

**PURCHASE COLLEGE ASSOCIATION, INC.
REQUEST FOR PROPOSALS (RFP)**

RFP Number

PCA-21924-1

Dated

2/19/24

Description

Vending Machine Services

Contract Term

Five years, with 2- one year extensions beginning on or about July 1, 2024

Location of Service

Purchase College
State University of New York
735 Anderson Hill Road
Purchase, New York 10577

Calendar of Events - Procurement Timetable

Release of RFP.....2/19/24
Guided tours 2/26/24-2/28/24
Question Period.....2/20/24 – 3/8/24: 3PM EST
Answers to Questions3/14/24
Proposal Due Date/Time.....3/25/24: 3:00 PM EST
Anticipated Awardee Notification4/8/24
Anticipated Contract Commencement7/1/24

Package Contains

Part I: General Information
Part II: Detailed Specifications
Standard Contract Clauses
Affirmative Action Clauses
Locations of current vending machines
Prior Years Vending Net Sales by Mo&Yr
Submission Form–Bid Proposer Info
Submission Form–Cost component
Guided Tours
Sample COI

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Exhibit A
Exhibit A-1
Attachment 1
Attachment 2
Attachment 3
Attachment 4
Attachment 5
Attachment 6

Designated Contacts

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For technical information & clarification of detailed specifications:

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Purchase College, State University of New York (SUNY) is located in Westchester County. It is a public institution that was founded in 1967 and is situated on 550 acres. There are approximately 4,000 students and 350 full-time faculty and staff. The diverse student population is comprised of African American, Asian American, Caucasian, Hispanic American, Native American and International students. Through this diversity, the College prepares its graduates to serve the workforce through character and leadership. The Purchase College Association, Inc. (PCA), extends to bidders an invitation to submit bid proposals for providing vending machine services.

PART I: GENERAL STANDARD INFORMATION AND INSTRUCTIONS

A. Request for Proposal (RFP)

The PCA is dedicated to environmentally sustainable practices. In an effort to conserve resources and reduce waste, the RFP will only be available electronically in PDF format at the following website:

<https://www.purchase.edu/offices/purchasing/procurement-opportunities/>

B. Proposal Submission

When submitting a Proposal, you must:

1. Prepare a clearly readable document. Attach all required information.
2. Indicate any deviations from the specifications and if necessary, attach separate documents and/or explanation.
3. **Sign the Proposal.** By signing you indicate full knowledge and acceptance of this Request for Proposal (RFP) including Exhibits A and A-1. The Proposal must be completed in the name of the proposer, corporate or otherwise, and must be fully and properly executed by an authorized person.
4. **Submit one (1) complete proposal in PDF format electronically through this Dropbox link:**
<https://www.dropbox.com/request/21LgRsBswFQ5TUzpZS48>
5. Proposals must be received in the Dropbox file by the due date and time as indicated on page 1.

C. Tours of Campus

The Colleges is an open campus here bidders are welcomed to conduct self-guided tours of the campus. A campus map can be found here: <https://www.purchase.edu/about/our-campus/interactive-map/> If your firm visits campus you need to park in W1 lot and pay at the meter.

PCA will offer guided tours to prospective bidders. See attachment 5 for available slots and instructions on how to sign up. Each tour slot has a 10-person capacity. Tours may have multiple bidders participating.

D. Question Period

The RFP will allow for a question period as indicated on page 1 in the Calendar of Events/Procurement Timetable. All questions must be submitted in writing. All questions must be EMAILED to arrive no later than 3pm EST on the date indicated, and should be directed to email patrick.savolskis@purchase.edu. Questions received after the closing for inquiries will not be answered. Only written answers are official. All questions and answers will be emailed to any bidder who submitted a question. Also, they will be posted to <https://www.purchase.edu/offices/purchasing/procurement-opportunities/> by the date indicated on page 1.

G. Standard Contract Clauses

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

H. Affirmative Action Policy

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

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

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

I. Minority and Women-owned Business Enterprises

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

J. Gramm-Leach-Bliley Act

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

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

K. Proposal Confidentiality

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

L. Sustainable Procurement

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

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

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

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

M. Omnibus Procurement Act of 1992

It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as Bidders, subcontractors and suppliers on its procurement contracts. Information on the availability of New York State subcontractors and suppliers and a directory of minority and women-owned business enterprises is available from: NYS Empire State Development, 625 Broadway, Albany, New York 12207, email esd@empire.state.ny.us, website <http://www.empire.state.ny.us/>.

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.

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 offeror.” Section 163 (9) f of the SFL requires that prior to making a contract award, each contracting agency shall make a determination of responsibility of the proposed contractor.

1. In accordance with these procurement laws, PCA will conduct an affirmative review of vendor responsibility for all organizations or firms with which it conducts business. In doing so, Offerors are required to file the Vendor Responsibility Questionnaire online via the New York State VendRep 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://onlineservices.osc.state.ny.us/Enrollment/login?0> 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. Offerors opting to file a paper questionnaire may obtain the appropriate questionnaire from the VendRep website http://www.osc.state.ny.us/vendrep/forms_vendor.htm or may contact SUNY System Administration for a copy of the paper form.
2. The Contractor shall at all times during the Contract term remain responsible. The Contractor agrees, if requested by PCA, 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.
3. PCA, 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 PCA issues a written notice authorizing a resumption of performance of the Contract.
4. Upon written notice to the Contractor, and a reasonable opportunity to be heard with appropriate officials or staff, the Contract may be terminated by PCA at the Contractor’s expense where the Contractor is determined by PCA to be non-responsible. In such event, PCA 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: https://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 PCA, or, if applicable, the Office of the State Comptroller, of the contract for which this solicitation has been issued, an Offeror shall not communicate with PCA or Purchase College other than with the persons identified in this solicitation as Designated Contacts, or with a person who the Designated Contacts has advised the Offeror is also a Designated Contact.
- b. **The Designated Contacts for this RFP are identified on page 1 of this RFP.**

- i. Policy and Procedure of the State University of New York State Finance Law §§139-j and 139-k, enacted by Ch. 1 L. 2005, as amended by Ch. 596 L. 2005, effective January 1, 2011, regulate lobbying on government procurement, including procurements by State University to obtain commodities and services and to undertake real estate transactions.

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

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

A complete copy of the State University of New York Procurement Lobbying Policy and Procedure is available for review at <http://www.suny.edu/sunyp/>.

2. Each Offeror shall submit with its Proposal a written affirmation of its understanding of the State University's procurement lobbying procedures and agreement to comply with such procedures. Please see form B: http://www.suny.edu/sunyp/documents.cfm?doc_id=282
3. Each Offeror shall submit with its Proposal written disclosure as to whether the Offeror has been determined to be non-responsible within the previous four years by reason of having violated NY State Finance Law § 139-j or having intentionally provided false or incomplete information to a Governmental Entity with respect to its compliance with NY State Finance Law §139-j; and certification that the Offeror has provided accurate and complete information with respect to the Offeror's compliance with NY State Finance Law §§ 139-j and 139-k within the previous four years. Please see form C: http://www.suny.edu/sunyp/documents.cfm?doc_id=283

R. 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.

S. Iranian Divestment Act of 2012

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) is charged with developing a list (prohibited entities list) of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date, at which time it will be posted on the OGS website.

The successful Bidder (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on the contract to be awarded pursuant to this RFP any subcontractor that is identified on the prohibited entities list. Additionally, the successful Bidder agrees that after the list is posted on the OGS website, should it seek to renew the Contract, it will be required to certify at the time the Contract is renewed or assigned that it or its assignee is not included on the prohibited entities list.

During the term of the Contract to be awarded pursuant this RFP, should PCA receive information that the successful bidder is in violation of the above-referenced certification, PCA will offer the successful bidder an opportunity to respond. If the successful bidder fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after

the determination of such violation, then PCA shall take such action as may be appropriate including, but not limited to, seeking compliance, recovering damages, or declaring the successful bidder to be in default.

PCA reserves the right to reject any request for assignment for an entity that appears on the prohibited entities list prior to the award 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.

T. Indemnification

The Successful Offeror shall hold harmless and indemnify Purchase College Association, Purchase College, the State University of New York and the State of New York, their officers and employees from and against any injury, damage, loss or liability to persons or property resulting from or arising out of (a) the agreement, and (b) the acts, omissions, liabilities, or obligations of the Successful Offeror, any affiliate, or any person or entity engaged by the Successful Offeror as an expert, consultant, independent contractor, subcontractor, employee or agent.

U. 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.

V. Liability

The Successful Offeror will be responsible for the work, direction and compensation of its employees, consultants, agents and contractors. Nothing in the resulting agreement or the performance thereof by the Successful Offeror will impose any liability or duty whatsoever on the Purchase College Association Inc., 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.

W. Liability Insurance

Prior to the commencement of work, the Successful Offeror will provide, at its sole cost and expense, Certificates of Insurance which shall remain in force throughout the term of the agreement, or any extension thereof, from an insurance company authorized to do business in the State of New York. Insurance limits are outlined in Attachment 6 (Sample COI).

Such policies shall name PURCHASE COLLEGE ASSOCIATION, INC., and co-name PURCHASE COLLEGE, the STATE UNIVERSITY OF NEW YORK and the STATE OF NEW YORK as additional insured (in the case of fire insurance, as its insurable interest may appear). Such policy shall designate Purchase College Association, Inc. as the loss payee and shall contain a provision that Purchase College Association, Inc. shall receive at least thirty (30) days' notice prior to material change, cancellation or expiration of any such policy. Each policy of insurance shall contain the following endorsement: "It is understood and agreed that the insurance company shall notify the Purchase College Association Inc. in writing thirty days in advance of the effective date of any alterations in coverage or termination or cancellation of this policy."

The certificates of such insurance should be e-mailed to: patrick.savolskis@purchase.edu. Contractor will be responsible to submit updated certificates throughout the duration of the contract term. 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.

X. Additional Terms and/or Conditions:

1. The following items will be incorporated into, and made part of, the formal agreement: (1) RFP ; (2) the Successful Offeror's Proposal; (3) Exhibit A, Standard Contract Clauses; (4) Exhibit A-1, Affirmative Action Clauses.
2. In the event of any inconsistency in or conflict among the document elements of the agreement described above, such inconsistency or conflict shall be resolved by giving precedence to the document elements in the following order: (1) Exhibits A and A-1; (2) the Agreement; (3) this RFP; and (4) the Successful Offeror's Proposal.
3. Any terms that are attached or referenced with a submission shall not be considered part of the bid or proposal, but shall be deemed included for informational purposes only.

4. The resulting agreement shall be binding upon its execution by both parties.
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.
6. The relationship of the Successful Offeror to PCA shall be that of independent prime contractor.
7. Compliance with the post-employment restrictions of the Ethics in Government Act is required.
8. Proposed prices should reflect all discounts including educational discounts. Price reductions are encouraged and acceptable at any time during the contract period.
9. The submission of a Proposal constitutes a binding offer to perform and provide said services. Such binding offer shall be firm and not revocable for a period of 180 days after the deadline for Proposal submission and will continue thereafter until the Successful Offeror notifies PCA otherwise, in writing. Such deadline may be further extended by mutual agreement.
10. In the event Successful Offeror uses partners, subcontracts or subcontractors, the Successful Offeror will remain responsible for compliance with all specifications and performance of all obligations under the contract resulting from this RFP. For the resulting agreement, the Successful Offeror will be the prime contractor.
11. Neither PCA nor Purchase College will be liable for any costs associated with the preparation, transmittal, or presentation of any Proposals or materials submitted in response to this RFP or the costs of any services performed prior to receiving approval of the agreement from New York State. All Proposals and materials submitted in conjunction with Proposals shall become the property of PCA for use as deemed appropriate, respecting all copyrights.
12. PCA will be the interpreter of all contract documents and make the final determination of the intent and meaning of all contract documents including the vendor's bid proposal. PCA shall be the determinant and make the final determination.
13. This RFP and the resulting contract shall be governed by the Laws of the State of New York.
14. Public announcements or news releases regarding this RFP or any subsequent award of a contract must not be made by any Offeror without the prior written approval of PCA.
15. The Successful Offeror(s) is responsible for compliance with all applicable rules and regulations pertaining to cities, towns, counties and State where the services are provided, and all other laws applicable to the performance of the resulting contract. The Successful Offeror shall provide all necessary safeguards for safety and protection as set forth by the United States Department of Labor, Occupational Safety and Health Administration.
16. Any firm or individual that participated in the development or preparation of this RFP is not eligible for award of the resulting contract.

Y. PCA has the right to:

1. Reject any and all Proposals received in response to this RFP in part or entirely.
2. To terminate any resulting contract in the event it is found that the certification filed by the Contractor in accordance with New York State Finance Law § 139-j and 139-k was intentionally false or intentionally incomplete. Upon such finding, PCA may exercise its termination right by providing written notification to the Contractor in accordance with the written notification terms of the contract.
3. Request certified audited financial statements for the past three (3) completed fiscal years and/or other appropriate supplementation including, but not limited to, interim financial statements and credit reports.
4. Request references and to contact any or all references.
5. Waive requirements or amend this RFP upon notification to all Offerors. Mandatory requirements may be eliminated if unmet by all Offerors.
6. Adjust or correct cost or cost figures with the concurrence of the Offeror if mathematical or typographical errors exist.

7. Negotiate with Offerors responding to this RFP within the requirements necessary to serve the best interests of PCA.
8. PCA reserves the right to change any dates specified for the review and selection process.
9. Begin contract negotiations with another Offeror in order to serve the best interests of PCA should PCA be unsuccessful in negotiating a contract with the Successful Offeror within an acceptable time frame.
10. Request clarifications from Offerors for purposes of assuring a full understanding of responsiveness, and further to permit revisions from all Offerors determined to be susceptible to being selected for contract award, prior to award.
11. Termination without cause: Either party may terminate the resulting contract by giving ninety (90) days written notice to the other party.
12. Waive minor irregularities.
13. PCA reserves the right to modify or amend the requirements of this RFP after its release. All vendors will receive written notification of any modifications to the requirements of this RFP. If any modifications make compliance with the original Procurement Timetable impractical, the PCA will adjust the timetable accordingly.
14. Vendors who submit a Proposal in response to the RFP may be required to give an oral presentation to representatives of PCA and/or allow a site visit to the main or branch office. The site visit may include a demonstration of on-line inquiry access services. This shall provide an opportunity for the Vendor to clarify or elaborate on the Proposal, but shall in no way change the original Proposal. PCA shall schedule the time and location.
15. The successful vendor will be notified by PCA by telephone/email and confirmed by letter/email.
16. By submitting a Proposal, the vendor agrees that she/he will not make any claims for or have any right to damages because of any misinterpretation or misunderstanding of the specifications or because of any misinformation or lack of information.
17. 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.
18. Omissions, inaccuracy or misstatements may be sufficient cause for rejection of the Proposal.
19. PCA 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.
20. Subcontractors
 - Except for vendors designated by the PCA, the vendor must, in their proposal response, indicate the name and address of all proposed subcontractors. This statement must contain a description of the portion of the work which the proposed subcontractors are to perform/provide and any information tending to prove that the proposed subcontractors have the necessary skill, experience and financial resources to provide the service in accordance with the RFP.
 - The vendor shall have sole responsibility to the PCA for the acts or defaults of said subcontractors, of such subcontractor's officers, agents and employees, each of whom shall for this purpose, be deemed to be the agent or employee of the vendor to the extent of its subcontract.
 - The vendor shall execute with each of its subcontracts and shall require all subcontracts to execute a written agreement which shall bind the latter to the terms and provisions of this Request for Proposals insofar as such terms and provisions are applicable to the work to be performed by such subcontractors.

PART II: DETAILED SPECIFICATIONS

A. Scope of Services

The Purchase College Association, Inc. (PCA) is soliciting non-exclusive proposals for vendors to furnish, install, operate and maintain automatic vending equipment for the dispensing of food products, hot and cold non-alcoholic beverages, and other useful products primarily for a student base. The PCA currently has 60 vending machines on campus and expects to occupy all current locations as well as adding incremental machines. At a later time, vending machines may be required in buildings currently under renovation or rehabilitation, or new buildings to be constructed.

The contract will be for a five-year term beginning on or about July 1, 2024, with 2 one-year options. The winning bidder will be awarded exclusive rights to the campus to supply food, hot and cold non-alcoholic beverages vending services to Purchase College, SUNY. One exception will be the Main Dining Hall (MDH) building. Vending machines, in MDH are reserved to the food service contractor (currently Chartwells). Beverages and snacks must be provided by the same beverage vendor.

Students are usually drawn to and appreciate new, innovative and cutting-edge products and services. Bidders are requested to propose ideas that take this into consideration.

1. Program Specifications

- a) Provide new, state of the art energy efficient equipment, appropriate Federal, State and local regulatory agencies; i.e.: NSF, UL, and the Westchester County Health Department.
 - (1) All equipment will have non-resettable electronic meters.
 - (2) Equipment will be ADA compliant.
 - (3) Use of re-manufactured or like-new equipment may be considered as an alternative proposal.
 - (4) The vending machines must be energy efficient. The use of "Vend Miser" or comparable equipment is preferred.
 - (5) Selection of equipment will be agreed upon between the winning bidder and the PCA.
 - (6) All equipment will have dollar bill acceptors as well as the ability to take debit, and credit cards.
 - (7) **Bidders are asked to submit a bid that replaces where possible single use plastic bottles products with can or alternative packaging. The bidder needs to indicate what products would be replaced. Including new product size and price point.**
- b) Service Calls – Response within four business hours of notification.
 - (1) Vending machines must be filled regularly with a minimum service and/or fill schedule two times per week with additional delivery and service calls as needed. Machines must not be empty and must have an aggregate fill rate of 97%.
 - (2) The winning bidder will provide mechanical service and repair within twenty-four hours of notification.
 - (3) No machine shall remain inoperable for more than two business days after initial visit by service technician. In the event this criteria is not met, the PCA reserves the right to remove the specific vending machine and replace it with an alternative machine. If such action is taken, there will be no reduction in payments from the winning bidder other than the reductions in future commissions related to the specific vending machine that has been removed.
 - (4) Maintain a service call request and completion log.
 - (5) Preventative maintenance, in accordance with the manufacturer's recommendations, shall be performed at a minimum of once annually. This is to include a basic check of the equipment to indicate possible need to repair or replace.
 - (6) Equipment must be cleaned and sanitized in accordance with company procedures at each service visit.
 - (7) The cosmetic appearance of the vending equipment and area treatments on locations should be updated at the beginning of the third year of the contract as required to present a clean, neat and appealing service.
- c) Be responsible for complete and thorough regular sanitation of all vending and support equipment.
 - (1) We reserve the right to inspect the vending equipment interiors as well as the exteriors with a representative of the vending company at any time during the course of normal business hours to ensure the quality of sanitation.
 - (2) Submit written procedures, in detail, to be used by your personnel in cleaning each piece of equipment, including the interior and exterior of the vending machines. Indicate cleaning supplies and sanitizers and dilution factors of each. It is very important to include a cleaning schedule for equipment.
- d) Provide all necessary permits and licenses for equipment to the PCA at the winning bidder's cost.
- e) Requests for new and/or additional equipment to be completed within two weeks of initial request.
- f) Deliver all perishable food products to the campus and transport to vending locations on the campus in refrigerated vehicles in a safe and sanitary manner.

- g) Winning bidder shall comply with all federal, state and local laws and regulations regarding the sale, use of/and storage of food, beverages and supplies.
- h) Stamp all vended products with a final sale date and will not offer those products for sale after their expiration date. The only exceptions to this specification will be products which don't require date stamping by federal, state or local law.
- i) Submit a refund policy and procedure for money lost by customers using the vending machines. Refunds should be made within twenty-four hours of a reported loss.
- j) Winning bidder shall provide a cash bank for refunds with a minimum of \$30.
- k) Winning bidder will be responsible for paying all sales tax.
- l) Winning bidder shall not pass along any fuel surcharges to the PCA at any point during the life of the contract.
- m) The winning bidder shall submit a program with recommended selling prices for all products to be vended along with an approval process for any price adjustments during the term of the contract.
- n) Proposal must be based on the most appropriate and competitive selling prices for this market.
- o) Pay commissions monthly by the 20th day of the following month.
- p) Financial Incentives and Total Economic Value: All submitted proposals (both A & B) should include vendor's projected one year pro forma with:
 - (1) Sales by product.
 - (2) Unit Sales.
 - (3) Total Gross Sales.
 - (4) Sales Tax.
 - (5) Net Sales.
 - (6) Price and commission by product based on Net Sales.
 - (7) Commission rate on Net Sales up to an annual minimum guarantee of \$70,000.
 - (8) Commission rate above the guarantee.
- q) Reports to be submitted on a mutually agreed schedule. It must be accurate and complete.
 - (1) The PCA's fiscal year runs from July 1st through June 30th. All reports are to use this timeframe as the basis for annual reports.
 - (2) Provide sample reports that are available to track the success and participation of the vending program on campus. Provide accurate and user-friendly reporting tools and controls.
 - (3) Monthly reports detailing Gross Sales, Tax Paid, Net Sales and Commissions earned by machine and location to be submitted by the 20th day of the following month are required.
 - (4) Reports will need to be broken down by cash, debit, and credit card sales.
 - (5) Reports to be provided for all equipment placed on and/or removed from campus each month including debit/credit card readers placed/removed.
- r) Options for vending choices.
 - (1) PCA currently has 60 vending machines on campus and expects to occupy all current locations.
 - (2) Provide information on your company's commitment to healthy vending options including product selection, calories and price.
 - (3) Provide healthy vending machines at least at these locations: to be determined with approval of PCA.
 - (4) Working with the PCA gather feedback from students on what they want from the vending program.
- s) Beverages and snacks must be provided by the same beverage vendor.
- t) Support College's sustainability initiatives.
 - (1) Provide details of your company's commitment to sustainability, the environment and stewardship of natural resources.
 - (2) Provide details of any programs your company offers to promote sustainability, the environment and stewardship of natural resources to consumers.
- u) Submit a proposal that includes strategies to grow vending revenue through marketing and promotion programs.
 - (1) Provide details of your company's marketing plan for enhancing customer satisfaction.

- (2) Show innovative partnering with brands to enhance the customer experience such as branded machines for beverages, snacks, etc.
 - (3) Provide examples of promotional programs/signage used to generate increased sales.
 - (4) Provide information on customer reward programs that you offer.
- v) Employ and supervise sufficient labor and management for the efficient operation of the vending services. We reserve the right to approve any vendor personnel assigned to the contract.
 - (1) All vending personnel shall comply with federal, state and local regulatory agency requirements pertaining to food handling procedures and in no way endanger the health or welfare of the campus community.
 - (2) Provide evidence that your employees undergo criminal and motor vehicle background checks.
 - (3) Employees must be legally authorized to work in the United States.
- w) Personnel handling cash must be bonded.
- x) All vehicles and company personnel are to be identifiable either by uniform, badge or logo while on campus. Proper identification should be approved by the PCA. Provide details on how your vehicles and employees will be recognized. Bidder is responsible for purchasing College parking permits.
- y) Agree to the following Discrimination Clause:
 - (1) That in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason or race, creed, color, sex, age, physical disability or national origin discriminate against any citizen of the State of New York who is qualified and available to perform the work to which the employment relates.
 - (2) That no contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, color, sex, age, physical disability or national origin.

B. Bidder Qualifications

Evidence of the following must be provided to the PCA in the proposals. If the Bidder is unable to provide required information, Bidder must state reason for the inability to comply.

1. Provide your company name(s); Business address; Business Phone number; Business fax number.
2. Form of business: Describe the form of business under which the company operates e.g.: Sole Proprietor, Partnership, Corporation etc.
3. List the key contacts: List names, titles, number of years of experience in the industry and phone numbers/email of the company representatives who will be assigned responsibility for servicing the college.
4. Include the date and locations of the company's incorporation, and years in the food products, hot and cold beverages vending business.
5. Provide a copy of the company's audited financial statements or annual report for the previous two years.
6. Prior successful experience as a vending service company of a college and/or university in the New York metro area is a preferred. Proposals should include a list of the bidders vending accounts comparable to Purchase College, SUNY.
7. Submit a list of accounts in the Metropolitan New York Area (New York, New Jersey, and Connecticut) lost during the last three years. Indicate the reason for each lost account.
8. Bidder should provide a list of four current trade vendors it regularly purchases goods from over the past two years. Include the four vendor's phone/email and contact names.
9. Provide a reference list of at least five clients, two years minimum duration. If possible, these references should be of similar size and scope to Purchase College, SUNY in terms of number of machines installed and services, number of building locations, variety of foods and coffee items. The PCA reserves the right to contact these clients and/or visit locations to inspect the vending services provided.
10. Provide copies of all federal, state and local permits, licenses and certificates required to perform the requested services in Westchester County, in the State of New York.
11. The winning bidder selected by the PCA shall manage the vending program as an independent contractor.
12. Ability to work cooperatively with the PCA and the College.
13. Ability to be fully operational on 7/1/2024.

Please see Attachment A for current Purchase College Association vending locations.

The PCA will investigate the financial status, technical experience, past record, and any other information about the bidder deemed pertinent.

C. Guidelines for Bidder's Proposal

1. Proposals should be prepared simply with emphasis on completeness and clarity of content. Proposals shall be signed by an authorized representative of the bidder, and all information requested must be submitted by the established deadline
2. Bidders are encouraged to include enhancements to the existing program and offer creative and imaginative services which shall be incorporated into the contract. Proposals shall be construed to be in full and complete compliance with the terms, conditions, provisions, guidelines and specifications of this RFP unless the bidder clearly describes any deviation from the RFP.
3. The PCA requests the following minimum information be contained in the bidder's proposal:
 - a) Complete bidder information, describing the size, scope of operations, and other pertinent information the bidder may wish to share with the PCA that would enable the evaluation of the bidder's capability.
 - b) List experiences in dealing with accounts the size of Purchase College, SUNY.
 - c) Detail proposed management and employee structure. Include number of employees needed (head count and man hours). Enclose organization chart.
 - d) A description of marketing approaches, with samples of promotions, flyers or coupons for vending services and the concession.
 - e) Provide a detailed price listing of all products. List kinds of foods, snacks, healthy options, drinks and specify brands.
 - f) List commission percentage to the PCA. Refer to the Bid Form.
 - g) Bidder shall complete, certify and file a New York State Vendor Responsibility Questionnaire. (See page 4-5, paragraph O.)

D. Evaluation of Proposals/Method of Award

1. Evaluation Committee
Proposals will be reviewed and evaluated by a committee of 3 to 5 PCA and Purchase College staff and students.
2. Award will be made to the Bidder who is determined by the PCA to best meet the needs and objectives of the College community. The Bidder is encouraged to propose innovations. Please note that while the financial aspects of the proposal are important, consideration will be weighted towards service to the campus community. Customer satisfaction is what we are seeking. Perceived value is important and will affect whether the student will or won't use the service being offered by the selected firm. The highest bidder in terms of commission return may not necessarily be the successful bidder. PCA reserves the right to make an award that is in the best interest of the Corporation and the College. Therefore, PCA is not obligated to accept the bid that provides the lowest product cost and/or highest commission, and may at its sole discretion, accept the bid that PCA deems best to serve its campus
3. The PCA reserves the right to reject any or all proposals, and is not limited to the evaluation criteria listed in this RFP. Award of a contract is dependent on the signing of a mutually agreeable contract, and should the parties fail to agree upon such a contract, the PCA in its sole discretion may cancel negotiations with the first selected bidder and negotiate with other bidders as necessary.
4. No negotiation decision or actions shall be executed by any bidder as a result of any oral discussion or agreements with any PCA employee or PCA consultant. Only those transactions that are in writing shall be considered valid. Likewise, the PCA shall only consider communications from bidders that are signed and in writing.
5. The bidder is responsible for all costs of proposals. The PCA may permit, in its sole and absolute discretion, proposals after the closing date and changes to proposals after the closing date.
6. To help the PCA evaluation committee evaluate the proposals each of the bidders may be asked to perform a presentation before the bid is awarded.
7. All information received in response to this RFP shall become property of the PCA. This information will be treated in a confidential manner.

E. Accounting, Statements, and Audits

1. The bidder shall maintain complete and accurate records of vending transactions for each machine in accordance with accepted industry accounting practices, and shall keep in a safe place all such financial records and statements pertaining to the operations at Purchase College, SUNY for a period of three years from the close of each year's operation.

2. The winning bidder shall furnish the PCA with a monthly Operating Statement listing gross and net sales by machine and location. More detailed records, showing product inventory and sales by machine should be available upon request by the PCA.

F. Miscellaneous

1. Legal title and ownership of any and all equipment furnished by the bidder shall at all times be vested by the bidder or its assignees.
2. The contract between the winning bidder and the PCA may not be assigned in any manner or transferred without the express written consent of the PCA.
3. The signed contract will be subject to annual performance evaluations. These evaluations shall be used to assess the winning bidder's performance in accordance with the terms and conditions of the winning bidder's contract. Performance concerns, if any, shall be addressed by the PCA and evaluation results may be considered in determining the winning bidder's responsibility and continuation of the contract.
4. The PCA reserves the right to accept or reject all or any part of all submitted proposals. Final evaluation will be the responsibility of the PCA and will not necessarily be based on the highest commission. All factors which are pertinent to the vending program will be relevant in making the final decision.
5. All proposals must include the enclosed Bid Form and be submitted in PDF format by 3pm EST on 3/25/24 to the following Dropbox address: <https://www.dropbox.com/request/21LgRsBswFQ5TUzpZS48>

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, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital 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 contractor's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2 NYCRR 105.4).

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

10. RECORDS. The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, "the Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as SUNY and its representatives and entities involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. SUNY shall take reasonable steps to protect from

public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate SUNY official, in writing, that said Records should not be disclosed; and (ii) said Records shall be sufficiently identified; and (iii) designation of said Records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, SUNY's or the State's right to discovery in any pending or future litigation.

11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.

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

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

12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.

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

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

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

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

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

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

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

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

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

17. **SERVICE OF PROCESS.** In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or

undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

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

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

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

Information on the availability of New York State subcontractors and suppliers is available from:
NYS Department of Economic Development
Division for Small Business
30 South Pearl St., 7th Floor
Albany, NY 12245
Tel: 518-292-5100
Fax: 518-292-5884
email: opa@esd.ny.gov

A directory of certified minority and women-owned business enterprises is available from:
NYS Department of Economic Development
Division of Minority and Women's Business Development
633 Third Avenue
New York, NY 10017
212-803-2414

email: mwbecertification@esd.ny.gov
<http://esd.ny.gov/MWBE/directorySearch.html>

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.

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

27. 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.

28. (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) Except for construction contracts, prior to an award of a State Contract, the Contractor shall submit to the contracting agency a staffing plan of the anticipated work force to be utilized on the State Contract or, where required, information on the Contractor's total work force, including apprentices, broken down by specified ethnic background, gender, and Federal occupational categories or other appropriate categories specified by the contracting agency. The form of the staffing plan shall be supplied by the contracting agency. If Contractor fails to provide a staffing plan, or in the alternative, a description of its entire work force, the University may reject Contractor's bid, unless Contractor either commits to provide such information at a later date or provides a reasonable justification in writing for its failure to provide the same.

(e) After an award of a State Contract, the Contractor shall submit to the University a workforce utilization report, in a form and manner required by the agency, of the work force actually utilized on the State Contract, broken down by specified ethnic background, gender, and Federal occupational categories or

other appropriate categories specified by the University.

(f) 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.

(g) 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.

(h) 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.

(i) 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.

(j) 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

2. Contractor must provide the names, addresses and federal identification numbers of certified minority- and women-owned business enterprises which the Contractor intends to use to perform the State Contract and a description of the Contract scope of work which the Contractor intends to structure to increase the participation by Certified minority- and/or women-owned business enterprises on the State Contract, and the estimated or, if known, actual dollar amounts to be paid to and performance dates of each component of a State Contract which the Contractor intends to be performed by a certified minority- or woman-owned business enterprise. In the event the Contractor responding to University solicitation is joint venture, teaming agreement, or other similar arrangement that includes a minority- and 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.

3. 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.

4. 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.

5. 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



6. 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 DMWBBD.

7. 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 to 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

Place	Type
Adminstration 1st Fl	Combo DRINK/SNACK Machine - 471
Baseball Field	Beverage Machine - 721
Big Haus/Central DORM	Pepsi Machine - 721
Big Haus/Central DORM	Snack Machine NEW - 167
Campus Center North	Starbucks GF Machine - 3800
Campus Center North	Aquafina GF Machine - 5800
Campus Center North	Snack Machine - 187
Center for Media	Goodness GF Machine - 5800-6
Center for Media	Snack Machine - 167
Cross Roads DORM	Pepsi Machine - 721
Cross Roads DORM	Snack Machine - 167
Dance	Beverage GF Machine - 5800
Dance	Pepsi Machine - 721
Dance	Snack Machine - 187
Facility	Pepsi Machine - 721
Facility	Snack Machine - 122TC
Farside DORM	Pepsi Machine - 721
Farside DORM	Snack Machine - 180
Fort Awesome DORM	Aquafina Machine - 276
Fort Awesome DORM	Aquafina GF Machine - 5800
Fort Awesome DORM	Snack Machine - 167
Gym	Aquafina GF Machine - 5800
Gym	Aquafina GF Machine - 5800
Gym	Pepsi Machine - 721
Gym	Snack Machine - 187
Humanity Bldg	Aquafina GF Machine - 5800
Humanity Bldg	Aquafina Machine - 621
Humanity Bldg	Beverage GF Machine - 5800
Humanity Bldg	Snack Machine - 187
Library	Snack Right Machine - 181
Library	Starbucks GF Glassfront - 5800
Library	Aquafina GF Machine - 5800
Library	Snack Left Machine - 187
Liu	Aquafina LT GF Machine - 5800
Liu	Snack Machine - 187
Music Building	Aquafina GF Machine - 5800
Music Building	Aquafina Machine - 721
Music Building	Beverage GF Machine - 5800
Music Building	Snack Machine - 187
Natural Science	Beverage GF Machine - 5800
Natural Science	Snack Machine - 181

Natural Science	Aquafina GF Machine - 5800
Outback Basement DORM	Aquafina Machine - 276
Outback Basement DORM	Snack Machine - 167
PAC	Aquafina GF Machine - 5800
PAC	Aquafina Machine - 501
PAC	Snack Machine - 187
Police	Pepsi Machine - 501
Police	Snack Machine - 122
Social Science	Pepsi Machine - 721
Social Science	Snack Machine - 3535
Social Science	Aquafina GF Machine - 5800
Student Services	Aquafina GF Machine - 5800
Student Services	Snack Machine - 187
Visual Arts	Pepsi Machine - 721
Visual Arts	Aquafina GF Machine - 5800
Visual Arts	Snack Machine - 181
Wayback DORM	Beverage Right GF Machine - 5800
Wayback DORM	Beverage Left GF Machine - 5800
Wayback DORM	Snack Machine - 187

Attachment 2

Past 5 fiscal years of vending revenue

PCA fiscal year runs July 1 to June 30

Month	2018-19	2019-20	2020-21	2021-22	2022-23
July	\$15,382.72	\$15,458.82	\$0.00	\$8,648.65	\$9,724.65
August	\$16,624.01	\$12,846.72	\$8,454.00	\$4,916.30	\$10,637.45
September	\$37,760.61	\$47,206.73	\$12,146.00	\$15,452.55	\$29,349.15
October	\$46,855.00	\$51,787.71	\$11,392.00	\$22,966.40	\$31,930.10
November	\$35,467.08	\$40,895.62	\$7,919.07	\$18,546.45	\$37,983.05
December	\$27,243.63	\$24,975.95	\$0.00	\$15,642.85	\$39,145.15
January	\$14,985.48	\$16,496.32	\$1,852.50	\$5,384.65	\$23,479.35
February	\$40,416.35	\$44,245.55	\$4,386.17	\$20,841.90	\$38,474.45
March	\$48,617.97	\$33,597.92	\$8,382.46	\$25,100.40	\$35,240.45
April	\$39,324.99	\$0.00	\$12,839.97	\$22,598.65	\$43,319.15
May	\$27,051.26	\$0.00	\$3,162.15	\$11,029.05	\$16,957.15
June	\$1,946.92	\$0.00	\$2,268.40	\$14,063.00	\$6,764.15
Total	\$351,676.02	\$287,511.34	\$72,802.72	\$185,190.85	\$323,004.25

Bid Proposer Information

YOU ARE INVITED TO SUBMIT A PROPOSAL TO FOR

- 1. a) A completed Bid Proposer Information form (this page);
b) State Finance Law §§ 139-j and 139-k Form B;
c) State Finance Law §§ 139-j and 139-k and Form C;
2. Information as requested in Part II: Detailed Specifications.
3. Your firm's Equal Employment Opportunity Policy Statement, which conforms to the provisions of Exhibit A-1.

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

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

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

- 1. Does your firm agree that all presentations and materials will be free from racial, religious, or sexual bias? YES: _____ NO: _____
2. Are you a New York State (NYS) resident business? YES: _____ NO: _____
3. Total number of people employed by firm: _____
4. Total number of people employed by firm in NYS: _____
5. Is your firm a NYS Minority-owned Business? YES: _____ NO: _____
NYS Certified? YES: _____ NO: _____
6. Is your firm a NYS Women-owned Business? YES: _____ NO: _____
NYS Certified? YES: _____ NO: _____
7. 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: _____
8. 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 TAX IDENTIFICATION NUMBER (TIN): _____

FIRM NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: (_____) _____ FAX NUMBER: (_____) _____

E-MAIL ADDRESS: _____

FIRM REPRESENTATIVE - NAME / TITLE (printed) _____

FIRM REPRESENTATIVE SIGNATURE _____ DATE _____

Attachment 4

Required Submission Form

Bid Form

Proposal Financials

(Cost Component of Bid Proposal)

Bidder name: _____

Commission: % of Net sales to be paid to PCA _____%

Note Concerning Minimum Annual Guarantee:

It is expected that the successful Bidder understands that the minimum annual guaranteed income to the Purchase College Association, Inc. is \$70,000 regardless of total net sales. If contractor fails to meet this requirement, Purchase College Association, Inc. reserves the right to terminate the Agreement.

Cost for installation of wires and equipment to support card readers is the responsibility of the winning bidder.

Attachment 5

PCA will offer several guided tours of the vending machine locations. The tours are not mandatory. Tours will take about an hour. You must be comfortable with walking across the campus. Please note any questions concerning the RFP must be submitted in writing per instructions in the RFP. No answers given on the tour will be official.

- You must sign up at least one business day before the scheduled start time and date.
- Email pca.more.card@purchase.edu with your name, company, cell phone and total number of attendees.
- Tours are limited to 10 guests.
- You will receive a confirming email with the location for the start of the tour.

Monday 2/26/24 - 11:00am, 1:00pm and 3:00pm

Tuesday 2/27/24 - 11:00am, 1:00pm and 3:00pm

Wednesday 2/28/24 - 11:00am, 1:00pm and 3:00pm



CERTIFICATE OF LIABILITY INSURANCE

FORM 9800(07/07)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AFFECT, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT! If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER PRODUCER NAME AND ADDRESS	CONTACT NAME	
	PHONE	FAX
INSURED VENDOR OR CONTRACTOR NAME AND ADDRESS	CLASS OF BUS. IND.	NAIC
	ADDRESS	
	INSURANCE AFFORDING BUSINESS	
	INSURER 1: VENDOR'S INSURANCE COMPANY	
	INSURER 2:	
INSURER 3:		
INSURER 4:		
INSURER 5:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE	TYPE OF INSURANCE	EXCLUSIONS (SEE POLICY)	POLICY NUMBER	POLICY BY (SEE POLICY)	POLICY EXP. (SEE POLICY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLASS-MODE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTRACTUAL LIAB. GENL. AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> INC. <input type="checkbox"/> LOC	X X	POLICY NUMBER			EACH OCCURRENCE \$1,000,000 PERSONAL AUTO (SEE POLICY) \$300,000 MED EXP (Per one person) \$5,000 PERSONAL & AUTO BODILY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS	X X	POLICY NUMBER			UNINSURED SHARE LIMIT (Per accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> SCHEDULED LMA <input type="checkbox"/> BUSINESS LMA <input checked="" type="checkbox"/> OCCUR CLASS-MODE <input checked="" type="checkbox"/> CLAIMS-MADE PER \$10,000	X X	POLICY NUMBER			EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETARY/EXECUTIVE OFFICER/MEMBER EXCLUDED (mandatory in NY) If yes, describe under "EXCLUSIONS" OF OPERATIONS below. Y/N	N/A	POLICY NUMBER			<input type="checkbox"/> NON-STATUTORY LIMITS <input checked="" type="checkbox"/> OFF-ER ALL EACH ACCIDENT \$500,000 ALL DAMAGE - SA EMPLOYEE \$500,000 ALL DAMAGE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / TERRITORY (Attach ACORD 99, Additional Remarks Schedule, if more space is required)
In addition to the Purchase College Association, SUNY, Purchase College and the State of NY are named as additional insured.

CERTIFICATE HOLDER	CANCELLATION
Purchase College Association 735 Anderson Hill Rd Purchase, NY 10577	(SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.) AUTHORIZED REPRESENTATIVE