



**Specifications and Proposal Forms**

**for**

**Village of Tarrytown, NY**

**CONTRACT NO. 2023-06**

**Furnish and Deliver Two (2) Groves Ready Rack EW30 Extractor Washers and Two (2) 2 Groves Ready Rack PPE and Hose Dryers (Six Gear), or Approved Equal**

**Karen G. Brown  
Mayor**

**Sean Scogna  
Fire Chief**

**Richard Slingerland  
Village Administrator**

**BIDS DUE: Tuesday, May 30, 2023 at 11:00 AM**

**VILLAGE OF Tarrytown - (CONTRACT 2023-06)  
FURNISH AND DELIVER TWO (2) GROVES READY RACK EW30 EXTRACTOR  
WASHERS AND TWO (2) GROVES READY RACK PPE AND HOSE DRYERS-6  
GEAR, OR APPROVED EQUAL**

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**NOTICE TO BIDDERS  
Village of Tarrytown, NY**

**Village of Tarrytown – Contract 2023-6  
FURNISH AND DELIVER TWO (2) GROVES READY RACK EW30 EXTRACTOR  
WASHERS AND TWO (2) GROVES READY RACK FH6G EXPRESS 6 GEAR  
DRYERS, OR APPROVED EQUAL**

NOTICE IS HEREBY GIVEN that sealed bids will be received by the Village Administrator, the Village of Tarrytown located at Village Hall, 1 Depot Plaza, Tarrytown, NY, 10591 on Tuesday, May 30, 2023, at 11:00 a.m., at which time they will be publicly opened and read and the Contract awarded as soon thereafter as practicable for:

**FURNISH AND DELIVER TWO (2) GROVES READY RACK EW30 EXTRACTOR  
WASHERS AND TWO (2) GROVES READY RACK PPE AND HOSE DRYERS-6 GEAR  
DRYERS, OR APPROVED EQUAL**

Bids may be mailed or delivered to the Village Administrator at the above address, provided the Bid is actually received by the Village Administrator prior to the time of public opening; or bids may be mailed or delivered to the place of public opening immediately prior to the time of public opening.

All Bids must be sealed and submitted in plainly marked envelopes marked “**Bid to FURNISH AND DELIVER TWO (2) GROVES READY RACK EW30 EXTRACTOR WASHERS AND TWO (2) GROVES READY RACK PPE AND HOSE DRYERS-6 GEAR, OR APPROVED EQUAL**”

The Bids shall be in accordance with the requirements of the specifications and terms of the proposed Contract, if any.

The Village reserves the right to reject any and all Bids, and to waive any informalities therein.

The Village will not accept Bids from, nor award a Contract to, anyone who cannot prove to the satisfaction of the Village that he/she has sufficient experience to furnish and supply the equipment provided for.

Specifications and other Contract Documents may be examined at the office of the Village Administrator at Village Hall, 1 Depot Plaza, Tarrytown, NY, 10591, on or after Monday, May 15, 2023. Specifications are available at no charge electronically, by sending a request via email to [administrator@tarrytownny.gov](mailto:administrator@tarrytownny.gov).

Proposals for alternate/equal equipment will have to be reviewed and authorized by the Village, upon sufficient proof of acceptability to the Village.

Richard Slingerland, Village Administrator  
Village of Tarrytown, New York

Date of Publication Tuesday, May 16, 2023

**Village of Tarrytown – Contract 2023-6**  
**FURNISH AND DELIVER TWO (2) GROVES READY RACK EW30 EXTRACTOR**  
**WASHERS AND TWO (2) GROVES READY RACK PPE AND HOSE DRYERS-6 GEAR**  
**DRYERS, OR APPROVED EQUAL**

INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS

**1. Documents:**

Complete sets of Bidding Documents will be issued for bidding purposes as stated in the Notice to Bidders. A complete set of documents consists of the following:

1. A copy of these specifications and requirements; and
2. Addenda (if any).

**2. Proposals:**

To be considered, Proposals must comply with these Instructions to Bidders. All bids must be submitted on the enclosed Bid Documents, such forms as are set forth herein. All blank spaces for bid prices must be completed in words and in figures either typed or written in ink.

Proposals that contain omissions, erasures, alterations, additions, or items not called for in the itemized proposal, or irregularities of any kind, may constitute adequate cause to reject the bid(s). In case of any discrepancy between words and figures in prices set forth in the Proposal, the price in words shall be paramount. All bids must be submitted in sealed envelopes addressed as follows:

Attention: Village Administrator Richard Slingerland  
Village Hall 1 Depot Plaza  
Tarrytown, NY 10591

Each Bid must include Bidder's name and address, be signed with the name typed or printed below the signature, and Corporate Seal (if applicable) affixed under the Bidder's name. Bids telephoned or faxed in will not be accepted. Separate sets of proposal sheets will not be issued.

**3. Qualifications of Bidders:**

The Village of Tarrytown may make such investigations as it deems necessary to determine the qualifications of the Bidder to perform the work, and the Bidder shall furnish information and data for this purpose as may be required. The Village reserves the right to reject any bid if the evidence submitted by a Bidder or the investigation of such Bidder fails to satisfy the Village, that such Bidder is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein within the time frame designated.

Fraudulent statements shall cause rejection of Proposal(s) and forfeiture of the related bid security.

**4. Addenda and Interpretation:**

Every request for information or interpretation of Bidding Documents and/or Specifications and Requirements must be addressed in writing to Richard Slingerland, Village Administrator, Village Hall, 1 Depot Plaza, Tarrytown, NY, 10591, and to be given any consideration must be received in writing by 11 a.m. on Thursday, May 25, 2023. Any and all such interpretations, and any supplemental instructions, will be in the form of written. Addenda and will be mailed or faxed to all prospective Bidders. The failure of any Bidder to receive any such Addenda will not relieve the Bidder of any obligation under his Bid as submitted. Any Addenda so issued shall

become part of the Bidding Documents. Reception of Addenda shall be noted on the Bid Form.

**5. Insurance Required:**

The successful Bidder may be required to procure and or show proof of the following insurance if necessary for the safe transport and delivery of the equipment to the Village of Tarrytown, in accordance with the provisions listed in Section I.

- a. Workmen's Compensation
- b. General Liability
- c. Automotive -- (each Vehicle insured for Public Liability and Property Damage)
- d. Property Damage

**6. Form of Agreement:**

The form of the agreement is included in these documents in Section F.

**7. Award:**

The Contract will be awarded to the lowest responsible bidder pursuant to the provisions of the New York State General Municipal Law. The Village of Tarrytown reserves the right to determine responsibility based on an evaluation of the Contractor's qualifications, experience, organization, finances, past performance, and other applicable factors. The Village further reserves the right to reject any or all bids.

**8. Sales Tax Exemption:**

Under Chapter 513 of 1974 of the Laws of New York State all materials and supplies sold to a Contractor for use as an integral, component part of a structure, building or real property owned by an exempt organization, such as the Village of Tarrytown, are exempt from the payment of New York State Sales or Compensatory Use Taxes. The Contractor shall not include any amount in his bid price to cover sales taxes for the above items.

**9. Required Submissions:**

Prior to award the successful bidder will be required to meet the following requirements:

- a. No-Conflict Statement:  
A Statement by the successful bidder that no officer, director or stockholder (if less than 10 stockholders) of the successful bidder is an officer or employee of the Village, or a relative of an officer or employee of the Village. If such an officer, director or stockholder exists, full disclosure to the Village of their name(s) and relationship(s) is required.

**10. Affirmative Action Requirements:**

All bidders shall complete and submit the certification form contained in Section E, Affirmative Action Requirements, Equal Employment Opportunity, indicating that they will comply with the provisions of all applicable Federal, State and Local equal opportunity requirements.

**VILLAGE OF TARRYTOWN – CONTRACT 2023-4  
 FURNISH AND DELIVER TWO (2) GROVES READY RACK EW30 EXTRACTOR  
 WASHERS AND TWO (2) GROVES READY RACK PPE AND HOSE DRYERS-6 GEAR  
 DRYERS, OR APPROVED EQUAL**

**BID PROPOSAL FORM**

Village Administrator  
 Village Hall  
 1 Depot Plaza  
 Tarrytown, NY 10591

Dear Sir:

We propose to provide the items of work in accordance with the specifications and requirements. The Village Administrator will have final say in determining the location of all work to be performed as follows:

**Base Bid**

PRICE PER UNIT – ITEMS WITH UNIT PRICES WRITTEN IN WORDS	Est. Quantity	UNIT BID PRICE (EACH)		Extended Price	
		Dollar s	Cents	Dolla rs	Cent s
<b>2 Groves Ready Rack PPE and Hose Dryers (Six Gear)</b>	2				
<b>Groves Ready Rack Heavy Duty Extractor Washer EW30lb</b>	2				
<b>Groves Auto Pump Soap Dispenser</b>	2				
<b>Shipping</b> One Extractor and One Dryer must be delivered to: Riverside Hose Company, Franklin & White Street Tarrytown, New York, 10591  One set of the above must be delivered to: Consolidated Engine Company 177 Sheldon Avenue Tarrytown, NY, 10591					

Total Gross Bid: \_\_\_\_\_

Total or Gross Bid Written in Words

\_\_\_\_\_ DOLLARS

\_\_\_\_\_ CENTS

**CONTINUED ON NEXT PAGE**

**VILLAGE OF TARRYTOWN – CONTRACT 2023-6  
FURNISH AND DELIVER TWO (2) GROVES READY RACK EW30 EXTRACTOR  
WASHERS AND TWO (2) GROVES READY RACK PPE AND HOSE DRYERS-6 GEAR  
DRYERS, OR APPROVED EQUAL**

**BID PROPOSAL FORM (continued)**

F.O.B. Tarrytown, New York. This equipment will be delivered to the Village, ready for operation within 180 days after receipt of notice of award of bid. This purchase will be funded out of the Village's fiscal year 2023-2024 which starts June 1, 2023. Failure to deliver within the specified time may be cause for cancellation of the order and/or removal of bidders name from bidders' list. Delivery time will be taken into consideration when awarding the contract.

No Federal or State taxes shall be included and an exemption certificate will be supplied if requested.

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

(Corporate Seal)

\_\_\_\_\_  
Business or Firm Name

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

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
E-mail:

**VILLAGE OF TARRYTOWN – CONTRACT 2023-6  
FURNISH AND DELIVER TWO (2) GROVES READY RACK EW30 EXTRACTOR  
WASHERS AND TWO (2) GROVES READY RACK PPE AND HOSE DRYERS-6  
GEAR, OR APPROVED EQUAL**

STATEMENT BY BIDDER

It is understood and agreed that this bid and any contract awarded hereon shall be subject to the provisions of Section 103-a of the General Municipal Law, which provides as follows:

103-a. Ground for cancellation of contract by municipal corporations and fire districts. A clause shall be inserted in all specifications or contracts made or awarded by a municipal corporation or any public department, agency or official thereof on or after the first day of July, 1959, or by a fire district or any agency or official thereof on or after the first day of September, 1960, for work or services performed or to be performed, or goods sold or to be sold, to provide that upon the refusal of a person, when called before a grand jury, head of a state department, temporary state commission or other state agency, the organized crime task force in the department of law, head of a city department, or other city agency, which is empowered to compel the attendance of witnesses and examine them under oath, to testify in an investigation concerning any transaction or contract had with the state, any political subdivision thereof, a public authority or with any public department, agency or official of the state or of 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.

(a) 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 fire district, or any public department, agency or official thereof, for goods, work or services, for a period of five years after such refusal, and to provide also that

(b) any and all contracts made with any municipal corporation or any public department, agency or official thereof on or after the first day of July, 1959, or with any fire district or any agency or official thereof on or after the first day of September, 1960, 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 or fire district without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the municipal corporation or fire district for goods installed or work done prior to the cancellation or termination shall be paid.

The provisions of this section as in force and effect prior to the first day of September, 1960, shall apply to specifications or contracts made or awarded by a municipal corporation on or after the first day of July, 1959, but prior to the first day of September 1960.

Business or Firm Name \_\_\_\_\_ Dated \_\_\_\_\_

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

Print Name and Title: \_\_\_\_\_



**VILLAGE OF TARRYTOWN – CONTRACT 2023-6  
FURNISH AND DELIVER TWO (2) GROVES READY RACK EW30 EXTRACTOR  
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GEAR, OR APPROVED EQUAL**

NON-COLLUSIVE BIDDING CERTIFICATION

(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(b) A bid shall not be considered for award nor shall any award be made where (a) (1), (2) and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (a) (1), (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition. The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more a disclosure within the meaning of subparagraph (a).

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

This is to affirm, under penalties of perjury, that the above statements are true and correct.

Dated \_\_\_\_\_ Firm Name \_\_\_\_\_

(Corporate Seal)

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

**VILLAGE OF TARRYTOWN – CONTRACT 2023-6  
FURNISH AND DELIVER TWO (2) GROVES READY RACK EW30 EXTRACTOR  
WASHERS AND TWO (2) GROVES READY RACK PPE AND HOSE DRYERS-6  
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Certification of Bidder Regarding  
Equal Employment Opportunity

Instructions This certification is required pursuant to Executive Order 11245 (30 F.R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor, or any of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and if so, whether it has filed all compliance reports due under applicable instructions. Where the certification indicates that the bidder has not filed a compliance report due under applicable instruction, such bidder shall be required to submit a compliance report within seven (7) calendar days after bid opening. No contract shall be awarded unless such report is submitted.

Certification of Bidder by

Corp. Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

1. Bidder has participated in a previous contract or subcontract to the Equal Opportunity Clause.  
\_\_\_\_\_ Yes \_\_\_\_\_ No  
(if answer is yes, identify the most recent contract).

\_\_\_\_\_

2. Compliance reports were required to be filed in connection with such contract or subcontract.  
\_\_\_\_\_ Yes \_\_\_\_\_ No  
(if answer is yes, identify the most recent contract).

\_\_\_\_\_

3. Bidder has filed all compliance reports due under applicable instructions, including SF-100.  
\_\_\_\_\_ Yes \_\_\_\_\_ No

4. If answer to item #3 is NO, please explain in detail on reverse side of this certification.

Certification: The information above is true and complete to the best of my knowledge and belief.

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

Name and Title of Signer: \_\_\_\_\_

**VILLAGE OF TARRYTOWN – CONTRACT 2023-6  
FURNISH AND DELIVER TWO (2) GROVES READY RACK EW30 EXTRACTOR  
WASHERS AND TWO (2) GROVES READY RACK PPE AND HOSE DRYERS-6  
GEAR, OR APPROVED EQUAL**

Articles of Agreement

Contract #2023-06 – FURNISH AND DELIVER TWO (2) GROVES READY RACK EW30  
EXTRACTOR WASHERS AND TWO (2) GROVES READY RACK PPE AND HOSE  
DRYERS-6 GEAR, OR APPROVED EQUAL

Village of Tarrytown  
Westchester County, New York

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ (month), 2023, by and between:

\* Strike out the two terms that do not apply to your, the Contractor’s, company.

Either:

- A. Corporation organized and existing under the laws of the state of \_\_\_\_\_
- B. Partnership consisting of \_\_\_\_\_
- C. Individual trading as \_\_\_\_\_

Hereinafter called “The Contractor” and the Village of Tarrytown, NY, hereinafter called “The Village.”

WITNESSETH, that The Contractor and The Village for the consideration stated herein mutually agree as follows:

**Article 1. Statement of Work**

The Contractor shall furnish all supervision, technical personnel, labor, materials, machinery, tools, appurtenances, equipment and services, including utility and transportation services and perform and complete all work and required supplemental work for the completion of this Contract in strict accordance with the hereinafter referenced Contract Documents including all Addenda thereto, numbered and entitled,

Contract #2023-06 – FURNISH AND DELIVER TWO (2) GROVES READY RACK EW30  
EXTRACTOR WASHERS AND TWO (2) GROVES READY RACK PPE AND HOSE  
DRYERS-6 GEAR, OR APPROVED EQUAL

**Article 2. The Contract Price**

The Village will pay the Contractor for the performance of the Contract in current funds, for the total quantities of work performed at the stated unit prices stipulated in the Bid for the respective items of work completed subject to additions and deductions as provided in the section on changes in the work in the General Conditions.

**Article 3. Contract Documents**

The Contract Documents shall consist of the following (including their attachments and exhibits, not in any particular order)

- Notice to Bidders;
- Instructions to Bidders;
- Declarations;
- Bid Proposal
- Addenda (if any);
- Non-Collusive Bidding Certification & Resolution
- Equal Employment Opportunity Certification
- This Agreement
- Certificate(s) of Insurance and Hold Harmless Agreement;
- General Conditions
- Signed copy of Bid, with all attachments required for bidding.

**Article 4. Term:**

The general term of this contract is not to exceed roughly one year from date of award. It may be extended for one (1) additional year only with the written authorization of the Village of Tarrytown Village Administrator.

This Agreement, together with the other Documents enumerated in this Article 3, which said other Documents are as fully a part of the Contract as if hereto attached or herein repeated, forms the Contract between the Contractor and the Village. In the event that any provision in any component part of this Contract conflicts with any provision of any other component the part first enumerated in this Article 3 shall govern, except as otherwise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in two (2) original copies on the day and year first above written.

(Contractor’s Signature) \_\_\_\_\_

Print Name: \_\_\_\_\_

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

(Notarize on next page)

(Administrator’s Signature) \_\_\_\_\_

Richard Slingerland, Village Administrator

(Notarize on next page)

STATE OF NEW YORK            }  
COUNTY OF WESTCHESTER    }  
VILLAGE OF TARRYTOWN        }

\_\_\_\_\_, 2023, before me personally came \_\_\_\_\_

to me known, who, being by me duly sworn, did depose and say that he resides at

\_\_\_\_\_, that he is

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

acting on behalf of the corporation described herein and executed the foregoing instrument: that he knows the seal of said Corporation; that the seal affixed to said instrument is such corporate seal; that it was affixed by order of the Board of Directors of the said corporation; and that he signed his name thereto by like order.

Notary Public: \_\_\_\_\_

Date: \_\_\_\_\_, 2023

STATE OF NEW YORK            }  
COUNTY OF WESTCHESTER    }  
VILLAGE OF TARRYTOWN        }

\_\_\_\_\_, 2023, before me personally came \_\_\_\_\_

to me known, who, being by me duly sworn, did depose and say that he is the Administrator \_\_\_\_\_ of the Village of Tarrytown, New York, the municipal corporation described herein, and which executed the foregoing instrument: that he knows the seal of said Village; that the seal affixed to said instrument is such corporate seal; that it was affixed by order of the Board of Trustees of the said Village (resolution attached); and that he signed his name thereto by like order.

Notary Public: \_\_\_\_\_

Date: \_\_\_\_\_, 2023