals serving on the Board of Directors or comparable body of the contractor or vendor.

_____
_____
_____

   b. List names and addresses of all corporate officers of the contractor or vendor. (Include title of officer.)

_____
_____
_____

   c. List the names and addresses of all counsel of the contractor or vendor.

_____
_____
_____

9. *Submit with disclosure statements any one of the following three items:*

1) a complete financial statement listing all assets and liabilities as well as a profit and loss statement for the prior year ,or

2) a letter of credit reference from a recognized bank or financial institution, or

3) *a certified copy of a credit report from a recognized credit bureau, such as Dun and Bradstreet or TRW*

These statements must be affirmed.(See attached Affirmation)

10. The undersigned shall include the Contractor's/Vendor's Public Disclosure Statement with the contract (describe general nature of the contract).

_____

_____

_____

_____

11. VERIFICATION This section must be signed by an officer or principal of the contractor or vendor authorized as a signatory of the company for the purpose of executing contracts. The undersigned affirms that the foregoing statements are true, under the penalties of perjury.

Dated:_____ Signed:_____

Printed Name:_____

Title:_____

NOTARY PUBLIC

STATE OF NEW YORK, COUNTY OF ss:

[Proprietorship [Partnership Verification

being duly sworn, deposes and says; deponent has read the foregoing Contractor's/Vendor's Public Disclosure Statement and knows the contents thereof; the same is true to deponent's own knowledge.

[Corporate Verification

The of a corporation;

deponent has read the foregoing Contractor's/Vendor's Public Disclosure Statement and knows the contents of; and the same is true to deponent's knowledge. This verification is made by deponent because is a corporation and deponent is an officer thereof.

Sworn to before me on 20___

Signed:_____

SIGNATURE OF NOTARY PUBLIC

Print Name:_____

PRINT NAME OF NOTARY PUBLIC

_____

Notary Seal

WARNING: The failure to file a verified Public Disclosure Statement as required under this local law shall constitute a material breach of contract. Town of Huntington may resort, use or employ any remedies contained in Article II of the Uniform Commercial Code of New York State.

TOWN OF HUNTINGTON
AFFIRMATION OF FINANCIAL STATEMENT
Part of Question 9 of Attached Public Disclosure Statement

I hereby affirm that the financial statement herein submitted is a true and accurate statement.

Company Name_____

Individual Signature_____

Individual's Name_____
(Print or Type)

Title_____

Date_____

Notary Public
State of New York, County of _____

Before me came _____ known to me and affirms that he has read the attached financial information and that the attached statement is true to the affirmant's own knowledge.

Notary Public _____ Date _____

Notary Seal

TOWN OF HUNTINGTON
BIDDER'S AFFIDAVIT

At the time of submission of the bid proposal, the following affidavit must be executed and transmitted to OWNER.

STATE OF NEW YORK)
COUNTY OF SUFFOLK) ss:

_____, being duly sworn deposes and says that he/she is the
(Name)

_____ of _____ which company is
(Officer) (Corporation)

submitting a bid proposal for _____, _____
(Project/Bid Number) (Description of Project/Bid)

_____.

_____, understands and is familiar with the provisions of
(Corporation)

the Huntington Town Code.

_____ is currently in full compliance with the provisions
(Corporation)

of the Huntington Town Code and makes this affidavit in order to induce the TOWN OF

HUNTINGTON to award the aforesaid bid to _____
(Corporation)

with full knowledge that the TOWN OF HUNTINGTON is relying on the truth and accuracy

of the statements contained herein.

_____ further understands and agrees that the bid will be
(Corporation)

denied if _____ is not in compliance with the Code of the Town
(Corporation)

of Huntington.

_____
Signature (Officer)

_____
Print Name (Officer)

Dated: _____

Subscribed and sworn to before me

this _____day of _____, 20___.

_____
Notary Public

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The bidder hereby acknowledges that he has received and that he has considered in the preparation of his bid, all requirements in the following Addenda to this contract:

ADDENDUM	DATE OF ADDENDUM	ACKNOWLEDGEMENT BIDDER(SIGNATURE)

The indicated acknowledgements are to be by the same persons executing the Bid.

IMPORTANT:

THIS FORM MUST BE FILLED IN BY ALL BIDDERS. IF NO ADDENDA ARE RECEIVED, INDICATE "NONE", AND SIGN THE ACKNOWLEDGEMENT.

Contracted Entity Third-Party Certification Statement - Stormwater Management Program:

ATTENTION CONTRACTORS: THIS CERTIFICATION APPLIES TO ALL CONTRACTS WITH THE TOWN OF HUNTINGTON WHERE THE CONTRACTOR IS PERFORMING WORK THAT MAY DIRECTLY OR INDIRECTLY CAUSE OR CONTRIBUTE TO POLLUTANT DISCHARGES INTO MUNICIPAL SEPARATE STORM SEWER SYSTEMS LOCATED THROUGHOUT OF THE TOWN OF HUNTINGTON.

I certify under penalty of law that I understand and agree to comply with the terms and conditions of the Town of Huntington's Stormwater Management Program (SWMP)* and Stormwater Management Program Plan (SWMPP)** and agree to implement any corrective actions identified by the Town of Huntington and/or its designated representative(s).

I also understand that the Town of Huntington must by law comply with the terms and conditions of the State of New York's State Pollutant Discharge Elimination System (SPDES) GP-0-15-003 "*Municipal Separate Storm Sewer Systems (MS4) Permit*"*** and that it is unlawful for any person employed by or under contract to the Town of Huntington to directly or indirectly cause or contribute to a violation of surface water and/or groundwater quality standards.

Further, I understand that my own responsibility and/or liability to comply with the terms and conditions of the Huntington SWMP and Huntington SWMPP as a condition of performing and being paid for the work pursuant to the subject contract shall be neither diminished, eliminated nor lessened by any MS4 program non-compliance by the Town of Huntington with respect to said contract or any other element of the Town's MS4 Program.

_____

(Name of Contractor)

_____

(Signed By)

Contact Information

Business/Firm Name: _____

Address: _____

_____

Telephone Number: _____

* - http://www.huntingtonny.gov/content/13749/16439/16577/16591/default.aspx

** - http://www.huntingtonny.gov/filestorage/13749/16439/16577/16591/26387/Town_of_Huntington_SWMP_Plan_031413_Rev3.pdf

*** - http://www.dec.ny.gov/docs/water_pdf/ms4permit.pdf

STATE OF NEW YORK)
: SS.:
COUNTY OF SUFFOLK)

On this _____ day of _____ , 20__, before me personally came _____ , to me known, who being by me duly sworn, did depose and say that he/she resides at _____ , that he/she is _____ of the corporation described herein and which executed the foregoing instrument and that he/she signed his/her name thereto by order of the Board of Directors of said corporation.

_____
Notary Public

STATE OF NEW YORK)
: SS.:
COUNTY OF SUFFOLK)

On this _____ day of _____ , 20__ , before me came _____, to me known and known to me to be the individual described in, and who executed the foregoing instrument, and acknowledged that he/she executed the same.

_____
Notary Public

TOWN OF HUNTINGTON
BID SPECIFICATIONS
ENVELOPES AND MULTI-PURPOSE PAPER
Bid No. 16-12-063

1) The Town of Huntington's estimated multi-purpose paper usage is:
8 1/2 x 11- 1,600 - 2,000 cases
8 1/2 x 14- 300 - 350 cases
8 1/2 x 17- 75-100 cases
8 ½ X 11 25 % cotton- 3-4 cases
However, there is no guarantee of the Town's future needs and purchases.

2) All deliveries will be FOB to the Huntington Town Hall entrance on Jackson Avenue.

3) Deliveries are not required for each department location.

4) A lift gate truck is required. We DO NOT have a loading dock.
All materials must be brought into the building on the ground floor. The vendor is required to offload the truck.

PRICES

If a like or lower quantity of any item in this BID is sold to any Political sub-division, School District, Fire District or any agency of the State of New York at a greater discount or lower price than the prices quoted herein, the price of the Town of Huntington shall be reduced to that lower price.

CANCELLATION

The Town may upon not less than Thirty (30) Days notice to the other party cancel this contract without recourse. Such cancellation shall in no way be deemed a breach of contract.

Item 37

Tax Office Envelopes Printed with Indicia (see sample attached)

Bid Specification 3.3

General Requirements

Envelopes to be good quality machine-fill envelope. Dimensions and quality to be consistent across manufactured batches.

Windows to be securely affixed to within 1.5 mm (1/16") of top and side edges. Top edge to be flat and free from puckering.

Dimensions: 9 7/16 x 4 1/8"

Diagonal seams to be securely glued up to top of seam

Position of internal side seams to give a minimum 5mm (3/16") clearance or overlap to the edge of any insert.

Pre-scored flap crease to enable the envelope flap to open flat.

No twisting, curling or distortion evident.

No glue see page on interior or exterior of envelope.

Paper smoothness: 100-200 Sheffield units.

Large printed areas require approval from the Technical Support Dept.

Envelopes not meeting the above requirements may be acceptable, subject to testing and approval by Technical Support Dept. Envelopes not meeting the above requirements may affect machine performance.

First line of the Return address copy is subject to change at no charge.

Estimated quantity: 150,000 envelopes

Delivery of envelopes is required by November 15, 2017

Proof from vendor is required by August 1, 2017

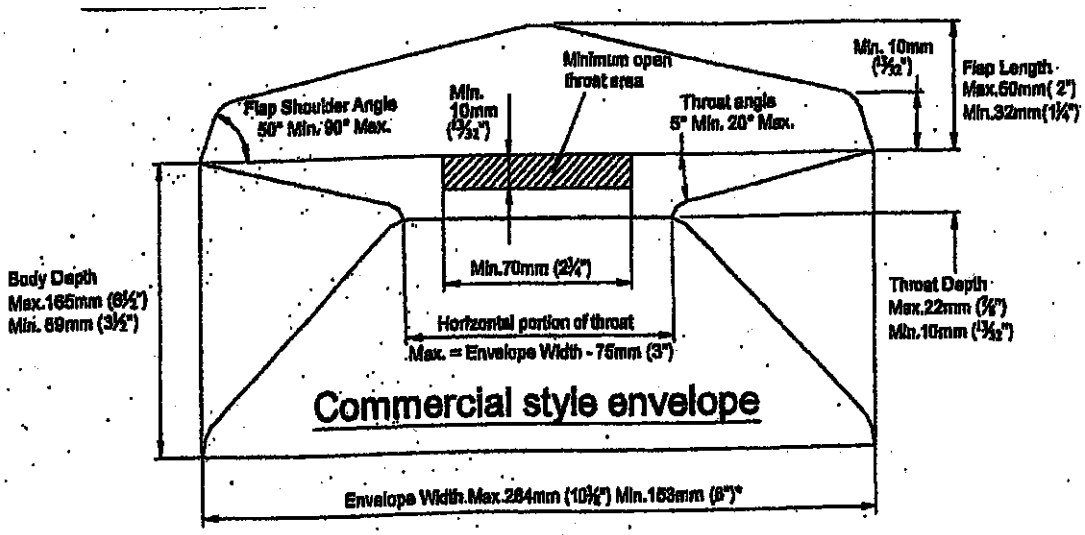
ESTER BIVONA
RECEIVER OF TAXES
Town of Huntington
100 Main Street
Huntington, NY 11743

IMPORTANT

OPEN AT ONCE
TAX STATEMENT
ENCLOSED

PRESORTED
FIRST-CLASS MAIL
US POSTAGE
PAID
HUNTINGTON NY 11743
PERMIT NO. 301

Item #37



*** Widths from 153mm (6") to 182mm (7") require Narrow Finger Kit A3348A.**

Envelope Weight: 70gsm (18lbs bond) min., 100gsm (26lbs bond) max.

Hopper Capacity: Up to 400 of 80gsm (20lbs bond) envelopes.

Item 38 Tax Office Envelopes, Printed without Indicia (see sample attached)

Sub 24 special #10 white window envelope print black on front top only split gum, open side diagonal seam. Flexo printing horizontal.

Dimensions: 9 7/16 x 4 1/8”

First line of the Return Address copy is subject to change at no charge.

Estimated quantity: 150,000 envelopes

Delivery of envelopes is required by November 15, 2017

Proof from vendor is required by August 1, 2017

Item 39 Tax Office Envelopes Brown Kraft Envelopes, Printed (see sample attached)

Sub 24 regular brown envelopes #9 Kraft envelope back flap printed black ink front and back

(500 box)

First line of the Address copy and envelope flap is subject to change at no charge.

Estimated quantity: 100,000 envelopes

Delivery of envelopes is required by November 15, 2017

Proof from vendor is required by August 1, 2017

Item #38

ESTER BIVONA
RECEIVER OF TAXES
Town of Huntington
100 Main Street
Huntington, NY 11743

IMPORTANT

OPEN AT ONCE
TAX STATEMENT
ENCLOSED

- CHECK – PAYABLE TO ESTER BIVONA
- SIGN CHECK (DO NOT MAIL CASH)
- TAX MAP # ON CHECK/INCLUDE ENTIRE BILL OR STUB
- NO STAPLES, CLIPS OR TAPE

FROM: _____

_____

_____

PLACE
STAMP
HERE

ESTER BIVONA
RECEIVER OF TAXES
100 MAIN ST
HUNTINGTON NY 11743-6990

Item #39

ENVELOPES AND MULTI-PURPOSE PAPER
Bid No. TOH 16-12-063

BID No. TOH 16-12-063
BIDDER'S COMPANY NAME:_____

ITEM	**DESCRIPTION- Envelopes**	PRICE
1.	#10 Plain, Pink Sub 24	$ /m /5m
2.	#10 Plain, White Sub 24	/m /5m
3.	#10 Plain, Yellow Sub 24	/m /5m
4.	#10 Plain, Light Blue , Sub 24	/m /5m
5.	#10 Window, White Sub 24	/m /5m
6.	#11 Plain White, Sub 24	/m /5m
7.	#11 Window, White Sub 24	/m /5m
8.	#6 3/4 Plain, White Sub 24	/m /5m
9.	#6 3/4 Plain, Window, Sub 24	/m /5m
10.	#6 3/4 Plain, Light Blue, Sub 20	/m /5m
11.	#6 3/4 Plain, White 24	/m /5m
12.	#7 Window, White Sub 24	/m /5m
13.	First Class Mailer, 9" x 12", Brown Kraft Sub 28, w/Green Diamonds on all edges, to open on 12" side	/5m
14.	Official Check Window, 8" x 3 9/16", White Woven Sub 24, (3 ½" x 1", Window) placed 1" from left border and 3/4" from bottom, color tinted inside	/5m
15.	Special Size Window, White Sub 24, 7½" x 4 1/8" w/window 4" x 15/16" place 2½" from left border and 1" from bottom	/5m
16.	#10 Certificate Bond, 25% Cotton Fiber, White, 20 lb.	/5m
17.	Envelope Catalog 24 lb., 8 ½ x 10 ½, White	/5m

Any corrections on price pages must be prior to bid opening and initialed by bidder.

BID No. TOH 16-12-063
BIDDER'S COMPANY NAME:_____

ITEM	**DESCRIPTION- Envelopes**	PRICE
18	Envelope, Catalog 24 lb., 9 x 12, White	$ /m /5m
19	White, Window Envelope, Sub 24, 7 5/8" x 4 1/8", Window Size 1" x 4"	/m /5m
20	Booklet Envelope, 4 3/4 x 6 ½, White, 24 lb., White Wove Vellum	/m /5m
21	Baronial Envelope #5 ½, White Wove 4 3/8" x 5 3/4", 24 lb. Vellum	/m /5m
22	White Booklet Envelope, 9" x 12", opening on long side, side seam fully sealed & heavy, full gummed flap, stock wt 28 lb.	/m /5m
23	#9 Envelope Regular 24 lb. White Wove	/m /5m
24	#9 Plain , Light Blue sub 24 envelope	/m /5m
25.	#8 5/8 Lt. Blue Return Envelope	/m /5m
26	Envelope – Monarch Classic Linen Text Natural	/m /5m
27	Envelope - Monarch Classic Linen Text Ivory	/m /5m
	DESCRIPTION – Envelopes, sub 28, without clasp, no printing, full gummed flap	
28.	Brown Kraft, 6"x 9"	/m /5m
29	White 6"x 9"	/m /5m
30	Brown Kraft, Booklet, 6"x 9", opening on long side	/m /5m
31	White, Booklet, 6"x 9", opening on long side	/m /5m
32.	Brown Kraft, 9"x12"	/m /5m
33.	White 9"x12"	/m /5m
34.	Brown Kraft, Booklet, 9"x12" opening on long side	/m /5m
35	Brown Kraft, 10"x13"	/m /5m
36	White 10"x13"	/m /5m

Any corrections on price pages must be prior to bid opening and initialed by bidder.

BID No. TOH 16-12-063
BIDDER'S COMPANY NAME:_____

ITEM	**DESCRIPTION – Envelopes for the Tax Office**	PRICE
37	As per bid specification 3.3 attached With Indicia Estimated Quantity: 150,000 500/bx 2500/ctn	/m
38	As per bid specification Without Indicia Estimated Quantity: 100,000 500/bx, 2500/ctn	/m
	DESCRIPTION – Envelopes for the Tax Office	
39	Sub 24 regular brown envelopes #9 kraft envelope As per bid specification Estimated Quantity: 100,000 500/bx 2500/ctn	/m
	DESCRIPTION – Envelopes, sub 28, without clasp, no printing, full gummed flap	
40	Brown Kraft, Booklet, 10"x13", opening on long side	/m /5m
41	White, Booklet, 10"x13", opening on long side	/m 5m
42	Brown Kraft, 11 ½" x 14 ½"	/m /5m
43	White 11 ½" x 14 ½"	/m /5m
44	Brown Kraft, Booklet, 11 ½" x 14 ½", opening on long side	/m /5m
45	White, Booklet, 11 ½" x 14 ½", opening on long side	/m 5m
46	Brown Kraft, 12" x15 ½"	/m /5m
47	White 12" x15 ½"	/m /5m
48	Brown Kraft, Booklet, 12" x15 ½", opening on long side	/m /5m
49	White, Booklet, 12" x15 ½", opening on long side	/m 5m
50	Universal Kraft coin envelopes #5, light brown 500/box, gummed flap size 3 1/8" x 5 ½"	/bx

Any corrections on price pages must be prior to bid opening and initialed by bidder.

BIDDER'S COMPANY NAME:_____

ITEM	**DESCRIPTION- Xerographic Bond- Multi Purpose Office Paper for use on all Xerographic type dry toner copiers, laser and ink jet printers, plain paper faxes and offset duplicators, acid free and elemental chlorine free. 20 lb white**	PRICE
51	Size: 8 ½ x 11 (5,000/ctn) Mfr: _____ Brand:_____	/ctn
52	Size: 8 ½ x 14 (5,000/ctn) Mfr: _____ Brand:_____	/ctn
53	Size 11 x 17 (2,500/ctn) Mfr: _____ Brand:_____	/ctn
	DESCRIPTION – Paper, 24 lbs. 25% Cotton Manufacturer Wausau, Type Royal Cotton, Bright White, Used in all Copiers, Inkjet and Laser Printers	
54	Size 8 ½" x 11"(5,000/ctn) MFR:_____ Brand:_____	/ctn
	DESCRIPTION – Permalife 20 lb., White Bond Paper Used in all Copiers, Inkjet and Laser Printers	
55	Size 8 ½" x 11"(500/ream), PH 7.0-8.0, Acid Free, Lignin Free, 25% rag content, 2%-3% calcium carbonate buffer 20 lb. text. MFR:_____ Brand:_____	/ream
	DESCRIPTION – Lazer Cut Sheets, Hole Punch, Two from Top 20 lb paper	
56	8.5" x 11" (5,000/ctn)	/ctn
	DESCRIPTION – Canon Scrim Banner Vinyl (460GSM)	
57	Size 36" x 40" MFR:_____ Brand:_____	/each
58	Size 42" x 40" MFR:_____ Brand:_____	/each

Any corrections on price pages must be prior to bid opening and initialed by bidder.

BID No. TOH 16-12-063
BIDDER'S COMPANY NAME:_____

ITEM	DESCRIPTION – 20 lb colored paper, Used in all Copiers, Inkjet and Laser Printers Available colors: blue, pink, yellow/canary, salmon, cherry, orchid, ivory, goldenrod, green , turquoise and tan	PRICE
59	Size 8 ½" x 11"(5,000/ctn) MFR:_____ Brand:_____	/ctn
60	Size 8 ½" x 14"(5,000/ctn) MFR:_____ Brand:_____	/ctn
	DESCRIPTION – 67 lb colored paper, used in all copiers, inkjet and laser printers. Available colors: blue, pink, yellow/canary, salmon, cherry, orchid, ivory, goldenrod, green, turquoise and tan	
61	**Size 8 ½" x 11" (4,000/ctn)** **MFR: _____** **Brand: _____**	/ctn
62	**Size 8 ½" x 14" (2,000/ctn)** **MFR: _____** **Brand: _____**	/ctn
63	**Size: 11"x17" (1,000/ctn)** **MFR: _____** **Brand: _____**	/ctn
	DESCRIPTION – Bond Paper, 80 lb, "Exact Ice", Cover	
64	**Size: 8 ½" x 11" (2,000/ctn)** **MFR: _____** **Brand: _____**	/ctn
	DESCRIPTION –Certificate Bond Paper, Manufacturer Neenah Brand: Astroparche Weight 60T Color: Natural Finsh: Vellum	
65	**Size: 8 ½" x 11" (4,000/ctn)** **MFR: _____** **Brand: _____**	/ctn
	Description Proclamation Bond Paper Manufacturer Mohawk Brand: Skytone Weight 60T Color Natural Finish Vellum	
66	**Size: 23"x 35" (1,500/ctn)** **Manufacturer: _____** **Brand: _____**	/ctn

Any corrections on price pages must be prior to bid opening and initialed by bidder.

BID No. TOH 16-12-063
BIDDER'S COMPANY NAME:_____

	DESCRIPTION – 18" Kraft Paper Roll, 30 lb, 1,200' Roll	
67	**Size: 18" wide** **MFR: _____** **Brand: _____**	/roll
68	**Size: 24" wide** **MFR: _____** **Brand: _____**	/roll
	DESCRIPTION – 110 lb colored paper, used in all copiers, inkjet and laser printers. Available colors: white, blue, pink, yellow/canary, salmon, cherry, orchid, ivory, goldenrod, green, turquoise and tan	
69	**Size: 8 ½" x 11" (5,000/ctn)** **MFR: _____** **Brand: _____**	/ctn
70	**Size: 11" x 17" (2,500/ctn)** **MFR: _____** **Brand: _____**	/ctn
	Description White 24 lb paper, Brightness of at least 100	
71	**Size 8 ½ x 11 (5,000/ctn)**	/ctn
	Description – NCR Paper, Digital Reverse	
72	2 ply 8.5" x 11" 2,500 sets/ctn	/ctn
73	2 ply 8.5" x 14" 2,500 sets/ctn	/ctn
74	3 ply 8.5" x 11" 1,670 sets /ctn	/ctn
75	3 ply 8.5" x 14" 1,670 sets /ctn	/ctn
76	4 ply 8.5" x 11" 1,250 sets/ctn	/ctn
77	4 ply 8.5" x 14" 1,250 sets/ctn	/ctn
	Description – White, lazer cut 20 lb., 3 hole punch from side paper	
78	**8 ½" x 11" (5,000/ctn)**	/ctn

Any corrections on price pages must be prior to bid opening and initialed by bidder.

BID No. TOH 16-12-063
BIDDER'S COMPANY NAME:_____

	DESCRIPTION - Azon Thruput 20LB. Xerographic Engineering Bond Paper, Taped to 3" Core, 92% Brightness, Model #019BX, For Xerox 6204 Copier/Printer/Scanner The town reserves the right to return paper that doesn't work properly with the machine	
79	Size: 36" x 500'	/roll
80	Size: 18" x 500'	/roll
	DECRIPTION- Chip Board, .022" - .03" thickness	
81	Size 8.5" x 11" 746/bundle	/bundle
82	Size 8.5" x 14" 588/bundle	/bundle
83	Size 11" x 17" 374/bundle	/bundle
	DESCRIPTION- HP #Q8920A roll of satin paper for large format printer The Town reserves the right to return paper that doesn't work properly with the machine.	
84	24" x 100' roll	/roll

Any corrections on price pages must be prior to bid opening and initialed by bidder.

Bid No. TOH 16-12-063

No verbal changes to, or verbal clarifications or verbal communications of any kind relating to any bid specification are binding upon the Town. No employee, agent, consultant or representative purporting to be acting on behalf of the Town is authorized to make such communications. All questions regarding the content of any bid documents must be submitted in writing to the Purchasing Department. If appropriate, responses will be made in the form of addenda, to all parties of interest.

Bidder acknowledges receipt of Notice to Bidders, Standard Terms and Conditions, and Special Instructions to Bidders.

Respectfully Submitted,

_____

Company

_____

Signed By

_____

Print Name Title

This agreement must be signed by bidder in order for this bid to be considered as a conforming response.

After the opening of bids, the placing of an order by the Director of Purchasing of the Town of Huntington, New York, with the bidder for the supplies and/or services herein described, shall be deemed an acceptance of this proposal, and shall constitute a contract between the Town of Huntington, and the bidder for supplying the materials and/or services herein described in accordance with the terms of this proposal and at the prices named herein. Unless otherwise indicated this contract will expire on **December 31, 2017.**

ENVELOPES AND MULTI-PURPOSE PAPER

BID NO. TOH 16-12-063

Legal name of person, firm or corporation submitting this bid.

_____
Signed by

_____
Address

_____
City State Zip

IF A CORPORATION (FIRM)
President (member)

_____
Name

_____
Address

Vice-President (member)

_____
Name

_____
Address

Secretary (member)

_____
Name

_____
Address

Treasurer (member)

_____
Name

_____
Address

RETURN THIS PAGE IF YOU ARE SUBMITTING A "NO BID"

STATEMENT OF NO BID

Re: **ENVELOPES AND MULTI-PURPOSE PAPER**

BID NO. TOH 16-12-063

Attention Prospective Bidder:

In the event your firm declines to bid, please advise this office to that effect by completing the following and returning via fax to (631) 351-2833 or email to purchasing@huntingtonny.gov.
.

We, the undersigned, have declined to bid for the following reasons (please check all that apply):

_____ We do not offer this product / service.

_____ Our work schedule would not permit us to perform.

_____ We are unable to meet specifications.

_____ We do not have a representative in this area.

_____ We are unable to meet your bond requirements.

_____ Other:_____

_____ Please remove our firm from the Town's bidders list.

_____ Please keep our firm on the Town's bidders list

Company Name:_____

Address:_____

Authorized Representative (print):_____

Title: _____

Signature:_____Date:_____

Telephone Number: _____Fax:_____

E-mail: _____