

TOWN OF THOMPSON

4052 ROUTE 42 – TOWN HALL
Monticello, New York 12701
845-794-2500

COMPETITIVE BID PACKAGE SODIUM BICARBONATE

INSTRUCTIONS TO BIDDERS
SPECIFICATIONS
BIDDER PROPOSAL

WILLIAM J. RIEBER
Supervisor

MICHAEL B. MEDNICK
Attorney for the Town

The enclosed Instructions to Bidders, Specifications and Bidder's Proposal are forms upon which the Town of Thompson accepts competitive bids pursuant to the provisions of the General Municipal Law. As a bidder you are expected to know and understand the terms and conditions contained in this package. Your failure to comply with the terms and conditions upon which bids are accepted may result in disqualification of your bid. Be certain of the time when your bid must be submitted.

INSTRUCTIONS TO BIDDERS

PRICE. Price shall be net and shall include delivery of sodium bicarbonate in fifty pound bags to the locations specified upon ordering, and all transportation and delivery charges shall be prepaid to point of delivery.

DELIVERIES & LOCATIONS. Deliveries are typically ordered for Town owned Wastewater Treatment Facilities located at 128 Rock Ridge Drive, Monticello, NY 12701 or 158 Lake Louise Marie Road, Rock Hill, NY 12775. Orders are usually made in pallet sized orders and deliveries must be made within 7 days of ordering. No drop shipments will be accepted, and all deliveries must be signed for by a Town representative upon delivery.

HISTORICAL USAGE. Throughout the 2025 year, the Town is in line to order approximately 5,000 fifty pound bags delivered to the two addresses listed above.

TAXES. Purchases by the Town of Thompson for its use are not subject to any sales, use or federal excise taxes and exemption certificates will be executed upon request and payment.

AWARD. Award of the bid shall be made by the appropriate officer of the Town of Thompson. In cases where two or more responsible bidders submit identical bids as to price, the contract may be awarded to either of such bidders. The award shall be made on the most advantageous bid, on a quality versus price basis, taking into consideration the responsibility of the bidder and materials or items deemed to be best adapted to the uses of the Town of Thompson. Failure on the part of the successful bidder to comply with all terms of the contract and specification as set forth herein, may result in disqualification of the bidder from future bidding, and/or termination of the contract. The Town of Thompson or department awarding the bid reserves the right to waive any formalities or reject any and all

bids, or to accept any bid which it deems in the best interests of the Town of Thompson.

INFORMATION FURNISHED WITH BID. Bidder must submit with its bid-detailed specifications, illustrated circulars and all other necessary data on the materials or items it proposes to furnish.

METHOD OF SUBMITTING BIDS. All bids shall be made upon and in accordance with the forms, which contain these instructions to bidders and the specifications, which shall be available from the Town Clerk. Bids shall be completed on the page provided and submitted in **sealed envelopes, marked on the outside, “SODIUM BICARBONATE BID”** addressed to the **Town Clerk, Town of Thompson, 4052 Route 42, Monticello, New York 12701**, and shall bear upon the face thereof the name and address of the bidder.

SUBMISSION AND OPENING OF BIDS. Bids for consideration must be submitted to the above address or be in the possession of the Town Clerk not later than **2:00pm on November 13, 2025**, at which time the bids will be publicly opened and read.

BY MUTUAL AGREEMENT OF BOTH PARTIES, THIS CONTRACT MAY BE EXTENDED FOR AN ADDITIONAL ONE (1) YEAR PERIOD UNDER THE SAME TERMS AND CONDITIONS.

BIDDER GUARANTEES TO MEET STANDARDS ESTABLISHED BY THE SPECIFICATIONS.

NO BID MAY BE WITHDRAWN BY ANY BIDDER FOR A PERIOD OF 45 DAYS FROM THE DATE OF BID OPENING.

BID AS CONTRACT. This bid, including the Instructions to Bidders, Specifications and Proposal annexed hereto, shall constitute a contract between the Town of Thompson and the bidder, upon acceptance and award, in accordance with its terms, unless otherwise provided herein. The “Standard Contract Rider” attached hereto shall apply to and be incorporated herein by reference. If there shall be a conflict between the terms of these instructions and the Standard Contract Rider, the terms of the Standard Contract Rider shall prevail. For the purposes of the Standard Contract Rider, the term “VENDOR” shall mean the bidder herein. Supervision of performance of this bid and contract shall be performed by the Superintendent or Assistant Superintendent of Water & Sewer.

EQUAL OPPORTUNITY. The bidder will return the bid proposal with the Contractor’s Assurance on Equal Opportunity duly signed, a finding by any governmental agency that the bidder has discriminated against any individual shall be grounds for any future termination of the contract to which this bid relates and ineligibility for any future contract with the town, unless a certificate of compliance with any decision, ruling or order is obtained.

INSURANCE. The provisions of paragraph 11 of the Standard Contract Rider are hereby modified to provide that insurance to be furnished to the Town by the bidder is as follows:

Public Liability Limit: \$1,000,000

Other Insurance: Property Damage Insurance \$1,000,000

Except as modified with respect to limits of liability, all other provisions of said paragraph shall remain in full force.

NOTICE: *No contractor to whom this contract is let, granted or awarded, shall assign, transfer, convey, sublet otherwise dispose of same, or his right, title and interest herein, including the performance of this contract, or the right to receive monies due or to become due, or of his power to execute this contract to any person or corporation without the prior written consent of the officer, board or agency which awarded this contract. In the event that the contractor shall, without prior written consent, assign, transfer, convey, sublet otherwise dispose of same, or his right, title and interest herein, including the performance of this contract, or the right to receive monies due or to become due, or of his power to execute this contract to any person or corporation, or upon receipt by the Town of an attachment, levy, or execution on the proceeds due or to become due under this contract against the contractor, the Town and the officer, board or agency shall be relieved and discharged from any and all liability and obligations growing out of such contract to such contractor, and the person or cooperation to which such contract shall have been assigned transferred, conveyed, sublet, or otherwise disposed of, and such contractor and his assignees, transferees or subleases shall forfeit and lose all monies theretofore earned under this contract, except so much as may be required to pay his employees.*

PROPOSAL

TO: Superintendent of the Town of Thompson Water & Sewer Department,

The undersigned, having a principal place of business at the address set forth below being experienced and responsible for the performance of same, agrees to furnish and deliver to the Town of Thompson at the locations, herein specified, the following described item, material or service in accordance with the attached specifications and described in detail below (attach material to proposal, if necessary).

NON-COLLUSIVE BIDDING CERTIFICATION

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 the penalty of perjury, that to the best of his knowledge or belief: (1) The prices of 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 any bidder to insure any other person, partnership or corporation to submit or not to submit a bid for the purposes of restriction competition.

Sodium Bicarbonate Price:_____ per 50lb bag

For the term: January 1, 2026 – December 31, 2026

_____	_____
Company Name	Telephone
_____	_____
Contact Person(s)	Address
_____	_____
Title(s)	City, State, Zip
_____	_____
Signature	Date

*****Do not write below this line*****

ACCEPTED [] Date:_____

REJECTED []

Comments:_____

Signature

RE: NOTICE TO BIDDERS:

Attached you will please find a copy of the Town of Thompson Bid Specifications
For **SODIUM BICARBONATE**

Your bid is due no later than 2:00 P.M. on the 13th day of November, 2025, and should be
returned to the Town Clerk in a **SEALED ENVELOPE** clearly marked **Bid Enclosed:**
Sodium Bicarbonate Bid

If you have any questions regarding the Bid Specifications, please feel free to contact me
at the above telephone number.

Thanking you in advance for your participation in this bid.

Very truly yours,

Michael Messenger
Superintendent