GENERAL BIDDING INSTRUCTIONS
SIGNS & POSTS

These general specifications, as completed by the bidder, shall become part of his bid proposal.

Bids will be received until 11:00 a.m. Friday November 20, 2026
at the Town House, 335 Route 202 Somers, New York.

Bids will be opened In-person only

for the purchase of all materials. Faxed bids are not considered "sealed" and will NOT be accepted.

Bids shall be submitted in a sealed envelope **CLEARLY** marked Friday
November 20, 2026

A Non-Collusive Affidavit (copy attached) shall accompany each bid.

Bids shall be submitted on the attached forms only. Extra pages and literature may be added to this package; however, THE PACKAGE SHALL BE RETURNED INTACT AS RECEIVED.

Bids shall be signed by an authorized individual.

The Town of Somers is exempt from payment of ALL Federal and New York State taxes.

Bidders shall familiarize themselves with all provisions of these specifications and shall not, after submitting the bid, dispute the specifications or assert that there is a misunderstanding in regard to the furnishing of items(s) in this bid.

The bidder in submitting this proposal agrees to enter into contract with the Town of Somers.

1. TERM OF CONTRACT:

One-year fixed price contract with option for a second year with mutual consent of all parties.

2. AWARD OF CONTRACT:

Awards of contract may be made EITHER on the basis of the lowest net unit price for each bid item, or on the basis of the lowest total bid, whichever is deemed the the best interest of the Town of Somers or reject any or all bids.

The Superintendent of Highways reserves the right to select the bid proposal, the acceptance of which will, in his judgment, best secure this material, equipment or services which will be in the best interest of the Town of Somers (irrespective of whether it is low bid, the high bid, or otherwise) or to reject any or all bids. Proposals which are incomplete, conditional or obscure or which contain conditions not called for, erasures, alterations or irregularities of any kind may be rejected as informal, or may be waived at the discretion of the Superintendent of Highways if any informality is deemed immaterial and non-prejudicial to the Town and other bidders.

Unit prices shall be controlling in the extension of the bidder's net unit prices times estimated Town requirements. Errors in such multiplication and in the additional of such extension may be corrected by the Superintendent of Highways subject to verification by the bidder.

Bidder must submit with the bid detailed specifications, and all necessary data on the materials, equipment or services he proposes to furnish. If the offer differs from the minimum provisions of the buyer's specifications, such differences must be explained in detail and bid will receive careful consideration if such deviations do not depart from the intent of this specification and are to the best interest of the Town of Somers, as interpreted by the Superintendent of Highways.

3. BID PRICES AND QUANTITIES:

It is understood that contract prices shall hold firm and prevail for the actual quantities required and ordered as needed during the life of the contract whether more or less than estimated quantities. Quantities as listed on the bid sheets are estimated for bidding purposes only. Award of contract shall be for the quantities actually ordered as needed during the contract period.

Unit prices shall not be subject to any increase during the life of the contract

If any reduction in price is announced during the life of the contract, the Town of Somers shall receive the benefit of such reduction. In such event the contractor must submit his revised prices in writing within (5) five days of announcement.

4. DELIVERY:

Pricing shall include all delivery charges, if applicable. The Town requires a lead time of 4 business days for delivery or pick up of signs. Signs must arrive at the Highway Department 5 business days after order is faxed or called in. Pick-up option will be at the discretion of the Town of Somers Highway Superintendent, and can influence award.

Emergency deliveries are to be made within twenty-four (24) hours from receipt of a telephone or Fax request from the Superintendent of Highways.

All deliveries are to be made on business weekdays between the hours of 7:00 AM and 3:00 PM, except as may be otherwise arranged by supplier and purchaser.

5. PENALTY:

In the event deliveries are not made as specified to a Town delivery point the Superintendent of Highways shall reserve the right to purchase any such bid item on the open market, and to charge any increase in price paid over the current price to the account of the contractor.

6. DELIVERY OF UNAPPROVED SUBSTITUTIONS:

Vendors are authorized to ship only those items covered by the Town contract. If a review of orders placed by the Town reveals that an item other than those covered by and specified in the Town contract have been ordered and delivered, the Superintendent of Highways will take such steps as are necessary to have the item(s) returned by the contractor regardless of the time lapse between the date of delivery and discovery of the violation. Full credit will be demanded compliance with this requirement as a joint responsibility of the town and the vendor. Violation of this clause may result in the removal of the offending vendor(s) name from the Towns' mailing list for a period up to three years.

7. NEW PRODUCTS:

All products will be NEW unless otherwise indicated in this bid.

8. SERVICE:

Contractor must be prepared at all times to furnish technical services at no charge including product testing laboratory services within two (2) business days of a request to do so from the Superintendent of Highways and to investigate and report to the Superintendent of Highways on any complaint that might arise in connection with the use of his product by the using Town agency whenever the qualitative character of his product is in question.

9. METHOD OF OPERATION:

After the bids are opened and the successful bidder determined, a "NOTICE OF AWARD" or equivalent will be forwarded to the successful bidder. At that time, the other bidders may request, in writing, a list of pricing submitted by all bidders.
It is required that the supplier cooperate with the Town to the fullest extent to the end that the materials supplied are delivered to the Town in strict accordance with the specifications and delivery requirements of the bid proposal.

For the duration of the Town Contract the Town may order material covered by the contract directly from the vendor when and as required. These orders will be covered by the issuance of a Town of Somers voucher.

10. TRADE NAMES:

Bidders shall state the trade name, brand name or manufacturer for each item bid. Such trade names shall not in any way set aside the requirement of compliance with specifications.

Reference to a particular trade name, brand name or manufacturer catalog or model number are made for descriptive purposes to guide the bidder in interpreting the requirement of the Town of Somers. They should not be construed as nor are they intended to exclude proposals on other types of materials, equipment and supplies unless the words "NO SUBSTITUTIONS" are added to that particular line item on the specification page.

11. PROTESTS:

No protests regarding the validity or appropriateness of the specifications or of the invitation for bids will be considered unless the protest is filed with the Superintendent of Highways prior to the closing date for bids. Post-award protests must be filed with the Superintendent of Highways within 5 calendar days of bid award. The Superintendent of Highways will consult with the appropriate Town official(s) and render a decision in writing within 10 calendar days from date protest is filed.

12. PRICE EXTENSION:

It is understood and agreed that all Town Offices of the Town of Somers may participate in the contract award.

The undersigned offers and agrees, if this offer is accepted within 45 calendar days from the date for receipt of offers specified herein, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s) within the time specified in the schedule.

13. REFACING OF TRAFFIC SIGNS

All signs will be Refaced using 3M Hi Intensity Prismatic Reflective Sheeting, unless they require 3M DG3 Flo Yellow Green Signs for Crosswalks and School Zones. Sign blanks to be refaced must be flat and in good condition.

12x36
18x24
24x24
24x30
30x30
30" STOP
30" PENT (FYG)
30X30 (FYG)
12X24 (FYG)

Town of Somers Bid Opening Signs & Posts

SPECIFICATIONS
Materials (Engineer Grade)

All signs must be Minnesota Mining and Manufacturer Engineer Grade Scotchlite reflective sheeting (unless otherwise specified). The successful contractor must conform to New York State, Department of Transportation, Traffic and Safety Division, Manual of Uniform Traffic Control Devices. All signs must exactly match those presently used by the Town of Somers. Signs must be shipped ready for mounting (holes). Prices must include delivery.

Materials (Hi Intensity)

All Traffic Signs shall be fabricated using .080 GA. 3105 Recycled or 5052 Aluminum Blanks. All blanks shall have standard mounting holes and radius corners as per Federal MUTCD, and shall be free of rough edges or burrs. All street signs shall be fabricated using Extruded aluminum for extra strength. All signs are to be manufactured using Electronic Cutting Film on White Sheeting.

All signs shall be manufactured using Hi Intensity Sheeting, ASTM Type X D495607 as manufactured by 3M Company or approved equal. If bidding an alternate/equal, please submit proof of equality in writing with your bid submission. Bids without proof of equality, will be excluded.

It shall be up to the Superintendent of Highway to determine equality. All orders delivered, not using this specification will be refused and return costs will be the responsibility of the shipper.
All Pedestrian Crossing, or School Crossing signs to be fabricated using 3M Fluorescent-Yellow Green Sheeting 4000 Series or approved equal.

DELIVERY:

Pricing shall include all delivery charges, if applicable. The Town requires a lead time of 4 business days for delivery or pick up of signs. Signs must arrive at the Highway Department 5 business days after order is emailed, faxed or called in. Pick-up option will be at the discretion of the Town of Somers Highway Superintendent, and can influence award.

Number of BUSINESS days for delivery_____ (DAYS) after verbal or written receipt of Purchase order(s).

Bidder_____

Address_____

Authorized Signature_____

Phone_____Date_____

NON-COLLUSIVE BIDDING CERTIFICATE

Required by Section 103-d of the General Municipal Law

By submission of this bid or proposal, the bidder certifies that: (a) this bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor; (b) this bid or proposal has not been knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor; (c) no attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal; (d) the person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statement contained in this certification and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf; (e) that the 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.

_____

(Signature of individual signing bid)

Resolved that_____

(Signature of individual signing bid)

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

_____

(Describe project)

and to include in such bid or proposal the certificate as to non-collusion required by section one hundred three – 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 its board of directors held on the

_____day of_____20

_____

Secretary

(Seal of Corporation)

Line Item	**Square**		**Cost Per**	**Cost**	**Cost Per**	**Cost**
	Rectangular		**DOT Sign**	**Non-Standard**	**DOT Sign**	**Non-Standard**
	Diamond Size		**Engineer Grade**	**DOT Sign**	**Hi Intensity**	**DOT Sign**
				Engineer Grade		**Hi Intensity**
1A	12"x 6"					
1	18"x 6"					
2	18 x12"					
3	18" x 18"					
4	18" x 24"					
5	18" x 30"					
6	18" x 36"					
7	24" x 8"					
8	24" x 12"					
9	24 x 24"					
10	24" x 30"					
11	24" x 36"					
12	24" x 48"					
13	30" x 30"					
14	30" x 36"					
15	36" x 12"					
16	36" x 36"					
17	36" x 48"					
18	48" x 30"					
19	48" x 48"					
20	60" x 24"					

COMPANY NAME:

Square	**DG**	**Cost Per**	**Cost Per**	**Cost Per**
Rectangular	**IX SHEETING**	**DOT Sign**	**DOT Sign**	**Non-Standard**
Diamond Size	**FED SPEC**	**Engineer Grd.**	**Hi Intensity**	**DOT Sign**
				Hi Intensity
Street Signs**				
Green background				
White Legend				
Street Name				
Blades Extruded 1”				
Each Side				
6”x 24” Extruded				
6” x 30” Extruded				
6” x 36” Extruded				
9” x 24” Extruded				
9” x 30” Extruded				
9” x 36” Extruded				
9” x 42” Extruded				
9” x 48” Extruded				
30” Stop Sign-Octagon				
School Crossings				
30” Engineer Grade				
36” Engineer Grade				
30” Fluorescent Yellow-Green				
36” Fluorescent Yellow-Green				

COMPANY NAME:

Green Channel Posts		**Cost**	**Cost Per Post**		
		Per Post	**Quantity 50 or**		
			More		
6'					
8'					
10'					
12'					
3 1/2' HD Tapered					
Delineator Markers					
5 ' Fiber Glass					
Bright side Reflectors					
diamond grade reflective					
Devices, 3" wide in 6' lengths					
red, yellow, green and white					
with attachment hardware for					
standard U channel posts					
NO EXCEPTIONS					
Refacing of Traffic Signs		**Cost Per Sign**	**Cost Per Sign**		
		MUTCD	**Non-Standard**		
		Hi Intensity			
12x36					
18x24					
24x24					
24x30					
30x30					
30" STOP					
30" PENT (FYG)					
30X30 (FYG)					
12X24 (FYG)					

COMPANY NAME: