

**STATE UNIVERSITY OF NEW YORK**  
**Purchase College**  
**REQUEST FOR PROPOSAL (RFP)**  
**PROPOSAL SU-030717Revised, Dated 01 May 2017**

RFP Number  
SU-030717Revised

Dated  
01 May 2017

Description  
Design, Provide & Install Audio/Visual Upgrade to PepsiCo Theatre

Contract Term  
May 20, 2017 – September 18, 2017

Calendar of Events - Procurement Timetable  
Release of RFP.....01 May 2017  
Question Period..... 01-08 May 2017  
Pre-Bid/Proposal Conference..... 05 May 2017 @ 3:00 PM  
Answers to Questions posted.....08 May 2017  
Proposal Due Date/Time..... 23 May 2017 @ 1:00 PM  
Anticipated Awardee Notification ..... 26 May 2017  
Vendor De-Briefing .....upon request after notice of award  
Project Complete..... 18 September 2017

Location of Service  
Purchase College  
Performing Arts Center PepsiCo Theatre  
State University of New York  
735 Anderson Hill Road  
Purchase, New York 10577-1402

Designated Contacts  
For New York State/SUNY administrative policy/procedure:  
Nikolaus D. Lentner  
Director of Purchasing & Accounts Payable  
telephone 914-251-6070  
fax 914-251-6075  
email [L@purchase.edu](mailto:L@purchase.edu)

Package Contains Page  
Part I: General Information..... 1-10  
Part II: Detailed Specifications..... 10-18  
Standard Contract Clauses.....Exhibit A  
Affirmative Action Clauses ..... Exhibit A-1  
Submission Form–Bid Proposer Info .....Attachment 1  
Submission Form–Use of NYS Businesses...Attachment 2

James Mwaura  
Associate Director of Purchasing & Accounts Payable  
telephone 914-251-6089  
fax 914-251-6075  
email [james.mwaura@purchase.edu](mailto:james.mwaura@purchase.edu)

For detailed specifications:  
Kimberly Cook  
Business Manager, PAC  
telephone 914-251-6196  
fax 914-251-6171  
email [Kimberly.Cook@purchase.edu](mailto:Kimberly.Cook@purchase.edu)

**PART I: GENERAL STANDARD INFORMATION AND INSTRUCTIONS**

- A. Request for Proposal (RFP)  
Purchase College is dedicated to environmentally sustainable practices. In an effort to conserve resources and reduce waste, the RFP will only be available electronically in PDF format at the following website:  
<http://www.purchase.edu/purchasemeansbusiness> .
- B. Proposal Submission  
When submitting a Proposal, you must:
1. Prepare a clearly readable document. Attach all required information.
  2. Indicate any deviations from the specifications and if necessary attach separate documents and/or explanation.
  3. **Sign the Proposal.** By signing you indicate full knowledge and acceptance of this Request for Proposal (RFP) including Exhibits A and A-1. The Proposal must be completed in the name of the proposer, corporate or otherwise, and must be fully and properly executed by an authorized person.
  4. **Submit five (5) complete bound proposals, one of which must have original signatures PLUS submit the full proposal on a flash drive.** Proposals should be sealed and should be clearly marked “Sealed Proposal # SU-030717Revised” and be submitted as specified in Part II. Proposals are to be addressed to:

Nikolaus D. Lentner  
Director of Purchasing & Accounts Payable Office  
State University of New York  
Purchase College  
735 Anderson Hill Road  
Purchase, NY 10577-1402

5. Proposals must be received in the Purchasing & Accounts Payable Office by the due date and time. Offerors mailing their Proposals must allow sufficient time to ensure receipt of their Proposals by the time specified. Offerors are cautioned that, although using a trackable mailing/courier/messenger service, Proposals must be received in the Purchasing & Accounts Payable Office by the due date and time. While Proposals may be signed for by Purchase College Mail Operations personnel prior to the due date and time, this does not guarantee that the Purchasing & Accounts Payable Office will receive the Proposal by the Proposal due time. No Proposal will be considered that is not physically received in the Purchasing & Accounts Payable Office by the Proposal due date and time. Electronically transmitted Proposals will **NOT** be accepted.
6. (1) RFP Documents to be submitted at the Proposal Due Date and Time:
  1. Attachment 1 – Bid Proposer Submission Information
  2. Attachment 2 – Encouraging Use of New York State Businesses in Contract Performance form
  3. RFP Proposal requirements as specified in “Part II. Detailed Specifications” (See pages 10-18 of this RFP.)
  4. MWBE Form 104 – Contractor’s EEO Policy Statement  
[http://www.suny.edu/sunypp/lookup.cfm?lookup\\_id=615](http://www.suny.edu/sunypp/lookup.cfm?lookup_id=615)
  5. MWBE Form 107 – MWBE Utilization Plan  
[http://www.suny.edu/sunypp/lookup.cfm?lookup\\_id=618](http://www.suny.edu/sunypp/lookup.cfm?lookup_id=618)
  6. MWBE Form 108 – EEO Staffing Plan  
[http://www.suny.edu/sunypp/lookup.cfm?lookup\\_id=621](http://www.suny.edu/sunypp/lookup.cfm?lookup_id=621)
  7. Service Disabled Veteran Owned Business (SDVOB) Utilization Plan  
[http://www.suny.edu/sunypp/lookup.cfm?lookup\\_id=821](http://www.suny.edu/sunypp/lookup.cfm?lookup_id=821)
  8. Offeror is to specify its payment terms (monthly, quarterly, etc.).

(2) Awardee will be required to submit the following documents. However, prior to award, the College may request any or all of the following documents. If requested, the documents must be provided within 7 (seven) calendar days of College request:

1. Vendor Responsibility Questionnaire  
<http://www.osc.state.ny.us/vendrep/documents/questionnaire/ac3290.pdf>
2. Proof of Insurance:
  - a) Workers’ Compensation, form C-105.2
  - b) Disability Benefits, form DB-120.1
  - c) Liability (Comprehensive General Liability and Property Damage; and Automobile Liability and Property Damage)
3. Form B, Affirmation with respect to State Finance Law §§139-j and 139-k  
[http://www.suny.edu/sunypp/documents.cfm?doc\\_id282](http://www.suny.edu/sunypp/documents.cfm?doc_id282)
4. Form C, Disclosure and Certification with respect to State Finance Law §§139-j and 139-k  
[http://www.suny.edu/sunypp/documents.cfm?doc\\_id283](http://www.suny.edu/sunypp/documents.cfm?doc_id283)
5. Contractor Certification pursuant to New York State Tax Law Section 5-a (Chapter 60, Part N, Laws of 2004, and amended Chapter 62, Part L, Laws of 2006)  
[http://www.tax.ny.gov/pdf/current\\_forms/st/st220ca\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf)

C. Question Period

The RFP will allow for a question period as indicated in the Calendar of Events– Procurement Timetable on page 1. All questions must be submitted in writing, citing the particular RFP page, section and paragraph numbers where applicable. All questions must be EMAILED, with the email reference “**RFP SU-030717Revised PepsiCo Renovation: QUESTIONS**”, to arrive no later than 9:00 AM on the date of the Pre-Bid Conference as indicated in the Calendar of Events– Procurement Timetable on page 1, and should be directed to email address [Kimberly.Cook@purchase.edu](mailto:Kimberly.Cook@purchase.edu). The questioner’s contact information and email address should be included. Questions received after the closing date for inquiries will not be answered. Only written answers are official. All questions and answers will be issued as addenda to this RFP, and will be posted to <http://www.purchase.edu/purchasemeansbusiness> by the date indicated on page 1.

D. Pre-Bid/Proposal Conference

There will be a non-mandatory Pre-Bid/Proposal vendor meeting on the date and time indicated on page 1 in the Calendar of Events – Procurement Timetable in the Performing Arts Center, Purchase College, State University of New York, 735 Anderson Hill Road, Purchase, New York 10577.

For directions to Purchase College, see <https://www.purchase.edu/admissions/travel-and-transportation/>

For a campus map, see <https://www.purchase.edu/live/files/220-campus-map>

E. De-Briefing

Bidders that respond to this RFP will be given written notices as to whether their Bids were successful or unsuccessful. Upon being notified of their unsuccessful Bids, Bidders may request a debriefing in writing within 15 calendar days of such notice. The 15 day period starts when unsuccessful Bidders are notified. Once a request is made by the Bidder/s:

- (i) The University will schedule the debriefing within a reasonable time of such request.
- (ii) The debriefing will be conducted in person with the Bidder, unless the University and the Bidder mutually agree to use another method such as by telephone, video conference or another type of electronic communication.
- (iii) Bidders' written request must state whether the Bidder will be attending with counsel, to allow the University to arrange for the University counsel attendance if so determined.
- (iv) The debriefings will cover, but not be limited to the following:
  - (a) The reason why the Bid was unsuccessful.
  - (b) The quantitative and qualitative analysis that was used by the campus to assess the relative merits of the Bid, proposal or offer.
  - (c) How the selection criteria was applied to the unsuccessful Bid.
  - (d) If the request for debriefing is made prior to contract award, the debriefing shall be limited to review of that Bidder's bid.
  - (e) If the debriefing is held after the final award (which means OSC approval, if applicable) it, may cover the reason for the selection of the winning proposal.
  - (f) To the extent practicable, general advice and guidance on the ways the Respondent can improve future Proposal submission or be more responsive.

F. Contract Award Protest Procedure

Upon notification of the selection and award of the contract, the bidder or offeror whose bid or proposal was not selected as the successful bid or proposal is entitled to submit a Bid Protest in accordance with SUNY's Contracts Award Procedure (Document # 7561). The SUNY's Protest Procedure is available at [http://www.suny.edu/sunypp/documents.cfm?doc\\_id=699](http://www.suny.edu/sunypp/documents.cfm?doc_id=699).

Please note that the Protest Officer is Nikolaus D. Lentner; contact information is located on page 1 of this RFP.

G. Standard Contract Clauses

Any contract resulting from this RFP shall include Exhibit A (Standard Contract Clauses, State University of New York) and Exhibit A-1 (Affirmative Action Clauses, State University of New York), the provisions of which shall take precedence over any provision in the RFP. These clauses relate to, among other things, assignment of the contract, availability of funds, non-discrimination, affirmative action, non-collusion, worker's compensation.

H. Affirmative Action Policy

New York State Executive Order No. 6, regarding equal employment opportunities states:

*It is the policy of the State of New York that equal opportunity be assured in the State's personnel system and affirmative action provided in its administration in accordance with the requirement of the State's Human Rights Law and the mandate of Title VII of the Federal Civil Rights Act, as amended. Accordingly, it is the responsibility of the State's Department of Civil Service to enforce the State's policy of ensuring full and equal opportunity for minorities, women, disabled persons and Vietnam era veterans at all occupational levels of state government.*

In keeping with this policy, Purchase College mandates compliance internally and for all organizations with which it conducts business. The determination of contract award will include a review of evidence supplied by each Offeror regarding compliance with the State's Affirmative Action policy. Accordingly, an Offeror's Proposal must include its organization's affirmative action policy, and agree that all presentations and materials will be free from racial, religious, or sexual bias.

I. (a) Minority and Women-owned Business Enterprises

It is the policy of the State University of New York to take affirmative action to ensure that minority and women-owned business enterprises are given the opportunity to demonstrate their ability to provide goods and services at competitive prices.

**GOALS FOR MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES PARTICIPATION:** For all State Contracts in excess of \$25,000.00 whereby each SUNY campus is committed to expend or does expend funds in return for labor, services including but not limited to legal, financial and other professional services, supplies, equipment, materials or a combination of the foregoing or all State Contracts in excess of \$100,000.00 whereby Purchase College is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon, Contractor shall exert good faith efforts to achieve a participation goal of **nineteen and 6/10 percent (19.6%)** for certified Minority-Owned Business Enterprises and **seventeen and 4/10 percent (17.4%)** for certified Women-Owned Business Enterprises. The MWBE directory can be accessed at <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>

(b) Service Disabled Veteran Owned Business Enterprise Participation

Consistent with the State University of New York (SUNY) 's commitment and in accordance with Article 17-B of the New York State Executive Law, contractors are required to ensure that good faith efforts are made to include meaningful participation by Service Disabled Veteran-Owned Business in SUNY's MWBE Program. The requirements apply to contracts in excess of \$25,000.

To ensure that SDVOB Enterprises are afforded the opportunity for meaningful participation in the performance of the University's contracts, and to assist in achieving the SDVOB Act's statewide goal for participation on state contracts the University hereby establishes an overall goal of 6% for SDVOB participation for this solicitation.

The SDVOB directory can be accessed at <https://www.ogs.ny.gov/Core/SDVOBA.asp>

J. Gramm-Leach-Bliley Act

In performing this contract contractor will receive, maintain process or otherwise will have access to confidential information on students and/or customers of Purchase College. Pursuant to the Gramm-Leach-Bliley Act (P.L. 106-102) and the Federal Trade Commission's Safeguards Rule (16 CFR Part 314.2), you must implement and maintain a written Information Security Program in order to protect such customer information. Customer information is defined in relevant part under the Safeguards Rule as "any record containing nonpublic personal information as defined in 16 CFR §313(n)" (the FTC's Privacy Rule) "about a customer of a financial institution, whether in paper, electronic or other form" (16 CFR §314.2). Examples of nonpublic personal customer information include, but are not limited to, name, address, phone number, social security number, bank and credit card account numbers and student identification numbers.

The safeguards that contractor implements under the Program must comply with the elements set forth in 16 CFR §314.4 and must achieve the objectives enunciated in 16 CFR §314.3, namely to: 1) insure the security and confidentiality of student and/or campus customer records and information; 2) protect against any anticipated threats or hazards to the security or integrity of such records; and 3) protect against unauthorized access to or use of such records or information which could result in substantial harm or inconvenience to any student and/or campus customer.

K. Proposal Confidentiality

All Proposals submitted for Purchase College consideration will be held in confidence. However, the resulting contract is subject to the New York State Freedom of Information Law (FOIL). Therefore, if an Offeror believes that any information in its Proposal constitutes a trade secret or should otherwise be treated as confidential and wishes such information not to be disclosed if requested, pursuant to FOIL, (Article 6 of the Public Officers' Law), the Offeror shall submit with its Proposal a separate letter addressed to: Elizabeth Robertson, *Records Access Officer, Purchase College, State University of New York, 735 Anderson Hill Road, Purchase, NY 10577-1402*, specifically identifying the page number(s), line(s) or other appropriate designation(s) containing such information, explaining in detail why such information is a trade secret and formally requesting that such information be kept confidential. Failure by an Offeror to submit such a letter with its Proposal identifying trade secrets will constitute a waiver by the Offeror of any rights it may have under Section 89(5) of the Public Officers' Law relating to protection of trade secrets. The proprietary nature of the information designated confidential by the Offeror may be subject to disclosure if ordered by a court of competent jurisdiction. A request that an entire Proposal be kept confidential is not advisable since a Proposal cannot reasonably consist of all data subject to FOIL proprietary status.

L. Sustainable Procurement

It is expected that Contractor will support the purchase of products that will minimize any negative environmental impacts of the contract. In order to facilitate a healthy market in sustainable products, all parties involved in the procurement and utilization of materials must engage in both waste recycling and the initial purchase of products containing recycled content. It is in the interest of public health, safety and welfare and the conservation of energy and natural resources to use and promote environmentally responsible products, including packaging and transportation products and methods.

The successful vendor shall comply, when applicable, with the policy of the State of New York and the State University of New York that all purchases shall incorporate sustainable procurement policies and practices.

In accordance with the provisions of Section 165(3) of the State Finance Law:

The State University of New York is required to purchase recycled products, if available, made with recycled content in accordance with rules and regulations established by the State Department of Environmental Conservation in development of that agency's Recycling Emblems Program. If the cost of a recycled product does not exceed the cost of a product made without recycled content by 10% (or 15% if over 50% of the recycled materials are generated from the New York State waste stream), the recycled product must be purchased.

M. Omnibus Procurement Act of 1992

It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as Bidders, subcontractors and suppliers on its procurement contracts. Information on the availability of New York State subcontractors and suppliers and a directory of minority and women-owned business enterprises is available from: NYS Empire State Development, 625 Broadway, Albany, New York 12207, email

N. Encouraging Use of New York State Businesses in Contract Performance

New York State businesses have a substantial presence in SUNY contracts and strongly contribute to the economies of New York and the nation. In recognition of their economic activity and leadership in doing business in New York State, bidders/proposers/contractors for this contract for commodities, services or technology are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles.

Bidders/proposers/contractors need to be aware that to the maximum extent practical and consistent with legal requirements, they are strongly encouraged to use responsible and responsive New York State businesses in purchasing commodities that are of equal quality and functionality and in utilizing services and technology. Furthermore, bidders/proposers/contractors are reminded that they must continue to utilize small, minority and women-owned businesses, consistent with current State law.

Utilizing New York State businesses in SUNY contracts will help create more private sector jobs, rebuild New York's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its New York State business partners. New York State businesses will promote the contractor's optimal performance under this contract, thereby fully benefiting the public sector programs that are supported by associated procurements.

Public procurements can drive and improve the State's economic engine through promotion of the use of New York businesses by its contractors. SUNY therefore expects bidders/proposers to provide maximum assistance to New York businesses in their use of the contract. The potential participation by all kinds of New York businesses will deliver great value to New York State and its taxpayers.

Bidders/proposers can demonstrate their commitment to the use of New York State businesses by responding to the question "Will New York State Businesses be used in the performance of this contract?" on the offerors information sheet included in this RFP.

O. Restrictions on the Activities of Current and Former State Officers and Employees

Contractors and their employees are cautioned that the hiring of former state employees may violate the Ethics Law. The governing provisions are set forth in Paragraphs 73 and 74 of the Public Officers Law, and the underlying principle of the law is to prevent conflicts of interest, and encourage ethical behavior. The law may be found on the following web site: <http://www.jcope.ny.gov/law/ethics.html>.

While the two most relevant paragraphs of law are contained below, any questions relating to interpretation of the Public Officers Law should be directed to the Ethics Commission at (518) 432-8207 or (800) 873-8442 {(800) 87-ETHIC}.

Public Officers Law Paragraph 73(8)(a)(i) and (ii):

73. 8. (a) (i) No person who has served as a state officer or employee shall within a period of two years after the termination of such service or employment appear or practice before such state agency or receive compensation for any services rendered by such former officer or employee on behalf of any person, firm, corporation or association in relation to any case, proceeding or application or other matter before such agency.

73. 8. (a) (ii) No person who has served as a state officer or employee shall after the termination of such service or employment appear, practice, communicate or otherwise render services before any state agency or receive compensation for any such services rendered by such former officer or employee on behalf of any person, firm, corporation or other entity in relation to any case, proceeding, application or transaction with respect to which such person was directly concerned and in which he or she personally participated during the period of his or her service or employment, or which was under his or her active consideration. Former State employees may be retained by a Contractor under contract with a state agency, after he or she leaves State service, provided that they are not placed back at their former agency during their two year postemployment period or engaged in any other activities that would violate the lifetime bar provision of Public Officers Law Paragraph 73(8)(a)(ii). An individual who, following a hearing, is found to have knowingly and intentionally violated the provisions of Public Officers Law Paragraph 73(8)(a)(i) may be subject to a civil penalty in an amount not to exceed ten thousand dollars (\$10,000.00) for each violation.

P. Determination of Vendor Responsibility

New York State procurement law requires that State agencies award contracts only to responsible contractors. Additionally, the Comptroller must be satisfied that a proposed contractor is responsible before approving a contract award under Section 112 of the State Finance Law. Section 163 of the State Finance Law (SFL) requires that contracts for services and commodities be awarded on the basis of lowest price or best value "to a responsive and responsible Offeror." Section 163 (9) f of the SFL requires that prior to making a contract award, each contracting agency shall make a determination of responsibility of the proposed contractor.

a) In accordance with these procurement laws, the Purchase College will conduct an affirmative review of vendor responsibility for all organizations or firms with which it conducts business. In doing so, Offerors are required to file the Vendor Responsibility Questionnaire online via the New York State VenRep System or may choose to complete and submit a paper questionnaire. To enroll in and use the VendRep System, see the VendRep System Instructions available at

<http://www.osc.state.ny.us/vendrep/index.htm> or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. For direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at [helpdesk@osc.state.ny.us](mailto:helpdesk@osc.state.ny.us). Offerors opting to file a paper questionnaire may obtain the appropriate questionnaire from the VendRep website [http://www.osc.state.ny.us/vendrep/forms\\_vendor.htm](http://www.osc.state.ny.us/vendrep/forms_vendor.htm) or may contact Purchase College for a copy of the paper form.

- b) The Contractor shall at all times during the Contract term remain responsible. The Contractor agrees, if requested by Purchase College, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.
- c) Purchase College, at its sole discretion, reserves the right to suspend any or all activities under this Contract, at any time, when it discovers information that calls into question the responsibility of the Contractor. In the event of such suspension, the Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as Purchase College issues a written notice authorizing a resumption of performance of the Contract.
- d) Upon written notice to the Contractor, and a reasonable opportunity to be heard with appropriate officials or staff, the Contract may be terminated by Purchase College at the Contractor's expense where the Contractor is determined by Purchase College to be non-responsible. In such event, Purchase College may complete the contractual requirements in any manner it deems advisable and pursue available or equitable remedies for breach.

Q. Sales and Compensating Use Tax Documentation

Pursuant to New York State Tax Law Section 5-a (Chapter 60, Part N, Laws of 2004, and amended Chapter 62, Part L, Laws of 2006), for procurements of \$100,000 and greater, a completed Contractor Certification form ST-220-CA must be collected from Contractors. (Contractors must also forward a completed form ST-220-TD to the NYS Tax Department.) The link to obtain the blank form ST-220-CA is: [http://www.tax.ny.gov/pdf/current\\_forms/st/st220ca\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf)

R. State Finance Law §§ 139-j and 139-k

- 1. a. Prior to approval by Purchase College, or, if applicable, the Office of the State Comptroller (OSC), of the contract for which this solicitation has been issued, an Offeror shall not communicate with Purchase College other than with the persons identified in this solicitation as Designated Contacts, or with a person who the Designated Contacts has advised the Offeror is also a Designated Contact.
- b. **The Designated Contacts for this RFP are identified on page 1 of this RFP.**
- i. Policy and Procedure of the State University of New York State Finance Law §§139-j and 139-k, enacted by Ch. 1 L. 2005, as amended by Ch. 596 L. 2005, effective January 1, 2011, regulate lobbying on government procurement, including procurements by State University to obtain commodities and services and to undertake real estate transactions.

Generally, the law restricts communications between a potential vendor or a person acting on behalf of the vendor, including its lobbyist, to communications with the officers and employees of the procuring agency designated in each solicitation to receive such communications. Further, the law prohibits a communication (a "Contact") which a reasonable person would infer as an attempt to unduly influence the award, denial or amendment of a contract. These restrictions apply to each contract in excess of \$15,000 during the "restricted period" (the time commencing with the earliest written notice of the proposed procurement and ending with the later of approval of the final contract by the agency, or, if applicable, the State Comptroller). The agency must record all Contacts, and, generally, must deny an award of contract to a vendor involved in a knowing and willful Contact. Each agency must develop guidelines and procedures regarding Contacts and procedures for the reporting and investigation of Contacts. The agency's procurement record must demonstrate compliance with these new requirements.

Accordingly, neither a potential vendor nor a person acting on behalf of the vendor should contact any individual at State University other than the person designated in this solicitation as State University's Designated Contact, nor attempt to unduly influence award of the contract. State University will make a record of all Contacts, and such records of Contact will become part of the procurement record for this solicitation. A determination that a vendor or a person acting on behalf of the vendor has made intentionally a Contact or provided inaccurate or incomplete information as to its past compliance with State Finance Law §§139-j and 139-k is likely to result in denial of the award of contract under this solicitation. Additional sanctions may apply.

A complete copy of the State University of New York Procurement Lobbying Policy and Procedure is available for review at [http://www.suny.edu/sunypp/documents.cfm?doc\\_id=430](http://www.suny.edu/sunypp/documents.cfm?doc_id=430)

- 2. Each Offeror shall submit with its Proposal a written affirmation of its understanding of the State University's procurement lobbying procedures and agreement to comply with such procedures. Please see form B: [http://www.suny.edu/sunypp/documents.cfm?doc\\_id=282](http://www.suny.edu/sunypp/documents.cfm?doc_id=282)

3. Each Offeror shall submit with its Proposal written disclosure as to whether the Offeror has been determined to be non-responsible within the previous four years by reason of having violated NY State Finance Law § 139-j or having intentionally provided false or incomplete information to a Governmental Entity with respect to its compliance with NY State Finance Law § 139-j; and certification that the Offeror has provided accurate and complete information with respect to the Offeror's compliance with NY State Finance Law §§ 139-j and 139-k within the previous four years. Please see form C:  
[http://www.suny.edu/sunypp/documents.cfm?doc\\_id=283](http://www.suny.edu/sunypp/documents.cfm?doc_id=283)

S. Diesel Emissions Reduction Act of 2006 (the "Act")

The Contractor certifies and warrants that all heavy duty vehicles, as defined in New York State Environmental Conservation Law (ECL) section 19-0323, to be used by the Contractor, its Agents or Subcontractors under this Contract, will comply with the specifications and provisions of ECL section 19-0323 and any regulations promulgated pursuant thereto, which requires the use of Best Available Retrofit Technology ("BART") and Ultra Low Sulfur Fuel ("ULSD"), unless specifically waived by DEC. Qualification for a waiver under this law will be the responsibility of the Contractor. Annually, but no later than March 1st, the Contractor shall complete and submit directly to the State University of New York ("SUNY"), via electronic mail, the Regulated Entity Vehicle Inventory Form and Regulated Entity and Contractors Annual Report forms at the Department of Environmental Conservation ("DEC") website: <http://www.dec.ny.gov/chemical/4754.html> for heavy duty vehicles used in the performance of this Contract for the preceding calendar year. The Contractor shall certify to SUNY, and submit with each application for payment, the Contractor and Subcontractor Certifications form, which states that the Contractor will comply with the provisions of Section 20.23."

T. Payment Terms

Payments under the resulting contract award shall be made to the Contractor, upon receipt of goods/services and properly approved and completed invoice/s submitted to the attention of Purchase College. The Contractor shall provide complete and accurate billing invoices in order to receive payment for its services. Billing invoices to be submitted must contain all information and supporting documentation required by Purchase College and the Office of the State Comptroller (OSC). Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Chief Financial Officer or designee, in her/his sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary New York State procedures and practices. The Contractor shall comply with the OSC procedures to authorize payments. Authorization forms are available at the OSC website at [www.osc.state.ny.us/epay/index.htm](http://www.osc.state.ny.us/epay/index.htm), by email at [epunit@osc.state.ny.us](mailto:epunit@osc.state.ny.us) or by telephone at 518-474-4032. The Contractor acknowledges that it will not receive payment on any invoices submitted under this contract if it does not comply with the OSC's electronic payment procedures, except where the Vice President or designee has expressly authorized payment by paper check as set forth above.

Payment shall be made net 30 days from receipt of an acceptable invoice. Interest for any unpaid balance will accrue pursuant to Section 179g of the New York State Finance Law that is 30 days past receipt of a SUNY acceptable invoice.

U. Information Security Breach and Notification Act

Contractor shall comply with the provision of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa and State Technology Law, Section 208). Contractor shall be liable for the costs associated with such breach if caused by Contractor's negligent or willful acts or omissions, or the negligent or willful acts or omissions of Contractor's agents, officers, employees or subcontractors.

V. Additional Terms and/or Conditions:

1. The following items will be incorporated into, and made part of, the formal agreement: (1) Purchase College's RFP; (2) the Successful Offeror's Proposal; (3) Exhibit A, Standard Contract Clauses; (4) Exhibit A-1, Affirmative Action Clauses.
2. In the event of any inconsistency in or conflict among the document elements of the agreement described above, such inconsistency or conflict shall be resolved by giving precedence to the document elements in the following order: (1) Exhibits A and A-1; (2) the Agreement; (3) this RFP; and (4) the Successful Offeror's Proposal.
3. Any terms that are attached or referenced with a submission shall not be considered part of the bid or proposal, but shall be deemed included for informational purposes only.
4. The resulting agreement shall be binding upon its execution by both parties and, if required, by New York State law, upon the approval of the Attorney General and the Office of the State Comptroller.
5. The agreement may be revised at any time upon mutual consent of the parties in writing. Such written consent will not be effective until signed by both parties and, if required, by New York State law, approved by the Attorney General and the Office of the State Comptroller.
6. The relationship of the Successful Offeror to Purchase College shall be that of independent prime contractor.

7. Compliance with the post-employment restrictions of the Ethics in Government Act is required.
8. Proposed prices should reflect all discounts including educational discounts. Price reductions are encouraged and acceptable at any time during the contract period.
9. The submission of a Proposal constitutes a binding offer to perform and provide said services. Such binding offer shall be firm and not revocable for a period of 180 days after the deadline for Proposal submission and will continue thereafter until the Successful Offeror notifies Purchase College otherwise, in writing. Such deadline may be further extended by mutual agreement.
10. In the event Successful Offeror uses partners, subcontracts or subcontractors, the Successful Offeror will remain responsible for compliance with all specifications and performance of all obligations under the contract resulting from this RFP. For the resulting agreement, the Successful Offeror will be the prime contractor.
11. Purchase College will not be liable for any costs associated with the preparation, transmittal, or presentation of any Proposals or materials submitted in response to this RFP or the costs of any services performed prior to receiving approval of the agreement from New York State. All Proposals and materials submitted in conjunction with Proposals shall become the property of Purchase College for use as deemed appropriate, respecting all copyrights.
12. Purchase College will be the interpreter of all contract documents and make the final determination of the intent and meaning of all contract documents including the vendor's bid proposal. Purchase College shall be the determinant and make the final determination.
13. This RFP and the resulting contract shall be governed by the Laws of the State of New York.
14. Public announcements or news releases regarding this RFP or any subsequent award of a contract must not be made by any Offeror without the prior written approval of Purchase College.
15. The Successful Offeror(s) is responsible for compliance with all applicable rules and regulations pertaining to cities, towns, counties and State where the services are provided, and all other laws applicable to the performance of the resulting contract. The Successful Offeror shall provide all necessary safeguards for safety and protection as set forth by the United States Department of Labor, Occupational Safety and Health Administration.
16. Indemnification - The Successful Offeror shall hold harmless and indemnify Purchase College, the State University of New York and the State of New York, their officers and employees from and against any injury, damage, loss or liability to persons or property resulting from or arising out of (a) the agreement, and (b) the acts, omissions, liabilities, or obligations of the Successful Offeror, any affiliate, or any person or entity engaged by the Successful Offeror as an expert, consultant, independent contractor, subcontractor, employee or agent.
17. Liability – The Successful Offeror will be responsible for the work, direction and compensation of its employees, consultants, agents and contractors. Nothing in the resulting agreement or the performance thereof by the Successful Offeror will impose any liability or duty whatsoever on Purchase College and/or the State University of New York including, but not limited to, any liability for taxes, compensation, commissions, Workers' Compensation, disability benefits, Social Security, or other employee benefits for any person or entity.
18. Liability Insurance – Prior to the commencement of work, the Successful Offeror will provide, at its sole cost and expense, Certificates of Insurance which shall remain in force throughout the term of the agreement, or any extension thereof, from an insurance company authorized to do business in the State of New York with a combined liability insurance policy with limits no less than Three Million Dollars (\$3,000,000) per individual for bodily injury and no less than Five Million Dollars (\$5,000,000) for property damage. Such policies shall name co-name PURCHASE COLLEGE, the STATE UNIVERSITY OF NEW YORK and the STATE OF NEW YORK as additional insured (in the case of fire insurance, as its insurable interest may appear). Such policy shall designate Purchase College, as the loss payee and shall contain a provision that Purchase College shall receive at least thirty (30) day's notice prior to material change, cancellation or expiration of any such policy. The certificates of such insurance should be delivered to: *Director of Purchasing & Accounts Payable, Purchase College, State University of New York, 735 Anderson Hill Road, Purchase, NY 10577-1402*. Contractor will be responsible to submit updated certificates throughout the duration of the contract term. When possible please send certificates electronically or via fax. Each Certificate must include the specific Contract number and the name of the Contract Officer. Contractor is required to obtain any permits, insurance, bonds, etc., normally required for his/her business and employees.

Each insurance carrier must be rated at least "A-"Class "VII" in the most recently published Best's Insurance Report. If during the term of the policy, a carrier's rating falls below ""A-" Class "VII", the insurance must be replaced no later than the renewal



date of the policy with an insurer acceptable to The State University of New York and rated at least "A-" Class "VII" in the most recently published Best's Insurance Report. The Contractor shall require that any subcontractors hired, carry insurance with the same limits and provisions provided herein.

19. Workers Compensation Insurance & Disability Benefits Coverage - All employees in the hire of the Successful Offeror shall be adequately and properly covered by Workers' Compensation Insurance and Disability Benefits coverage in all work concerned in and about the Purchase College premises. Prior to commencement of work, proof of coverage of Workers Compensation Insurance and of Disability Benefits Coverage will be required to be submitted. For further information, see <http://www.wcb.ny.gov/content/main/Employers/busPermits.jsp>.
20. Any firm or individual that participated in the development or preparation of this RFP is not eligible for award of the resulting contract.
21. Bid Proposer Responsibilities: It is the responsibility of each Offeror to carefully examine and be familiar with the bidding documents. Offeror shall become familiar with restrictions and regulations pertaining to the specifications. Existing restrictions and regulations will not be considered as grounds for any additional costs.

W. Purchase College has the right to:

1. Reject any and all Proposals received in response to this RFP in part or entirely.
2. To terminate any resulting contract in the event it is found that the certification filed by the Contractor in accordance with New York State Finance Law § 139-j and 139-k was intentionally false or intentionally incomplete. Upon such finding, Purchase College may exercise its termination right by providing written notification to the Contractor in accordance with the written notification terms of the contract.
3. Request certified audited financial statements for the past three (3) completed fiscal years and/or other appropriate supplementation including, but not limited to, interim financial statements and credit reports.
4. Request references and to contact any or all references.
5. Waive requirements or amend this RFP upon notification to all Offerors. Mandatory requirements may be eliminated if unmet by all Offerors.
6. Adjust or correct cost or cost figures with the concurrence of the Offeror if mathematical or typographical errors exist.
7. Negotiate with Offerors responding to this RFP within the requirements necessary to serve the best interests of Purchase College.
8. Purchase College reserves the right to change any dates specified for the review and selection process.
9. Begin contract negotiations with another Offeror in order to serve the best interests of Purchase College should Purchase College be unsuccessful in negotiating a contract with the Successful Offeror within an acceptable time frame.
10. Request clarifications from Offerors for purposes of assuring a full understanding of responsiveness, and further to permit revisions from all Offerors determined to be susceptible to being selected for contract award, prior to award.
11. Waive minor irregularities.
12. Purchase College reserves the right to modify or amend the requirements of this RFP after its release. If any modifications make compliance with the original Procurement Timetable impractical, the College will adjust the timetable accordingly. Any RFP modifications will be posted to: <http://www.purchase.edu/purchasemeansbusiness> (and click Current Procurement Opportunities).
13. The successful vendor will be notified by Purchase College by telephone and confirmed by letter.
14. By submitting a Proposal, the vendor agrees that she/he will not make any claims for or have any right to damages because of any misinterpretation or misunderstanding of the specifications or because of any misinformation or lack of information.
15. Vendors may be requested to provide evidence that the award of an Agreement will not result in a conflict of interest with regard either to other work performed by the vendor or to potential conflict of interest among vendor staff.

16. Omissions, inaccuracy or misstatements may be sufficient cause for rejection of the Proposal.
17. Purchase College reserves the right to reject any or all portions of any offer, to negotiate terms and conditions consistent with the solicitation, and to make an award for any or all remaining portions.
18. Subcontractors
  - Except for vendors designated by the College, the vendor must, in their Proposal response, indicate the name and address of all proposed subcontractors. This statement must contain a description of the portion of the work which the proposed subcontractors are to perform/provide and any information tending to prove that the proposed subcontractors have the necessary skill, experience and financial resources to provide the service in accordance with the RFP.
  - The vendor shall have sole responsibility to the College for the acts or defaults of said subcontractors, of such subcontractor's officers, agents and employees, each of whom shall for this purpose, be deemed to be the agent or employee of the vendor to the extent of its subcontract.
  - The vendor shall execute with each of its subcontracts and shall require all subcontracts to execute a written agreement which shall bind the latter to the terms and provisions of this Request for Proposals insofar as such terms and provisions are applicable to the work to be performed by such subcontractors.

## **Part II: Detailed Specifications**

### **A. Introduction**

The Performing Arts Center is looking for a partner to design and install a new digital cinema projection system and upgrade our existing sound system to optimize the audio performance of the PepsiCo Theatre, one of four theatres in this large and diverse Center. The new system must seamlessly integrate within the existing systems in the PepsiCo Theatre and the performing Arts Center as a whole. We are looking for a versatile projection and audio system to accommodate all current and future programming from showings of films to dance performances – some with live sound, some with canned sound to jazz concerts to plays to corporate meetings to award ceremonies.

This partner must be able to integrate both the proposed audio and systems together as well as integrate the two new systems into existing infrastructure. Laid out below is what current Performing Arts Center staff believe will work best for our building, but we are seeking the opinion of your expertise and look forward to hearing what you propose would work best for the PepsiCo Theatre and the Performing Arts Center as a whole.

### **B. Background**

Founded by Governor Nelson Rockefeller in 1967 as the cultural gem of the State University of New York system, Purchase College today enjoys a world-class reputation for its arts programs, and high rankings for its liberal arts and sciences programs. Purchase attracts students and faculty from around the world seeking a place where they can develop their talents, expand their minds, and prepare for a life of creative independence.

The Performing Arts Center, Purchase College is a four-theatre complex located on the campus of Purchase College, SUNY. We are the major professional, non-profit arts presenter in the Southeastern New York–Southwestern Connecticut region. The Center presents a broad range of performances that engage, challenge, and educate as well as entertain, offering music, dance, theatre, family programming, comedy, and film. Music presenting ranges from classical to pop and features the leading artists of our time as well as emerging stars. As the major regional presenter of dance, programs have included only area appearances of several important traditional, contemporary, and folkloric companies. Theatre presentations reflect a deep commitment to presenting innovative ensembles. The Center's on-going initiatives also encompass artist partnerships, residency activities, and commissions. We support revitalizing efforts in the community to make the arts more accessible to broad and diverse audiences. Through our Arts-In-Education programs, we strive to create opportunities for K -12 students and multi-generational learners to participate in the artistic process.

The Performing Arts Center, Purchase College has an active and collaborative relationship with the student population. Purchase College students can take advantage of master classes with our artists, on-site training, internships, job opportunities, and ticket discounts. We host a large number of performances throughout the year for the Conservatories of Music, Dance, and Theatre Arts.

### **C. Scope**

This Request for Proposals covers the design and installation of the audio and video systems for the PepsiCo Theatre as part of the larger set of overall upgrades to the PepsiCo Theatre and associated spaces.

The new system will provide a much needed upgrade, as the current design is 30 years old. The finished product should provide of the art, modernized audio and video for live and recorded music for all the presented events: dance, music, film, and more.

Because the PepsiCo Theatre is used for a wide variety of purposes, the PAC is looking for proposals that allow for multiple usages wherever possible and leverage existing infrastructure as much as possible.

As an example, the PAC is seeking proposals that cover projection, conventional audience sound reinforcement for live performance events, and audio for cinema presentations. Between these areas, the PAC envisions opportunities for overlap and savings by sharing equipment resources, for instance:

- Using sound reinforcement system subwoofers to also meet the needs of cinema audio.
- Being able to use cinema surround speakers and amplifiers for surround effects in live performance and theatre.
- Being able to repurpose cinema amplifiers as monitor speaker amplifiers for live events.

Note that, in order to best integrate added equipment with existing systems, it is very important new and upgraded systems should be designed to be compatible with systems and technologies currently used within the facility. For example, the PAC already makes extensive use of the Dante network audio transport protocol, Lake signal processing, Yamaha CL series mixing consoles, and Yamaha RIO and Focusrite RedNet series interfaces. The PAC has a strong preference for proposals that will integrate with current data network infrastructure, rather than requiring separate systems or additional layers of device management and control.

### **Institutional Priorities**

- Deliver a stunning listening experience that clearly communicates that the theatre is state of the art.
- Deliver a stunning visual for projected media.
- Maintain and enhance the visual experience by seamlessly integrating new equipment with existing architecture
- A successful partner will guarantee the quality of their work for 20 years and chosen equipment for a duration of 1 year.
- A successful partner will take advantage the existing acoustics to enhance the community experience as well as the ability to welcome a wider variety of artists to create a present world class programs.
- The sound and video systems must be integrated. The systems must work on their own, as well as together.
- All keys, manuals, passwords must be turned over at the end of construction.
- Fulfill the spirit of agreement with donor by completing project by grand reopening date, which is September 20, 2017.
- The successful partner will be responsible for all of their wiring runs including power.
- Additional projects will also be happening in the PepsiCo Theatre, and a successful partner will acknowledge and cooperate with the timeline and needs of other projects, such as seating and carpet installation.

### **General Standards and Requirements**

- Vendor will be responsible for furnishing all materials, tools, lifts, ladders, etc. required for work, unless specifically noted and agreed to otherwise.
- Vendor must arrange to remove all waste and excess materials from the site in a timely manner and assist in maintaining the work site in a tidy and safe manner. Vendor will arrange for removal off all decommissioned equipment; however, PAC may designate and mark some items for retention prior to start of demolition.
- Vendor will assure that all work is performed in a manner that meets all applicable codes and standards.
- Wiring / cable
  - Unless specifically noted otherwise, it is the vendor's responsibility to install all necessary wiring and services, including but not limited to, power data, speaker lines, etc.
  - Vendor will ensure that all wiring is installed neatly and in accordance with all applicable codes.
  - All wiring in easily accessible areas must be enclosed appropriately in EMT or metallic raceway to a height of at least nine feet above floor height.
  - Cable more than nine feet above floor height, or in generally inaccessible locations, may be carried on J hooks, cable ladder, or basket tray. Any exceptions must receive prior approval from the PAC.
  - All cable within the auditorium or stage house, regardless of height must be enclosed within EMT or metallic raceway with a cross-sectional fill not to exceed 40%.
  - All conduit or raceway visible within the auditorium or control booth must be painted with appropriately matching paint, to be supplied by the PAC.
  - All permanently installed cable terminating in an equipment rack must terminate in a rack mounted patch panel with appropriately connectors. All terminations at a remote device location terminate to a metal box with a metal faceplate with appropriate connector(s).
  - All wiring runs will be appropriately labeled and numbered with a schedule of runs included in the final documentation.
  - In the case of permanent Ethernet or fiber optic data wiring installation, all wiring labels will conform to the Purchase College Campus Technology Services nomenclature standard, a copy of which will be furnished by the PAC prior to the start of work.
  - All wiring in equipment racks will be neat and easily traceable, with adequate cable management provided. All wiring bundles will be secured using hook and loop type tape. Nylon zip tie type fastenings will not be used.
- Documentation- Upon completion of work, vendor will provide PAC with paper and .pdf documentation of project

including as-built wiring schematics, riser diagrams, wiring schedules, and installation and operating manuals for all supplied equipment. Vendor shall also, where applicable, provide copies of all equipment configuration files.

- Upon completion of work, vendor will leave all work areas and rack interiors free of debris and in broom clean condition.

#### **D. Desired System Requirements:**

##### **I. Sound Reinforcement System**

Some initial internal research and modeling of one possible system example which meets the PAC's needs has already been done by PAC staff. That data can be made available to prospective vendors who bring USB media to the pre-bid conference or by email to assist in dimensioning the venue and predicting system performance. The data contains a three dimensional model of the auditorium in Soundvision .svd format. It also contains the simulated example system that the PAC staff has modeled and a listing of the equipment used to develop that model.

The PAC would find it very helpful if prospective vendors are able to include predictive computer modeling of proposed system performance as part of their proposal packages.

##### **a. Loudspeakers**

1. A system with identical flown left, center, and right speaker arrays.
2. The main arrays must cover an effective frequency response of at least 60Hz-20KHz
3. The system must be able to produce an average level, within in three dB throughout the seating area, of at least 95dB(A) with all three arrays driven, with 6dB of headroom below maximum output.
4. Each array must be capable of producing a maximum average peak output level, within in three dB on axis, of at least 100dB(A)
5. Each array shall have a combined coverage area of ninety degrees horizontally by ninety degrees vertically and shall be appropriately angled for optimum coverage of the audience area.
6. One example of a suitable array configuration would be two L-Acoustics ARCS Focus above two L-Acoustics ARCS Wide, or equivalent.
7. Flown subwoofer arrays with at least two cabinets per side, each with two eighteen inch drivers. The subwoofers must provide a usable (-10dB) frequency response from at least 27Hz-60Hz. One example of a suitable possible subwoofer configuration would be two L-Acoustics SB28 per side, or equivalent.
8. Because of the need to maintain optimum sightlines for the venue's varied uses, no portion of the flown speakers may hang lower than twenty four feet and six inches above the stage floor and higher trims are optimal where possible.
9. Because the booths at the rear of the Orchestra level are shadowed from direct coverage by the flown arrays, the system must also include small low profile under balcony fill speakers to maintain consistent sound levels and tonal character for patrons and personnel in the booths. Speakers must be divided into a minimum of four zones, with separate volume and muting control. Minimum zone divisions will be house left seating booths, sound operator booth window, lighting operator booth window, and house right seating booths. Ideally, speakers would be placed directly above the wall at the rear of the Orchestra level seats. Based on the parameters listed above, it is estimated that it will require a total of approximately eight speakers- three for each set of side booths (one for small and two for large), and one each for sound and lighting control booth windows. One example of a suitable possible low-profile fill speaker would be the L-Acoustics 5XT, or equivalent.
10. The system should include small self-powered, low-profile, front fill speakers which may be placed along the lip of the stage on an as needed basis. Experience has shown that four speakers is an optimum number. One example of a suitable self-powered speaker system would be the Meyer UPM-1P or similar. Signal feeds can be obtained via the house snake boxes so additional drive lines will not be needed.

##### **b. Sound Reinforcement Amplifiers**

1. Because of the need to have flexibility to reconfigure the space, for example if the lift seating is removed and the lefts raised to extend the stage, or the Balcony level is closed, it is important that each main array cabinet, each subwoofer cabinet, and each under balcony delay fill zone, have a dedicated amplifier channel and individual input.
2. All amplifier drive inputs must be digital and addressable through the facility's existing Dante network. If amplifiers cannot accept Dante natively then a suitable gateway from Dante to AES3 gateway must be provided, with sufficient channel count to meet the required number of inputs. Note that, if an under balcony fill amplifier is located in the control booth; there is already Dante to AES3 conversion available via the venue's currently owner RedNetD16AES.
3. There is amplifier space and network connectivity available in an existing rack in the Stage Right catwalk level service hallway (PA3202F). There will be at least 22U of mounting space available. There will be at least 20 twenty ports of network connectivity available from switches in the lower

portion of the same rack. There will be power available at the rack including one thirty amp 120VAC circuit, terminated in an L5-30 receptacle, and five twenty amp 120VAC circuits, terminating in 5-20 receptacles.

4. There is rack space and network connectivity available for the balcony fill amplifier in the electronics rack in the sound control booth.
  5. Amplifiers must be manufacturer approved and have appropriate factory designed presets for the speaker cabinets proposed. Examples of appropriate amplifiers for the speaker cabinets mentioned as examples above would be the L-Acoustics LA4X for the main arrays and under balcony fills, and the LA12X for the subwoofer cabinets mentioned above. An example of a suitable Dante to AES3 gateway for the main amplifier location would be the Focusrite RedNet D16R, or functionally similar equivalent.
- c. Signal Processing and transport
1. All signal transport will occur over the facility's existing Dante network. All transport will use the Dante redundant networking mode. PAC will designate connection to facility's network switches so that Dante Primary and Secondary networks operate on separate hardware.
  2. In addition to any digital signal processing built into amplifiers, the vendor shall propose a means to supply, via the Dante network, a minimum of sixteen input and output channels compatible with Lake processing. A total of eight channels will be dedicated to each of the following purposes: main left, main center, main right, under balcony, front fill left, front fill right, subwoofer left, and subwoofer right. The other eight channels will remain available for use as needed. An example of a suitable hardware configurations would be a Yamaha RSio64-D with two MY8-Lake cards, or functional equivalent. Rack space, power, and network connectivity are available in the amplifier rack in B Trap (PAL210), or other audio rack locations.
- d. Rigging and cabling
1. All loudspeakers must be suspended using appropriate manufacturer approved and certified rigging components and hardware.
  2. The PAC will supply hanging points along a cross-stage beam approximately eight feet downstage of the proscenium arch.
  3. There are three openings in the venue's acoustical cloud to accommodate the left, center, and right arrays. At each opening, the PAC will provide a single chain motor hoist with a safe working load of five hundred pounds, as well as a static aircraft cable as a safety backup.
  4. Subwoofers will ideally be flown along the same beam off stage of the acoustical cloud and lighting positions. Each subwoofer position will be furnished with two chain motor hoists with a safe working load of five hundred pounds each.
  5. Vendor will be responsible for implementing a means to ensure proper angle and axial position of arrays.
  6. The PAC does not require that arrays be able to travel with speaker cables attached. Placing speaker line outlet boxes where they can be easily and safely reached for connection and disconnection by personnel on the venue's existing man lifts or ladders will be sufficient.
  7. All installed wiring and jumpers / breakouts must for the main left, center, right arrays, and subwoofers be no smaller than 13AWG.
  8. All installed wiring / jumpers for under balcony delay speakers must be no smaller than 14AWG.
  9. Vendor will work with PAC staff on initial testing, commissioning, and tuning of installed sound system. As part of commissioning process, vendor will assist PAC staff in locating, identifying, and devising solutions for any mechanical noises, rattles, etc. within the venue discovered during operation of the sound system.

## II. Cinema Sound System

- a. Vendor will propose a high quality sound system for cinematic presentation, with additional capabilities to allow components to also be used for other purposes. This portion of the specifications and scope of work is in addition to the scope of work covered under the video projection portion of this overall Request for Proposal. Vendor will interface with the cinema audio processor provided under the video projection portion of this request. Vendor and PAC staff will all work collaboratively on commissioning and tuning of the cinema sound system.
- b. General Notes and Criteria:
  1. The PAC would like a high quality cinema audio system that covers both the Orchestra and Balcony levels of the venue
  2. The PAC would like to support 5.1 audio (left, center, right, surround left, surround right, subwoofer).
  3. The PAC does not envision a need for rear surround channels.
  4. The PAC recognizes that any sort of baffle wall behind the screen is not a realistic possibility.
  5. The PAC wants to minimize the amount of time and labor required to set up and operate the system.

c. Screen Channel Speakers:

1. The vendor will propose appropriate left, center, and right screen channel speakers to be flown behind the perforated projection screen. The PAC recognizes that meeting all of the criteria below will likely require the vendor to make some custom modifications to the speaker if no appropriate stock model is available on the market. Criteria:
  1. Cabinets must be a three or four way tri-amplified design.
  2. Cabinets must be of enclosed sturdy plywood construction (no MDF type cabinets).
  3. Cabinets must be designed for suspension.
  4. Cabinets should have a single NL8 compatible input connector.
  5. Cabinets should have protective steel grilles over any exposed cone drivers.
  6. Cabinets should have swiveling casters affixed for easy movement.
  7. Cabinets should have appropriate hardware to be quickly hung and removed from a standard theatrical truss batten of 1-1/2" schedule 40 pipe. Cabinets will be attached at a batten working height of approximately four feet six inches. Cabinet rigging hardware should be such that the cabinets hang at an appropriate angle and orientation.
  8. One example of a speaker that might be successfully adapted to meet all of the above needs would be the QSC Audio SC-424-8F.
  9. Screen channel speakers shall be supplied with labeled NL8 type cables of appropriate lengths to be dressed to the stage left end of the batten and connect to jacks on the stage left mid rail (34' 6" high, see notes in speaker cable section of this document) and to allow the batten to travel between its working height and a storage height at seventy five feet above the stage floor without the cable becoming damaged or entangled. Some excess cable may be stored at the mid rail.
  10. All installed wiring / jumpers for cinema speakers must be no smaller than 14AWG

d. Surround Speakers

1. The vendor shall propose an appropriate number, type, and placement of left and right surround speakers to provide appropriate and even coverage throughout the entire main audience seating areas of the Orchestra and Balcony levels. Coverage of the booths at the rear of the Orchestra level is not expected.
2. To accommodate use for live events, as well as cinema, the proposed surround design should include the following features:
3. Should be available via the venue's Dante network with the following symmetrical zones on both the left and right:
  1. Orchestra front section
  2. Orchestra middle section
  3. Orchestra rear (narrow) section
  4. Balcony
4. Proposed speakers should have the following features:
  1. Two-way passive design with both a cone type bass driver and a compression driver and horn for high frequencies
  2. Have a power handling capacity of at least 250 watts
  3. Provide frequency response from at least 70Hz to 18KHz
  4. Decorative cloth or foam front grille for aesthetics.

e. Subwoofers / Low Frequency Effects

1. To reduce costs and labor requirements, the proposed design will ideally be utilize the subwoofers installed as part of the sound reinforcement system.

f. Cinema / Multi-Purpose Amplifiers

1. Rack space for amplifiers is available in a room under stage left (B Trap / PAL210). There is currently an empty 42U rack. There are six 20A 120VAC circuits available, terminated in NEMA 5-20 receptacles. Connectivity to the data network is available in the adjacent rack bay.
2. The PAC would like to be able to utilize amplifiers for other purposes on non-cinema events including use of surround speakers for other event types, and re-use of amplifiers via changes to processing and output patching for other auxiliary use such as stage monitor speakers. To facilitate use for other purposes, all amplifiers supplied for cinema usage should be of the same model, with power outputs appropriately managed during cinema usage.
3. Amplifiers should be compatible with facility's existing Lake processing control and Dante audio transport networks.
4. Amplifiers must be scalable to produce at least 500watts into an 8 ohm load with all channels driven or up to 1000 watts into an 8 ohm load with a single channel driven.

5. One example of a suitable amplifier that meets these criteria would be the Lab Gruppen D20:4L

g. Interfacing

1. Vendor should propose an appropriate interface, compatible with current control systems in the facility, to interface the outputs of the cinema audio processor, supplied under the video portion of this proposal to the facility's Dante network for transport to the amplifiers. Minimum channels for transport will include: screen left, screen center, screen right, surround left, and surround right, and subwoofer / LFE. Examples of potential suitable interfaces would include: Focusrite RedNet 1, RedNet 1, RedNet A8R, or Yamaha Ri8-D. Vendor shall propose and furnish an interface or interfaces to allow for connection, via the facility's Dante network, of up to four microphones to the cinema audio processor's microphone input, as well as to sum the cinema audio processor's assisted listening output with one or more additional inputs from the Dante network and send it, via the Dante network, to the facility's assisted listening system. The interface(s) shall offer the following capabilities:
  1. Ability to mix up to four microphone channels from the Dante network, with automatic balancing of levels, limiting of overload, and suppression of acoustical feedback and provide analog output to the cinema processor's microphone input.
  2. Sum an analog input from the cinema audio processor's assisted listening output with one to three similar feeds from the facility's Dante network, with maximum level limiting, and output them to the facility's audio network.
  3. One example of an interface that could meet all of these requirements would be the Shure SCM820.

### III. Control

Vendor shall propose a control system, with a push button or touch screen control station located in the control booth, capable of performing the following functions via the amplifiers' network interface ports:

- a. Turn on all sound reinforcement amplifiers (left, center, right, under balcony, subwoofers)
- b. Turn on all cinema amplifiers (screen channels, surround channels, subwoofer)
- c. Place all amplifiers into standby mode.
- d. Individually mute and unmute the two under balcony amplifier zones cover the audio and lighting control booth windows.
- e. Provide the means to choose from between at least four configuration presets for the cinema amplifiers (i.e. cinema, surrounds from alternate source, stage monitor 1, stage monitor 2)

### IV. Intercom

The vendor proposal shall include the following additions to the facility's existing ClearCom intercom system:

- a. One two channel remote station, with built-in speaker, appropriate gooseneck microphone and headset connector to be installed in main sound reinforcement amplifier rack. Vendor shall propose to extend both channels of existing ClearCom from nearest convenient jack to provide service to station. An example of an appropriate station would be ClearCom RM-702 with gooseneck mic, or similar.
- b. One two channel remote station, with built-in speaker, appropriate gooseneck microphone and headset connector to be installed in existing Stage Manger's console on stage. Vendor shall provide an adequate length of sturdy cable to make the following connections to the panel from the connection panels on the proscenium wall:
  1. Intercom channels one and two.
  2. Stage Announce, with contact closure, compatible with the facility's existing 5 Pin XLR connection.
  3. Program input wired with an analog connection converted from the facility's Dante network.
    1. An example of an appropriate station would be ClearCom RM-702 with gooseneck mic, or similar.
    2. An example of a suitable interface to device program audio from the facility's Dante network would be the Amphenol RJD1112-0050.
- c. Install a wall-mounted speaker station, with built in microphone at the proscenium end of the weight loading gallery and extend intercom service from the nearest appropriate existing location. Examples of suitable stations would include the ClearCom KB-701 or KB-702.

### V. Paging

- a. The venue currently has systems, based around Toa 900 series integrated mixer amplifiers, for dressing room paging and program monitoring. The systems currently use contact closure keying from the paging microphone to activate the mute busses on the amplifiers, as well as external volume override relays. The vendor shall propose a means to:
  1. Convert the paging input to voice activated (VOX) keying of muting, and provide a suitable interface to the amplifiers mute bus so that the mute bus activated the volume override relays (instead of the current arrangement, which is the reverse).
  2. Insert appropriate interfaces to allow paging and program feed audio to be inserted or extracted over

the Dante network. Note that the most common configuration will have the paging and program outputs fed into the matching inputs so the output and input interfaces must be separate devices to allow the appropriate routing flexibility.

## **VI. Assisted Listening**

- a. The vendor will propose to furnish an interface to feed the input for the existing assisted listening system from the Dante network. Note that the paging and assisted listening components are immediate adjacent to each other in the control booth so the same output interface may be used for both.
- b. When the current stereo speakers are removed from underneath the side “Hanamichi” platforms, the vendor will coordinate with the PAC to relocate the existing IR emitter heads for the assisted listening system, which are mounted under the current speaker cabinets, to a suitable nearby location, with appropriate cable management.

## **VII. Wireless Microphones**

- a. Vendor shall propose to supply a system capable of supporting the simultaneous use of at least four channels of wireless microphones with the following qualities:
  1. Digital transmission system, utilizing no more than 50KHz of RF bandwidth per channel.
  2. Output directly to Facility’s Dante network.
  3. Compatibility for monitoring and limited control from facility’s existing Yamaha CL5 mixing console.
  4. Four channel receiver. An example of a suitable receiver would be the Shure ULXD4Q.
  5. Four handheld microphone transmitters with SM58 or better capsules.
  6. Four bodypack type transmitters.
  7. A minimum of two cardioid lavalier type microphone capsules, compatible with supplied transmitters, Shure WL185 or similar.
  8. A minimum of two earset type microphone capsules, compatible with supplied transmitters, Shure MX153 or better.
  9. A minimum of eight rechargeable batteries, compatible with the supplied transmitters.
  10. A suitable compliment of chargers capable of simultaneously charging all four handheld transmitters and all four bodypack transmitters with their batteries installed.
  11. PAC will specify a desired operating frequency range after the FCC releases the television band repacking plan that is pending as part of the current incentive auction process but no later than August 1<sup>st</sup>, 2017. In no case will equipment operating in the 2.4GHz or 5GHz WiFi frequency band be acceptable.
  12. Vendor shall propose a means to install two omni-directional antennas, appropriate for the selected frequency ranges, from the first lighting bridge, and shall install the receiver in the rack in the stage right catwalk level service hallway.
  13. Vendor shall propose an appropriate low-loss coaxial RG8/U type cable to connect the antennas to the receiver. Belden type 9913 or similar would be an example of a desirable cable type; however; RG8/X type cable will be acceptable for jumpers less than 10 feet. In no case will RG58 or RG59 type cable be acceptable. If total cable loss between antennas and receivers exceeds 3dB at selected operating frequency, vendor shall also propose a suitable amplifier to be installed within ten feet of the antenna.

## **VIII. Wiring and existing Equipment**

- a. The vendor shall propose to coordinate a plan to make suitable changes to the facility’s existing audio wiring and current equipment configuration to integrate with the upgrades. For example:
  1. Speaker Wiring
    1. The theater currently has a number of single and double “Cinch-Jones” type speaker connectors located throughout the venue. A complete schedule of jacks will be provided at the pre-bid conference. The vendor will propose to replace all current wall plates with new metal plates, appropriately engraved with line numbers, with NL4 compatible connectors. On single line plates, only pair one will be wired. On two lines plates, connectors will be wired for both pairs, with the pair order reversed on the second jack.
    2. Speaker lines are currently patched to insufficient amplifiers located in the control booth via a failing long frame type patch bay. Vendor shall propose as system to relocate speaker patching from the control booth to the stage and utilize the cinema / multi-purpose amplifiers instead of the current amplifiers. All speaker lines are available in the pull box behind the Down stage left audio rack. There are already enough conductors between the booth and pull box to accommodate re-locating the speaker patch without the need to pull any additional wiring.
    3. Vendor shall propose a design for furnishing a new NL4 style patch bay for interconnecting the multi-purpose amplifiers to appropriate jacks for cinema speakers and



- / or other speaker jacks throughout the venue.
  - 4. Speaker patch bay would ideally be located in the stage left audio rack, which currently has 12U of empty space available; however, if the vendor feels that the rack cannot provide the needed capacity, they may propose an alternate location for a suitable cabinet with a door.
  - 5. As part of the installation, vendor shall provide a means to provide connections from the speaker patch bay to three NL8 compatible outlets at the stage left mid rail, appropriately labeled and positioned for connection to the jumper cables for the cinema screen channel speakers.
  - 6. Vendor proposal should include appropriate quantities of NL4 style four conductor jumpers to facilitate easy operation of the speaker patch bay.
2. Patch bays / Snakes / Miscellaneous Cable
- 1. PAC will supply new snake boxes to be installed on either side of the proscenium, as well as fifty four pair connecting cable.
  - 2. PAC will ask vendor to propose a plan to collaborate on termination, alteration, and labeling of three existing ninety six point bantam style patch bays in the control booth, and three more in the stage left audio rack, as well as some ancillary local connection plate installation.
  - 3. All patch bay terminations must be neatly dressed, with shield wires insulated, and fan-outs heat shrunk. PAC is able to supply an appropriate punch down tool for terminations on current patch bays. (ADC QPIV)
  - 4. PAC will have pre-pulled a fifty four pair audio snake between the stage left audio rack and control booth rack, which vendor will be asked to terminate as part of their proposal.
  - 5. PAC will pre-pull some audio and video and other low voltage lines between a stage left tie panels and floor boxes in the house. Vendor will be asked to include testing and termination as part of their proposal. A complete schedule of existing lines will be provided at the pre-bid conference.

#### **IX. Projection**

- a. NEC NC2000C 2K CINEMA PROJECTOR OR EQUIVALENT: 240V A/C 50/60HZ SINGLE PHASE
- b. NEC NC-60LS14Z ZOOM LENS 1.4-2.05 OR EQUIVALENT
- c. TWO USHIO 5002178 DXL-40SN2 DXL-40SN2 4000W XENON LAMP OR EQUIVALENT
- d. DOLBY IMS 2000-N-1T 2K INTERGRATED MEDIA SERVER FOR USE IN NEC PROJECTORS OR EQUIVILANT
- e. NETWORK AND CABLING KIT FOR DIGITAL PEDESTAL OR EQUIVALENT
- f. JNIOR AUTOMATION FOR DIGITAL CINEMA INCLUDING POWER SUPPLY OR EQUIVALENT
- g. CONTINENTAL FAN AXC200B-ES EXHAUST FAN 579 CFM FAN, 8 DUCT 120V
- h. TRIPPLITE SU1500RTXLCD2U or SU2200RTXLCD2U, Uninterruptable Power Supply, equipped with WECARDLX Network Management Card, or equivalent. Please note that the PAC currently has an extensive existing inventory and management infrastructure for this UPS series.
- i. KELMAR LCSHLD2.4 LCS / HOUSE LIGHT DIMMER, 2.4KW 110V OR EQUIVALENT
- j. CHRISTIE 111-567200-01 CHRISTIE A/V CINEMA SCALER PRO III GEFEN OR EQUIVALENT DIGITAL QUALITY CONTROL INCLUDES SETTING IPS, TESTING AND PROGRAMMING OR EQUIVALENT
- k. INTERGRATED SOUND RACK 35U OR EQUIVALENT
- l. DOBLY CP750 DIGITAL CINEMA PROCESSOR OR EQUIVALENT
- m. DIGITAL INSTALLATION, PROJECTOR /TMS. (Theatre management system) LABOR
- n. EXTENDED EQUIPMENT AND TECHNICAL SUPPORT FOR AT LEAST (1) YEAR

#### **E. Project Phases and Timing**

##### **Phase 1: Pre Installation – 30 Days**

- 1. May 20, 2017 – June 18, 2017
- 2. Site Visit with key stakeholders
- 3. Overview and approval of all drawings and plans
- 4. Presentation of proposed timeline and order of operations.

##### **Phase 2: Installation – 80 days**

- 1. June 19, 2017 – September 7, 2017
- 2. Install audio and digital cinema system

##### **Phase 3: Testing and Review – 10 days –**

- 1. September 8 - 18, 2017
- 2. Turnover of all project documentation, training materials, passwords, etc.

### **Timing**

1. The theatre is available for work to be done June 19, 2017 – September 19, 2017
2. We expect our partner to take primary responsibility for all necessary subcontractor,
3. We expect work be completed safely but with respect to the opening date.
4. All work should be complete to the satisfaction of Performing Arts Center director by September 12, to allow for Performing Arts Center staff to work with this partner for a time period of one week to ensure system is fully functional, integrated, and ready for grand reopening.

### **F. License, Ownership and Copyright Terms**

Purchase College has permanent license or ownership of all deliverables. The license should include the right to freely deploy, use, operate, view, modify, and reproduce all documents provided by partner.

All material produced, data collected, and reports generated by the subcontractor on behalf of the Purchase College are confidential and become the exclusive property of the College. The contractor may not share content or materials, constituent data, participant contact information, or other information associated with this project unless explicitly authorized by Purchase College to do so.

This RFP does not commit Purchase College to any costs incurred in the preparation of a proposal or to procure or contract for services.

Purchase College reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified bidders, and to cancel the RFP, in part or in its entirety at its sole discretion.

### **G. Proposal Submittal Requirements:**

1. A cover letter outlining qualifications and prior experience in audio visual projects.
2. A detailed description of your firm's structure, capabilities, and process for audio visual installation as described in the previous pages.
3. Demonstrated mastery of theatrical renovation
4. A list of all services provided by salaried employees and those that will be provided by outside contractors, including their credentials and experience with your firm
5. A projected timeline comprising all deliverables, grouped by project phase
6. Itemized budget proposal comprising all deliverables, grouped by project phase
7. At least three (3) references from projects in the tristate area completed in the last 5 years.

### **H. Proposal Evaluation and Selection**

Proposals will be reviewed and evaluated by a selection committee based upon the following criteria:

- 45% - Overall total cost of project: all-inclusive
- 20% - Demonstrated expertise, as determined based on supplied references
- 15% - Demonstrated ability to collaborate as a partner from beginning through final training
- 20% - Thorough and appropriate responses to RFP requirements

### **I. Method of Award**

Award will be made to the responsive and responsible bid proposer submitting the proposal that earns the highest overall/composite point total based on the **Proposal Evaluation and Selection** criteria listed in section **H** of this RFP and also representing the best value to the College and the State.

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a Contractor, licensor, licensee, lessor, lessee or any other party):

1. **EXECUTORY CLAUSE.** In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

2. **PROHIBITION AGAINST ASSIGNMENT** Except for the assignment of its right to receive payments subject to Article 5-A of the State Finance Law, the Contractor selected to perform the services herein are prohibited in accordance with Section 138 of the State Finance Law from assigning, transferring, conveying, subletting or otherwise disposing of its rights, title or interest in the contract without the prior written consent of SUNY and attempts to do so are null and void. Notwithstanding the foregoing, SUNY may, with the concurrence of the New York Office of State Comptroller, waive prior written consent of the assignment, transfer, conveyance, sublease or other disposition of a contract let pursuant to Article XI of the State Finance Law if the assignment, transfer, conveyance, sublease or other disposition is due to a reorganization, merger or consolidation of Contractor's its business entity or enterprise and Contractor so certifies to SUNY. SUNY retains the right, as provided in Section 138 of the State Finance Law, to accept or reject an assignment, transfer, conveyance, sublease or other disposition of the contract, and to require that any Contractor demonstrate its responsibility to do business with SUNY.

3. **COMPTROLLER'S APPROVAL.** (a) In accordance with Section 112 of the State Finance Law, Section 355 of New York State Education Law, and 8 NYCRR 316, Comptroller's approval is not required for the following contracts: (i) materials; (ii) equipment and supplies, including computer equipment; (iii) motor vehicles; (iv) construction; (v) construction-related services; (vi) printing; and (vii) goods for State University health care facilities, including contracts for goods made with joint or group purchasing arrangements.

(b) Comptroller's approval is required for the following contracts: (i) contracts for services not listed in Paragraph (3)(a) above made by a State University campus or health care facility certified by the Vice Chancellor and Chief Financial Officer, if the contract value exceeds \$250,000; (ii) contracts for services not listed in Paragraph (3)(a) above made by a State University campus not certified by the Vice Chancellor and Chief Financial Officer, if the contract value exceeds \$50,000; (iii) contracts for services not listed in Paragraph (3)(a) above made by health care facilities not certified by the Vice Chancellor and Chief Financial Officer, if the contract value exceeds \$75,000; (iv) contracts whereby the State University agrees to give something other than money, when the value or reasonably estimated value of such consideration exceeds \$10,000; (v) contracts for real property transactions if the contract value exceeds \$50,000; (vi) all other contracts not listed in Paragraph 3(a) above, if the contract value exceeds \$50,000, e.g. SUNY acquisition of a business and New York State Finance Article 11-B contracts and (vii) amendments for any amount to contracts not listed in Paragraph (3)(a) above, when as so amended, the contract exceeds the threshold amounts stated in Paragraph (b) herein. However, such pre-approval shall not be required for any contract established as a centralized contract through the Office of General Services or for a purchase order or other transaction issued under such centralized contract.

(c) Any contract that requires Comptroller approval shall not be valid, effective or binding upon the State University until it has been approved by the Comptroller and filed in the Comptroller's office.

4. **WORKERS' COMPENSATION BENEFITS.** In accordance with Section 142 of the State Finance

Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

5. **NON-DISCRIMINATION REQUIREMENTS.** To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, (including gender identity or expression), national origin, sexual orientation, military status, age, disability, predisposing genetic characteristics, marital status or domestic violence victim status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation

6. **WAGE AND HOURS PROVISIONS.** If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by SUNY of any SUNY-approved sums due and owing for work done upon the project.

7. **NON-COLLUSIVE BIDDING CERTIFICATION.** In accordance with Section 139-d of the State Finance Law, if this contract was awarded based on the submission of competitive bids, Contractor affirms, under penalty of perjury, and each person signing on behalf of Contractor, 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 its knowledge and belief that its bid was arrived at independently and without collusion

aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered it to SUNY a non-collusive bidding certification on Contractor's behalf.

8. **INTERNATIONAL BOYCOTT PROHIBITION.** In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 *et seq.*) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2 NYCRR 105.4).

9. **SET-OFF RIGHTS.** The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State, its representatives, or the State Comptroller.

10. **RECORDS.** The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, "the Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as SUNY and its representatives and entities involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. SUNY shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate SUNY official, in writing, that said Records should not be disclosed; and (ii) said Records shall be sufficiently identified; and (iii) designation of said Records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, SUNY's or the State's right to discovery in any pending or future litigation.

11. **IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.**

Identification Number(s). Every invoice or New York State Claim for Payment submitted to the

State University of New York by a payee, for payment for the sale of goods or services or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property must include the payee's identification number. The number is any or all of the following: (i) the payee's Federal employer identification number, (ii) the payee's Federal social security number, and/or (iii) the payee's Vendor Identification Number assigned by the Statewide Financial System. Failure to include such number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or Claim for Payment, must give the reason or reasons why the payee does not have such number or numbers.

(b) Privacy Notification. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State University of New York is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (2) The personal information is requested by the purchasing unit of the State University of New York contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in the Statewide Financial System by the Vendor Management Unit within the Bureau of State Expenditures, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

## 12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.

(a) In accordance with Section 312 of the Executive Law and 5 NYCRR 143, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor's equal employment opportunity policy that:

(1) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(2) at SUNY's request, Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or

representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(3) Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

(b) Contractor will include the provisions of "1", "2" and "3", above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The State shall consider compliance by a Contractor or sub-contractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this section. SUNY shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, SUNY shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

13. **CONFLICTING TERMS.** In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Exhibit A, the terms of this Exhibit A shall control.

14. **GOVERNING LAW.** This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

15. **LATE PAYMENT.** Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

16. **NO ARBITRATION.** Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized) but must, instead, be heard in a court of competent jurisdiction of the State of New York.

17. **SERVICE OF PROCESS.** In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

18. **PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS.** The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of State Finance Law §165 (Use of Tropical Hardwoods), which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the State. In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in Section 165 of the State Finance Law. Any such

use must meet with the approval of the State, otherwise, the bid may not be considered responsive. Under bidder certification, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

19. **MacBRIDE FAIR EMPLOYMENT PRINCIPLES.** In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that Contractor and any individual or legal entity in which the Contractor holds a ten percent or greater ownership interest and any individual or legal entity that holds a ten percent or greater ownership interest in the Contractor either (a) have no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165(5) of the State Finance Law), and shall permit independent monitoring of compliance with such principles.

20. **OMNIBUS PROCUREMENT ACT OF 1992.** It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development  
Division for Small Business  
30 South Pearl St., 7th Floor  
Albany, NY 12245  
Tel: 518-292-5100  
Fax: 518-292-5884  
email: opa@esd.ny.gov  
A directory of certified minority and women-owned business enterprises is available from:  
NYS Department of Economic Development  
Division of Minority and Women's Business Development  
633 Third Avenue  
New York, NY 10017  
212-803-2414

email: mwb certification@esd.ny.gov  
<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>

The Omnibus Procurement Act of 1992 requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to SUNY;

(b) The Contractor has complied with the Federal Equal Employment Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Search Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that SUNY may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with SUNY in these efforts.

21. **RECIPROCITY AND SANCTIONS PROVISIONS.** Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act of 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively) require that they be denied

contracts which they would otherwise obtain. Contact the NYS Department of Economic Development, Division for Small Business, 30 South Pearl Street, Albany, New York 12245, for a current list of jurisdictions subject to this provision.

**22. COMPLIANCE WITH NEW YORK STATE INFORMATION SECURITY BREACH AND NOTIFICATION ACT.** Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208).

**23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW** If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental health and mental health services, accounting, auditing, paralegal, legal or similar services, then in accordance with Section 163(4-g) of the State Finance Law, the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to SUNY, the Department of Civil Service and the State Comptroller.

**24. PURCHASES OF APPAREL AND SPORTS EQUIPMENT.** In accordance with State Finance Law Section 165(7), SUNY may determine that a bidder on a contract for the purchase of apparel or sports equipment is not a responsible bidder as defined in State Finance Law Section 163 based on (a) the labor standards applicable to the manufacture of the apparel or sports equipment, including employee compensation, working conditions, employee rights to form unions and the use of child labor; or (b) bidder's failure to provide information sufficient for SUNY to determine the labor conditions applicable to the manufacture of the apparel or sports equipment.

**25. PROCUREMENT LOBBYING.** To the extent this agreement is a "procurement contract" as defined by State Finance Law Sections 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law Sections 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

**26. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.** To the extent this agreement is a contract as defined by Tax Law Section 5-a, if the Contractor fails to make the certification required by Tax Law Section 5-a or if during the term of the contract, the Department of Taxation and Finance or SUNY discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if SUNY determines that such action is in the best interests of the State.

**27. IRAN DIVESTMENT ACT.** By entering into this Agreement, Contractor certifies in accordance with State Finance Law §165-a that it is not on the "Entities Determined to be Non-Responsive Bidders/Offerors pursuant to the New York State Iran Divestment Act of 2012" ("Prohibited Entities List") posted at:  
<http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>

Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the State.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, the state agency will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The state agency reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

***THE FOLLOWING PROVISIONS SHALL APPLY ONLY TO THOSE CONTRACTS TO WHICH A HOSPITAL OR OTHER HEALTH SERVICE FACILITY IS A PARTY***

28. Notwithstanding any other provision in this contract, the hospital or other health service facility remains responsible for insuring that any service provided pursuant to this contract complies with all pertinent provisions of Federal, state and local statutes, rules and regulations. In the foregoing sentence, the word "service" shall be construed to refer to the health care service rendered by the hospital or other health service facility.

29. (a) In accordance with the 1980 Omnibus Reconciliation Act (Public Law 96-499), Contractor hereby agrees that until the expiration of four years after the furnishing of services under this agreement, Contractor shall make available upon written request to the Secretary of Health and Human Services, or upon request, to the Comptroller General of the United States or any of their duly authorized representatives, copies of this contract, books, documents and records of the Contractor that are necessary to certify the nature and extent of the costs hereunder.

(b) If Contractor carries out any of the duties of the contract hereunder, through a subcontract having a value or cost of \$10,000 or more over a twelve-month period, such subcontract shall contain a clause to the effect that, until the expiration of four years after the furnishing of such services pursuant to such subcontract, the subcontractor shall make available upon written request to the Secretary of Health and Human Services or upon request to the Comptroller General of the United States, or any of their duly authorized representatives, copies of the subcontract and books, documents and records of the subcontractor that are necessary to verify the nature and extent of the costs of such subcontract.

(c) The provisions of this section shall apply only to such contracts as are within the definition established by the Health Care Financing Administration, as may be amended or modified from time to time.

**1. DEFINITIONS.** The following terms shall be defined in accordance with Section 310 of the Executive Law:

**STATE CONTRACT** herein referred to as "State Contract", shall mean: (a) a written agreement or purchase order instrument, providing for a total expenditure in excess of twenty-five thousand dollars (\$25,000.00), whereby the State University of New York ("University") is committed to expend or does expend funds in return for labor, services including but not limited to legal, financial and other professional services, supplies, equipment, materials or a combination of the foregoing, to be performed for, or rendered or furnished to the University; (b) a written agreement in excess of one hundred thousand dollars (\$100,000.00) whereby the University is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; and (c) a written agreement in excess of one hundred thousand dollars (\$100,000.00) whereby the University as an owner of a state assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project.

**SUBCONTRACT** herein referred to as "Subcontract", shall mean any agreement for a total expenditure in excess of \$25,000 providing for services, including non-staffing expenditures, supplies or materials of any kind between a State agency and a prime contractor, in which a portion of the prime contractor's obligation under the State contract is undertaken or assumed by a business enterprise not controlled by the prime contractor.

**WOMEN-OWNED BUSINESS ENTERPRISE** herein referred to as "WBE", shall mean a business enterprise, including a sole proprietorship, partnership or corporation that is: (a) at least fifty-one percent (51%) owned by one or more United States citizens or permanent resident aliens who are women; (b) an enterprise in which the ownership interest of such women is real, substantial and continuing; (c) an enterprise in which such women ownership has and exercises the authority to control independently the day-to-day business decisions of the enterprise; (d) an enterprise authorized to do business in this state and independently owned and operated; (e) an enterprise owned by an individual or individuals, whose ownership, control and operation are relied upon for certification, with a personal net worth that does not exceed three million five hundred thousand dollars (\$3,500,000), as adjusted annually on the first of January for inflation according to the consumer price index of the previous year; and (f) an enterprise that is a small business pursuant to subdivision twenty of this section.

A firm owned by a minority group member who is also a woman may be certified as a minority-owned business enterprise, a women-owned business enterprise, or both, and may be counted towards either a minority-owned business enterprise goal or a women-owned business enterprise goal, in regard to any Contract or any goal, set by an agency or authority, but such participation may not be counted towards both such goals. Such an enterprise's participation in a Contract may not be divided between the minority-

owned business enterprise goal and the women-owned business enterprise goal.

**MINORITY-OWNED BUSINESS ENTERPRISE** herein referred to as "MBE", shall mean a business enterprise, including a sole proprietorship, partnership or corporation that is: (a) at least fifty-one percent (51%) owned by one or more minority group members; (b) an enterprise in which such minority ownership is real, substantial and continuing; (c) an enterprise in which such minority ownership has and exercises the authority to control independently the day-to-day business decisions of the enterprise; (d) an enterprise authorized to do business in this state and independently owned and operated; (e) an enterprise owned by an individual or individuals, whose ownership, control and operation are relied upon for certification, with a personal net worth that does not exceed three million five hundred thousand dollars (\$3,500,000.00), as adjusted annually on the first of January for inflation according to the consumer price index of the previous year; and (f) an enterprise that is a small business pursuant to subdivision twenty of this section.

**MINORITY GROUP MEMBER** shall mean a United States citizen or permanent resident alien who is and can demonstrate membership in one of the following groups: (a) Black persons having origins in any of the Black African racial groups; (b) Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American of either Indian or Hispanic origin, regardless of race; (c) Native American or Alaskan native persons having origins in any of the original peoples of North America. (d) Asian and Pacific Islander persons having origins in any of the Far East countries, South East Asia, the Indian Subcontinent or Pacific Islands.

**CERTIFIED ENTERPRISE OR BUSINESS** shall mean a business verified as a minority or women-owned business enterprise pursuant to section 314 of the Executive Law. A business enterprise which has been approved by the New York Division of Minority & Women Business Development ("DMWBD") for minority or women-owned enterprise status subsequent to verification that the business enterprise is owned, operated, and controlled by minority group members or women, and that also meets the financial requirements set forth in the regulations.

**2. TERMS.** The parties to the attached State Contract agree to be bound by the following provisions which are made a part hereof (the word "Contractor" herein refers to any party other than the University:

1(a) Contractor and its Subcontractors shall undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. For these purposes, affirmative action shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.

(b) Prior to the award of a State Contract, the Contractor shall submit an equal employment opportunity (EEO) policy statement to the University within the time frame established by the University.

(c) As part of the Contractor's EEO policy statement, the Contractor, as a precondition to entering into a valid and binding State Contract, shall agree to the following in the performance of the State Contract: (i) The Contractor will not discriminate against any employee or applicant for employment, will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State Contracts; (ii) The Contractor shall state in all solicitations or advertisements for employees that, in the performance of the State Contract, all qualified applicants will be afforded equal employment opportunities without discrimination; (iii) At the request of the University the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union, or representative will not discriminate, and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein.

(d) Form 108 - Staffing Plan To ensure compliance with this Section, the Contractor shall submit a staffing plan to document the composition of the proposed workforce to be utilized in the performance of the Contract by the specified categories listed, including ethnic background, gender, and Federal occupational categories. Contractors shall complete the Staffing plan form and submit it as part of their bid or proposal or within a reasonable time, but no later than the time of award of the contract.

(e) Form 112 - Workforce Employment Utilization Report ("Workforce Report")

(i) Once a contract has been awarded and during the term of Contract, Contractor is responsible for updating and providing notice to SUNY of any changes to the previously submitted Staffing Plan. This information is to be submitted on a quarterly basis during the term of the contract to report the actual workforce utilized in the performance of the contract by the specified categories listed including ethnic background, gender, and Federal occupational categories. The Workforce Report must be submitted to report this information.

(ii) Separate forms shall be completed by Contractor and any subcontractor performing work on the Contract.

(iii) In limited instances, Contractor may not be able to separate out the workforce utilized in the performance of the Contract from Contractor's and/or subcontractor's total workforce. When a separation can be made, Contractor shall submit the Workforce Report and indicate that the information provided is Contractor's total workforce during the subject time frame, not limited to work specifically under the contract.

(f) Contractor shall comply with the provisions of the Human Rights Law, all other State and Federal statutory and constitutional non-discrimination provisions. Contractor and subcontractors shall not

discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

(g) The Contractor shall include the provisions of this section in every Subcontract in such a manner that the requirements of the provisions will be binding upon each Subcontractor as to work in connection with the State Contract, including the requirement that Subcontractors shall undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination, and, when requested, provide to the Contractor information on the ethnic background, gender, and Federal occupational categories of the employees to be utilized on the State Contract.

(h) To ensure compliance with the requirements of this paragraph, the University shall inquire of a Contractor whether the work force to be utilized in the performance of the State Contract can be separated out from the Contractor's and/or Subcontractors' total work force and where the work of the State Contract is to be performed. For Contractors who are unable to separate the portion of their work force which will be utilized for the performance of this State Contract, Contractor shall provide reports describing its entire work force by the specified ethnic background, gender, and Federal Occupational Categories, or other appropriate categories which the agency may specify.

(i) The University may require the Contractor and any Subcontractor to submit compliance reports, pursuant to the regulations relating to their operations and implementation of their affirmative action or equal employment opportunity program in effect as of the date the State Contract is executed.

(j) If a Contractor or Subcontractor does not have an existing affirmative action program, the University may provide to the Contractor or Subcontractor a model plan of an affirmative action program. Upon request, the Director of DMWBD shall provide a contracting agency with a model plan of an affirmative action program.

(k) Upon request, DMWBD shall provide the University with information on specific recruitment sources for minority group members and woman, and contracting agencies shall make such information available to Contractors

3. Contractor must provide the names, addresses and federal identification numbers of certified minority- and women-owned business enterprises which the Contractor intends to use to perform the State Contract and a description of the Contract scope of work which the Contractor intends to structure to increase the participation by Certified minority- and/or women-owned business enterprises on the State Contract, and the estimated or, if known, actual dollar amounts to be paid to and performance dates of each component of a State Contract which the Contractor intends to be performed by a certified minority- or woman-owned business enterprise. In the event the Contractor responding to University solicitation is joint venture, teaming agreement, or other similar arrangement that includes a minority-and woman owned business enterprise, the Contractor must submit for review and approval: i. the name, address, telephone number and federal identification of each partner or party to the agreement; ii. the federal identification number of the joint venture or entity established to respond to the solicitation, if applicable; iii. A copy of the joint

venture, teaming or other similar arrangement which describes the percentage of interest owned by each party to the agreement and the value added by each party; iv. A copy of the mentor-protégé agreement between the parties, if applicable, and if not described in the joint venture, teaming agreement, or other similar arrangement.

#### 4. PARTICIPATION BY MINORITY GROUP MEMBERS AND WOMEN.

The University shall determine whether Contractor has made conscientious and active efforts to employ and utilize minority group members and women to perform this State Contract based upon an analysis of the following factors:

(a) Whether Contractor established and maintained a current list of recruitment sources for minority group members and women, and whether Contractor provided written notification to such recruitment sources that contractor had employment opportunities at the time such opportunities became available.

(b) Whether Contractor sent letters to recruiting sources, labor unions, or authorized representatives of workers with which contractor has a collective bargaining or other agreement or understanding requesting assistance in locating minority group members and women for employment.

(c) Whether Contractor disseminated its EEO policy by including it in any advertising in the news media, and in particular, in minority and women news media.

(d) Whether Contractor has attempted to provide information concerning its EEO policy to Subcontractors with which it does business or had anticipated doing business.

(e) Whether internal procedures exist for, at a minimum, annual dissemination of the EEO policy to employees, specifically to employees having any responsibility for hiring, assignment, layoff, termination, or other employment decisions. Such dissemination may occur through distribution of employee policy manuals and handbooks, annual reports, staff meetings and public postings.

(f) Whether Contractor encourages and utilizes minority group members and women employees to assist in recruiting other employees.

(g) Whether Contractor has apprentice training programs approved by the N.Y.S. Department of Labor which provides for training and hiring of minority group members and women.

(h) Whether the terms of this section have been incorporated into each Subcontract which is entered into by the Contractor.

#### 5. PARTICIPATION BY MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES.

Based upon an analysis of the following factors, the University shall determine whether Contractor has made good faith efforts to provide for meaningful participation by minority-owned and women-owned business enterprises which have been certified by DMWBD:

(a) Whether Contractor has actively solicited bids for Subcontracts from qualified MWBEs, including those firms listed on the Directory of Certified Minority and Women-Owned Business Enterprises, and has documented its good faith efforts towards meeting minority and women owned business enterprise utilization plans by providing, copies of solicitations, copies of any advertisements for participation by certified minority- and women-owned business enterprises timely published in appropriate general circulation, trade and minority- or women-oriented publications, together with the listing(s) and date(s) of the publications of such advertisements; dates of attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the

University, with certified minority- and women-owned business enterprises, and the reasons why any such firm was not selected to participate on the project.

(b) Whether Contractor has attempted to make project plans and specifications available to firms who are not members of associations with plan rooms and reduce fees for firms who are disadvantaged.

(c) Whether Contractor has utilized the services of organizations which provide technical assistance in connection with M/WBE participation.

(d) Whether Contractor has structured its Subcontracts so that opportunities exist to complete smaller portions of work.

(e) Whether Contractor has encouraged the formation of joint ventures, partnerships, or other similar arrangements among Subcontractors.

(f) Whether Contractor has requested the services of the Department of Economic Development (DED) to assist Subcontractors' efforts to satisfy bonding requirement.

(g) Whether Contractor has made progress payments promptly to its Subcontractors.

(h) Whether the terms of this section have been incorporated into each Subcontract which is entered into by the Contractor. It shall be the responsibility of Contractor to ensure compliance by every Subcontractor with these provisions.

#### 6. MWBE Utilization Plan.

(a) The Contractor represents and warrants that Contractor has submitted an MWBE Utilization Plan prior to the execution of the contract.

(b) MWBE Utilization Plan (Form 7557-107). Contractors are required to submit a Utilization Plan on Form 7557-107 with their bid or proposal. Complete the following steps to prepare the Utilization Plan:

- i. list NYS Certified minority- and women-owned business enterprises which the Contractor intends to use to perform the State contract;
- ii. insert a description of the contract scope of work which the Contractor intends to structure to increase the participation by NYS Certified minority- and women-owned enterprises on the State contract;
- iii. insert the estimated or, if known, actual dollar amounts to be paid to and performance dates of each component of a State contract which the Contractor intends to be performed by a NYS Certified minority- or women-owned business; and

(c) Any modifications or changes to the agreed participation by NYS Certified MWBEs after the Contract Award and during the term of the contract must be reported on a revised MWBE Utilization Plan and submitted to the SUNY University-wide MWBE Program Office.

(d) The University will review the MWBE Utilization Plan and will issue the Contractor a written notice of acceptance or deficiency within twenty (20) day of its receipt. A notice of deficiency shall include the:

- i. list NYS Certified minority- and women-owned business enterprises which the Contractor intends to use to perform the State contract;
- ii. name of any MWBE which is not acceptable for the purpose of complying with the MWBE participation goals;
- iii. reasons why it is not an acceptable element of the Contract scope of work which the MWBE Program Office has

determined can be reasonably structured by the Contractor to increase the likelihood of participation in the Contract by MWBEs; and

- iv. other information which the MWBE Program Office determines to be relevant to the MWBE Utilization Plan.

(e) The Contractor shall respond to the notice of deficiency within seven (7) business days of receipt by submitting to the University a written remedy in response to the notice of deficiency.

- i. If the written remedy that is submitted is not timely or is found to be inadequate, the University-wide MWBE Program Office shall notify the Contractor and direct the Contractor to submit, within five (5) business days, a request for partial or total waiver of MWBE participation goals on forms provided by the University-wide MWBE Program Office.
- ii. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

(f) The University may disqualify a Contractor as being non-responsive under the following circumstances:

- i. If a Contractor fails to submit a MWBE Utilization Plan;
- ii. If a Contractor fails to submit a written remedy to a notice of deficiency in a MWBE Utilization Plan;
- iii. If a Contractor fails to submit a request for waiver; or
- iv. If the MWBE Program Office determines that the Contractor has failed to document Good Faith Efforts.

(g) Contractor agrees to use such MWBE Utilization Plan for the performance of MWBEs on the Contract pursuant to the prescribed MWBE goals set forth in Section III-A of this Appendix.

(h) Contractor further agrees that a failure to submit and/or use such MWBE Utilization Plan shall constitute a material breach of the terms of the Contract. Upon the occurrence of such a material breach, SUNY shall be entitled to any remedy provided herein, including but not limited to, a finding of Contractor non-responsiveness.

#### 7. Waivers.

(a) For Waiver Requests Contractor should use (Form 7557-114) – Waiver Request.

(b) If the Contractor, after making good faith efforts, is unable to comply with MWBE goals, the Contractor may submit a Request for Waiver form documenting good faith efforts by the Contractor to meet such goals. If the documentation included with the waiver request is complete the University

shall evaluate the request and issue a written notice of acceptance or denial within twenty (20) days of receipt.

(c) If University, upon review of the MWBE Utilization Plan and updated Quarterly MWBE Contractor Compliance Reports determines that Contractor is failing or refusing to comply with the Contract goals and no waiver has been issued in regards to such non-compliance, the University may issue a notice of deficiency to the Contractor. The contractor must respond to the notice of deficiency within seven (7) business days of receipt. Such response may include a request for partial or total waiver of MWBE Contract Goals.

#### 8. Quarterly MWBE Contractor Compliance Report.

Contractor is required to submit a Quarterly MWBE Contractor Compliance Report (Form 7557-114) to the University by the 5<sup>th</sup> day following each end of quarter over the term of the Contract documenting the progress made towards achievement of the MWBE goals of the Contract.

#### 9. GOALS. (a) GOALS FOR MINORITY AND WOMEN WORK FORCE PARTICIPATION.

(i) The University shall include relevant work force availability data, which is provided by the DMWBD, in all documents which solicit bids for State Contracts and shall make efforts to assist Contractors in utilizing such data to determine expected levels of participation for minority group members and women on State Contracts.

(ii) Contractor shall exert good faith efforts to achieve such goals for minority and women's participation. To successfully achieve such goals, the employment of minority group members and women by Contractor must be substantially uniform during the entire term of this State Contract. In addition, Contractor should not participate in the transfer of employees from one employer or project to another for the sole purpose of achieving goals for minority and women's participation.

#### (b) GOALS FOR MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES PARTICIPATION.

For all State Contracts in excess of \$25,000.00 whereby the University is committed to expend or does expend funds in return for labor, services including but not limited to legal, financial and other professional services, supplies, equipment, materials or a combination of the foregoing or all State Contracts in excess of \$100,000.00 whereby the University is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon, Contractor shall exert good faith efforts to achieve a participation goal of **nineteen and 6/10 percent (19.6%)** for Certified Minority-Owned Business Enterprises and

**seventeen and 4/10 percent (17.4%)** for Certified Women-Owned Business Enterprises.

**10. ENFORCEMENT.** The University will be responsible for enforcement of each Contractor's compliance with these provisions. Contractor, and each Subcontractor, shall permit the University access to its books, records and accounts for the purpose of investigating and determining whether Contractor or Subcontractor is in compliance with the requirements of Article 15-A of the Executive Law. If the University determines that a Contractor or Subcontractor may not be in compliance with these provisions, the University may make every reasonable effort to resolve the issue and assist the Contractor

or Subcontractor in its efforts to comply with these provisions. If the University is unable to resolve the issue of noncompliance, the University may file a complaint with the DMWBD.

Failure to comply with all of the requirements herein may result in a finding of non-responsiveness, non-responsibility and/or a breach of contract, leading to the withholding of funds or such other actions, remedies or enforcement proceedings as allowed by the Contract.

#### 11. DAMAGES FOR NON COMPLIANCE.

Where the University determines that Contractor is not in compliance with the requirements of the Contract and Contractor refuses to comply with such requirements, or if Contractor is found to have willfully and intentionally failed to comply with the MWBE participation goals, Contractor shall be obligated to pay liquidated damages to the University. Such liquidated damages shall be calculated as an amount equaling the difference between:

a. All sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and

b. All sums actually paid to MWBEs for work performed or materials supplied under the Contract.

In the event a determination has been made which requires the payment of liquidated damages and such identified sums have not been withheld by the University, Contractor shall pay such liquidated damages to the University within sixty (60) days after such damages are assessed, unless prior to the expiration of such sixtieth day, the Contractor has filed a complaint with the Director of the Division of Minority and Woman Business Development pursuant to Subdivision 8 of Section 313 of the Executive Law in which event the liquidated damages shall be payable if Director renders a decision in favor of the University.



# Attachment 1

Required Submission Form

## Bidder Proposer Submission Information

**YOU ARE INVITED TO SUBMIT A PROPOSAL IN RESPONSE TO RFP SU-030717Revised**

**BID PROPOSERS MUST SUBMIT THE FOLLOWING COMPLETED FORMS:**

1. a) Bid Proposer Submission Information form (this page), Attachment 1;
- b) Encouraging Use of New York State Businesses in Contract Performance form, Attachment 2;
- c) State Finance Law §§ 139-j and 139-k Form B (See Part I, paragraph P, pages 4-5);
- d) State Finance Law §§ 139-j and 139-k and Form C (See Part I, paragraph P, pages 4-5);
2. Information as requested in Part II: Detailed Specifications.
3. Your firm's Equal Employment Opportunity Policy Statement, which conforms to the provisions of Exhibit A-1.

**IF YOU ARE NOT SUBMITTING A PROPOSAL, PURCHASE COLLEGE REQUESTS THE FOLLOWING:**

1. Respond "No Proposal will be submitted" and state your reason(s).
2. Return only this page to the Issuing Office address on Page 1.

**BIDDERS PLEASE RESPOND TO THE FOLLOWING INQUIRIES AND/OR CERTIFICATIONS:**

1. Is the price quoted the same as or lower than that quoted other corporations, institutions or governmental agencies for similar services and/or like equipment or supplies? YES: \_\_\_\_\_ NO: \_\_\_\_\_  
If no, explain. \_\_\_\_\_
2. Does your firm agree that all presentations and materials will be free from racial, religious, or sexual bias? YES: \_\_\_\_\_ NO: \_\_\_\_\_
3. Are you a New York State (NYS) resident business? YES: \_\_\_\_\_ NO: \_\_\_\_\_
4. Total number of people employed by firm: \_\_\_\_\_
5. Total number of people employed by firm in NYS: \_\_\_\_\_
6. Is your firm a NYS Minority-owned Business? YES: \_\_\_\_\_ NO: \_\_\_\_\_  
NYS Certified? YES: \_\_\_\_\_ NO: \_\_\_\_\_
7. Is your firm a NYS Women-owned Business? YES: \_\_\_\_\_ NO: \_\_\_\_\_  
NYS Certified? YES: \_\_\_\_\_ NO: \_\_\_\_\_
8. Please indicate if you or any officer of your organization, or any party owning or controlling more than 10 percent of your stock if you are a corporation, or any member if you are a firm or association, is an officer or employee of the State of New York or of a public benefit corporation of the State of New York. YES: \_\_\_\_\_ NO: \_\_\_\_\_
9. In accordance with State Finance Law §§ 139-j and 139-k, please certify that all information provided to Purchase College with respect to State Finance Law §§ 139-j and 139-k is complete, true and accurate.

FIRM'S NYS STATE FINANCIAL SYSTEM NUMBER (SFS ID): \_\_\_\_\_

FIRM'S TAX IDENTIFICATION NUMBER (TIN): \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_ FAX NUMBER: (\_\_\_\_\_) \_\_\_\_\_

FIRM REPRESENTATIVE - E-MAIL ADDRESS: \_\_\_\_\_

FIRM REPRESENTATIVE - NAME / TITLE (printed) \_\_\_\_\_

FIRM REPRESENTATIVE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## **Attachment 2**

### **ENCOURAGING USE OF NEW YORK STATE BUSINESSES IN CONTRACT PERFORMANCE**

New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the state and the nation. In recognition of their economic activity and leadership in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles.

Bidders/proposers need to be aware that all authorized users of this contract will be strongly encouraged, to the maximum extent practical and consistent with legal requirements, to use responsible and responsive New York State businesses in purchasing commodities that are of equal quality and functionality and in utilizing services and technology. Furthermore, bidders/proposers are reminded that they must continue to utilize small, minority and women-owned businesses, consistent with current State law.

Utilizing New York State businesses in State contracts will help create more private sector jobs, rebuild New York's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its New York State business partners. New York State businesses will promote the contractor's optimal performance under the contract, thereby fully benefiting the public sector programs that are supported by associated procurements.

Public procurements can drive and improve the State's economic engine through promotion of the use of New York businesses by its contractors. The State therefore expects bidder/proposers to provide maximum assistance to New York businesses in their use of the contract. The potential participation by all kinds of New York businesses will deliver great value to the State and its taxpayers.

Bidders/proposers can demonstrate their commitment to the use of New York State businesses by responding to the question below:

Will New York State Businesses be used in the performance of this Contract?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, identify New York State businesses that will be used and attach identifying information: