

**TOWN OF KENT
TOWN BOARD MEETING
Tuesday, October 6, 2020**

Executive Session – 6:00 p.m.

to discuss proposed, pending or current litigation and matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Workshop/Meeting – 7:00 p.m.

1. Pledge of Allegiance
2. Discussion and/or Vote on the following:
 - a. Kent Police – presentation on scams
 - b. Recreation – hiring of Soccer Clinic Assistants, paving at Edward Ryan Memorial Park and Halloween events
 - c. Distribution of Tentative Budget
 - d. Lake Carmel Park District – bids for Community Center fence, removal of dead trees on Park property, new member to Park District Advisory Board
 - e. Planning – partial bond return for TM# 11.12-1-21, accept bond for TM# 31.-1-32
 - f. Bids for cleaning services
 - g. RFP for services
 - h. Approval of Vouchers and Claims
3. Announcements
4. Public Comment

Tamara Harrison

From: Recreation
Sent: Thursday, September 24, 2020 10:43 AM
To: Maureen Fleming
Cc: Tamara Harrison; Jamie McGlasson; Christopher Ruthven; William Huestis; Paul Denbaum
Subject: Hiring of Soccer Clinic Assistants

Maureen,

As per our discussion a few weeks back, I would like to bring on the following people as Soccer Clinic Assistants for this fall:

RiveraRuane, Shane
Maguire, Tyler
DiPierro, Joseph

Their roll as Soccer Clinic Assistants would be virtually the same as what a Start Smart Assistant would do, just instead they'll be working with older children as we are running a variety of clinics for children through 7th grade. Thus, it is my request that they be paid the same rate as a Start Smart Asst., that being \$20 per clinic session worked (each session requires about 2 hours of work, including setup and cleanup). They will be used as needed and at my discretion, generally dependent on the size of the program and what other staff we have available.

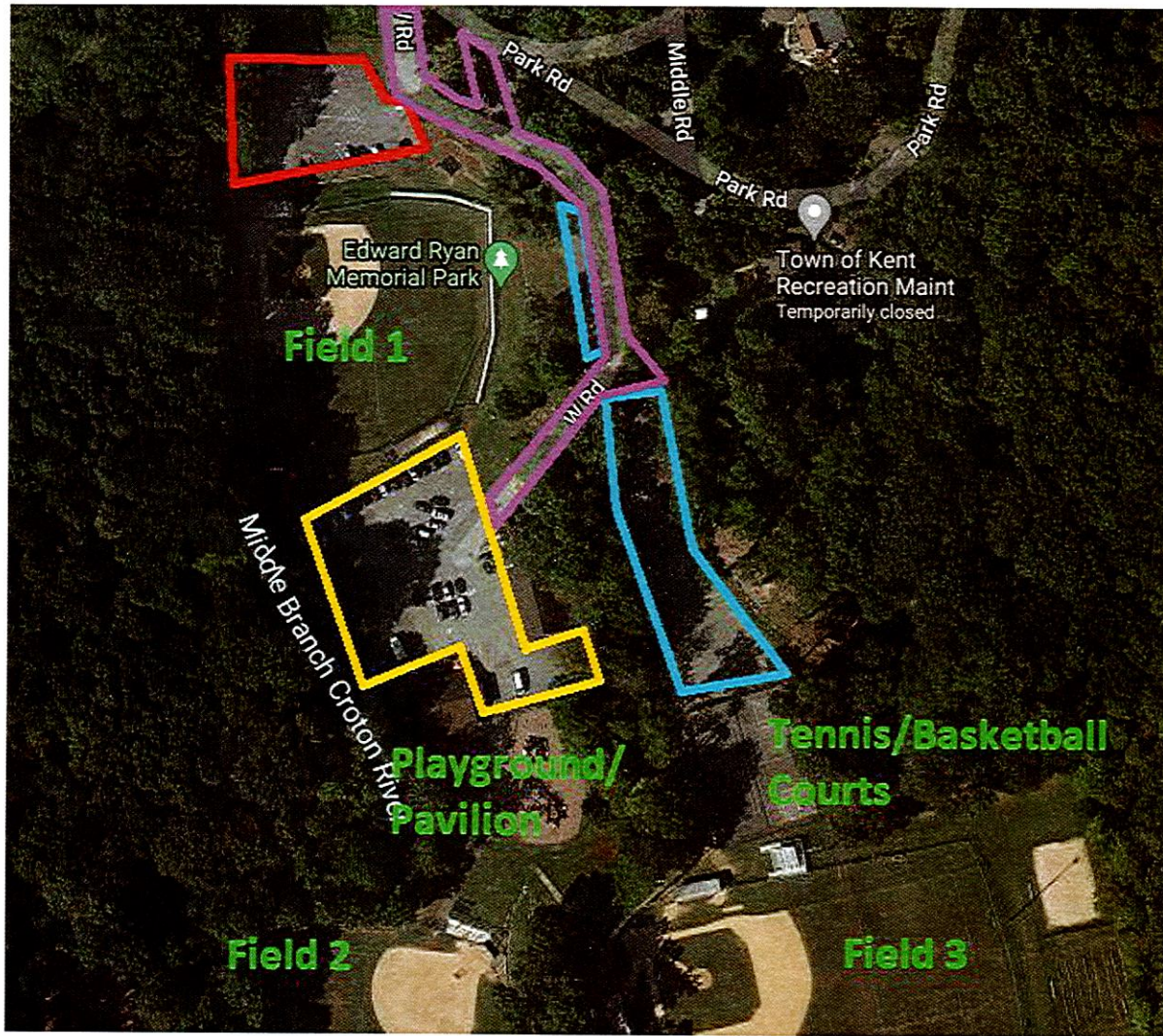
I'd also just like to make note that all of these individuals have either worked for or volunteer with us in the past and have shown themselves to be strong assets to our programs. My request to hire them comes with only the utmost confidence.

If this item could be addressed at the board meeting on Tuesday, October 6th that would be greatly appreciated. I am having them all fill out new applications and will be forwarding them along once I have them.

Thank you as always and please let me know if you require anything further!

Jared Kuczenski
Director of Rec & Parks
Kent Recreation & Parks
845-531-2100

EDWARD RYAN MEMORIAL PARK MAP



KEY

RED = Field 1 Lot (also where new retaining wall will go)

BLUE = Upper Lot/Field 3 Lot

YELLOW = Lower Lot/Main Lot

PURPLE = Roadways through Park

Section D
SPECIFICATIONS

The Town of Kent Lake Carmel Park District is looking for bids for fencing at the Lake Carmel Park District Community Center.

Lake Carmel Community Center Fencing

940ft new 4ft high commercial grade 6 gauge black chain link fence
2 ½" terminals – 2" line posts – 1 5/8" top rail and 2" x 6 gauge chain link
(2) 20ft wide welded steel double gates and (1) 8 ft wide double gate
4" gateposts and 7 gauge bottom tension wire

220 ft of new 12ft height commercial grade black coated chain link fence system (small wire fencing)
7 gauge bottom coil wire
2 ½" posts – 1 5/8" top & middle rail – 1 ¼" x 9 gauge chain link fabric

All posts set in concrete

Material: all piping, hardware and wire to be black

Old fence removal and clearing of fence line (trees and vines) by others

Bids should include the cost installed with Labor and Materials: \$

56,000⁰⁰

Tamara Harrison

From: Lake Carmel Parks Clerk
Sent: Friday, October 02, 2020 11:35 AM
To: Tamara Harrison
Subject: Agenda Item: Tree Removal on Lake Carmel Parks Property
Attachments: DOC100220-10022020112846.pdf

Attached please find a quote from Larry Reynolds Tree Service for the removal of a 2 dead trees on Lake Carmel Parks property that are a danger to the residence on the adjacent property at 12 Stuyvesant Rd. Quotes have also been requested from Al's Logging, Jimmy Trees, Red Oak and R&J Tree Service.

Frank requests the approval of the lowest quote so the crew can arrange for the removal of the trees as soon as possible.

Thank you.

Heidi Link

Lake Carmel Park District Clerk

Town of Kent

25 Sybil's Crossing

Kent Lakes, NY 10512

Telephone: (845) 306-5602

Fax: (845) 225-5130

lcpdclerk@townofkentny.gov

www.townofkentny.gov/lcpd_home.htm

Jimmy Trees Inc

RECIPIENT:**Heidi**

12 Stuyvesant Road
Carmel Hamlet, New York 10512

Quote #216

Sent on

Oct 04, 2020

Total**\$600.00**

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT COST	TOTAL
Tree Removal	Take down 2 dead Ash trees behind 12 stuyvesant, that are in the woods on town property. All debris stay in the woods, out of the water way.	1	\$600.00	\$600.00

This quote is valid for the next 30 days, after which values may be subject to change.

Total**\$600.00**

Red Oak Tree Service Inc.

93 Chief Nimham Circle
Carmel, NY 10512
845-275-4700
Redoaktreeservice@yahoo.com

Name / Address

Town of Kent
25 Sybil's Crossing
Kent Lakes, NY 10512
845-306-5602

Estimate

Date	Estimate #
10/5/2020	20258

RED OAK
TREE SERVICE

845-275-4700

HORTICULTURE & ARBORCULTURE

FULLY LICENSED & INSURED

Project

Description	Qty	Rate	Total
Drop Ash Tree and Elm Tree into wooded area. All climb and lowered down into wooded area		700.00	700.00
Wood -All wood left in area		0.00	0.00
Equipment-no equipment needed		0.00	0.00
Total			\$700.00

Invoice / Proposal

Larry Reynolds Tree Service, Inc.

Established 1986

168 Tibet Drive, Carmel, New York 10512

(845) 225-7954 Cell (917) 295-3546

Fax (845) 228-5246

Page No. _____ of _____

Date 10/2/20

To: Town of West -
Lake Carmel Park District

JOB NAME / NO.
LOCATION
<u>90 Second Saboteur</u>
PHONE <u>(917) 760-4404</u>

Putnam County License # PC-743-A

Location: #12 - Huguenot Rd.

Take down + leave all debris - in woods

#1 lg dead Oak > behind house
#1 small dead Elm

\$25,00

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Payable as follows: _____ dollars (\$ _____).

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance.

Authorized
Signature _____

NOTE: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____

Signature _____

Signature _____

Proposal

Proposal Date: 10/5/20
Proposal #: 2188
Project: 12 Stuyvesant Rd.

Bill To:

Town of Kent Lake Carmel Park District
25 Sybil's Crossing
Kent Lakes, NY 10512

Description	Est. Hours/Qty.	Rate	Total
Tree Work Park Property entered through 12 Stuyvesant Road. Cut down Huge Ash Tree and leave in wooded area & Cut down Elm Tree and leave in wooded area. Sales Tax		1,650.00 0.00%	1,650.00 0.00
Total			\$1,650.00

R&J Tree Service Inc

14 Belden Rd.
Carmel, NY 10512
MBE Certified
DBE Certified

Estimate

Date	Estimate #
10/5/2020	1217

Name / Address
Town of Kent Lake Carmel Park District 25 Sybil's Crossing Kent Lakes, NY 10512

Project

Stuyvesant Road, La...

Description	Qty	Rate	Total
Location: Stuyvesant Road, Lake Carmel, New York Cut 1 large dead Ash tree and 1 large Elm tree. Leave on site.	1	18,000.00	18,000.00
		Total	\$18,000.00

Fax #	E-mail
845-225-6434	rjtree@verizon.net

Tamara Harrison

From: Lana Cappelli
Sent: Friday, October 02, 2020 7:45 PM
To: Jamie McGlasson; Maureen Fleming; Paul Denbaum; Christopher Ruthven; William Huestis; Deputy2; Tamara Harrison
Subject: Fwd: LCPDAB Interview and Recommendation
Attachments: attachment 1.pdf; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

From: 'Lana Cappelli' <lcappelli@townofkentny.gov>
Date: October 2, 2020 at 7:08:02 AM EDT
To: Lana Cappelli <lcappelli@townofkentny.gov>
Cc: Jamie McGlasson <jmcglasson@townofkentny.gov>, Jamie McGlasson <jmcglasson@townofkentny.gov>, Christopher Ruthven <cruthven@townofkentny.gov>, "

Subject: LCPDAB Interview and Recommendation

TOWN OF KENT NOTICE

THIS EMAIL IS FROM AN EXTERNAL SENDER!

DO NOT click links, DO NOT open attachments, DO NOT forward if you were not expecting this email or if it seems suspicious in any way! REMEMBER: NEVER provide your user ID or password to anyone for any reason!

Hi Lana,

I am contacting you today to request that the Kent Town Board consider the recommendation of our Lake Carmel Park District Advisory Board to accept the application of Joseph Fleischman to join our Board.

Please see attached his letter of interest, and let me know if you require any further information at this time. His email is

Thank you!

Regards,

Walt

Walter J. Recher

Tamara Harrison

From: Planning Kent
Sent: Thursday, September 24, 2020 10:08 AM
To: Accountant; Tamara Harrison; Lana Cappelli; Maureen Fleming
Subject: Goldfine_Rynn Partial Erosion Control Refund KPB Resolution #8 2020
Attachments: Goldfine_Rynn partial EC refund_Sept 2020.pdf

Please find attached supporting documentation for the above mentioned project.

Ms. Mangarillo inspected this property and recommended that \$12,401.00 of the original bond of \$17,401.00 should be returned. Next year the property will be inspected and, if appropriate, the remaining \$5,000.00 will be returned at that time.

The Planning Board would appreciate it very much if this matter could be placed on the next Town Board agenda.

Thanks very much.

Vera Patterson
Town of Kent
Planning Board Secretary
25 Sybil's Crossing
Kent, NY 10512
planningkent@townofkentny.gov
845-225-7802 (T)
845-306-5283 (F)

Town of Kent Planning Board
25 Sybil's Crossing
Tel: 845-225-7802

email: planningkent@townofkentny.gov
Kent, NY 10512
Fax: 845-306-5283

RESOLUTION # 8
Year 2020

Date: September 10, 2020
From: The Kent Planning Board
To: The Kent Town Board:
Maureen Fleming, Supervisor - w/Att
Bill Huestis, Deputy Supervisor
Paul Denbaum
Jaimie McGlasson
Chris Ruthven
CC: W. Walters, Building Inspector - w/Att T. Harrison - w/Att.
L. Cappelli, Town Clerk - w/Att Finance Department - w/Att.
Re: **Recommendation to return a Portion of Goldfine-Rynn Erosion Control Bond**
P. O. Box 262
Mahopac Falls, NY 10542
For Property located on:
Daffodil Lane, Kent, NY
TM: 11.12-1-21

Resolved: On September 10, 2020 Kent Planning Board reviewed material pertaining to the recommendation noted above and agreed that it was appropriate to forward it to the Town Board for their action.

Mr. Tolmach asked for a motion to forward this recommendation to the Kent Town Board to take the above action. The motion was made by Stephen Wilhelm and seconded by Simon Carey. The roll call vote was as follows:

Phil Tolmach, Chairman	<u>Aye</u>
Simon Carey	<u>Aye</u>
Giancarlo Gattucci	<u>Aye</u>
Dennis Lowes	<u>Aye</u>
Nisim Sachakov	<u>Absent</u>
Charles Sisto	<u>Aye</u>
Stephen Wilhelm	<u>Aye</u>

The motion carried.

The Planning Board respectfully asks that, if the Town Board is in agreement, they accept the recommendation of the Planning Board to return \$12,401.00 of the original Erosion Control Bond which was \$17,401.00. The remaining \$5,000.00 shall be held until an inspection in the spring of 2021. .

I, Vera Patterson, Planning Board Secretary of the town of Kent, County of Putnam, State of New York, do hereby certify that the foregoing is a true excerpt from the minutes of a meeting of the Planning Board of the Town of Kent held on September 10, 2020.

Dated: September 10, 2020



Vera Patterson
Planning Board Secretary

Tamara Harrison

From: Planning Kent
Sent: Friday, September 25, 2020 1:33 PM
To: Accountant; Maureen Fleming; Tamara Harrison; Lana Cappelli
Cc: Eric Schlobohm
Subject: Vitiello Erosion Control Bond_KPB Resolution #9 2020
Attachments: Vitiello Erosion Control Bond_Sept 2020.pdf

The Planning Board accepted the bond recommendation for the Vitiello property in the amount of \$6,124.00 and a final inspection fee of \$1,000.00 and recommended forwarding it to the Town Board when the agreement was signed and, along with the fees, delivered to the Planning Board office, which was done today. Instead of \$1,000.00 the check for inspection was in the amount of \$1,500.00.

Attached is the supporting documentation. The Planning Board respectfully asks that this matter be placed on the next Town Board agenda.

Note to Yulia: Please hold on to the checks until the Town approves the bond.

Thanks very much.

Vera Patterson
Town of Kent
Planning Board Secretary
25 Sybil's Crossing
Kent, NY 10512
planningkent@townofkentny.gov
845-225-7802 (T)
845-306-5283 (F)

Town of Kent Planning Board
25 Sybil's Crossing
Tel: 845-225-7802

email: planningkent@townofkentny.gov
Kent, NY 10512
Fax: 845-306-5283

Resolution #9

Year 2020

Date: September 25, 2020
From: The Kent Planning Board
To: The Kent Town Board:
Maureen Fleming, Supervisor - w/Att Paul Denbaum
Bill Huestis, Deputy Supervisor Jaimie McGlasson
Chris Ruthven
CC: W. Walters, Building Inspector - w/Att T. Harrison - w/Att.
L. Cappelli, Town Clerk - w/Att Finance Department - w/Att.
Re: **Accept Erosion Control & Sediment Control Bond**
Frank & Juli Vitiello
475 Pudding Street
Kent, NY 10512
TM: 31.-1-32

Resolved: On September 10, 2020 Kent Planning Board reviewed material pertaining to the recommendation noted above (attached) and agreed that it was appropriate to forward it to the Town Board for their action.

Mr. Tolmach asked for a motion to forward this recommendation to the Kent Town Board to accept the attached Erosion Control Bond and Inspection fee as noted below:

Erosion Control Bond, Citibank check 115411350	-	\$6,124.00
Final Inspection Fee, Citibank check 372	-	\$1,500.00

Mr. Tolmach asked for a motion to accept the Erosion Control Bond in the amount of \$6,124.00. The motion was made by Mr. Carey and seconded by Mr. Sisto. The roll call votes were as follows:

Philip Tolmach, Chairman	<u>Aye</u>
Dennis Lowes, Vice Chairman	<u>Aye</u>
Simon Carey	<u>Aye</u>
Giancarlo Gattucci	<u>Aye</u>
Nisim Sachakov	<u>Absent</u>
Charles Sisto	<u>Aye</u>
Stephen Wilhelm	<u>Aye</u>

The motion carried.

The Planning Board respectfully asks that, if the Town Board is in agreement, they approve this recommendations.

I, Vera Patterson, Planning Board Secretary of the town of Kent, County of Putnam, State of New York, do hereby certify that the foregoing is a true excerpt from the minutes of a meeting of the Planning Board of the Town of Kent held on September 10, 2020.

Dated: September 10, 2020



Vera Patterson
Planning Board Secretary

Current cleaning provider and charges:

Fullerton Services, Inc.

Town Hall	\$1,271
Police	\$1,190
Highway	\$250

BID OPENING
AUGUST 28, 2020
12 P.M. NOON
CLEANING BID

Present: Councilman Huestis, Deputy Clerk Louderback

1. Fullerton Services, Inc.
247 Route 110
Somers, NY 10589
Non Collusion enclosed

Town Hall: \$1,391/month
Library: \$810/month
Police Dept.: \$1290/month
Highway: \$300/month
2. ERW Cleaning Services, LLC
17 Karlsen Lake Road
Brewster, NY 10509
Non Collusion enclosed

Town Hall: \$1,750/month
Library: \$1,200/month
Police: \$1,550/month
Highway: \$600/month

Town of Kent Bid

Total for Town Hall \$ 1,391.00 per month

Total for Kent Library \$ 810.00 per month

Total for Police Dept \$ 1,290.00 per month

Total for Highway \$ 300.00 per month

At Town Hall remove speed burnish monthly Buff and wax all floors yearly we can strip and wax all floors 1x per year the price would stay the same.

At the Police Station to add a strip & wax 1x per year the price would be \$1,365.00

Town of Kent Cleaning Bid

Total for Town Hall	\$ <u>\$1,750</u>	per month
Total for Kent Library	\$ <u>\$1,200</u>	per month
Total for Police Dept.	\$ <u>\$1,550</u>	per month
Total for Highway	\$ <u>600.00</u>	per month

***PLEASE NOTE ALL BIDDERS MUST BID ON ALL BUILDINGS

NOTICE TO BIDDERS

TOWN OF KENT

NOTICE TO BIDDERS

ON CALL PLUMBING, ELECTRICIAN, LANDSCAPE, MASONRY,

LAWN MAINTENANCE AND HANDYMAN/REPAIR SERVICES FOR THE TOWN OF KENT

NOTICE IS HEREBY GIVEN that sealed bids will be received by the Town of Kent at the office of the Town Clerk, Kent Town Center, 25 Sybil's Crossing, Kent Lakes, New York 10512 until 12:00 noon on _____, 2020 and then at said place be publicly opened and read aloud for on call plumbing, electrician, landscape, masonry, lawn maintenance, and handyman/repair services for the Town of Kent .

All of the bids must meet the specifications of the Town of Kent. Copies of the information for bidders, general requirements, bid specifications, non-collusive bidding certification, bid proposal forms, and hold harmless agreement may be obtained at the office of the Town Clerk. Bids must be submitted at the above address in sealed envelopes and must bear on the face thereof the name and address of the bidder and the following inscription: "Bids for On Call Services- Town of Kent"

The Town of Kent reserves the right to reject any and/or all bids and to re-advertise for new bids. Bids shall be awarded in accordance with General Municipal Law § 103.

Dated: _____, 2020

BY ORDER OF THE TOWN BOARD
TOWN OF KENT

YOLANDA D. CAPPELLI, Town Clerk

INSTRUCTIONS TO BIDDERS

DOCUMENTS

Complete sets of Bidding Documents will be issued for bidding purposes as stated in the "Notice to Bidders". A complete set of Documents consists of the following:

1. A copy of the Specifications
2. A separate set of Bid Sheets
3. Addenda (if any)

PROPOSALS

To be considered, Proposals on the forms included herein, must be in accordance with these Instructions to Bidders. All bids must be submitted on the prescribed forms which are included herein. All blank spaces for bid prices must be filled in, in both words and figures, either typed or in ink.

Proposals that contain any omission, erasures, alterations, additions, or items not called for in itemized Proposal, or that contains irregularities of any kind, may constitute sufficient cause for rejection of the bid. In case of any discrepancy in the price or amount bid in the Proposal, the price, as expressed in words, shall govern. All bids must be submitted in sealed envelopes addressed to the Town Clerk, Kent, New York, Putnam County, New York and be clearly identified with: (1) Bid Name, (2) Name of Bidder and Address. Proposals shall be signed with name typed below signature. The Bidder's seal, if a corporation shall be affixed under the Bidder's signature. Telephone, Facsimile or Telegraphic Bids will not be accepted.

If a separate set of proposal sheets is issued, they may be used with the understanding that all instructions and conditions of the Contract Documents are the same as if these pages were bound herein.

QUALIFICATIONS OF BIDDERS

The Owner may make such investigations as it deems necessary to determine the qualifications of the Bidder to perform the work and the Bidder shall furnish information and data for this purpose as may be required. The Owner reserves the right to reject any bid if the evidence submitted by a Bidder, or the investigation of such Bidder, fails to satisfy the Owner, that such Bidder is properly qualified to carry out obligations of the Contract and to complete the work contemplated therein within the time designated. Fraudulent statements shall cause rejections of Proposal.

The investigation of a Bidder will seek to determine whether the organization is adequate in size, is authorized to do business in the jurisdiction where the project is located, has had previous similar experience, has the necessary licenses or other qualifications, and, where available, equipment and financial resources are adequate to assure Owner that the work will be completed in accordance with the terms of the Agreement. The amount of other work to which the Bidder is committed may also be considered.

ADDENDA AND INTERPRETATION

Every request for information or interpretation of Bidding Documents must be addressed in writing to the Town Clerk and to be given any consideration must be received at least five (5) days prior to the date fixed for the opening of bids. Any and all such interpretations, and any supplemental instructions, will be in the form of written Addenda and will be mailed to all prospective Bidders. The failure of any Bidder to receive any such Addenda will not relieve the Bidder of any obligation under its Bid as submitted. Acknowledgment of Addenda shall be noted on the "Bid Form".

AWARD

The Contract will be awarded to the lowest responsible bidder in the manner set forth in the General Municipal Law. The Town Board reserves the right to determine responsibility based on an evaluation of the Contractor's qualifications, experience, organization, finances, past performances, and other applicable factors. The Town Board further reserves the right to reject any or all bids.

The low bidder will be based on the hourly fee with any or all alternate bid items, at the sole discretion of the Town Board.

OWNER

The Town of Kent, Putnam County, New York.

REQUIRED SUBMISSIONS

Following the bid opening, the apparent low bidder shall submit to the Town of Kent within seven (7) days financial information and experience information.

Prior to award, the successful bidder will be required to meet the following requirements:

- a. The successful bidder, if its business is not registered in New York State, must provide the Town with a certificate issued by the Secretary of State of New York stating that the Corporation is authorized to do business within the State and is presently in good standing. If the entity to whom the bid is awarded is not a corporation, it would be required that the entity's certificate of doing business, which should be on file in the County Clerk's Office, be provided. (This would also hold true in the case of joint ventures which would be required to disclose the underlying entities which make up the joint venture and the supplying of the requisite certificate of doing business of each such entity.)
- b. A statement by the successful bidder that no officer, director or stockholder (if less than 10 stockholders) of the successful bidder is an officer or employee of the Town or is a relative of any such Town officer or employee. If such officer, director or stockholder does exist, their names and relationship should be disclosed to the Town.

APPROVALS

There will not be any approvals given for any "or equals" materials, equipment or systems prior to the award of the contract.

**SECTION C
BID PROPOSAL**

**TOWN OF KENT
PUTNAM COUNTY, NEW YORK**

To:	Bid Submitted By:
Town of Kent 25 Sybil's Crossing Kent Lakes, New York 10512	(Name)
	(Address)
	(Telephone Number)

1. I/We do hereby declare that I/We have carefully examined the Notice to Bidders and the Specifications relating to the above entitled matter and the work, and have also examined the site.
2. I/We do hereby offer and agree to furnish materials in accordance with the Specifications relating thereto, for the price/prices as given on the bid forms.
3. I/We agree that if this is a multiple cost line bid, the Town of Kent reserves the right to select any one, combination of, or all the Bid items in this proposal for the Contractor to complete without affecting any of the Bid prices.
4. I/We hereby affirm that 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 knowledge and belief:
 - a. 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;
 - b. 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
 - c. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not submit a bid for the purpose of restricting competition.
 - d. No member of the Town Board or any officer or employee of the Town of Kent, New York, or person whose salary is payable in whole or in part from the said Town Treasure is, shall be or become interested, directly, as a contracting party, partner, stockholder, surety or otherwise, in this bid, or in the performance of the contract, or in the supplies, materials or equipment and work or labor to which it relates, or in any portion of the profits thereof.
5. I/We do hereby declare that, if this is a corporate bid, I have been duly authorized to act as the signatory on this proposal in behalf of this corporation.
6. I/We hereby affirm, under penalty of perjury, the truth of all statements in this proposal.
7. I/We hereby agree that I/We accept the unit prices on the following pages, for the various items of work.
8. I/We hereby agree that if this is a quantity based bid I/We shall make no claim on account of any variation of the approximate estimate in the quantities of work to be done, whether the actual quantities are greater, smaller or completely deleted. A change in the quantity of any item shall not be regarded as sufficient

ground for a change in the price of that item.

	Date:	
(Legal Name of Bidder)		
By:		
(Authorized Signator)		
		Corporate Seal (if incorporated)

Section D
SPECIFICATIONS

The Town of Kent is looking for bids for on call services for:

Plumbing
Electrician
Landscape
Masonry
Lawn Maintenance
Handyman/repair services

Each bidder shall submit a bid for the hourly fee for the service provided.

Bidders must provide copies of any and all licenses to provide the services.

Wage Rates

The Contract is subject to the prevailing wage rates in effect during the Contract Period as determined by the New York State Department of Labor. Certified payrolls will be required to be submitted with each payment requisition

Insurance Requirements

1. Notwithstanding any terms, conditions or provisions in any other writing between the parties, the contractor hereby agrees to effectuate the naming of the municipality as an unrestricted additional insured on the contractor's insurance policies, with the exception of worker's compensations. Before any of the work is started under this contract, the contractor shall file with the municipality a certificate(s).
2. The policy naming the municipality as an additional insured shall:
 - a. Be an insurance policy from an A.M. Best rated "secured" or better, New York State admitted insurer.
 - b. Provide for 30 days notice of cancellation.
 - c. State that the contractor's coverage shall be primary coverage for the municipality, its Board, employees and volunteers.
 - d. The municipality shall be listed as an additional insured by using endorsement CG 2026 or broader. The certificate must state that the endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.
3. The contractor agrees to indemnify the municipality for any applicable deductibles
4. Required insurance:
 - a. Commercial General Liability Insurance
 - i. \$1,000,000 per occurrence/\$2,000,000 general and products/completed operations aggregates. The general aggregate shall apply on a per-project basis

Workers Compensation Insurance:

Before performing any work on the contract, the contractor shall procure Worker's Compensation insurance in accord with the laws of the State of New York on behalf of all employees who are to provide labor or service under the contract. Insurance certificates, policies and endorsements must be sent to the following address:

Town Clerk
Town of Kent
25 Sybil's Crossing
Kent Lakes, NY 10512

Payments:

1. Payment will be made only after correct presentation of a Town of Kent Voucher with invoices attached, as may be required.
2. Payment on any claim shall not preclude the Town of Kent from making claim for adjustment on any item found not to have been in accordance with the contract.

SECTION E

STATEMENT OF NON-COLLUSION (To be Completed by Each Bidder)

In accordance with Section 103-d General Municipal Law, effective September 1, 1966, every bid or proposal hereafter made to a political subdivision of the State or any public department, agency or official thereof or to a fire district or any agency or official thereof for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed to by the bidder and affirmed by such bidder as true under the penalties or perjury; non-collusive bidding certification.

- a. 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 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 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.
 - (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.
- b. The person signing this bid or proposal certifies that he or she has fully informed himself/herself regarding the accuracy of the statements contained in this certification, and under 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 the person signing on its behalf.
- c. That attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signature of this bid or proposal in behalf of the corporate bidder.

Signed: _____

Firm: _____

Title: _____

Date: _____

RESOLUTION

Resolved that _____ be
(Name of Corporation)

authorized to sign and submit the bid or proposal of this corporation for the following materials

(Describe Project)

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 the

Board of Directors held on the _____ day of _____, 20____.

(SEAL OF THE CORPORATION)

(SECRETARY)

**FEE FOR ON CALL SERVICES
PROPOSAL FORM**

TO: TOWN OF KENT, NEW YORK

THE UNDERSIGNED HAVING A PRINCIPAL PLACE OF BUSINESS AT:

AND BEING RESPONSIBLE AND EXPERIENCED FOR THE PERFORMANCE OF SAME, AGREES TO FURNISH ON CALL SERVICES TO THE TOWN OF KENT IN ACCORDANCE WITH THE "SPECIFICATIONS" CONTAINED IN THE BID PACKET

1. BID PROPOSAL – HOURLY AMOUNT

Type of Service	Hourly Amount (Numbers)	Hourly Amount (Written Out)
_____	_____	_____

UPON ACCEPTANCE OF THIS PROPOSAL, BIDDER AGREES TO COMPLY IN ALL RESPECTS WITH THE SPECIFICATIONS AS INDICATED.

DATED: _____

LEGAL NAME OF PERSON/FIRM/CORP.: _____

BY: _____

STREET _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____