

CONTRACTOR'S PROPOSAL:

TOTAL BID: \$ _____

The Contractor proposes to furnish all materials and do all work described herein, according to the terms of this contract, for the lump sum of \$ _____ which cost shall cover all items of any nature whatsoever needed to perform the work called for by this proposal. The Contractor represents that all statements he/she makes in this Agreement are complete and correct. The Contractor's bid covers all items in the Specifications submitted by the Community Development Department without change.

Contractor's Signature: _____ Date: _____

Company Name: _____

Company Address: _____
Please include zip code

Phone No.: _____ City License Number: _____

Are you a registered Minority Contractor? Yes _____ No _____

If yes, check one category:

Black: _____(2) American Indian/ Alaskan Native _____(3)

Hispanic _____(4) Asian/ Pacific Islander _____(5)

Contract Approval:

Date

Chris Kempner, Community Development Director

Satisfied program requirements: _____
Office of Contract Compliance Date

Comments:

RIVERHEAD HOME IMPROVEMENT PROGRAM
CONTRACTOR PROPOSAL FORM

Project Name: _____

Address: _____

Date: _____

This document constitutes a proposal to do the work specified in the Rehabilitation Specifications and Bid form for this project.

The Undersigned, as Bidder, declares that the only persons interested in this Bid or Proposal as Principals are named herein and that no other person than herein named has any interest in this Proposal or in the Contract proposed to be taken; that this Proposal is made without any connection with any other person(s) making a Proposal for the same purpose; that this Proposal is in all respects without fraud or collusion; that the bidder has examined, or waived the right to examine, the site of the work, the contract specifications and Notice to Bidders; and that if this Proposal is accepted, he/she will contract with the Town of Riverhead Community Development Department to perform all work required in accordance with the specifications and contract conditions.

The Undersigned further understands and agrees that he is to furnish all labor, material, equipment and supplies necessary for the execution of the work described on the attached Rehabilitation Specifications and Bid form.

All in strict accordance with the contract documents for the lump sum price (total of all items on work write-up) of:

_____ Dollars and _____ Cents

\$_____ which is the Base Quotation.

COMPLETION

It is intended that the work under this Contract be completed within _____ calendar days after receipt of fully executed copy of contract.

SUBSTITUTIONS

This proposal is based on all items exactly as shown or specified. The substitutions listed below or attached hereto are offered for consideration of the Owner and corresponding amounts indicated may be deducted from the base proposal to reduce the contract price if accepted.

SUBSTITUTIONS

DEDUCT

On acceptance of this proposal for said work the Undersigned hereby binds him/herself or themselves to enter into written contract with the Owner within ten (10) days of notification of bid award and to comply in all respects with the provisions set forth in this proposal and in the Construction Agreement. Failure to do so will be considered a default by the bidder.

Firm Name: _____

Firm Address: _____

Signed by: _____

Title: _____

Date: _____ Telephone No.: (____) _____

The full name and residences of all persons interested in the foregoing bid as principals are:

NAME

ADDRESS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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 penalty of perjury, that to the best of their 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 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.

Riverhead, New York

Date: _____

Respectfully submitted:

Firm Name: _____

Firm Address: _____

Signature

Title

GENERAL CONDITIONS OF PROPOSAL

The Work: This work includes all labor, materials and equipment necessary for the general work as described and in accordance with the proposal form, construction agreement, specifications and work write-up.

The Site: Contractors must visit the site before submitting their proposals, note all existing conditions, and care for same in the proposal and in executing the contract. No allowances will be made for obvious conditions overlooked.

Discrepancies: Should a Contractor be in doubt as to the meaning of the bidding documents, or should he/she find omissions, discrepancies, or ambiguities in the documents, he/she should immediately notify the Riverhead Home Improvement Program, which will issue a written addendum to all Contractors who are preparing proposals for the work involved.

Addendum: All addendums to Contractors are to be incorporated in the proposal and will become part of the construction documents.

Form of Agreement: The form of agreement between the Owner and Contractor shall be the "Construction Agreement" provided by the Riverhead Home Improvement Program, and shall be subject to all provisions of the Specifications and Bid Form attached thereto.

Proposals: Proposals must be submitted on the enclosed proposal form, delivered sealed to the Riverhead Community Development Department Office by the date and time indicated on the cover letter. Each proposal shall have executed in ink the signature of the Contractor if an individual or partnership, and if a corporation, the name of the corporation and the signature of an authorized officer thereof.

Opening of Bids: The owner reserves the right to reject any and all bids

Bid Acceptance: The policy of the Home Improvement Program, consistent with HUD guidelines, is to award bids to the lowest "*responsible*" bidder whose bid does not exceed 15% of the project estimate or is no more than 20% below the project estimate. An exception may be made for a bid which falls more than 20% below the project estimate upon the recommendation of the Housing Inspector and approval of the CD Director if the contractor is determined to be responsible and demonstrates the ability to complete the job.