



Jeffrey P. Ehlers
Director of Youth, Parks & Recreation

November 22, 2016

XXXX
XXXXXX
XXX, XX XXXX

Attn:

The Town of Tonawanda invites you to submit a bid for 2017 on the items listed on Attachment A. Prices quoted are to include all freight and delivery charges to whichever department places an order, with specific billing addresses listed on Attachment B.

Please list your quotes on Attachment C where indicated and be sure to sign the quotation. Please be advised that the quantity stated is an estimate of the amount needed based on past use, however, the Town of Tonawanda reserves the right to order additional amounts as needed at the quoted rate or to not order the full listed amount as it may not be necessary this year. Please also be advised that the estimated amounts listed in Attachment A would not be purchased all at once, rather they would be ordered in smaller quantities as inventory required.

The Town of Tonawanda reserves the right to reject any and all bids and proposals and to advertise anew, or to award a contract for part or portions thereof, as in its judgment it shall deem it to be in the best interests of the Town.

Sealed quotations must be returned to the Town Clerk's Office, 2919 Delaware Avenue, Kenmore, New York 14217 no later than 3:30pm on December 6, 2016. Please identify envelope as "Sealed Bid: Consumable Paper Products." A signed, Non-Collusive Statement must be attached to your bid. If you have any questions concerning this bid, please call Jeff Rainey @ 831-1001.

Sincerely,

Jeff Rainey, Recreation Supervisor
Youth, Parks and Recreation

Attachments

SPECIFICATIONS AND INSTRUCTIONS TO BIDDERS

Signed, Non-Collusive Statement must be attached to your bid.

Sealed proposals will be received, publicly read and considered by the Town Clerk on behalf of the Town Board on the 6th day of December 2016, at 3:30pm local time, in the Council Room of the Municipal Building, Kenmore, New York.

MARKED SEALED ENVELOPE:

Consumable Paper Products

**Address sealed bids to: Town Clerk
Room 14, Municipal Building
2919 Delaware Avenue
Kenmore, New York 14217**

SPECIFICATIONS ATTACHED

BIDDER: _____

NAME: _____

ADDRESS: _____

PHONE: _____

BID PRICE: _____

The Town Board reserves the right to reject any and all bids and proposals and to advertise anew or to award a contract for part or portions thereof, as in its judgment it shall deem it to be for the best interest of the Town so to do.

STATEMENT OF NON-COLLUSION

Pursuant to Chapter 675

Laws of 1966

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) That 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 knowingly been 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 the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Signature of Officer

Title of Officer

Dated: _____

ATTACHMENT A

Item #	DESCRIPTION	Total Estimated Order
1	Georgia Pacific 287-06 Paper Towels (350' roll)	40 cases
2	Georgia Pacific 273000 Paper Towels (2-ply)	50 cases
3	Georgia Pacific 263-01 Paper Towels (600' roll)	95 cases
4	Georgia Pacific 235-04 Singlefold Hand Towel	175 cases
5	Georgia Pacific 206-03 C-Fold Hand Towel	80 cases
6	Georgia Pacific 89460 EnMotion PT (800' roll)	100 cases
7	Georgia Pacific 137-28 Acclaim 2-ply (9" dia. roll)	118 cases
8	Georgia Pacific 198-01 Acclaim 2-ply	150 cases
9	Georgia Pacific 19378 Compact (coreless) 2-ply	60 cases
10	Georgia Pacific 16580 Angelsoft 2-ply	10 cases

Supplier will provide:

- Next day on site free delivery.
- Customized order sheets that include:
 - Sent To:
 - Invoice to:
 - P.O. Number:
- Reduced fee or no fee on new dispensers.

ATTACHMENT B

Department	Billing Address	Contact Person	Phone	Fax
Youth, Parks & Recreation	299 Decatur Road Buffalo, NY 14223	Dean Miceli	875-8780	831-1006
Police	1835 Sheridan Drive Buffalo, NY 14223	Dennis Moss	876-5300	879-6644
Highway	450 Woodward Avenue Kenmore, NY 14217	Tracy Rainey	875-8822	875-6725
Water Treatment Plant	218 Aqua Lane Tonawanda, NY 14150	Dan Weigel	695-3960	871-8842
Wastewater Plant	779 Two Mile Creek Tonawanda, NY 14150	Michael Kessler	635-9010	693-0601
Water & Sewer	535 Belmont Avenue Buffalo, NY 14223	Kirk Rowland	833-2005	875-2778

ATTACHMENT C

VENDOR NAME: _____

ADDRESS: _____

CITY/ST/ZIP: _____

PRESIDENT/OWNER: _____

EMAIL ADDRESS: _____

WE QUOTE YOU AS FOLLOWS:

Bid	Description	Amount	Cost/Case	Total Cost
1	GP 287-06 (350' roll) Paper Towel	40 cases		
2	GP 273000 (2-ply) Paper Towel	50 cases		
3	GP 263-01 (600' roll) Paper Towel	95 cases		
4	GP 235-04 Singlefold Hand Towel	175 cases		
5	GP 206-03 C-Fold Hand Towel	80 cases		
6	GP 89460 EnMotion (800' roll) Towel	100 cases		
7	GP 137-28 Acclaim 2-ply (9" dia. roll)	118 cases		
8	GP 198-01 Acclaim 2-ply	150 cases		
9	GP 19378 Compact (coreless) 2-ply	60 cases		
10	GP 16580 Angelsoft 2-ply	10 cases		
	Total Cost:			\$