

STATE UNIVERSITY OF NEW YORK
Purchase College
INVITATION FOR BIDS (IFB)
PROPOSAL SU-010117, Dated 01 January 2017

IFB Number
SU-010117

Dated
01 January 2017

Description
Painting Services

Contract Term
Five (5) years
to begin upon approval of the NYS Comptroller

Calendar of Events - Procurement Timetable

Release of IFB 17 Jan 2017
Question Period..... 24 Jan – 06 Feb 2017 COB
Pre-Bid Meeting..... 02 Feb 2017 @ 10:00AM
Answers Questions 08 Feb 2017
****Bid Due Date/Time: 16 Feb 2017 @ 1:00PM****
Anticipated Awardee Notification 28 Feb 2017
Vendor De-Briefing upon request after notice of award

Location of Service

Purchase College
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

James A. Mwaura
Associate Director of Purchasing & Accounts Payable
telephone 914-251-6070
fax 914-251-6075
email james.mwaura@purchase.edu

For detailed specifications:

Octavio DaEira
Interim Assistant Director of Buildings and Grounds
telephone 914-251-6913
fax 914-251-6935
email octavio.daeira@purchase.edu

and Corey Dawkins
Interim Residential Facilities Director
telephone 914-251-4463
fax 914-251-5920
email corey.dawkins@purchase.edu

Package Contains

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PART I: GENERAL STANDARD INFORMATION AND INSTRUCTIONS

A. Invitation for Bids (IFB)

Purchase College is dedicated to environmentally sustainable practices. In an effort to conserve resources and reduce waste, the IFB will only be available electronically in PDF format at the following website:
<http://www.purchase.edu/purchasemeansbusiness> (and click Current Procurement Opportunities).

B. Bid Submission

When submitting a Bid, 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 Bid.** By signing you indicate full knowledge and acceptance of this Invitation for Bids (IFB) including Exhibits A and A-1. The Bid must be completed in the name of the proposer, corporate or otherwise, and must be fully and properly executed by an authorized person.
4. **(1) Submit three (3) completed bids, one of which must have original signatures.** Bids should be sealed and should be clearly marked “Sealed Bid # SU-010117” and be submitted as specified in Part II. Bids 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

(2) Bid Envelopes and Packages

Envelopes and/or packages containing Bids should be clearly marked “BID ENCLOSED”, and should state the IFB Number and Due Date: “IFB SU-010117 -- Due Date 16 Feb 2017 at 1:00PM”. Failure to complete all information on the submittal envelope or package may necessitate the premature opening of the package, and bids may be returned.

5. Bids must be received in the Purchasing & Accounts Payable Office by the due date and time. Offerers mailing their bids must allow sufficient time to ensure receipt of their Bids by the time specified. Offerers are cautioned that, although using a trackable mailing/courier/messenger service, Bids must be received in the Purchasing & Accounts Payable Office by the due date and time. While Bids 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 Bid by the Bid due time. No Bid will be considered that is not physically received in the Purchasing & Accounts Payable Office by the Bid due date and time. Electronically transmitted Bids will **NOT** be accepted.

6. (1) IFB Documents to be submitted at the Bid 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. Attachment 3 – Cost Worksheet Form
4. IFB Bid requirements as specified in “Part II. Detailed Specifications” (See pages 10-15 of this IFB.)
5. MWBE Form 104 – Contractor’s EEO Policy Statement
http://www.suny.edu/sunypp/lookup.cfm?lookup_id=615
6. MWBE Form 107 – MWBE Utilization plan
http://www.suny.edu/sunypp/lookup.cfm?lookup_id=618
7. MWBE Form 108 – EEO Staffing Plan
http://www.suny.edu/sunypp/lookup.cfm?lookup_id=621

(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. When 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
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

C. 1. Open Question Period

The IFB 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 IFB page, section and paragraph numbers where applicable. All questions must be EMAILED, with the email reference “**IFB SU-010117 Painting Services: QUESTIONS**”, to arrive no later than the Close of Business on the date indicated in the Calendar of Events– Procurement Timetable on page 1, and should be directed to email address corey.dawkins@purchase.edu or octavio.daeira@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 IFB, and will be posted to <http://www.purchase.edu/purchasemeansbusiness> by the date indicated on page 1.

2. Pre-Bid Meeting

There will be a non-mandatory Pre-Bid Meeting for prospective bidders. The meeting will be held on the date and at the time indicated in the Calendar of Events – Procurement Timetable on page 1 of this IFB. The Pre-Bid Meeting will be held in the **Facilities Management Building conference room** at Purchase College SUNY, 735 Anderson Hill Road, Purchase, New York 10577-1402.

For directions to Purchase College SUNY, see: <https://www.purchase.edu/AboutPurchase/VisitorsGuide/Directions/>

For a campus map, see: <https://www.purchase.edu/sharedmedia/admissions/campus%20map.pdf>

D. De-Briefing

Bidders that respond to this IFB 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, once 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 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.

E. Contract Award Protest Procedure

Bidders wishing to file a bid protest may do so in accordance with the University's procedures, available at: 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 IFB.

F. Standard Contract Clauses

Any contract resulting from this IFB 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 IFB. These clauses relate to, among other things, assignment of the contract, availability of funds, non-discrimination, affirmative action, non-collusion, worker's compensation.

G. 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 Bidder regarding compliance with the State's Affirmative Action policy. Accordingly, an Offerer's Bid must include its organization's affirmative action policy, and agree that all presentations and materials will be free from racial, religious, or sexual bias.

H. Minority and Women-owned Business Enterprises

- (1) 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 subcontract 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>

I. 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.

J. Bid Confidentiality

All Bids 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 Offerer believes that any information in its Bid 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 Offerer shall submit with its Bid 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 Offerer to submit such a letter with its Bid identifying trade secrets will constitute a waiver by the Offerer 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 Offerer may be subject to disclosure if ordered by a court of competent jurisdiction. A request that an entire Bid be kept confidential is not advisable since a Bid cannot reasonably consist of all data subject to FOIL proprietary status.

K. 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.

L. 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 esd@empire.state.ny.us, website <http://www.empire.state.ny.us/>.

M. 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 RFQ.

N. 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.

O. 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 offerer." 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, Offerers 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. Offerers 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 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.

P. 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

Q. 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 Offerer 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 Offerer is also a Designated Contact.
- b. **The Designated Contacts for this IFB are identified on page 1 of this IFB.**
- 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

- 3. Each Offerer shall submit with its Bid 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
- 4. Each Offerer shall submit with its Bid written disclosure as to whether the Offerer 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 Offerer has provided accurate and complete information with respect to the Offerer'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

R. 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."

S. 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, by email at 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.

T. 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.

U. Additional Terms and/or Conditions:

1. The following items will be incorporated into, and made part of, the formal agreement: (1) Purchase College's IFB; (2) the Successful Offerer's Bid; (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) the IFB; and (4) the Successful Offerer's Bid.
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 Offerer 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 Bid 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 Bid submission and will continue thereafter until the Successful Offerer notifies Purchase College otherwise, in writing. Such deadline may be further extended by mutual agreement.

10. In the event Successful Offerer uses partners, subcontracts or subcontractors, the Successful Offerer will remain responsible for compliance with all specifications and performance of all obligations under the contract resulting from this IFB. For the resulting agreement, the Successful Offerer will be the prime contractor.
11. Purchase College will not be liable for any costs associated with the preparation, transmittal, or presentation of any Bids or materials submitted in response to this IFB or the costs of any services performed prior to receiving approval of the agreement from New York State. All Bids and materials submitted in conjunction with Bids 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 offerer's Bid. Purchase College shall make the final determination.
13. This IFB and the resulting contract shall be governed by the Laws of the State of New York.
14. Public announcements or news releases regarding this IFB or any subsequent award of a contract must not be made by any Offerer without the prior written approval of Purchase College.
15. The Successful Offerer(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 Offerer 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 Offerer 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 Offerer, any affiliate, or any person or entity engaged by the Successful Offerer as an expert, consultant, independent contractor, subcontractor, employee or agent.
17. Liability - The Successful Offerer 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 Offerer 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 Offerer 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 limits for professional liability malpractice insurance with a minimum limit of no less than Two Million Dollars (\$2,000,000) for each occurrence and no less than Two Million Dollars (\$2,000,000) in the aggregate. For commercial general liability insurance with a combined personal injury and property damage, a limit of no less than Two Million Dollars (2,000,000) for each occurrence and Two Million Dollars (\$2,000,000) in the aggregate.
 - a. Contractor's Commercial General Liability Insurance. A standard commercial general liability insurance policy that shall include, but not be limited to coverage for bodily injury, property damage, personal/advertising injury, premises liability, independent contractors, blanket contractual liability including tort liability of another assumed contract, liability arising from all work and operations under the contract, defense and indemnification obligations, including those assumed under contract, cross liability coverage for additional insureds, all work and operations under this contract and all obligations assumed by the contractor under this contract. The coverage under such policy shall not be less than the following limits:

\$2,000,000.00	Each Occurrence
\$2,000,000.00	Aggregate
 - b. Comprehensive Business Automobile Liability and Property Damage Insurance. A policy covering liability arising out of the use of any motor vehicle, including owned, leased, hired, and non owned vehicles used in connection with the work covered by the contract documents the circumstances under which they are being used, required by Motor Vehicle Laws of the State of New York to bear license plates. The coverage under such policy shall not be less than the following limits:

\$1,000,000.00	Combined Single Limit
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 - c. Umbrella and Excess Liability Insurance. When the limits of the Commercial General Liability, Auto and/or Employers Liability policies are insufficient to meet the limits specified, contractor shall procure and maintain Commercial Umbrella and/or Excess Liability policies with limits in excess of the primary. The total amount of insurance coverage must, minimally, meet the designated requirements.

Such policies shall name co-name PURCHASE COLLEGE, the STATE UNIVERSITY OF NEW YORK and the STATE OF NEW YORK as additional insureds (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 Bidder 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 IFB is not eligible for award of the resulting contract.
21. 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 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.
22. Bidder Responsibilities:
It is the responsibility of each bidder to carefully examine and be familiar with the bidding documents. Bidder shall become familiar with restrictions and regulations pertaining to the painting services. Existing restrictions and regulations will not be considered as grounds for any additional costs.
23. Modifications Or Withdrawal Of Bid
 - (1) Bid modifications by amendment will only be considered on condition that: (1) the amendment arrives before the time specified, and at the place designated for receipt of bids, (2) the amendment is in writing and executed by a principal of the bidder firm, and (3) the bid, as amended, conforms in all respects with the Contract Documents.
 - (2) A bid may be withdrawn at any time prior to the time specified for receipt of bids.
 - (3) Not more than one business day after the bid opening or a scheduled pre-award meeting which ever comes later, a low bidder may request the withdrawal of its bid based on a mistake. The request must be submitted via certified or registered mail to the address to which the bid was directed. A request for withdrawal of a bid made after the specified number of days allowed shall result in automatic forfeiture of the bid security.
 - (4) Following a timely request for withdrawal of a bid, a penalty may not be assessed if the bidder establishes by credible evidence, including original documents when requested, the following:
 - a) An error, clerical as opposed to judgmental in nature and verifiable by written evidence, occurred in the computation of the bid,
 - b) The error constitutes either an unintentional and substantial computational error or an unintentional omission of a substantial quantity of labor and/or material from the final bid computation.
 - (5) If the bidder fails to meet its burden of proof, the request to withdraw without penalty shall be denied and bidder shall be responsible for the difference between their bid and the next lowest bidder. The decision of the College shall be final and conclusive.
 - (6) Once a request to withdraw is made, the College shall continue to progress the award process considering only the remaining bids.
24. Disqualification of Bidders
The College reserves the right to disqualify bidders, before or after bid opening, upon evidence of collusion with third parties or other illegal practices upon the part of the bidder.

V. Purchase College has the right to:

1. Reject any and all Bids received in response to this IFB in part or entirely.
2. To terminate any resulting contract for: (1) unavailability of funds; (2) cause; (3) convenience; (4) in the event it is found that the certification filed by the Offeror in accordance with New York State Finance Law § 139-j and 139-k was intentionally

false or intentionally incomplete, and, if applicable, the Department of Taxation and Finance Contractor Certification Form ST-220CA was false or 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 IFB upon notification to all Offerers. Mandatory requirements may be eliminated if unmet by all Offerers.
6. Adjust or correct cost or cost figures with the concurrence of the Offerer if mathematical or typographical errors exist.
7. Negotiate with Offerers responding to this IFB 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 Offerer in order to serve the best interests of Purchase College should Purchase College be unsuccessful in negotiating a contract with the Successful Offerer within an acceptable time frame.
10. Request clarifications from Offerers for purposes of assuring a full understanding of responsiveness, and further to permit revisions from all Offerers 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 IFB after its release. If any modifications make compliance with the original Procurement Timetable impractical, the College will adjust the timetable accordingly. Any IFB modifications will be posted to: <http://www.purchase.edu/purchasemeansbusiness> (and click Current Procurement Opportunities).
13. The successful Offerer will be notified by Purchase College by telephone and confirmed by letter.
14. By submitting a Bid, 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 Bid.
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 Bid 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 IFB.
 - The awardee Contractor 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 awardee Contractor 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 Invitation for Bids insofar as such terms and provisions are applicable to the work to be performed by such subcontractors.

End of Section

II. DETAILED SPECIFICATIONS

Purchase College, State University of New York, hereinafter referred to as the College is soliciting bids from qualified painting contractors to perform painting services of College dormitories, apartment complexes and other buildings. Errors or omissions in the Specifications shall not relieve Contractor of responsibility for a complete and workmanlike job. Contractor will be given access to the Service Area and agrees to limit its entry to scheduled working hours or as otherwise specifically authorized. The College agrees to provide access to all locations to be painted during scheduled hours, or according to such schedule as may be mutually agreed upon during performance.

METHOD OF AWARD

Award will be made to the responsive and responsible low bidder of the Year 1 Total Contract Amount using the Cost Worksheet form, Attachment 4. The Base Rate Painting shall include but not be limited to labor, material, patching/repair, one prime coat/stain killer if required, two finish coats, latex, oil base or any paint finish required, manufacturers' standard paint colors, fees, insurance or any charges required to perform this agreement.

WAGE RATES AND SUPPLEMENTS

The latest prevailing wage rates and supplements determined by the Department of Labor of the State of New York for the locality at which the work shall be performed will be in effect during the course of this contract.

The Prevailing Wage Case number for this contract is PRC# 2017000454

Website link: <https://applications.labor.ny.gov/wpp/publicViewProject.do?method=showIt&id=1349419>

CERTIFIED PAYROLL

The contractor and sub-contractor/s shall submit to the College within 30 days after issuance of its first payroll, and every thirty days thereafter, a copy of the original certified payroll record, as provided by Article 8, Section 220, of the NYS Labor Law. This certified payroll record copy should be submitted to:

Director, Residence Facilities Management
State University of New York
Purchase College
735 Anderson Hill Road
Purchase, NY 10577-1402

PRICE ADJUSTMENT

1. First year of Contract
Rates must remain fixed for the first year of the contract.
2. After first year of Contract
Rate adjustment will be allowed on the **Base Rate square footage rate** and on the **Special Painting/Patching/Prep square footage rate**.

Price adjustment will be determined once per year, for the period beginning the first contract anniversary date, and on each subsequent anniversary except for the contract termination date.

Rate Adjustment will be evaluated on the basis of the Consumer Price Index (CPI) U.S. Department of Labor, Bureau of Labor Statistics—Consumer Price Index – All Urban Consumers, for All Items, area: New York-Northern New Jersey-Long Island, NY-NJ-CT-PA for the 12-month period ending six months prior to the contract anniversary date for which the rate adjustment will begin.

The current Consumer Price Index (CPI) link is:

http://data.bls.gov/pdq/SurveyOutputServlet?data_tool=dropmap&series_id=CUURA101SA0.CUUSA101SA0 .

- a) Rate Increase
No rate increase may exceed the CPI up to and including two percent (2%). No rate increase may exceed two percent (2%). All requests for rate increase must be submitted in writing no later than four (4) months prior to the anniversary for which date the rate increase will begin. Rate increase will be evaluated on the basis of the Consumer Price Index (CPI) for the 12-month period ending six months prior to the contract anniversary date for which the rate decrease will begin.
- b) Rate Decrease
As price adjustments are dependent upon the CPI, the contract will allow College to calculate a rate decrease in the event the CPI decreases. Rate decrease will be evaluated on the basis of the Consumer Price Index (CPI) for the 12-month period ending six months prior to the contract anniversary date for which the rate decrease will begin.

For example:

(This is an example only to demonstrate the CPI period to be used and the time period for the due date for Contractor request for rate increase. As the contract start date will depend upon the approval date of the State Comptroller, the contract start date and anniversary date will not necessarily be as written below.)

<u>For Contract Period</u>	<u>CPI Period Evaluated</u>	**Contractor Request must be received by College no later than:
1 st year 05/01/2017-04/30/2018	First year of contract. No price adjustment allowed.	First year of contract. No price adjustment allowed.
2 nd year 05/01/2018-04/30/2019	Nov 2016 - Nov 2017	Dec 31, 2017
3 rd year 05/01/2019-04/30/2020	Nov 2017 - Nov 2018	Dec 31, 2018
4 th year 05/01/2020-04/30/2021	Nov 2018 - Nov 2019	Dec 31, 2019
5 th year 05/01/2021-04/30/2022	Nov 2019 - Nov 2020	Dec 31, 2020

TERMINATION FOR CAUSE

The contract may be cancelled at any time at the option of the College for nonperformance by the contractor. Such cancellation shall be accompanied by the giving of notice not less than five (5) days prior to such cancellation.

DAMAGE TO COLLEGE/STUDENT PROPERTY

The contractor shall be responsible for the repair or replacement cost of any damage to College/Student property caused by the use, misuse, or negligence of the contractor's employees. The contractor is responsible for reporting, in writing, within 72 hours the occurrence of damage to College property. Failure to report the damage to the Project Manager within the specified time may be cause for termination of this contract. Drop cloths are to be used at all times to protect College property.

JOB ESTIMATES

Prior to any work to be performed during the life of this agreement, there must be a mutually agreed upon accounting of the areas to be painted and the number of square footage which footage shall determine the amount of payment. Each painting project will require a fully completed estimate indicating the agreed to square footage, patching/repair square footage, and location of the work to be performed. The Painting Service Estimate Form must be signed by the Project Manager as well as the contractor. No painting is to begin until the completed Painting Service Estimate Form is submitted to the Purchasing & Accounts Payable Office for verification of funding availability and encumbering. See attached Attachment 3. No payment will be made without a contractor's invoice and a completed Painting Service Estimate Form. All signatures are required on the Painting Service Estimate Form before work can begin.

WORKING HOURS & SCHEDULING

The normal workweek shall be Monday through Friday 8:00 AM to 5:00 PM. Contractor may be permitted to work earlier or later hours if approved in advance by the College. Contractor will be required to submit such requests in written format to the Project Manager at least 72 hours in advance. College will make every reasonable effort to accommodate such requests.

PARKING AND STANDING

Contractor employee parking will be allowed and arranged within campus parking lots on a limited basis as approved by the College. Contractor is to abide to the following:

- 1). The Contractor and its employees shall be subject to all the rules and regulations of the College, including parking regulations. The College is regulated by New York State Vehicle and Traffic Laws.
- 2). The Contractor and its employees shall only park in the designated areas in Lot #W-2. There shall be no parking in other areas of the campus (unless prior written authorization is provided by the College Chief of Police).
- 3). Parking violations are subject to fines and are the sole responsibility of the Contractor or its employees. Vehicles that are parked illegally may be towed at the expense of the owner/driver.
- 4). All vehicles are required at all times to register with the College's Public Safety Unit.
- 5). There is \$35.00 fee for parking permits. The fee is per vehicle and permits need to be display whenever the vehicle is parked on campus.

MEETINGS

Periodic meetings will be scheduled by the College during the course of this contract.

OSHA REGULATIONS & STORAGE OF PAINTING OF MATERIALS

As required by OSHA standard 29 CFR 1910.1200, the contractor shall provide Safety Data Sheets to The Health and Safety Officer of the Campus for all products the contractor brings on site. All such products shall be properly labeled in accordance with this standard. The storage of water based paints and other nonflammable material shall be limited to no more than twenty-five (25) gallons at any one time. Oil-based paints, lacquer finishes, cleaning solvents and other flammable materials must be stored in fire-proof storage cabinets provided by the contractor and approved by the Project Manager.

The contractor may store materials and equipment in areas on site only as designated by the College. This will be in the Old Dorms, room C-09 unless and until other location(s) are designated. All materials shall be stored in a neat and orderly manner, and those subject to weather damage shall be protected by contractor against the weather by floored weatherproof temporary storage trailers. No painting work will start in any area until the contractor has the required materials on site. Security for stored equipment and materials shall be the responsibility of the contractor.

APPLICABLE CODES AND COMPLIANCE

Perform work only in accordance with all governing codes, laws and regulations. Notify the College at once and prior to proceeding of any discrepancies between such codes, laws and regulations and the contract requirements. The contractor shall give notices, pay all fees and comply with all laws, rules and regulations applicable to the work, including OSHA. The contractor, and employees of the contractor, shall comply with all College regulations governing conduct, access to the premises, operation of equipment and systems and conduct while in or near the premises and shall perform the work in such a manner as not to unreasonably interrupt or interfere with the conduct of business of the institution, staff and students.

ELECTRIC POWER FOR PAINTING ACTIVITIES

Electric power will be available from existing outlets in the buildings at no cost to the contractor. This power may be used for small power tools, etc., and the contractor shall investigate and not exceed the capacity of the existing circuits at the panel boards to increase capacities of the circuits. If the required power load exceeds the capacities of the available power sources, the contractor shall be responsible and pay for furnishing and installing all necessary temporary power and remove same at completion. Install all temporary wiring and equipment in conformity with the National Electrical Code. If an extension cord is used, it shall be plugged into a ground fault circuit interrupter (GFCI) as required by OSHA standards 29 CFR 1910.304(b) (3) (ii) (A) and 29 CFR 1926.404(b) (1) (ii).

SANITARY FACILITIES

The contractor will be permitted to use existing toilet facilities, provided they are not misused, defaced or dirtied unnecessarily. If the College deems that the existing facilities have been subject to misuse, the contractor shall be informed and caused to install and be responsible for maintaining his own temporary sanitary facilities subject to the College's restriction. The contractor shall also be held responsible for the repair of any damage to said existing facilities.

TEMPORARY LIGHTING

At his expense, the contractor shall install, and maintain and remove temporary light fixtures as may be required by the conditions of the work. Installation and light levels shall be in accordance with all applicable codes and regulations and acceptable practice.

WATER

The College will furnish water through the available campus system without charge to the contractor.

CONDUCTING WORK

All work under this contract is to be conducted in such a manner as not to interfere with the College's operation.

SAFETY AND PROTECTIVE FACILITIES

The contractor shall provide the necessary safeguards to prevent accidents, to avoid all necessary hazards and protect the public, the staff, the students, the work, and the property at all times, including Saturdays, Sundays, holidays and other times if no work is being done. The contractor shall erect, maintain and remove appropriate barriers or other devices, including mechanical ventilation systems, as required by the conditions of the work for the protection of the work being done, or the containment of dust and debris. All such barriers or devices shall be provided in conformance with all applicable codes, laws and regulations, including OSHA.

PROTECTION OF EXISTING STRUCTURES, VEGETATION AND UTILITIES

The contractor, during the course of his work, shall not damage any buildings, structures and utilities, public or private, including poles, signs, utilities services to buildings, street, telephone cables, plants, and other improvements. Any damage resulting from contractor's operations shall be repaired at his expense.

COORDINATION AND COOPERATION WITH THE COLLEGE

The contractor shall cooperate with the College in order that the work will cause as little disturbance as possible. Any of the items covered in these specifications which effect the operation of the College, or any questions or problems relating to the College, shall be directed to the College designated Project Manager, tel. (914) 251-6920. The College buildings will be occupied and will continue to be used while the work is in progress. The contractor shall cooperate with the College and cause minimum interference with the daily operations and access to the buildings. Extreme care shall be exercised by the contractor and his workers to attain this result. The contractor shall be expected to maintain the security and the exit capability of all entrances at all times. The buildings shall not be left "open" overnight or during any period of inclement weather. Temporary closures may be used overnight if they are adequate for security and weather protection.

USE OF ELEVATORS

The contractor shall be permitted to make temporary use of elevators designated provided such use does not interfere with the normal activities of the College. Large and heavy items shall not be placed in elevators, and suitable padding shall be provided whenever a cab is used for construction purposes. The elevators shall be restored to their original condition satisfactory to the College at the end of construction activities.

FIRE DETECTION AND PROTECTION DEVICES AND LIFE SAFETY SYSTEMS

The contractor shall cover and protect heat and smoke detectors and other fire protection/detection devices (including sprinkler heads, fire alarm strobes, pull boxes, etc.) while painting work is in progress. The contractor shall follow the Purchase College Life Safety System Impairment Procedure when the operation of any fire detection or suppression device is impaired. **DO NOT PAINT FIRE DETECTION OR PROTECTION DEVICES OR THEIR COVERS.** All Life Safety System devices will be inspected by the College and the contractor before work begins. Any damaged or painted devices will be replaced at the contractor's expense.

ROAD/PARKING LOT MARKING/STRIPING

Road/parking lot marking/striping will NOT be part of the services specified in this IFB.

DESCRIPTION OF WORK

- a. The work shall include painting and finishing of interior exposed items and surfaces throughout the project, except as otherwise indicated.
- b. "Paint" as used herein means all coating systems materials, including primers, emulsions, enamels, stains, sealers, and fillers, and other applied materials whether used a prime, intermediate or finish coats.
- c. Paint exposed surfaces whether or not colors are designated in "schedules," except where natural finish of material is specifically mentioned, paint same as adjacent similar materials or areas. If color or finish is not designated, Project Manager will select these from standard colors available.

SUBMITTALS

- a. Product Data: Submit manufacturers' technical information including paint label analysis and application instructions for each material proposed for use.
- b. Product Data/Material Safety: Material Safety Data Sheets for each product to be used must be submitted to the Health and Safety Officer before application.
- c. Samples: Submit samples for Project Manager's review of color and texture only. Compliance with all other requirements is the exclusive responsibility of the contractor. Provide a listing of material and application for each coat of each finish sample.
- d. On 12" x 12" hardboard, provide two (2) samples of each color and material, with texture to simulate actual conditions.
- e. Stain Killer: Submit manufacturers' technical information including label, analysis and application instruction.

DELIVERY AND STORAGE

Deliver materials to job site in original, new and unopened packages and containers bearing manufacturers name and label, and following information: Name or title of material. Fed Spec. number if applicable, Manufacturers name, stock number and date of manufacture. Contents by volume for major pigment and vehicle constituents. Thinning instructions. Application instructions. Color and number.

JOB CONDITION

- a. Apply water-base paints only when temperatures of surfaces to be painted and surrounding air temperatures are between 50 degrees F (10 degrees C) and 90 degrees F (32 degrees C) unless otherwise permitted by paint manufacturers printed instructions.
- b. Apply solvent-thinned paints only when temperature of surface to be painted and surrounding air temperatures are between 45 degrees F (7.2 degrees C) and 95 degrees F (35 degrees C) unless otherwise permitted by paint manufacturers printed instructions.
- c. Do not apply paint in snow, rain, fog or mist; or when relative humidity exceeds 85%; or to damp or wet surfaces, unless otherwise permitted by paint manufacturers printed instructions.
- d. Provide finish coats which are compatible with prime paints used. Provide coats and/or re-prime if primer is found to be incompatible with finish coats.
- e. Scaffolding: The College will pay Contractor for Contractor's rental of scaffolding for use in painting services in excess of 10 feet in height. Contractor will be required to submit scaffolding rental reimbursement on a separate Contractor invoice accompanied by the original rental invoice. College will not supply scaffolding. College will not pay for Contractor's purchase price of new scaffolding.

PRODUCTS COLORS AND FINISHES

- a. Paint colors, surface treatments, and finishes are to be specified by Project Manager.
- b. Prior to beginning work, Project Manager will furnish color chips for surfaces to be painted.
- c. Use representative colors when preparing samples for review.
- d. Final acceptance of colors will be from samples applied on the job.
 1. Color Pigments: Pure, non-fading applicable types to suit substances and surfaces indicated.
 2. Lead Content: Paint as specified in this specification shall be void of any lead content.

3. This limitation is extended to interior surfaces and those exterior surfaces, such as stairs, decks, porches, railings, windows, and doors which are readily accessible to children under seven (7) years of age.

MATERIAL QUALITY

- a. Provide best quality grade of various types of coatings as regularly manufactured by acceptable paint materials manufacturers. Materials not displaying manufacturers' identification as a standard, best-grade product will not be acceptable.
- b. Proprietary names used to designate colors or materials are not intended to imply that products of named manufacturers are required to exclusion of equivalent products of other manufacturers.
- c. Manufacturers' products which comply with coating requirements of applicable Federal Specifications, yet differ in quantitative requirements, may be considered for use when acceptable to Project Manager. Furnish material data and manufacturers' certificate of performance to Project Manager for any proposed substitutions.
- d. Any material applied or used must conform to Environmental Conservation Law, Article 19 6NYSRR, part 205 (Architectural Coatings) for use in the NYC Metropolitan area, which includes Westchester County.
- e. Sec 2.02 Material Quality. Not all standard paint is allowed to be used in Westchester County.
- f. Furnish all materials from one manufacturer unless otherwise specifically approved by Project Director.
- g. Manufacturer: Provide material from one of following approved manufacturers: Sherwin Williams, Benjamin Moore, Glidden-Durkee, Division of SCM Corp. P.P.G. Industries, Inc. Martin Senour Co.

INTERIOR PAINT SYSTEMS (I.P.S.)

- a. Provide following paint systems for various substrates, as indicated. Sheetrock Wallboard -one coat primer sealer (stain killer).one coat intermediate. One coat finish (semi-gloss).Steel doors, trim, cove base and radiation. Two coats of an appropriate oil base paint to match selected color.

EXECUTION & INSPECTION

- a. Contractor must examine areas and conditions under which painting work is to be applied and notify College in writing of conditions detrimental to proper and timely completion of work. Do not proceed with work until satisfactory conditions have been corrected in a manner acceptable to contractor.
- b. Starting of painting will be construed as applicators acceptance of surfaces and conditions within any particular area.

SURFACE PREPARATION

- a. General: Perform preparation and cleaning procedures in accordance with paint manufacturers' instructions and as herein specified, for each particular substrate condition.
- b. Remove hardware, hardware accessories, matched surfaces, plates, lighting fixtures, and similar items in place and not to be finish-painted, or provide surface protection prior to surface preparation and painting operations. Remove, if necessary, for complete painting of items and adjacent surfaces. Following completion of painting of each space or area, reinstall removed items.
- c. Clean surfaces to be painted before applying paint or surface treatments. Remove oil and grease to painting by mechanical cleaning process so it will not fall onto wet, newly-painted surfaces.
- d. Wood: Clean wood surfaces to be painted of dirt, oil or other foreign substances with scrapers, mineral spirits, and sandpaper as required. Sandpaper smooth those finished surfaces exposed to view, and dust off. Scrape and clean small, dry, seasoned knots and apply a thin coat of white shellac or other recommended knot sealer before application of priming coat. After priming, fill holes and imperfections in finish surfaces with putty or plastic wood-filler. Sandpaper smooth when dried.
- e. Ferrous metals: Clean ferrous surfaces which are not galvanized or shop-coated of oil, grease, dirt, loose mill scale and other foreign substances by solvent or mechanical cleaning.
- f. Apply stain killer to all surfaces which will bleed through intermediate and finishing application.
- g. Patching: Repair all damaged wallboard. Prepare surface to match existing construction in appearance and performance. Tape, sand, prime to accept paint finish specified. (Statement of damage limit) Contractor will not be required to patch any holes larger than three (3) square inches. Charges will be allowed for repair and patching based on a cost-per-square-foot basis for preparing/patching. All such work must be clearly identified on all invoices, stating location, and must be approved by the College on the Painting Service Estimate Form prior to carrying out any work.
- h. Stain Killer: Any surface that contains material which will bleed through the specified paint finish shall receive an application of stain killer. It will be the contractor's responsibility to prepare the surface properly. The College will not accept areas which have blemishes or bleed through.
- i. Apply skim coating as required to properly prepare the paintable surface.

All surfaces under this contract must receive two (2) finish coats of paint approved by the College, in addition to primer and/or stain killer if required.

MATERIALS PREPARATION

- a. Mix and prepare painting materials in accordance with manufacturer's direction.
- b. Store materials not in actual use in tightly covered containers. Maintain containers used in storage, perform mixing of paint in a clean condition, free of foreign materials and residue.
- c. Stir materials before application to produce a mixture of uniform density and stir as required during application. Do not stir surface film into material. Remove film and, if necessary, strain material before using.

APPLICATION

- a. General: Apply paint in accordance with manufacturer's directions. Use applicators and techniques best suited for substrate and type of material being applied.
- b. Apply additional coats when undercoats, stains or other conditions show through final coat of paint, until paint film is of uniform finish, color and appearance. Give special attention to insure that surfaces, including edges, corners, crevices, welds and exposed fasteners receive a dry film thickness equivalent to that of flat surfaces.
- c. Paint surfaces behind movable equipment and furniture same as similar exposed surfaces. Paint surfaces behind permanently-fixed equipment or furniture with prime coat only before final installation of equipment.
- d. Paint interior surfaces of ducts, where visible through resistors or grilles, with a flat non-specular black paint.
- e. Paint back sides of access panels and removable or hinged covers to match exposed surfaces.
- f. Finish exterior doors on tops, bottoms and side edges same as interior and exterior faces, unless otherwise indicated.
- g. Sand lightly between each succeeding enamel and varnish coat.
- h. Scheduling Painting: Apply first-coat material to surfaces that have been cleaned, pretreated or otherwise prepared for painting as soon as practicable after preparation and before subsequent surface deterioration.
- i. Allow sufficient time between successive coatings to permit proper drying. Do not recoat until paint has dried to where it feels firm, does not deform or feel sticky under moderate thumb pressure and application of another coat does not cause lifting or loss of adhesion of the undercoat.
- j. Minimum Coating Thickness: Apply material at not less than manufacturer's recommended spreading rate, to establish a total dry film thickness as indicated or, if not indicated, as recommended by coating manufacturer.

- k. The contractor shall furnish two (2) sets of Manufacturers Catalog or Data Material Sheets for all paint and associated materials furnished under this contract. It should include technical information including labels, analysis, and application instructions for products provided.

PRIME COATS

- a. Apply prime coat to material which is required to be painted or finished and which has not been prime coated by others.
- b. Re-coat primed and sealed surfaces where there is evidence of suction spots or unsealed areas in first coat to assure a finish coat with no burn-through or other defects due to insufficient sealing.

QUALITY OF FINISH

- a. Pigmented (opaque) Finishes: Completely cover to provide an opaque, smooth surface of uniform finish, color, appearance and coverage. Cloudiness, spotting, laps, brush marks, runs, sags, ropiness or other surface imperfections will not be acceptable.
- b. Completed Work: Match approved samples for color, texture and coverage. Remove, refinish or repaint work not in compliance with specified requirements.

PREPARATION OF COLORS

- a. Interior and exterior colors must match color chips selected by Project Manager.
- b. Sufficient artificial lighting (closely equaling finished lighting) shall be in place prior to start of any painting and finishing work to insure quality and uniform applications.
- c. Contractor shall furnish Project Manager suitable quantiles of all paint used for use of College for touch ups and paint matching.

CLEAN-UP AND PROTECTION

The contractor shall, at all times during the progress of the work, keep the site free from accumulation of waste matter or rubbish and shall confine his apparatus, materials and operations of his workmen to limits prescribed by law or by the Contract Limit Lines, except as the latter may be extended with the approval of the State University. Waste matter or rubbish must be properly removed. All rubbish is to be removed from the College. College containers are not to be used for discarding waste materials generated under this contract. Upon completion of the work covered by the contract, the contractor shall leave the completed project ready for use without the need of further cleaning of any kind and with all work in new condition and perfect order. In addition, upon completion of all work, the contractor shall remove from the vicinity of the work and from the property owned or occupied by the State of New York, all paint, building material, rubbish, unused material, and other material belonging to contractor or used under contractor's direction during construction which impairs the use or appearance of the property and shall restore such areas affected by the work to their original condition, and, in the event of contractor's failure to do so, the same shall be removed by the College at the expense of the contractor.

- a. Clean-up: During progress of work, remove from site discarded paint materials, rubbish, cans and rags at end of each work day.
- b. Upon completion of painting work, clean window glass and other paint-spattered surfaces. Remove spattered paint by proper methods of washing and scraping, using care not to scratch or otherwise damage finished surfaces.
- c. Protection: Protect work of other trades, whether to be painted or not, against damage by painting and finishing work. Correct any damage by cleaning, repairing and repainting, as acceptable to Project Manager.
- d. Provide "Wet Paint" signs as required to protect newly-painted finishes. Remove temporary protective wrappings provided by others for the protection of their work after completion of painting operations.
- e. At the completion of work of other trades, touch-up and restore all damaged or defaced painted surfaces.
- f. Overnight storage of flammable material must be in secured areas and in appropriate containers.
- g. Tools and painting equipment, i.e., brushes and rollers, shall be cleaned in accordance with all Federal, State, and local regulations. Do not use the College's plumbing facilities for this purpose.
- h. Contractor shall only use pre-determined designated sinks for rinse-off and/or cleaning of brushes, mixing buckets, roller and other painting tools for each project. Contractor shall at all times follow local, state, and federal regulations for clean-up and disposal of materials. Contractor shall provide all necessary strainers and/or other types of containment devices, to prevent any large, solidifying materials from entering the designated sink's drain. Contractor shall clean and restore designated sink area to pre-work conditions after each clean-up.

End of Section

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 per-

formance 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: mwbecertification@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/Offerers pursuant to the New York State Iran Divestment Act of 2012" ("Prohibited Entities List") posted at:
<http://www.ogs.ny.gov/about/reqs/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 related to the actual workforce utilized on the Contract. When the workforce to be utilized on the contract cannot be separated out from Contractor's and/or subcontractor's total workforce, 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 wom-

an-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 women 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 M/WBEs, 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 5th 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 an 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 BID IN RESPONSE TO IFB SU-010117.

BID PROPOSERS MUST SUBMIT THE FOLLOWING COMPLETED FORMS:

Items as specified on page 2 of this IFB (I. B. 6. (1)):

7. Attachment 1 – Bid Proposer Submission Information
8. Attachment 2 – Encouraging Use of New York State Businesses in Contract Performance form
9. Attachment 3 – Cost Worksheet Form, Attachment 3
10. IFB requirements as specified in “Part II. Detailed Specifications” (See pages 10-14 of this IFB.)
11. MWBE Form 104 – Contractor’s EEO Policy Statement http://www.suny.edu/sunypp/lookup.cfm?lookup_id=615
12. MWBE Form 107 – MWBE Utilization plan 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

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

1. Respond “No Bid 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:

Attachment 3

sample

**Purchase College
State University of New York**

Painting Service Estimate Form

Acct No _____ Amt _____
 Acct No _____ Amt _____
 Acct No _____ Amt _____
 Acct No _____ Amt _____
 Acct No _____ Amt _____

Job No. _____

Location: _____	Start Date: _____	Completion Date: _____
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Scope of Work Defined: _____

	# Square Feet	Rate	Totals
Base Rate Painting (per Sq Ft) _____	_____	_____	\$ _____
Special Painting Service (per Sq Ft) _____ [Includes Patching/Preparation of damage over three (3) Square Inches; Fine Detail work] All work under Special Painting Service must be justified and documented in writing and be supported by photographs.	_____	_____	\$ _____
Total Projected Cost			\$ _____

Submitted and Accepted by Painting Contractor: _____
 Painting Contractor _____ Signature _____ Date _____

Square Footage Verified by College Official: _____
 Project Manager _____ Signature _____ Date _____

Reviewed and Approved for College by: _____
 Title: _____ Signature _____ Date _____

Encumbered by: _____

Note: Invoice must include above referenced Job # and be submitted to the Office of Facilities Management for review & approval no later than five (5) working days after completion of project for timely payment.