



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 16-11-062
Bid Name: ARTS AND CRAFTS
Due Date: 11/17/16 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 - ASSIGNABILITY OF CONTRACTS

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- LIMITATION OF ACTION

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- LABOR LAWS AND DISCRIMINATION IN EMPLOYMENT

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 APPRENTICESHIP PARTICIPATION CONSTRUCTION CONTRACTS:

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 acquaint 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

ARTS AND CRAFTS
Bid No. TOH 16-11-062

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, November 17, 2016, when they will be publicly opened and read aloud for the following item(s):

ITEM 1- ATHLETIC GAMES AND EQUIPMENT
ITEM 2- ARTS AND CRAFTS

Bid No. TOH 16-11-061
Bid No. TOH 16-11-062

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: October 27, 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.

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:

<u>ADDENDUM</u>	<u>DATE OF ADDENDUM</u>	<u>ACKNOWLEDGEMENT BIDDER(SIGNATURE)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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.

<hr/> <p>(Name of Contractor)</p> <hr/> <p>(Signed By)</p>

Contact Information	
Business/Firm Name:	<hr/>
Address:	<hr/> <hr/>
Telephone Number:	<hr/>

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

** - http://www.huntingtonny.gov/filestorage/13749/16439/16577/16591/26387/Town_of_Huntington_SWM_P_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
ARTS AND CRAFTS
Bid No. TOH 16-11-062

CATALOGS

In order to evaluate the bids all catalogs **must** be submitted with your bid.

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.

DEPARTMENT OF AUDIT & CONTROL
PURCHASING DIVISION
100 MAIN STREET
HUNTINGTON, NEW YORK 11743
TEL: (631) 351-3177 FAX: (631) 351-2833
<http://huntingtonny.gov>

BIDDER'S NAME

ADDRESS

DEPARTMENT OF PURCHASING
TOWN OF HUNTINGTON
100 MAIN STREET
HUNTINGTON, NEW YORK 11743

CITY

STATE

ZIP

TELEPHONE

FAX

Dear Sir:

Email Address

In compliance with your advertisement for bids to be opened _____ and subject to all conditions thereof, the undersigned hereby proposes to furnish and deliver the supplies and/or services itemized in this proposal in accordance with the Notice to Bidders, General Information, Conditions and Specifications contained herein for the following prices. All prices quoted shall be F.O.B. Huntington. For delivery locations outside the Town of Huntington, at the contractor's option, shipping costs from the contractor's address (as stated in the bid) may be added to invoice with a copy of the freight bill. Shipping Costs are to be prepaid by the contractor and such orders are to be shipped on an F.O.B. destination basis.

ARTS AND CRAFTS
Bid No. TOH 16-11-062

(COMPLETE PRICE SCHEDULE BELOW)

BID NO. TOH 16-11-062

BIDDER'S COMPANY NAME: _____

ITEM	GROUP A - BEADS	MFG. & CAT. #.	CAT PAGE #	PRICE
1	Faceted Beads, 8 mm Plastic Crystal-Look, Multi-Assorted, Pkg. of 1000, J&A B36 or Equal.			/m
2	Beads, 3 Lb. Bucket of Budget Beads, Variety Of Colors & Shapes, Sax 705-085879 or Equal			/ea.
3	Pony Beads, 6x9mm, 700 count, RMP-BE888 or equal			/pkg.
4	Plastic Bead Mix, Assorted Sizes And Shapes, 1 lb. pkg., Sax 085773-705 or Equal			/pkg.
5	Natural Wood Beads, 100/pkg. Sax 9-085801-705 or Equal			/pkg.
6	Large Wood Beads In Bright Assorted Colors, 75/pkg. Sax 9-085796-705 or Equal			/pkg.
7	Tribeads, Transparent Colored Tribeads, 11mm, 3100 beads in a pkg. S&S RMK-BE9070 or Equal			/pkg.
8	Seed Beads, 1.5 Transparent Barrel Shape Glass Beads, 20000 beads/pk., S&S RMR BE823 or Equal			/pk.
9	Assorted Fuse Beads, Bucket, Assorted Colors, 6000/bag, S&S BE1245 or Equal			/bag
10	Monofilament Thread, 100 yd. spool, S&S RMB BE628 or Equal			/spool
11	Clay bead Mix, 55 beads/6 oz. bag, S & S BE819 OR Equal			/bag
12	Beading Needles, J&A 16N OR Equal 6/PKG			/pkg. of 6
13	Extra Thin White Elastic Cord, 30 yd./spool, S&S# RMK-BE631 or Equal			/spool
14	Earring Backs and Posts, 12/pk. S&S# RMF-JE5036 or Equal			/pk.
15	Earring with Drop, 6/pk. S&S# RMF-JE9015 or Equal			/pk.
16	Needle Nose Pliers, Insulated Vinyl Grip, hardened and tempered cutting edges, drop forged 4 1/2" S&S# RMK-TL74 or Equal			/ea.
17	Multicolor Sequins pk. of 6000, 5mm, S&S# RMGXM494MU or Equal			/pk.
18	Twisteez Soft Wire, Colorful Plastic Covered Copper Wire for Beading, Jewelry, Pk. of 200, J&A# 200TW or Equal			/pk.
19	Alpha Beads, Colored Mini-Cubes, pkg. of 720, J & A BE 890 or Equal			/pkg.
20	Pony Bead Bucket, over 6500 assorted pony beads, 6mm to 9mm in a portable, stackable bucket S & S #RMR-BE1277 or equal			/bkt
20A	Mini Bead Assortment 2mm, 1/2 b bag			/bag

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

BID NO. TOH 16-11-062

BIDDER'S COMPANY NAME: _____

ITEM	GROUP A – BEADS (cont'd)	MFG. & CAT. #.	CAT PAGE #	PRICE
21	Super Sports Beads, ½ lb. (approx. 500) assorted football, baseball, basketball and soccer beads. Discount School Supply #826GOODSPORT or Equal			/bag
22	Jewelry Cord, Assorted Colors, Shiny 1.5mm cord, Sax 705443984 or Equal, 6/25yd spools/pkg.			/pkg.
23	Jewelry Cord, black, Sax 705454679 or Equal, 25 yd. spool			/spool
24	Alphabet Beads, white/black, 7mm pkg. of 150, Sax 705085787 or Equal			/pkg.
25	Silver Barrel Clasp, Package Of 12, RMK-JE9150 or Equal			/pkg.
26	Glass Bead Mix, assorted sizes 350 per ½ lb. S & S #RMR-BE822 or equal			1/2 lb. pkg.
27	Fuse Bead Pegboard, Assorted, 12 Re-usable Pegboards To Use, S&S RMK-BE1083 or equal			/pk.
28	Spring Rings, 5mm, Nickel Spring Rings, pkg. of 12, Sax 409691-705 or Equal			/pk.
29	Jump Rings, 6mm, Silver, 100/pkg. RMR-JE8030 or equal			/pkg.
30	Slide Beads, approx. 175 hammered beads per 4 oz. bag, 13mm, 2 mm hole, S & S #RMR-BE1215 or equal			/bag
31	Split Rings/key Rings – 1” diameter split rings, pack of 48. Sax #9-408975-705 or equal			/pk.
32	Safety Pins, ¾”, pkg. of 25, No Loop S&S RMK-GP555B or Equal			/pk.
33	Jewelry Bead Wire, 30 ft. of wire, Medium & Heavy-Duty Nylon Coated Stainless Steel Wire, 3 spools per set, Sax 443987-705 or Equal			/3 spool set
34	Fuse Beads Easy Pack – Includes 10,000 Beads, 12 Reusable Pegboards, Idea Book, 3 Sheets of Ironing Paper, S&S RMK-BE1205			/pk.
35	Craft Wire 12/5yd/ Spools, Colored, J&A# 395892 or Equal			/pkg.
36	Pearly Pony Beads, 6x9 mm, 700 count RMP BE886 or equal			/pkg.
37	Beady Butterflies RMP-GP1626 or equal			/pkg.
38	Beaded Sport Figures 45/pk. RMG-BE1023 or equal			/pk.

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

BID NO. TOH 16-11-062

BIDDER'S COMPANY NAME: _____

	GROUP B - CLAY	MFG. & CAT. #.	CAT PAGE #	PRICE
39	Extra Pliable Modeling Clay, Air Hardening, 25 lb.box #CL-304 or Equal			/25 lb. bx.
40	Pariscraft, 20 lb. Ctn., J&A 73020 or Equal			/ctn.
41	Sculpt-it, 2 lb. Container, S&S RMK-CL294 or Equal			/2 lb.
42	Modeling Tools, Plastic, Set of 6, S&S RMB CP66 or Equal			/doz.
43	Model Magic, White, 2lb. Bucket S&S# CL103 or Equal			/bkt.
44	Model Magic color set, 2 lb. bucket S&S# CL226 or Equal			/bkt.
45	Rubber Brayers – Hard, Sax# 705-406553 or Equal			/ea.
46	Wire Clay Cutter Sax# 705-408904 or Equal			/ea.
47	Boxwood Modelers, 10-piece set, 6” Sax#705-457376 or Equal			/set.
48	Wooden Rolling Pins,9”, 12/set S&S# CL297 or Equal			/set.
49	Crayola Air-Dry Clay, 2.5 lb. Air-dry Bucket, S&S RMK-CL303			/2.5 Lb. bkt.
49A	Crayola Air-Dry Clay, 25 lb. Air-dry Bucket,			/25 Lb.
50	Modeling Dough Classroom Pack, 6 - 3.3 lbs. each of blue, green, orange, purple, red and yellow Sax #9-0886684-030			/pk. of 6
51	Model Magic Class packs 75 – 1 oz. pouches of assorted colors			Pk. of 75
	GROUP C – CRAYONS & MARKERS			
52	Washable Markers, Broad Tip, 8 to a box, Assorted Colors, J&A 22-1550 or Equal			/box
53	Watercolor Magic Markers, Set of 10 Assortment Colors In A Box, Fine Line, J&A 22-1560 or Equal			/set
54	Crayons, Jumbo Non-Roll Crayons, 8 Crayons, 4”, S&S RMK-SC631 or Equal			/box
55	Crayola Crayons, 16 Crayon Box, S&S RMK-SC41 No Substitutions			/box
56	Crayola Markers, Non-Toxic, 8 Color Set, Washable, J&A 7808 No Substitutions			/box
57	Sharpies, Smear proof, Fine Line, Indelible Marker, Writes On All Surfaces, Color: Black, Sax 077399-705			/doz.
58	Sharpie Permanent Markers, 8 Color Set, Sax 002133-705			/set.
	GROUP D – FABRIC, FELT, YARN, ETC....			
59	Burlap, Assorted Colors, 6 Color, Pre Cut Sizes, 12 x18, Sax 462854-705 or Equal			/pkg.
60	Elastic Cord, 100 Yards Spool, S&S RMK-BE630X or Equal			/spool
61	Rug Yarn, 100% Polyester, Machine Washable & Dryable, 60 yd. Skeins, 12 Different Colors, S&S RMK-YA318 or Equal			/skein
62	Felt Squares, 8 1/2" X 11" or 9" X 12", Assorted Packs of 12			/pkg.
63	Embroidery Floss, Various Colors, 24 Skeins, 8 ¾ yd. each, S&S RMK-ST380 or Equal			/pkg. of 24
64	Polyester Felt, 36” wide in 10 Colors, Specify Colors, S&S RMK-FA3013 or Equal			/pkg.

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

BID NO. TOH 16-11-062

BIDDER'S COMPANY NAME:

ITEM	GROUP E - GLUE	MFG. & CAT. #.	CAT PAGE #	PRICE
65	Elmer's White Glue, Gallon, 12 Empty Squeeze Bottles w/Caps, One Dispenser Spout, J&A WGB12 or Equal			/set.
66	Elmer's White School Glue, Gallon, J&A W340 No Substitutions			/gal.
67	Empty Glue Squeeze Bottles, 4 oz. w/Caps, 12 in a set, S&S RMK-GL3801 or Equal			/set.
68	White Glue Sticks, Non-Toxic, 30 oz. stick, 12 in a pack			/pack.
69	Carpenter Wood Glue, formulated for wood, non-toxic, water based resin glue. Fast setting, paintable and water resistant when dry. 8 oz./ containers, S&S# GL425 . No Substitutions.			/cont.
70	Sobo® Glue super strong, non-toxic white glue forms a flexible permanent bond on paper, fabrics, Styrofoam and more. Dries clear, 4 oz./bottle S&S#GL421B. No Substitutions			/btl
71	Glitter Glue- washable set of 12-4 oz. bottles in assorted colors			/set
71A	Tacky Glue, 16 oz. container			/cont.
ITEM	GROUP F – PAINT & BRUSHES			
72	Crayola, Water Colors, Paint Sets, set of Eight Semi-Moist Water Colors with brush in Plastic Box, RMR-PT3326, No Substitutions			/doz. sets
73	Pastel Sets, 12 assorted colors, Sax #9-248369-030 or equal			/set
74	Face Paint Pack, includes 6-8 oz bottles of face paint in assorted colors, 6 tattoo markers, 10 face paint crayons, assorted sizes foam applicators and sponges #RA-A518 or equal			/pk.
75	Face Painting Kit includes 8 color palette, 2 brushes, sponge, 16 page painting guide, Will paint over 50 full faces #RA-A515 or equal			/kit
76	Face Paint – 8 oz. of individual colors, specify color #RA-A510 or equal			/ea.
77	Face Paint Sticks, assorted colors set of 6 or 8			/set
78	Fabric Paint pack of 12, 4 oz. bottles of 12 different colors, S & S # RMR-PT3315			/pk. of 12
79	Tempera Paint, 12 Quarts To Carton, 12 Different Colors, Assorted, #RMR-PT3379 S&S or Equal			/ctn.
80	White Bristle Brushes, Pk. of 72, 12 ea. of Sizes 1, 3, 5 Round & 2, 4, 6 Flat,			/set
81	Easel Brushes, Black bristle, long handles in individual sizes 3/4" School Specialty 9-445088-705 or equal			/each
82	Easel Brushes, Black bristle, long handles in individual sizes 1" School Specialty 9-445091-705 or equal			/each
83	Classroom Easel Brush Set – set of 20, contains 6 each of 4 bristle sizes 1/4", 1/2" 3/4" , 1" wide all 10" length with wooden handles , natural bristles Discount 826SHPK or equal			/set

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

BID NO. TOH 16-11-062

BIDDER'S COMPANY NAME: _____

ITEM	GROUP F – PAINT & BRUSHES (continued)	MFG. & CAT. NO.	CAT PAGE #	PRICE
84	Budget Brushes, Set of 144 Brushes, 24 Each #1 to #6 Brushes, #2528 J&A or Equal			/set
85	Finger-paint, 16 oz. Bottles, 12 Assorted Colors, S&S RMK-PT1311 or Equal			/doz.
86	Varnish Brushes, 1" Wide			/doz.
87	Camel Hair Line Brush, Set of 5 Sizes, S&S RMK-AB3635 or Equal			/set
88	Student Covered Paint Palette, S&S RMB AC451 or Equal			/doz.
89	Sargent No Spill Paint Cups, S&S RMB AC685 or Equal			/doz.
90	Acrylic Paint Set, 5 Color Set in ½ oz. Tubes, Non-Toxic, Water Thinable & Soluble, S&S RMK-PT129 or Equal			/pk.
91	Acrylic Paints, Non-Toxic, Fast Drying, Permanent All Purpose Acrylic Paint I Bright Colors For Use On Fabric, Wood, Plastic & More. Available in easy to Dispense Plastic Flip Top Squeeze Bottles, 8 oz. bottles, S&S RMK-PT101			/pkg.
92	Stubby Brush Canister, Set of 30 Brushes S&S RMJ-AB3701 or Equal			/pk.
93	Watercolor Cups, 3 ½" Diameter, Pk. of 12, S&S RMK-AS534 or Equal			/doz.
94	Plastic Mixing Trays, 3 ½ X 5 ¼ X ¾", 6 Wells, Sax 085855-705 or Equal			/doz.
95	Tempera Paint, 32 oz., Bottles of Individual Colors, Choice of Yellow, Brown, Red, Green, Blue, White, Black			/each
96	Crayola Arts & Crafts Brushes, Set of 5, Includes Flat Brush, Angle Brush & 3 Round Brushes in Different Sizes, Sax 1280532-705 or Equal			/set
	GROUP G - PAPER			
97	Construction Paper, 25 Pkgs./Carton, 50 Sheets To Pkg., 12" X 18", Multi-Colors, J&A 1218CPX or Equal			/ctn.
98	Newsprint, 32 Lb., 12"X 18" Ream, 5 Reams/Case, J&A 1218NPX or Equal			/case

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

BID NO. TOH 16-11-062

BIDDER'S COMPANY NAME: _____

ITEM	GROUP G – PAPER (cont'd)	MFG. & CAT. NO.	CAT PAGE #	PRICE
99	Manilla Paper, 50 Lb., 12" X 18", 4 Reams/Case, J&A 1218MAX or Equal			/case
100	Tissue Paper, 50 Sheets, 12" X 18", Assorted Colors, 2 Each of 25 Colors, #PE1697, S&S or Equal			/pkg.
101	White Drawing Paper, 12" X 18", 500 Sheet/Ream, 60 lb. Weight, Sax 053934-705 or Equal			/ream
102	Fingerpaint Paper, 16" X 22", 60#, 100 Sheets pk., White Coated Stock, Sax 045376-705 or Equal			/pkg.
103	Oaktag, 12" X 18", Manilla, 100 Sheet pkg., J&A 1218OT or Equal			/pkg.
104	Railroad (Poster) Board Coated & Colored On Both Sides, 22" X 28", 4 Ply Assorted Colors, 25 Sheets/pkg., Sax 085545-705 or Equal			/pkg.
105	Crepe Ribbon (pack of 12 assorted colors) S&S #SL24OS or equal			/pk.
106	Brown Kraft Paper, 36" X 1000 Ft. Roll, Sax 085445-705 or Equal			/roll
107	Colored Cellophane In Assorted Colors, 20" X 150"			/roll
108	Water Color Paper, 9" X 12", Pkg. of 100 Sheets, Sax 408400-705 or Equal			/pkg.
109	Water Color Paper, 12" X 18", Pkg. of 100 Sheets, Sax 408402-705 or Equal			/pkg.
110	Construction Paper, 50 Sheets/Pkg., 12" X 18", Individual Color Pkgs.: Red, Blue, Green, Yellow, Brown, Lt. Blue, Orange, Black, White, Pink, Lt. Green			/pkg.
111	Shirt Cardboard, 8 ½" X 11", 12 Sheets/Pack, Economy K350 or Equal			/pkg.
112	Art Tissue, 20" x 30", individual colors, 24 sheets per pkg. Individual colors: light red, dark red, light green, dark green, yellow, light blue, dark blue			/pkg.
113	Tag Board, 9" X 12", 100 Sheet pkg., Heavyweight, Sax 085496-705 or Equal			/pkg.
114	White Tag Board, 12" X 18", 100 Sheet pkg., Heavyweight, Sax 085497-705 or Equal			/pkg.
115	Solid Color Scratch Art Paper, 60 Sheets, SCRSAP60 or equal			/pkg.
115A	Multicolor Scratch Art Paper, 8 ½ x 11, 50/pkg			/pkg
116	Nature Print Paper , 5" x 7" 40 sheets/set			/set
117	Nature Print Paper – specially treated paper , CMJ-PE78, 5"x7" pack of 30			/pack
118	Clear Contact Paper 25 yard/roll			/roll
GROUP H – PENCILS, PASTELS, CHALK, ERASERS				
119	Charcoal Pencils, 12/Pack a) 6B Soft, Sax 446099-705 or Equal b) 4B Medium, Sax 446096-705 or Equal c) 2B Hard, Sax 446093-705 or Equal			a) /doz. b) /doz. c) /doz.

BID NO. TOH 16-11-062

BIDDER'S COMPANY NAME: _____

ITEM	GROUP H – PENCILS, PASTELS, CHALK, ERASERS (cont'd)	MFG. & CAT. NO.	CAT PAGE #	PRICE
120	Colored Pencils, Non-Toxic, 12/pack, Assorted Colors, Sax 008214-705 or Equal			/set.
121	Oil Pastels, 12 Color Set that is long lasting & fade resistant for use on Paper, Cardboard Or Canvas, Sax 248363-705 or Equal			/pkg.
122	White Chalk, Non-Toxic, box of 12 sticks			/box
123	Colored Chalk, Non-Toxic, different colors, box of 12 sticks			/box
124	Kneaded Rubber Erasers, S&S RMB SC1222 or Equal 12/bx.			/box
125	Gum Art Erasers, S&S RMB SC728 or Equal 24/bx.			/box
126	Pink Pearl Eraser S & S RMJ-SC743 or equal 36/pkg.			/pkg.
127	Beginner Drawing Pencil, graphite 12/pk., S&S RMJ-SC897 or equal			/pk.
128	Sidewalk Chalk, 20 Assorted Colors in Bucket, S&S RMK-SC86 or Equal			/bucket
129	Chalk Pastel Sets, Sargent 12 color set			/set
GROUP I – SCISSORS				
130	Crayola Scissors for Kids - Stainless Steel Blade, High Impact Plastic Handles, Right of Left Hand Use, 5 1/2" Long a) Blunt Tip, Sax 220794-705 or Equal b) Pointed Tip, Sax 213981-705 or Equal			a) /doz. b) /doz.
131	Fiskars Scissors for Big Kids - 6", Ideal For Kids, Ages 8-12, Graduated Edge & Tip With Slightly Larger Handle & Longer Blades, Sax 075411-705, No Substitutions			/doz.
132	"Fiskars" for Kids, 5" Long, For Right or Left Handed a) Pointed, Sax 024913-705, No Substitutions b) Blunt, Sax 024910-705, No Substitutions			a) /doz. b) /doz.
133	Scissors – 8 " Stainless Steel, Good For Projects, Durable, use either right or left handed #9-085007-030			/doz.
GROUP J – WOOD PIECES				
134	Presswood Bases, 3" X 3", PW3 J&A or Equal			/gross
135	Craftsticks, Box of 1000, 3/8" x 4 1/2"			/box
136	Assorted Unfinished wood products such as spindles, turnings and shapes /pieces. 10 lb./bag			/bag
137	Wooden Spools, Various Sizes, 50-100 Bag, Sax 1006413 or Equal			/pkg.
138	Scrap Wood Assortment of Various Size Flat Wood Pieces, 10 lb. Ctn., S&S RMK-WD400 or Equal			/ctn.
139	Wood Sticks for Scratch Art Products, SCR1304 or equal			/pkg.

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BID NO. TOH 16-11-062

BIDDER'S COMPANY NAME: _____

ITEM	GROUP K – KITS	MFG. & CAT. NO.	CAT PAGE #	PRICE
140	Acrylic Gemstone Pack- colorful classroom pack of acrylic gemstones in 6mm and 10mm sizes approx. 500 pieces / pack			/pack
141	Precut Eye Masks,24/pkg. S&S RMJ-PE1330 or Equal			/pkg.
142	Fun Shape Gemstones – acrylic assorted shapes and sizes ½ lb./bag			/bag
143	Mineral Mosaics Craft Kit- S & S # GP 1751 makes 32 crafts			/kit
144	Tropical Aquarium, 11” X 9”, Pack of 12, S&S RMK-CE4357 or Equal			/kit
145	Tie Dye Classroom Pack, Sax 705244917 or Equal			/pack
146	Tulip Ultimate One-Step Tie-Dye Kit, Sax 705411162 or Equal			/kit
147	Jacquard Tie Dye classroom pack includes all supplies for 30 adult t-shirts. Sax # 9-245001-705 or equal			/pk.
148	Color Me Fantasy Masks – ready to decorate masks, Pk. of 25, S&S RMK-CO117 or Equal			/pk.
149	Seashells – small, 1 lb. bag or larger Discount #SMSS or equal			/bag
150	Scratch Art Creative Shapes includes 5 each of 10 scratch color shapes, 3 ½” square S & S RMR-PE1660 or equal			/kit
151	Wooden Bird House Kit 28 per pack includes birdhouse, precut birds, flowers and butterflies, 9 ½” ex 8 ½” S & S #RMR-GP1777 or equal			/kit
152	Stencil Factory 300 images on 72, 3 ½” x 6” sturdy plastic stencils includes animals, letters, shapes, holidays, transportation, flowers and more			/kit
153	Color Me Super Visors, pack of 48 includes visors, elastic markers and instructions S7 S #RMR-GP-457 or equal			/pk.
154	Humming Toy Kit pack of 48 S & S# RMR-GP1177			/pk.
155	Paper Mache Mini Birdhouse pack of 12			/pack
GROUP L – MUSIC				
156	Rhythm Band Instrument Set, 15 player set, S&S W6079 or Equal			/set
157	Early Childhood Rhythm Band Set, S&S HM79 for Pre-K to Early Elementary			/set
158	CD & K Karaoke System S&S EMG-16209 or Equal			/ea.
159	Portable AM/FM CD Recorder S&S EMG-16085 or Equal			/ea.
160	Aerobic Club for Kids S&S EMG-MM94 or Equal			/ea.
161	Raffi CDs S&S EC767, MM126, MM127, MM45, MM47 or Equal			/ea.

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BID NO. TOH 16-11-062

BIDDER'S COMPANY NAME:

ITEM	GROUP M – MISCELLANEOUS	MFG. & CAT. NO.	CAT PAGE #	PRICE
162	Lanyard Spools, Case of 50, 100 Yard Spools, 10 Popular Colors, #R50, J & A or Equal			/case
163	Lanyard Hooks, Nickel Plated Metal, 7/8" Long, #LS-10, J&A Or Equal			/gross
164	Craft Button Assortment, All Sizes & Styles, 1 lb. Tub, Sax 085735-705 or Equal			/tub
165	Tiles, 10 lb. Bag, S&S RMK-TT650XB or Equal			/bag
166	Glitter, Set, Assorted Colors, 12 ¾ oz. jars, Sax 309723-705			/doz.
167	Pipe Cleaners, Chenille 12", Pkg. of 100, #C-2, J&A or Equal			/pkg.
168	Quill Feathers, Assorted Colors, 12" Long, Set of 24, Discount #821LGQUILL			/pkg.
169	Fluff Feathers, 200 per Bag, S&S #BE-1207 or Equal			/bag.
170	Spring Clothespins, 3 ¼", Strong, 50 pack, Sax 085965-705 or Equal			/pkg.
171	Flat Clothespins, 3 ¾", Pack of 40, Sax 085964-705 or Equal			/pkg.
172	Plastic Looms w/ Hook & Instructions, J&A WL2 or Equal			/doz.
173	Cotton Loopers, 10 oz. bag, J&A JL1 or Equal			/case
174	Balloons, 9" Round			/gross
175	Masking Tape, 3/4" Width, 60 Yards Roll, S&S RMK-AS125 or Equal			/roll
176	Stapler, Full Strip Size, Sax 038178-705 or Equal			/ea..
177	Styro Foam Balls, 3", Pk. of 12, J&A SB30 or Equal			/doz.
178	Styro Foam Balls, 2" Pk. of 12, J&A SB20 or Equal			/doz.
179	Wiggly Eyes, 4 mm (3/6") Plastic, Pk. of 100, S&S RMK-TR251 or Equal			/pk.
180	Wiggly Eyes, 7 mm (1/4") Plastic, Pk. of 100, S&S RMK-TR252 or Equal			/pk.
181	Wiggly Eyes, 10 mm (3/8") Plastic, Pk. of 100, S&S RMK-TR253 or Equal			/pk.
182	Pom Pom's, Multi-Color Assortment 1/2" (100/Pk.), S&S RMK-YA22B or Equal			/pkg.
183	Pom Pom's, Multi-Color Assortment 1" (100/Pk.), S&S RMK-YA22C or Equal			/pkg.
184	Pom Pom's, Multi-Color Assortment 2" (50/Pk.), S&S RMK-YA22D or Equal			/pkg.
185	Sculpture Wire, 14 gauge, 350 ft. Spool, Sax 405627-705 or Equal			/spool
186	Pin Backs, Nickel Pin Backs, Pk. of 144 A) 3/4 inch – Triarco #169-0615 B) 1 inch – Triarco #169-0620			a) /pkg. b) /pkg.

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BID NO. TOH 16-11-062

BIDDER'S COMPANY NAME _____

ITEM	GROUP M – MISCELLANEOUS (cont'd)	MFG. & CAT. NO.	CAT PAGE #	PRICE
187	Craft Wire 12/5yd/ Spools, Colored, J&A# 395892 or Equal			/pkg.
188	Trinket Box- Wood, Metal Hinges & Latch, J&A# W949 or Equal			/doz.
189	Paper Fasteners Metal Shank 3/4", 100/bx., S&S# SC312 or Equal			/bx.
190	Welcoming Name Tags S&S# EMG-RS132N Rainbow Star 40/pkg.			/pkg.
191	Magnetic Strips Roll, 1/2" Wide, S&S RMJ-AS609 or Equal			/pkg.
192	Square Frames, S&S RMR-MT101 or Equal			/ea.
193	Small Square Frames, S & S RMR-MT5 or Equal			/ea.
194	Craft Foam Sheets, Value Pack S&S RMR-AC822 or Equal			/pack
195	Craft Foam Sheets, 9X12, Pk. of 12, Individual Colors S&S RMJ-AC902 or Equal			/pack
196	Natural Fiber Cord, Assorted Colors, 400 ft. 1/8" thick S&S RMJ-JE129 or Equal			/pkg.
197	Colored Macaroni, 1 lb. pkg., Sax # 085720-705 or Equal			/pkg.
198	Armature Wire, 1/16" Diameter, 50 ft. Roll, Sax # 705411375 or Equal			/spool
199	Armature Wire 1/8" Diameter, 50 ft. Roll, Sax # 705411374 or Equal			/spool
200	Light Gauge Art Wire, 12 gauge, 34 ft. .Roll, Sax # 463802-705 or Equal			/spool
201	Dark Annealed Stove Pipe Wire 14 gauge, 58 ft. Roll, Sax # 238104-705 or Equal			/spool
202	Spray Painting Bottles – 16 oz. Pkg. of 6, S&S RMK-AC740 or Equal			/pk.
203	Colored Sand, assorted fine sand, 12/ 2 lb. Bags in 12 colors, S & S RMN-SP3900AS or equal			/pk.
204	Sand Art Bottles, assorted plastic bottles measures 1 1/2-2" 24/pack S 7 S RMN-SP3974 or equal			/pk.
205	Sand Bottles and Corks, pack of 24. S & S #RMR-CO-13- or equal			/pk.
206	Seashell Sand Bottle pack of 6, RMR-CO187 or equal			/pk.
207	Fun Foam Shapes – 1/2 lb. Bucket of assorted shapes in a handy storage bucket. 1100 pieces S & S RMR-AC748 or equal			/bucket
208	Giant Nature Stencils 7 " x 7" or larger, 10 stencils per set			/set

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BID NO. TOH 16-11-062

BIDDER'S COMPANY NAME _____

ITEM	GROUP M – MISCELLANEOUS (cont'd)	MFG. & CAT. NO.	CAT PAGE #	PRICE
209	ABC Foam Shapes – ½ lb of Alphabet foam shapes featuring 1,100 pieces, 1 “ high #RMR-AC746 or equal			/1/2 lb.
210	Number Foam Shapes – bold numbers in assorted colors – 600 pieces. #RMR – AC746 or equal			/150 pcs.
211	Sea Life Foam Shapes, 600 pieces, ½ lb. assortment. S & S #RMR-AC754 or equal			/600 pcs.
212	Dinosaur Foam Shapes, 600 pieces S & S #RMR –AC-752 or equal			/600 pcs.
213	Bugs & Butterflies Foam Shapes, 600 pieces, S & S RMR-AC951 or equal			/600 pcs.
214	Build a Kite – kit of 12 – kit includes plastic kite surfaces, tails, handles, strings, poles and instructions. Discount School Supply #826KITES or equal			/kit
215	Alphabet Bingo Game – This kit includes 36 different playing cards, callers mat and cards, 250 markers and a storage box Discount School Supply # 826BALP or equal			/game
216	3-d Fishbowls, 3-D foam buttons, Precut Shaper App. 9”x12” 36.pack S & S RMN - GP1606 or equal			/pack
217	Colored Duct Tape – 10 yard rolls in assorted design and colors			/roll
218	Colored Duct Tape 1 7/8” x 20 yard rolls, individual colors to choose Sax# 9-1397095-705 thru 7098 and #9-404006-705 thru 4010 or equal			/roll

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BID NO. TOH 16-11-062

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.**

ARTS AND CRAFTS
Bid No. TOH 16-11-062

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: ARTS AND CRAFTS
Bid No. TOH 16-11-062**

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: _____