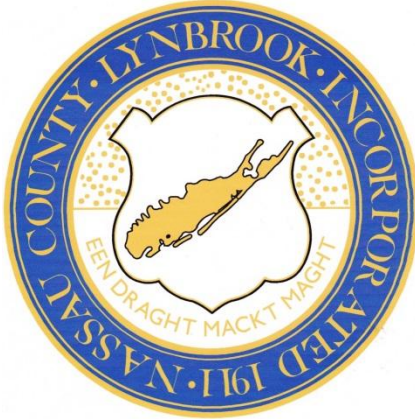


VILLAGE OF LYNBROOK



REQUEST FOR PROPOSALS FOR 2 CUSTOM GATEWAY SIGNS FOR GREIS PARK LYNBROOK, NY

ISSUED: August 27, 2026
DUE: October 14, 2026

Alan C. Beach, Mayor

Village of Lynbrook

Request for proposal for the Design, Supply & Installation of 2 Custom Gateway Signs

The Village of Lynbrook is Requestion Proposals for the design, supply and installation of 2 metal Archways at the entrances to Greis Veterans Memorial Park, 55 Wilbur St., Lynbrook. The dimensional specifics of the archway's length and clearances are attached, along with a, but not limited to, the very general design concept.

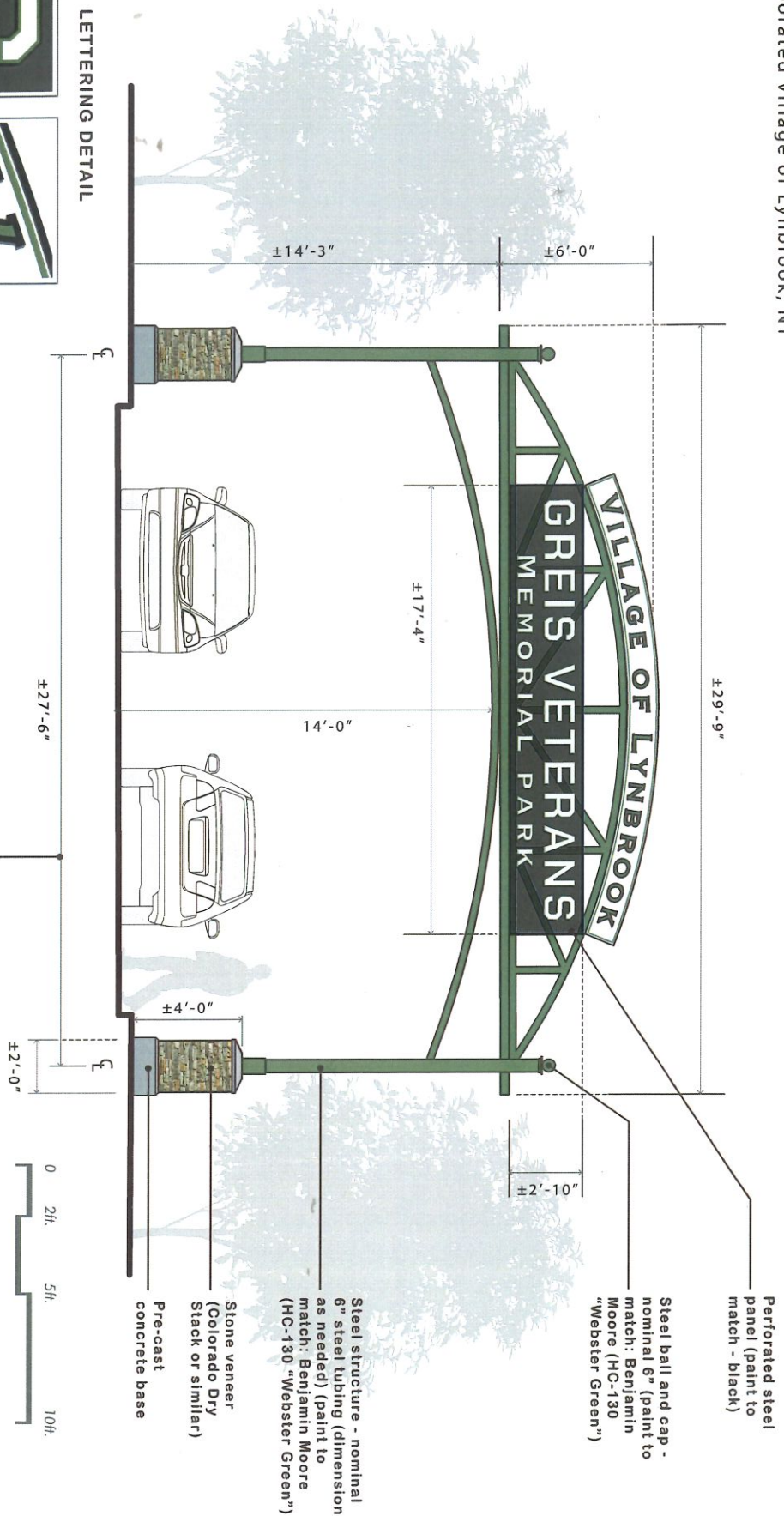
The proposal will be evaluated on a point system, by a 9-person committee comprised of the Mayor, Board of Trustees, Village Administrator, Superintendent of Public Works, Superintendent of Buildings and Park Director. The points will be evaluated as follows:

- Design implying extraordinary or distinguishing place – 25 points
- Materials of sign and letters – 20 points
- Design creativity – 10 points
- Cost – 15 points
- Compatibility with foundation, wind loading and poles – 20 points
- Timeliness for date of order – 10 points

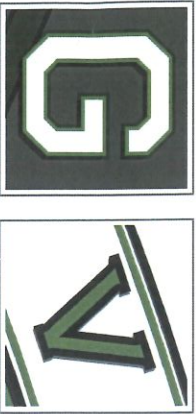
All proposals must include a stamp from a New York State Licensed Professional Engineer or Architect.

Please note there is a recommended pre-submission meeting on-site at Greis Park on Wednesday, September 9, 2026 at 11 am.

Proposed Entrance Sign Design for Greis Veterans Memorial Park Incorporated Village of Lynbrook, NY



LETTERING DETAIL



PRIMARY

Cutout painted letters
(white with B.M.
HC-130 "Webster
Green" outline)
mounted on perforated
metal screen: Chakra
Patch font

SECONDARY

Painted letters (B.M.
HC-130 "Webster
Green" with black
outline) on white
painted metal banner:
Copperplate font

Field verify sign dimensions.
If possible duplicate sign
width in both locations. See
drawings 02 (Wilbur Street)
and 03 (Horton Avenue).

Notes

Materials are illustrative and may be re-specified based on structural requirements as determined by others.
Fabricator must field verify all dimensions and precise sign location prior to fabrication.
BFJ Planning is not responsible for engineering, construction or installation of proposed signs.

DWG.
01

BFJ Planning
April 25, 2025

BID OFFER

BIDDER NAME: _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

LUMP SUM BID: _____

Signed

Name

Offer shall comply and strictly adhere to the specifications. Any deviation from the specifications and any of the conditions and instructions of this invitation to bid shall automatically disqualify any bid made.

In the event bidder wishes to submit a counter or alternate proposal or wishes to suggest, offer or require changes, a request in writing 48 hours prior to the date specified for opening of bids may be made to The Board of Trustees, setting forth the exact nature of the request pertinent to this invitation to bid.

FOR CONTRACT AND SPECIFICATIONS NO.

DATED: August 27, 2026

**FOR ITEM: RFP-2 CUSTOM GATEWAY SIGNS FOR GREIS
PARK**

OFFER FROM BIDDER

Non-Collusion Bidding Certification:

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 with 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; 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.
- (4) The bidder must disclose any other person, partnership or corporation submitting a competitive bid quote on which they are an Officer, Director or Trustee.

Certified before me this

SIGNATURE OF BIDDER & TITLE:

.....day of..... 20.....

Notary Public

..... Title_____

INCORPORATED VILLAGE OF LYNBROOK
Lynbrook, New York 11563

**SEALED BID FOR: 2 CUSTOM GATEWAY SIGNS
FOR GREIS PARK**
CONTRACT AND SPECIFICATIONS

No: RFP

Dated: August 27, 2026

For: **2 CUSTOM GATEWAY SIGNS FOR GREIS PARK**

will be received by the Board of Trustees of the Village of Lynbrook at the Village Hall until 11:00AM Prevailing Time, on October 14, 2026 @ 11AM at which time they will be publicly opened and read.

No bids will qualify except on the blanks furnished by the Incorporated Village of Lynbrook.

The information for bidders, form of proposal, form of performance bond and general conditions may be obtained at the Office of the Village Clerk, Village Hall, Lynbrook, New York.

The Board of Trustees reserves the right to reject any and all proposals if they are not in the best interest of the Incorporated Village of Lynbrook

No bid shall be withdrawn pending the decision of the Board of Trustees.

Dated: August 27, 2026
Lynbrook, N.Y.

BY ORDER OF THE BOARD OF TRUSTEES
INCORPORATED VILLAGE OF LYNBROOK
LYNBROOK, NEW YORK 11563

.....JOHN GIORDANO
Village Administrator

INCORPORATED VILLAGE OF LYNBROOK
Lynbrook, New York 11563

Dated: August 27, 2026

No: RFP

SPECIFICATIONS FOR

ITEM: 2 CUSTOM GATEWAY SIGNS FOR GREIS PARK

It is the intent of these specifications that wherever a particular manufacturer or brand name is used, the bidder may supply any other manufacturer or brand name, provided that such product is reasonably equivalent to that named in the specifications.

**** SEE PAGE 3****

INCORPORATED VILLAGE OF LYNBROOK
Lynbrook, New York 11563

INSTRUCTIONS TO BIDDERS

The UNDERSIGNED BIDDER has carefully examined the invitation for bids and the applications, instructions, terms and conditions hereinafter set forth, and OFFERS AND AGREES to be binding. If this bid is accepted by the Board of Trustees of the Inc. Village of Lynbrook, within 30 days from the date of the opening of the bids to furnish any or all of the items and service upon which prices are quoted in the quantities and at the price here above set forth, in accordance with said instructions, terms and conditions.

Bidder guarantees delivery or installation date.....120.....days after award of bid.

NOTE: This date is of the essence of this agreement and failure to keep this date may cause contractor to be in default, at the option of the Village of Lynbrook.

Name of Bidder

Address

Signature of person authorized
for corporation

Title

1. Sealed proposals will be received by the Village Clerk of the Incorporated Village of Lynbrook, Lynbrook, New York, until 11:00AM October 14, 2026 at the office in the Village Hall, for work, labor, supplies materials, equipment or service set forth below.
2. Bidders will be held to strict compliance with such Notice to Bidders and Specifications.
3. Bids must be submitted on forms attached hereto in opaque and sealed envelope bearing on the outside only the name and address of the bidder, and the name of bid and due date.

Bids which are incomplete, obscure, or conditional will be rejected as not meeting bid specifications.

4. All bids received after the designated time as stated in the Notice to bidders, will not be considered by the Board of Trustees and will be returned to the bidder unopened.
5. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the Incorporated Village of Lynbrook whether sent by mail or by means of personal delivery; the bidder assumes responsibility for having his bid deposited with the Village Clerk of the Incorporated Village of Lynbrook.
6. All sections of the contract documents attached hereto, or indicated to be included in the specifications shall govern the performance and execution of the work to be done and for the services to be rendered under this contract.
7. The submission of a bid by a contractor will be construed as indication that he is fully informed to the extent and character of the work, labor, supplies, materials, equipment or services required, and can perform the work, furnish the supplies, materials, equipment or services satisfactorily to the full intent of the Specifications without any extras. His bid shall include the furnishing of all labor, materials and equipment as required by the work to be done or the services to be rendered.
8. The Board of Trustees of the Incorporated Village of Lynbrook, reserves the right to reject or accept any and all bids and to waive defects or informalities in any or all bids if it is deemed to the best interest of the Incorporated Village of Lynbrook. Delivery date is most important and will be considered in determining a successful bidder.
9. The Board of Trustees reserves the right to award bids on individual items or on total sum bids whichever, in the opinion of the Board of Trustees, will be for the benefit of the Inc. Village of Lynbrook.

10. The award of the contract shall be made according to the law as soon as practicable after the public opening of bids, within 30 days.

11. No bid will be considered from any person who is in arrears to the Village of Lynbrook, or who is in default, as surety or, otherwise upon any obligation to the Inc, Village of Lynbrook, nor shall a bid be considered from any contractor whose performance of any previous contract with the Village of Lynbrook has been unsatisfactory in the opinion of the Board of Trustees.

12. Each bid must be accompanied by a bid bond by a recognized surety company licensed to do business in the State of New York in an amount not less than 5% of the gross amount of the bid exclusive of alternate bids as guarantee that the bidder will execute the contract and commence performance of the contract in the stipulated time if such contract should be awarded to him. The check or bid bond of all except the successful bidder will be returned to the person, firms or corporations making the same within ten days after the award of the contract. The successful bidder upon his failure or refusal to execute the contract and deliver the bond required within 30 days after he has received notice of acceptance of his bid, shall forfeit to the Village as Liquidated damages for such failure or refusal, the security deposited with his bid or if the security be a bid bond, the said bond shall be deemed defaulted. SEE GENERAL SPECIFICATIONS ATTACHMENT

13. The notification in written form, of the successful bidder by the Board of Trustees, of the award of the bid will be deemed an acceptance by the Board of Trustees of the offer of such bidder to furnish according to contract and shall be binding to both parties.

14. Simultaneously with the awarding of the contract the successful bidder shall be required to deposit the Board of Trustees a performance bond by a surety company licensed to do business in the State of New York in the amount of the contract. which may be retained by the Board of Trustees until the full performance of the contract as security for the faithful and timely performance of the contract. Within 10 days after the Inc. Village of Lynbrook has received, in satisfactory condition and in compliance with the specifications, all materials, supplies, or equipment which the contractor is required to furnish or services performed under this contract, whether in one shipment or in several shipments the Inc. Village of Lynbrook will return to him his bond.

15. The amount of the deposit of the Contractor, or as much thereof as may be applicable to the amount of the award made to him, shall be applied pursuant to the following sentence of this paragraph in the event of any default in the performance of such contract by such Contractor. The Contractor shall be liable for and agree to pay on demand to the Inc. Village of Lynbrook the difference between the price bid by him and the total of the price for which such contract shall be subsequently re-let, the cost, if any, of such re-letting, and any other consequential damages, less the amount of this deposit. If the difference between the price bid by him and the total price set forth in the preceding sentence shall be less than the amount of such deposit, the difference thereof shall be returned to such Contractor. A plea of mistake in such accepted bid shall be available to the Contractor for the recovery of his deposit or as a defense to any action based upon the contract resulting from the acceptance of his bid by the Inc. Village of Lynbrook.

16. Any performance bond provided shall be maintained in full force and effect until this contract shall have been fully completed and accepted. The cost of the bond shall be paid for by the Contractor.

17. Payment will be made by the Inc. Village of Lynbrook after presentation of a bidder's itemized invoice and proof of service or delivery, both attached to a properly itemized official voucher of the Inc. Village of Lynbrook which must be submitted subsequently to delivery.

18. Purchases or services by the Inc. Village of Lynbrook are not subject to any sales, State or Federal Excise Tax.

19. The Inc. Village of Lynbrook reserves the right to require any bidder to furnish and submit either before or after the awarding of the bid, samples to ascertain whether or not the product of services will be suitable for the purpose for which it is to be used or to submit names and addresses of place where bidder has performed work or services.

20. The successful bidder shall pay all freight and delivery charges to the Village of Lynbrook. The successful bidder shall be responsible for delivery to Lynbrook, NY of the merchandise in good order and condition in compliance with the Specifications. All damaged merchandise or merchandise which does not comply with the Specifications will not be accepted. Acceptance of delivery shall, however, not be deemed a waiver of the right to reject said improper or damaged merchandise. The successful bidder must replace such damaged merchandise or merchandise which does not comply with the Specifications before payment is made.

21. The delivery date or date of completion shall be the essence of this agreement. Failure to deliver or complete on time may result in the inability of the Inc. Village of Lynbrook to perform its functions as required by law. Therefore, the Contractor shall be liable to the full extent of performance bond as liquidated damage in the event of the late delivery or late completion, except for default by virtue of acts of God, strikes or lockouts, or war only.

22. Upon the refusal of a person, when called before a grand jury to testify concerning any transaction or contract had with the State, any political subdivision thereof, a public authority or with any public department, agency or official of the State or of any political subdivision thereof or of a public authority, to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such transaction or contract:

- (a) Such person, and any firm, partnership or corporation of which he is a member, partner, director or officer shall be disqualified from thereafter selling or submitting bids to or receiving awards from or entering into any contacts with any municipal corporation or any public department, agency or official thereof, for goods, work or services, for a period of five years after such refusal, cancellation or termination, but any monies owing by the municipal corporation for goods delivered or work done prior to the cancellation or termination shall be paid.

23. The successful bidder or his insurance company shall assume the defense and indemnity of and save harmless the Village, its officers and employees for any and all claims or lawsuits for personal injury or property damage arising out of his products, completed operations, or work or by the work or products of his subcontractors.

24. On all construction, service, or product purchase contracts the successful bidder shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the bidder's work, operations, products, or completed operations under the contract, whether such work, operations or products be provided by himself or by a subcontractor or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable:

- a) Claims under worker's compensation, disability benefits and other similar employee benefit acts;
- b) Claims for damages because of bodily injury, sickness or disease, or death of any person; said policy shall be endorsed with an Additional Insured endorsement naming the Village of Lynbrook, its Officers, and its Employees as a covered entity; and
- c) Claims of damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.
- d) Any claims for damages arising from products or completed operations provided by a bidder whose contract calls for the provision of products, construction work or operations to the Village.

In the case of a products purchase contract, compliance with subsection a) shall not be required.

The insurance required herein shall be written for not less than limits of liability in the amount of \$1,000,000.00 or in such other amount as may be specified in the contract documents.

Evidence of insurance acceptable to the Village shall be filed with the Village and shall include copies of the liability policy declaration pages and the Additional Insured Endorsement.

25. A Contracting party with the Village of Lynbrook must pay Prevailing Wage pursuant to statute.

FORM OF PROPOSAL

The undersigned hereby declares that no member of the Inc. Village of Lynbrook or other office of the village, or any person in the employ of the Inc. Village of Lynbrook, is directly, or indirectly interested in this bid, or in the supplies, or work, or services to which it relates, or in any position to benefit from the profits thereof, and that the statements made above are accurate and true.

The undersigned also declares that he has carefully examined the form of Notice to Bidders, Instructions to Bidders, Specifications, Forms of Proposals, and Bond, and the plans therein referred to, on file with the village Clerk, Village Hall, Lynbrook, New York, and will provide all necessary machinery, tools, apparatus, and other means for construction, and do all the work and furnish all the materials and services called for by said documents and specifications, and the requirements under them of the Incorporated Village of Lynbrook for the sums herein stated.

Signature of persons, firm or corporation making bid:

Date.....-

Name of Bidder

Authorized Signature

Title

Inc. Village of Lynbrook

Date.....

By.....

Mayor

STATE OF NEW YORK)
COUNTY OF NASSAU)
INC.VILLAGE OF)ss:
LYNBROOK)

On this _____ day of _____ 20____, before me personally came _____ to me known who, being by me duly sworn, did depose and say as follows: I reside in Nassau County, I am Mayor of the Incorporated Village of Lynbrook, Nassau County, N.Y. designated for the purpose of signing this contract, pursuant to the resolution of the Board of Trustees, said Trustees being designated in and having authorized the execution of the above contract, and that I signed my name hereto in accordance with said Resolution.

Notary Public

STATE OF NEW YORK)
COUNTY OF NASSAU) ss:

(Individual)

On this _____ day of _____ 20____, before me personally came _____ to me known and known to me to be the same person described in and who executed the foregoing contract; and acknowledged to me that he has executed the same.

Notary Public

STATE OF NEW YORK)
COUNTY OF NASSAU) ss:

(Partnership)

On this _____ ay of _____ 20____, before me personally came _____ to me known and known to me to be a member of _____ the firm described in and which executed the foregoing contract, and he acknowledged to me that he subscribed the name of said firm thereto on behalf of said Form for the purposes therein mentioned.

Notary Pubic

STATE OF NEW YORK)

ss:

(Corporation)

COUNTY OF NASSAU)

On this _____ day of _____ 20____, before me personally came _____ to me known, who being by me duly sworn did depose and say that he resides in the _____ of _____ and is the _____ of _____ corporation described in and which executed the foregoing contract; that he knows the seal of said corporation; that the seal affixed to the foregoing contract is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation, and that by like order he hereto signed his name and official designation.

Notary Public

STATE OF NEW YORK)

ss:

(Attorney in fact)

COUNTY OF NASSAU)

On this _____ day of _____ 20____, before me personally came _____ the attorney in fact of _____ the contractor named in the foregoing contract, to me known to be the individual described in and who, as such attorney, executed the foregoing contract, and acknowledged that the executed the same as the act and deed of the said party or parties; therein described as contractor, and for the purposes therein mentioned by the virtue of a power of attorney duly executed and acknowledged by the said party or parties bearing date the _____ day of _____ 20____, that said power of attorney is still in force.

Notary Public

IRAN ENERGY SECTOR DIVESTMENT COMPLIANCE

Printed Name of Entity Seeking to Enter into the Contract:

Address:

Printed Name and Title of Person Executing Certification:

Pursuant to New York State Finance Law §165-a, Iran Divestment Act of 2012 (Act), the Office of General Services is required to post on its web site a list of persons who have been determined to engage in investment activities in Iran ("prohibited entities list"), as defined by the Act and New York State General Municipal Law 103-g, with certain exceptions, prohibits the Village from entering into or awarding a Contract with persons identified on the prohibited entities list.

CERTIFICATION:

By submission of this bid or proposal, each person (as defined in paragraph (e) of subdivision one of section one hundred sixty five-a of the state finance law) and each person signing on behalf of any other party certifies, and in the case of a joint bid or proposal or partnership each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each person is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

STATE OF)
COUNTY
OF)

The undersigned, being duly sworn, says (a) I am duly authorized to execute this Certification and (b) I hereby certify, under penalty of perjury, that the forgoing Certification is in all respects true and accurate.

Signature of Person Executing Certification:_____

Subscribed and sworn to before me this_____ day of _____, 20__-

Notary Public

Submit form with original