

**MONTGOMERY COUNTY DPW MATERIALS BID**  
**GENERAL INFORMATION AND INSTRUCTION TO BIDDERS**

1. The information and instructions outlined here are considered to be part of the bid and any contract relating thereto.
2. The contract period for this bid will be March 31, 2022 through March 30, 2023. All proposal prices are to remain in effect during the contract period except as noted below. The bid may be extended by mutual consent for a six (6) month to one (1) year period under the same terms and conditions of the original contract if, service is adequate.
3. The contractor guarantees that prices quoted are the lowest offered to any government or commercial establishment, considering transportation cost and/or other factors. Should the contractor offer any consumer lower prices during the contract period, such lower prices shall apply on all unshipped orders from the date of such offering for the balance of the contract period, or until a further price reduction is made. The contractor shall immediately notify the Purchasing Agent in writing listing the items and new pricing.
4. Prices submitted for this bid must be extended to any political subdivision within the **State of New York** that chooses to purchase from **Montgomery County contracts or bids**.
5. The Montgomery County Legislature or an authorized committee will select the successful bidders. The County reserves the right to reject any or all bids. Also reserved is the right to waive any qualifications, irregularities, or omissions if the best interests of the County will be served.
6. Bids submitted must be signed by the bidder with full knowledge and acceptance of all of the provisions of these instructions and the item specifications. This signifies that the bidder can furnish the materials, equipment, and/or services required satisfactorily in complete compliance with the specifications.
7. A properly executed non-collusive bidding certificate must be submitted with each bid.
8. The proposal must be made out in the corporate or other name of the bidder and must be fully and properly executed by an authorized person.
9. Bids must be submitted on provided forms only and placed in a sealed envelope addressed to the Purchasing Agent clearly marked with the bid number, bid name and the date and time of the bid opening. The proposal form as issued must be completely filled in and must be typed or clearly written in ink. No bid will be accepted which contains any changes, additions, omissions or erasures, unless otherwise stated.
10. Bids received later than the date and time specified will not be considered.

11. Amendments or withdrawals of bids received later than the date and time of the bid opening will not be considered.
12. Purchases by Montgomery County are not subject to any Federal, State, or Municipal sales, excise or transportation taxes.
13. Prices quoted must be net and must include all transportation and delivery costs to the point of delivery indicated in the specifications. The successful bidder shall be responsible for delivery of items in good condition at point of destination.
14. Awards will be made to the lowest responsible bidder as will best promote the public interest, taking into consideration the reliability of the bidder, the quality of materials or equipment to be furnished, their conformity with the specifications, the purpose for which required, and the terms of delivery.
15. No contract resulting from this bid shall, either in whole or in part, be assigned, transferred, conveyed, sublet, or otherwise disposed of to any other person, company, or corporation unless prior approval is obtained in writing from the County.
16. Bidder must submit with bid the manufacturer's name, detailed specifications and all necessary data on the item(s) they propose to furnish. Any deviation from the specifications must be explained in detail.
17. Bidder must be an established business enterprise and must satisfactorily prove to the Purchasing Agent upon request that they have adequate facilities to perform all requirements in the event of an award.
18. The successful bidder guarantees that the item(s) delivered are standard, new, of latest model and in current production unless otherwise specified; that they are as represented in the proposal; that no attachment or part has been substituted or applied contrary to manufacturer's recommendations or standard practice. Every unit delivered must be guaranteed against faulty material and workmanship for a period of one year from date of delivery. If, during this period such faults develop, the successful bidder agrees to replace the part or unit affected without cost to the County. All electrical items must be approved by Underwriter's Laboratories, Inc. All products provided must meet the provisions of the Occupational Safety and Health Act.
19. In all specifications, the words "or equal" are understood after each item giving a manufacturer's name, model, or trade designation. The decision of the County as to whether an alternate is, in fact "equal" shall be final.
20. All hazardous chemicals received by Montgomery County MUST be accompanied by a Material Safety Data Sheet (MSDS). Also, all hazardous chemical containers MUST be labeled with the identity of the hazardous chemical(s), appropriate hazard warnings, and the name and address of the chemical manufacturer, importer, or other responsible party.