

Town of Hempstead Purchasing

Responding to Town Requests for Proposals



Purchasing Guidelines

Town Board adopted Resolution #756-2013 establishing the guidelines for all purchases done by the Town of Hempstead. All Procedures are in accordance with GML 103 and 104-b

PURCHASES OF SUPPLIES OR EQUIPMENT

- Costs of \$20,000 or more - - an advertised bid is required

PURCHASES OF LABOR/MATERIALS (PUBLIC WORKS)

- Costs of \$35,000 or more - - an advertised bid is required

PURCHASES OF SUPPLIES OR EQUIPMENT

- Costs greater than \$5,000 but less than \$20,000 will require the Purchasing Division to send a written request for written quotations from three (3) vendors.
- Costs greater than \$2,000 but less than or equal to \$5,000 will require the Purchasing Division to obtain quotes from two (2) vendors.
- Less than \$2,000 is left to the discretion of the Purchasing Division.

PURCHASES OF LABOR/MATERIALS (PUBLIC WORKS)

- Costs greater than \$15,000 but less than \$35,000 will require the Purchasing Division to obtain a written quotation from three (3) vendors.
- Costs greater than \$4,000 but less than or equal to \$15,000 will require the Purchasing Division to obtain quotes from two (2) vendors.
- Less than \$4,000 is left to the discretion of the Purchasing Division.



NYS General Municipal Law Section 104-b

Under GML 104-b every local government must adopt its own policies and procedures for the procurement of goods and services not required to be competitively bid pursuant to GML 103.

This includes the following:

- Purchase contracts of \$20,000 or less;
- Public works contracts of \$35,000 or less;
- Professional services and other procurements not required by law to be competitively bid (e.g., emergencies or sole source)



NYS GML104-b (continued)

- Requires goods and services be procured in a manner which assures maximum quality at the lowest possible cost.
- Leaves room for factors other than cost to be considered, as long as policy guards against favoritism, improvidence, extravagance, fraud and corruption.
- If award is made to any vendor who is not the lowest responsible offer, written justification is required.
- Goods and services shall be procured by use of written requests for proposals (RFPs), written quotations, verbal quotations or other method which furthers the purposes of GML 104-b.



Hempstead Town Code Section 62-5

The current 5% vendor preference given to local (Nassau County) vendors is expanded to 7.5% for local veteran-owned small business owners. This preference only applies to contracts awarded pursuant to NYS General Municipal Law (GML) Section 104-b and the Town's internal procurement policy.

- What is required from Vendor?
 - Certification by the NY State OGS as a Service Disabled Veteran Owned Small Business
 - Certification by the US Department of Veterans Affairs



Bidding Process

RFPs will be advertised on

- Town of Hempstead website - HEMPSTEADTOWNNY.GOV
- Long Island Business News
- New York State Contract Reporter –NYSCR.NY.GOV

Bid package distribution

- will be mailed to prior vendors and vendors recommended by the initiating department
- can be picked up at 350 Front Street, Purchasing Dept, Room 122
Mon-Fri 9AM to 4:15 PM
- can be mailed by request at 516-489-5000 ext 4500

NOTE: Completed bid package must be received by the Purchasing Dept by 11 AM on the Bid Due Date stated.



Notice to Bidders

Sealed proposals will be received by the Director of the Purchasing Division, 350 Front Street, Hempstead, N.Y. 11550-4037 until 11:00 a.m. prevailing time on _____ for the following Formal Bids and Contracts will be publicly opened, read and awarded as soon thereafter as practicable:

YEARLY REQUIREMENTS FOR:

THE ABOVE ITEM AS PER SPECIFICATIONS & CONDITIONS

***** TOWN BOARD TO MAKE AWARD *****

Bids may be picked up only between 9:00 a.m. and 4:15 p.m. at the Department of Purchasing, 350 Front Street, Hempstead, N.Y. 11550. All bids must be made on bidding sheets furnished by the Director of Finance of the Town of Hempstead and subject to all specifications, terms, and conditions stated therein. The Director of Finance and/or the Town Board reserve the right to reject any and all bids, and to accept the bid that is deemed most favorable to the interests of the Town.

ATTENTION VETERANS: You may have certain rights under Section 162 of the New York State Finance Law in connection with public contracts for the purchase of commodities and services. Specifically, this law may authorize acceptance of a bid submitted by a “qualified veteran’s workshop,” provided that the bid shall not exceed the lowest responsible bid by greater the 15%. It is incumbent on you to submit all required documentation to the Town, demonstrating your qualification , approved by the Commissioner of Education, for treatment under this provision.

Under local law 62.5, this law may authorize acceptance of a bid submitted by a local veteran-owned business that maintains a place of business in or sells supplies, materials or equipment manufactured in the County of Nassau and submit a bid not to exceed 7.5% more than the otherwise lowest responsible bidder, and also does not exceed the bid of the otherwise lowest responsible bidder who qualifies for the local (non-veteran) preference by more than 2.5%. . Certification as to the enterprise is required to be by the NYS Office of General Services or US Department of Veterans Affairs.



Dated: _____, 2018

Vendor Response

A vendor is deemed responsive to a solicitation when it has provided all information, pricing, certifications, and other required documentation as required in the solicitation. Only the apparent low bidder(s) or proposer(s) shall be evaluated for responsiveness. Factors to consider in determining the responsiveness of a vendor's solicitation response include but are not limited to timely submission of required:

- Certifications
- Licenses
- Insurance
- Bonds or sureties
- Vendor disclosure documents
- Specifications
- Original signatures, seals, or notarizations
- Pricing

Failure to submit any required documentation, samples, or other submissions may result in a determination of non-responsiveness.



Frequently Missed Essentials

- Answer ALL proposal requirements
- Submit on time- date and time. FED EX is NOT always on time.
- Ensure pricing is included as requested
- Non-Collusive Proposal Certification
- Insurance
- W-9
- If not typed, clearly written quantity and prices
- Certification of Affidavit - RE; Economic boycott of American Allied Nations
- Original signature in ink required
- **Notarize all forms that require such action**



Selection Process

A Committee is formed to review all responses and make a recommendation to award the RFP.

- The Committee will be comprised of two designees of the Commissioner for the department from which the RFP is generated, the Supervisor's Chief of Staff or his/her designee and the Town Board Chief of Staff or his/her designee.

The Committee will produce the following:

- A list of all the proposals received
- The prices [proposed in the respective offers
- The overall rating of each proposal
- The Committees recommendation of who should be awarded
- The justification for the recommendation

A vendor is deemed responsible to be awarded a contract when it has demonstrated that it has the integrity and capacity to perform the required services on behalf of the Town. Factors to consider in determining the responsibility of a vendor include but are not limited to:

- Financial resources
- Technical qualifications
- Experience
- Organization, material, equipment, facilities, and personnel resources.
- A satisfactory record of performance
- Information supplied by the prospective contractor, including bid or proposal information, correspondence, financial data, information on production equipment, and personnel information

