



City of Rochester

Bureau of Purchasing
City Hall Room 105 A, 30 Church Street
Rochester, New York 14614-1290
www.cityofrochester.gov

PRINTED NAME OF BIDDER

PAINTING SERVICES

Invitation to Bid No. 428020

Issued: April 11, 2016

PURCHASING BUREAU CONTACT:

Roslyn Phillips, Purchaser, 585-428-7042

BID OPENING: Monday, April 25, 2016 at 11:00 a.m.

Sealed bids are to be returned to the Office of the Purchasing Agent, City Hall, Room 105A, Rochester, NY 14614, prior to bid opening, at which time and place all bids will be opened, read and recorded.

PRE-BID: Monday, April 18, 2016, 2:00 p.m., Room 105A of City Hall

The bidder's attention is directed to the General Conditions and Instructions to Bidders, which appears immediately following this title page and is incorporated into the bidding document and contract by reference.

CONTRACT CHARACTERISTICS (For definitions or explanations, see General Conditions)

Type of Contract: TERM CONTRACT, ONE YEAR WITH OPTION TO EXTEND

Bid Deposit Requirement: YES, \$ 2,500.00, SEE SECTION 17.

Performance Security Requirement: YES, \$ 25,000.00, SEE SECTION 17.

Insurance Requirement: YES, SEE SECTION 15.

Wage Rate Requirement: YES

Descriptive Literature/Technical Data Requirement: NONE

BIDDERS: Please note that prices, company identification and authorized signature are to be entered on the Proposal which appears at the end of the specifications.

THIS CONTRACT CONTAINS AN INCENTIVE PROGRAM FOR EMPLOYING QUALIFIED CITY RESIDENTS



PAINTING SERVICES

1. SCOPE

- 1.1 It is the intent of the City of Rochester to establish a contract for PAINTING SERVICES at various buildings owned, rented, or leased by the City, or other buildings as directed by authorized City officials.
- 1.2 The primary users of this contract will be Architectural Services, Bureau of Parks, the Rochester Public Library and the Bureau of Building Services. However, other departments and/or divisions may utilize the contract.

2. CONTRACT TERM

- 2.1 The term of the contract resulting from this bid invitation shall commence on the date of award and end on April 30, 2017.
- 2.2 The contract may be extended for up to three (3) additional periods of one (1) year or less upon mutual agreement of the contracting parties.
- 2.3 The Margin Amount in dollars is a flat rate add-on to whatever hourly rate is paid. The Margin Amount must remain the same during any extension of the contract. If the NYSDOL Wage Rates change the Hourly Labor Cost to the City will change.

3. INCENTIVE PROGRAM FOR PUBLIC WORKS CONTRACTS

Section 1 - Incentive Program

The City of Rochester will provide an incentive program for hiring City residents residing in certain City zip codes for public works contracts for which the final contract price is for an amount of \$50,000 or more.

The City of Rochester, will provide a monetary incentive equal to twenty percent (20%) of gross payroll paid to qualified City residents directly employed by the prime contractor or City approved first-tier subcontractor(s) on this project. A qualified City resident is a person residing in the City in the following zip codes at the time they were employed on this contract: 14604, 14605, 14606, 14608, 14609, 14611, 14613, 14614, and 14621. A listing of City property addresses in the above listed zip codes is available for review at the office of the Purchasing Agent, 30 Church Street, Room 105-A, Rochester, NY, 14614. Employees who live in these zip codes outside the City boundaries do not qualify.

The prime contractor and any first tier subcontractor(s) approved by the City may apply for the incentive program payments. All contract work must have been completed and paid by the City prior to a contractor applying for the incentive program payment.

In order to qualify for the incentive program payment for this project, the contractor must prove that ten percent (10%) or more of the contractor's total gross payroll was paid to qualified City residents.

Section 2 - Definitions

Employee – an individual who works for the contractor and for whom wages and benefits reported on a W-2 are paid for work on the specific project for which the incentive program payment is requested.

Residence - the term residence shall be deemed to mean that place where a person maintains a fixed, permanent and principal home and to which that person, wherever temporarily located, always intends to return. To qualify, the residence must be a City of Rochester address.

Resident - the individual residing at the residence.

PAINING SERVICES

Qualified City resident - an individual residing at the residence as heretofore defined in City zip codes 14604, 14605, 14606, 14608, 14609, 14611, 14613, 14614, and 14621. In order to be qualified, the individual must reside at the residence during the entire term of the contract for which they were employed.

Contractor - the individual, partnership, corporation or joint venture undertaking the execution of the work with the City under the terms of the Contract Documents, and acting directly or through their or its agents or employees. The term Contractor shall mean a Contractor which directly employs labor under a public works contract and includes City approved first-tier Subcontractors.

Total Gross Payroll - the total payroll dollars paid to Contractor's employees working on the project for which the incentive program payment is requested. Only employees of that Contractor or Subcontractor shall be included for purposes of calculating the incentive program payment to the Contractor or Subcontractor.

City Residents Total Gross Payroll - the total payroll dollars paid to City residents residing in prescribed zip codes for work performed on the project for which an incentive program payment is requested. This amount would be reported in box 5 on the W-2.

Section 3 - Documentation Required

To request an incentive program payment the Contractor must submit a request letter and Exhibits A and B as required to the City Director of Finance, 30 Church Street, Room 109-A, Rochester, NY, 14614 (Per Appendix C). The request must be submitted no later than ninety (90) days after the Contractor obtains a certificate of substantial completion and final payment. Proof of wages paid to all employees and wages paid to City residents shall be in the format as per Exhibit A. Each qualified City resident employee must also sign a notarized attestation as per Exhibit B which certifies that the address represented is a permanent and principal place of residency, and that the employee resided at that address during the term of the contract for which the incentive program payment is requested. Any false information provided may lead to the Contractor being found a non-responsible Bidder on subsequent City bids.

The Contractor shall retain payroll data and make available such records, for random audit by the City, for a period of three years.

Prime or first-tier subcontractors on city public works projects may apply for the incentive program payment within ninety (90) days after the City has issued the check for the final payment application to the prime contractor at the close-out of the project. Contractors on qualifying city term contracts must apply for the incentive program payment within ninety (90) days of the end of the contract period. The initial contract and each contract extension (if offered) will be considered a contract period for determining the incentive program payment amount for term contracts. The incentive program request will be paid upon submission, review, and approval of information required per this Section 3. Review by the City will include, but not be limited to, confirmation that employees submitted on the contractor's Exhibit A match the certified payrolls submitted during the contract. The City will issue payment directly to the Contractor and/or Subcontractor(s) upon approval of an incentive program request.

4. GENERAL DESCRIPTION OF THE CONTRACT

- 4.1 The contractor shall provide any labor, transportation, equipment and materials necessary to perform all aspects of the painting services required hereunder.
- 4.2 The contractor will work under the direction of an authorized representative of the ordering agencies.
- 4.3 TYPES OF WORK
 - 4.3.1 Generally, work assigned will be for small projects calling for 1-3 workers. However, other painting services may also be required.

PAINING SERVICES

4.3.2 The work referenced in Section 4.3.1 above is intended solely to present examples of the type of work which may be requested. The City makes no guarantee as to the type of work actually to be ordered during the contract term, except that it will be work expected of a painter.

4.4 The City reserves the right to seek separate competitive bids for any work or job for which the estimate exceeds \$5,000, if doing so is in the best interest of the City or required by General Municipal Law

4.5 The services to be performed hereunder shall be only those services actually needed and ordered. In the last two years, the City has ordered painting services in the range of \$60,000 - \$80,000 per year. However, there is no guarantee as to the amount of work which will be ordered from this contract during the contract term.

5. MATERIALS AND EQUIPMENT

5.1 Materials for work requested by City agencies may be supplied by the City. Individual requirements for release of materials shall be at the discretion of such agency

5.2 If not provided by the City, the Contractor shall provide materials and bill the City at the actual contractor cost. All materials shall be itemized on the bill submitted to the City. The City reserves the right to audit the contractor's records to determine that items were billed at the contractor's cost. The City expects contractor's cost to mean list price less the contractor's discount. Overcharges shall be deducted by the City from amounts due the contractor.

5.3 Contractor shall provide all items standard to the trade for commercial painting including but not limited to:

Drop cloths
Brushes/Rollers (all sizes)
Scrapers & Prep Hand Tools
Ladders (All Sizes)
Power washer (5,000 PSI Maximum)

Contractor items shall be covered in the contractor's overhead which is included in the margin amount.

5.4 In the event that the Contractor must rent equipment in order to complete the work required under this contract, the Contractor must itemize the cost in the job estimate. The cost must be at fair market rates. All equipment rental must have prior approval by the City and be itemized on the bill submitted to the City.

5.5 In the event the contractor owns it's own equipment, aerial lifts, etc, for which the costs are not included in the overhead percentage, the contractor may propose a rental rate in their job estimate. The cost must be at fair market rates. All equipment rental must have prior approval by the City and be itemized on the bill submitted to the City.

6. HOURLY RATES

6.1 The contractor shall be paid for the number of hours actually worked times the hourly rates in the Proposal. Regular time rates shall be defined as the hourly rate plus fringe benefits up to and including forty hours per week, eight hours per day.

6.2 Overtime rates shall be defined as follows, which are intended to be consistent with New York State wage rate requirements. If there is a discrepancy, state wage rate requirements must be followed.

PAINTING SERVICES

- 6.2.1 The specified rate for time and one half after eight (8) hours per day with benefits paid at regular time.
- 6.2.2 Double the specified hourly rate on holidays with benefits paid at regular time.
- 6.3 Travel time shall not be allowed on regular time. However, the City shall pay an amount equal to twenty minutes one way on overtime.

7. WORK ASSIGNMENTS

- 7.1 Generally, work assigned will be for projects calling for 1-3 workers. There may be projects that require additional workers, but the assignment of additional workers by the contractor must be approved by the City prior to their assignment.
- 7.2 The City wishes the work to be performed in as efficient and economical a manner as possible. Therefore, apprentices should be used as appropriate where allowed by law whenever a project requires an additional worker who does not have to be a journey level painter. Apprentices will be billed at currently applicable apprentice rates for wages and benefits.

8. STANDARDS

- 8.1 The City of Rochester Department of Environmental Services "Standard Construction Contract Documents" dated November 1, 1997, shall apply except where modified by the specific wording in this bidding document. Bidders may purchase a bound volume of this document from the City of Rochester Purchasing Agent for \$25.00, or access them directly at the City's web site at <http://www.cityofrochester.gov/article.aspx?id=8589949335>.
- 8.2 All work shall be done under the jurisdiction of the ordering agency.
- 8.3 The contractor shall obtain, and pay for permits for all work when necessary.
- 8.4 All work shall be done in accordance with the New York State Building Code, laws, ordinances, and other applicable regulations.

9. TYPES OF WORK REQUESTS

9.1 MAINTENANCE WORK REQUESTS

Specific job requests from the ordering agency for non-emergency maintenance work will be submitted to the contractor. The contractor shall submit to the ordering agency an estimate of man-hours required and a materials list. Upon acceptance of the estimate work shall be performed upon approval of hours and materials and completed within a mutually agreed upon time limit.

9.2 PAINTING SERVICES REQUESTS

Requests for specific painting services covered by the scope of this contract will be made, in writing, by authorized City personnel. The contractor shall submit to the ordering agency, prior to the start of work, a written estimate of the man-hours and materials required. The ordering agency must approve the estimate prior to commencement of the project. The agency can cancel the request if the cost estimate is too high.

PAINING SERVICES

9.3 EMERGENCY WORK REQUESTS

- 9.3.1 The contractor must maintain a telephone number where the contractor can be reached twenty-four hours per day, seven days per week.
- 9.3.2 Notification of emergency work will be made by authorized City personnel. The contractor must have personnel on the job within one day of notification.

9.4 OTHER REQUESTS

- 9.4.1 The City reserves the right to request a job quotation from the contractor for work covered by this contract for buildings or property that the City is otherwise responsible for, or anticipates becoming responsible for.
- 9.4.2 All work shall be approved and directed by the City and shall be covered by terms and conditions of this contract.

10. WRITTEN ESTIMATES AND PAYMENTS

- 10.1 In every instance, the contractor must, prior to starting, give a written estimate for the work to the ordering agency. The estimate must show both labor and materials cost as well as date the work will be completed. The contractor must not proceed unless specifically directed to do so by the agency after submission of the estimate. If the cost estimate or completion time not acceptable, the agency can lower costs by providing materials, changing the scope of the work, or taking other reasonable steps. Should the estimate still be unacceptable, the agency can cancel the request. The City will not be liable to pay amounts in excess of the written estimate unless such amounts are expressly agreed to by the requesting agency.
- 10.2 Payment will be based on any invoice used in the contractor's normal course of business. However, payment will not be made unless the invoice is clearly legible and is consistent with the job cost estimate. Differences between the invoice and the job cost estimate must be identified and approved by the ordering agency. The invoice must also include the following information:
 - 10.2.1 Net total cost to the City
 - 10.2.2 Purchase Order Number
 - 10.2.3 City contract number
 - 10.2.4 Date of delivery
 - 10.2.5 Location of delivery
- 10.3 The responsibility to submit a properly completed invoice rests entirely with the contractor. Failure to submit a properly completed invoice will result in rejection of a claim for payment.

11. SCHEDULE OF WORK

Routine painting work must be performed by the contractor within the time stated in the estimate. Routine painting is expected to be completed as soon as possible but no later than within fifteen (15) days of request. Emergency work shall be started within (1) day of notification. Failure to

PAINING SERVICES

perform work in a reasonable time, as arranged between the City and the contractor, will be grounds for terminating this contract and declaring the contractor in default.

12. COMPETENCY OF BIDDERS

- 12.1 In order to determine a bidder's ability to perform this contract, the City reserves the right to request information such as, but not limited to the following items:
- 12.1.1 Evidence of bidder's experience as a painting contractor, using materials and techniques as outlined in specifications and working with at least three (3) customers comparable in size and scope of work required to this City contract.
 - 12.1.2 The address and description of the bidder's plant and place of business, and principals of the firm.
 - 12.1.3 Itemized list of equipment in inventory.
 - 12.1.4 Satisfactory references on previous City projects, if applicable.
 - 12.1.5 Satisfactory demonstration of the bidder's financial standing and ability to finance the business as required to provide the work specified herein.
 - 12.1.5 Billing procedures satisfactory to using City agencies.
 - 12.1.6 The City reserves the right to reject any bidder who has failed to perform prior City work in accordance with contract requirements.

13. LABOR STANDARDS REQUIREMENTS

13.1 COMPLIANCE WITH LABOR LAWS

- 13.1.1 The contractor's attention is directed to the requirements of Sections 220 and 220-a through 220-e of the Labor Law of the State of New York, compliance with the provisions of which shall be deemed a condition to the satisfactory performance of this contract.
- 13.1.2 The contractor shall cause to be posted and maintained at all times in a conspicuous place at the Site of the Work, a clearly legible copy of the Schedule of Wage Rates as prescribed by the State Commissioner of Labor. The contractor shall further certify, on any statement to the City for a partial or final payment, that the wage rates paid to employees on this project have been in conformity with the wage rates so set forth as determined by the State Commissioner of Labor pursuant to and in conformity with Section 220 of the New York State Labor Law.
- 13.1.3 The contractor shall keep a copy of his payrolls for this project available at all times for inspection by representatives of the City or other public agency having jurisdiction over the project, and shall produce them for such inspection at the request of said duly authorized representatives. The contractor and subcontractors shall submit weekly certified payroll records to the Project Manager, for transmission to the City's Director of Finance or his designee. The contractor shall be responsible for the submission of copies of certified payrolls of all subcontractors. Payments shall be withheld from the contractor for failure to comply with this requirement.

PAINTING SERVICES

13.1.4 In all operations related to the Work, all other State or Federal Laws, Local Ordinances, and Laws controlling or limiting in any way the actions of those engaged in the Work shall be strictly complied with by the contractor and all employees working under his direction. The foregoing shall apply to subcontractors of the contractor.

13.2 ANTI-KICKBACK RULES

Employees of the contractor and his subcontractors performing work under this contract shall be paid unconditionally and not less often than once a week without deduction or rebate on any account, except only such payroll deductions that are mandatory by law or permitted by the applicable regulations issued by the State Commissioner of Labor pursuant to the New York Labor Law. The contractor shall comply with applicable "Anti-Kickback" regulations and shall insert appropriate provisions in all subcontracts covering work under this contract to insure compliance by subcontractors with such regulations, and shall be responsible for the submissions of affidavits required of subcontractors there under, except as the Commissioner of Labor may specifically provide for variations of or exemptions from the requirements thereof.

13.3 WITHHOLDING OF PAYMENTS FROM CONTRACTOR

When a complaint is filed with the City of Rochester alleging the failure of a contractor or subcontractor to pay or provide the prevailing wages or supplements, or when the City of Rochester has reason to believe that unpaid wages or supplements may be due, payments on the public work contract may be withheld from the prime contractor in sufficient amount to satisfy the alleged unpaid wages and supplements, including interest and civil penalty which may be imposed. The amounts withheld may be disbursed by the City of Rochester for and on account of the contractor or subcontractor to the respective employees to whom they are due.

14. PREVAILING WAGE RATES

- 14.1 Incorporated in these Contract Documents is the Prevailing Wage Rates Schedule in effect at the time of publication of these Contract Documents. Any Prevailing Wage Rates Redetermination which may arise prior to the bid opening will be distributed by addendum.
- 14.2 In the event that the prevailing rate of wages or supplements change after the bids have been opened, or after the contract is let, an updated schedule will be issued by the State Department of Labor. Said updated schedule will be transmitted to the contractor by the City. Each workman, laborer or mechanic shall be paid or provided not less than the new updated rates. Note that the prevailing wage for Painters is scheduled to change on May 1, 2016.
- 14.3 The City will not be responsible for any of the contractor's increased labor costs which result from defects in the Wage Rate Schedule provided, or from amendments to the Prevailing Wage Rate Schedule, whether that increase occurs before advertisement, before Bid opening, before award of the contract, after the contract has been let, or during the life of the contract. No change in the contract price shall be allowed to the contractor for any such increases, except as provided for elsewhere in these documents.
- 14.4 Information about current wage rates may be obtained on an advisory basis by contacting the City's Contract Administrator, Department of Finance, City Hall, Rochester, New York, (585) 428-7398.

PAINTING SERVICES

15. INSURANCE

- 15.1 The contractor shall procure and maintain at his/her own expense until final acceptance of the work covered by the contract documents, insurance for liability for damages imposed by law of the kinds and in the amounts hereinafter provided from insurance companies authorized to do such business in the State of New York covering all operations under the contract documents, whether performed by him or his subcontractors.
- 15.2 Within ten days of request, the contractor shall furnish to the City Purchasing Agent a certificate or certificates of insurance in form satisfactory to the City Purchasing Agent showing that he/she has complied with this Section, which certificate or certificates shall provide that the policies shall not be materially changed or cancelled until ten days' written notice has been given to the City Purchasing Agent.
- 15.3 In each policy of insurance except insurance for Workers' Compensation and Disability Insurance, the City shall be named as an additional insured for liability arising under this agreement. Except for Workers' Compensation and Disability Insurance, no insurance required herein shall contain any exclusion of municipal operations performed in connection with the project.
- 15.4 The kinds and amounts of insurance are as follows.

15.4.1 WORKERS' COMPENSATION AND DISABILITY INSURANCE

The agreement shall be void and of no effect unless the person or corporation making or executing same shall secure Compensation and Disability coverage, covering all operations under the contract--whether performed by him or his subcontractors--for the benefit of, and keep insured during the life of said agreement, employees in compliance with the provisions of the Workers' Compensation Law.

A. Workers' Compensation Insurance

A policy covering the operations of the contractor in accordance with the provisions of Chapter 41 of the Laws of 1914, as amended, known as the Workers' Compensation Law.

B. NYS Disability Insurance

A policy covering the operations of the contractor in accordance with the provisions of Article 9 of the Workers' Compensation Law, known as the Disability Benefits Law (Chapter 600 of the Laws of 1949) and amendments thereto

15.4.2 PROPERTY AND CASUALTY INSURANCE

- A. **CONTRACTOR'S COMPREHENSIVE GENERAL LIABILITY INSURANCE** issued to the contractor and covering the liability for damages imposed by law upon the contractor with respect to all work performed by him under the within agreement. The coverage shall be written on an occurrence form utilizing ISO coverage form CG 00 01 12 07 or its equivalent. The comprehensive general liability policy shall furnish limits of not less than:

PAINTING SERVICES

BODILY INJURY AND PROPERTY DAMAGE LIABILITY
Limit \$1,000,000 each occurrence

Products/Completed Operations Limit
\$1,000,000 aggregate

Personal Injury and Advertising Injury Limit
\$1,000,000 each person or Organization

General Aggregate
\$2,000,000 applicable on a per project bases

The City of Rochester, their officers, employees and agents and all other appropriate Funding Agencies shall be named as an additional insured for liability arising under this Contract applicable to both ongoing and completed operations on a primary and non-contributory basis.

There shall be no exclusions relating to NYS Labor Law or municipal operations.

- A. **COMMERCIAL AUTOMOBILE LIABILITY**
Issued to the Contractor and covering all owned, non-owned and hired automobiles with limits not less than:

Bodily Injury and Property Damage Liability Combined Single Limit
\$1,000,000

- B. **UMBRELLA EXCESS LIABILITY**
Issued to the Contractor providing follow form coverage over the General Liability and Automobile Liability requirements stipulated above with the minimum limits of:

Bodily Injury and Property Damage Limit
\$2,000,000

Products/Completed Operations limit
\$2,000,000

General Aggregate
\$2,000,000

All policies shall be endorsed to provide Waiver of Subrogation Endorsement(s) shall be included with the Certificate of Insurance

16. HOURS OF WORK

16.1 REGULAR TIME

This term describes work to be performed normally, but not limited to, the hours of 8:00 a.m. through 5:00 p.m., Monday through Sunday not to exceed a forty hour work week. Specific work hours will be as agreed on the written job estimate. However, this will not include the following legal holidays:

16.1.1 New Year's Day

16.1.2 Memorial Day

16.1.3 Independence Day

PAINTING SERVICES

- 16.1.4 Labor Day
- 16.1.5 Thanksgiving Day
- 16.1.6 Christmas Day

16.2 OVERTIME

The term "overtime" includes any hours other than hours described in Section 16.1. Overtime shall be paid as required by New York State wage rates.

17. BONDS

17.1 BID BOND/SECURITY

- 17.1.1 A cash bid bond in an amount of \$2,500 shall be furnished with each bid. An acceptable bid bond can be cash, a certified check, a letter of credit.
- 17.1.2 The City will retain the bid bond of the successful bidder and roll it over into a cash performance security, which shall be in addition to the Performance Bond required in Section 17.2.1. The City reserves the right to proceed against this cash performance security to pay for any costs incurred by the City for failure of the contractor to meet the requirements of this contract.
- 17.1.3 The contractor must at all times during the contract term provide the City with this \$2,500 cash or a letter of credit. Any draw-down by the City must be immediately replenished by the contractor.

17.2 PERFORMANCE AND OTHER BONDS

- 17.2.1 In addition to the \$2,500 cash performance bond carried over per Section 17.1.2, the contractor must furnish two executed surety company bonds, each in the amount of 50% of the total bid price.
 - A. A Performance Bond shall be furnished as security for the faithful performance by the contractor of all terms and conditions of the contract documents.
 - B. A Labor and Material Payment Bond shall be furnished as security for the claims of laborers and material suppliers.
 - C. Both bonds shall be made out to the City of Rochester, prepared on an approved form and submitted by the contractor to the Purchasing Agent within ten (10) days of notice of award. The surety thereon must be such surety company or companies as are authorized and licensed to transact business in the State of New York. The surety furnishing the Performance Bond and the Labor and Material Payment Bond must waive notice of any change in the contract price or contract time. Attorneys-in-fact who sign bonds must file with each bond a certified copy of their power of attorney to sign said bonds.

17.2.2 Alternate Security

PAINTING SERVICES

- A. At its option, the City shall have the right to accept cash, a certified check, or a letter of credit in satisfaction of the foregoing requirements in Section 17.2.1. Submittal of checks, or checks that are not certified, will result in bid rejection.
- B. In the event the contractor submits cash or a cash instrument as alternate security, the City will accept 50% of the contract total as satisfying both Performance and Payment security requirements.
- C. Any security accepted in lieu of a payment bond shall be retained until the City is no longer liable for mechanic's liens against the work of the contract.
- D. In the event the contractor supplies an Alternate Security, the contractor must at all times during the contract term provide the City with \$50,000 in cash or a letter of credit. Any draw-down by the City must be immediately replenished by the contractor

18. DEFINITIONS FOR THE PROPOSAL

- 18.1 Base Hourly Labor Rate is the straight time regular prevailing wage hourly rate plus benefits, for a painter, as defined by the N.Y.S.D.O.L.. The Base Hourly Labor Rate will change whenever the prevailing wage rates and benefits change.
- 18.2 Margin Allowance is the percentage of the Base Hourly Labor Rate charged by the contractor to cover all other costs of the contractor, including but not limited to equipment, overhead and profit, supervision hours including time for estimates and time for obtaining materials.
- 18.3 Margin Amount is the dollar amount resulting from multiplying the Base Hourly Labor Rate times the Margin Allowance. Margin Amount is a flat rate that is applied to all hourly rates, and stays constant during the contract term and any contract extension.
- 18.4 Hourly Labor Cost to City is the Base Hourly Labor Rate plus the Margin Amount.
- 18.5 Overtime - If overtime is required by law, the City will pay the N.Y.S.D.O.L. prevailing wage rate for overtime plus benefits, for painter (or apprentice, if applicable), plus the Margin Amount. The Margin Allowance and the Margin Amount do not change with overtime.
- 18.6 Any Apprentices properly employed by the contractor in carrying out this contract work will be paid at the Prevailing Wage Rate for Apprentices plus the Margin Amount.

19. METHOD OF AWARD

Award will be made to the responsive and responsible bidder who proposes the lowest Margin Allowance (Item B) on the Proposal.

20. CONTRACT MODIFICATIONS

- 20.1 The City reserves the right to permit minor contract modifications and/or to add related items and/or services not listed on the Proposal pages. Such changes may be made after negotiation between the contractor and the Purchasing Agent, and will be added as items to this contract. Negotiated prices must be consistent with pricing in the contract

PAINING SERVICES

and industry standards. Services may not be provided without the prior written approval of the Purchasing Agent.

- 20.2 The City reserves the right to separately bid out large and/or unanticipated painting projects if it believes that doing would result in lower total costs than using this contract.

21. PRE-BID CONFERENCE

A Pre-Bid Conference is scheduled for Monday, April 18, 2016, at 2:00 p.m., in Room 105A, City Hall. All bidders are strongly urged to attend.

22. W-9

A W-9 is required with all bids.

23. POLITICAL SUBDIVISIONS

Bidders should note that other political subdivisions may participate in the contract resulting from this bid award as authorized by General Municipal Law. Use of this contract by any other political subdivision must be coordinated between the subdivision and the contractor. The City will have no responsibility for any such purchases and will have no other role other than to provide other political subdivisions a copy of this contract if requested.

24. NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

- 24.1 The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
- 24.2 Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed prior to the bid opening, directly or indirectly, to any other bidder or to any competitor.
- 24.3 No attempt has been or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

PAINTING SERVICES

PROPOSAL

The undersigned bidder hereby agrees to furnish the goods or services specified and to otherwise fully meet all terms, conditions, and specifications contained in this Invitation to Bid without exception, unless exceptions are clearly noted in the proposal. Signature must be that of the bidder or any employee or agent authorized to sign on behalf of the bidder.

Instructions to Bidders:

Enter the percentage you are bidding in Item B below for the Margin Allowance. Multiply this percentage by the NYSDOL hourly rate in Item A and carry this total to Item C as shown. Then complete Items 1, 2 and 3.

A. Base Hourly Labor Rate (N.Y.S.D.O.L.) = \$ 42.40

B. Margin Allowance _____ %

C. Margin Amount \$ _____
[Margin Allowance X Base Hourly Labor Rate (A X B)]

1. Regular Time Cost to City (A + C) \$ _____

2. Time-and-a-half Overtime Cost to City (\$ 51.31) (Base, _____
(N.Y.S.D.O.L. Rate for Time-and-one-half + the Margin Amount)

3. Double-time Overtime Cost to City (\$ 65.62) (Base) \$ _____
(N.Y.S.D.O.L. Rate for Double-Time + the Margin Amount)

_____ The bidder expects to apply for the Incentive Program Payments upon completion of the project (check if Yes)

Authorized Signature

Typed Name and Title of Authorized Signer

Typed Name of Company

(Continued through Page 15)

PAINTING SERVICES

PROPOSAL

PRINT OR TYPE THE FOLLOWING INFORMATION

Name of Firm or Corporation

Street Address

City State Zip Code

Telephone/Fax No. / Electronic Address for Primary Contact

Federal Employer Identification Number Date

ACCEPTED ON BEHALF OF THE CITY OF ROCHESTER FOR

PAINTING SERVICES

Contract No.

Contract Term:

Purchasing Agent

Date

NON-OFFICIAL SPEC
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PAINTING SERVICES

APPENDIX "A"

SPECIFICATIONS

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PAINTING SERVICES

09900/1.00 GENERAL

A. DESCRIPTION OF WORK

1. The work includes painting and finishing of any interior and exterior exposed items and specified surfaces; field painting of exposed bare and covered pipes and ducts (including color coding), and of hangers, exposed steel and iron work, and primed metal surfaces of equipment installed under mechanical and electrical work, except as otherwise indicated.
2. "Paint" as used herein means all coating systems materials, including primers, emulsions, enamels, stains, sealers and fillers, and other applied materials whether used as prime, intermediate or finish coats.
3. Paint exposed surfaces whether or not colors are designated, except where natural finish of material is specifically noted as a surface not to be painted. Where items or surfaces are not specifically mentioned, paint same as adjacent similar materials or areas.
4. Pre-Finished Items: Unless otherwise indicated, do not include painting when factory-finishing or installer finishing is specified for (but not limited to) such items as metal toilet enclosures, prefinished partition systems, acoustic materials, architectural woodwork and casework, finished mechanical and electrical equipment including light fixtures, switchgear and distribution cabinets, elevator entrance frames, doors and equipment.
5. Concealed Surfaces: Unless otherwise indicated, painting is not required on surfaces such as walls or ceilings in concealed areas and generally inaccessible areas, foundation spaces, furred areas, utility tunnels, pipe spaces, duct shafts and elevator shafts.
6. Finished Metal Surfaces: Metal surfaces of anodized aluminum, stainless steel, chromium plate, copper, bronze, and similar finished materials may not require finish painting, unless otherwise indicated.
7. Operating Parts and Labels: Moving parts of operating units, mechanical and electrical parts, such as valve and damper operators, linkages, sinkages, sensing devices, motor and fan shafts will not require finish painting, unless otherwise indicated. Do not paint over any code-required labels, such as Underwriters' Laboratories and Factory Mutual, or any equipment identification, performance rating, name, or nomenclature plates.

B. DELIVERY & STORAGE

1. Deliver materials to job site in original, new and unopened packages and containers bearing manufacturer's name and label, and the following information:

Name or title of material
Fed. Spec. number, if applicable
Manufacturer's stock number and date of manufacture
Manufacturer's name
Contents by volume, for major pigment and vehicle constituents
Thinning instructions
Application instructions
Color name and number

PAINTING SERVICES

C. JOB CONDITIONS:

1. Apply water-base paints only when temperature of surfaces to be painted and surrounding air temperatures are between 50oF (10oC) and 90oF (32oC), unless otherwise permitted by paint manufacturer's printed instructions or upon receipt of written authorization of managing architect.
2. Apply solvent-thinned paints only when temperature of surface to be painted and surrounding air temperatures are between 45oF (7oC) and 95oF (35oC), unless otherwise permitted by paint manufacturer's printed instructions.
3. Do not apply paint in snow, rain, fog or mist; or when relative humidity exceeds 85%; or to damp or wet surfaces, unless otherwise permitted by paint manufacturer's printed instructions.

Painting may be continued during inclement weather if areas and surfaces to be painted are enclosed and heated within temperature limits specified by paint manufacturer during application and drying periods.

09900/2.00 PRODUCTS

A. COLORS AND FINISHES

1. Prior to beginning work, Contractor will furnish color chips or schedule for surfaces to be painted.
2. Color Pigments: Pure, non-leaching, applicable types to suit substrates and service indicated.

Lead content in pigment, if any, is limited to contain not more than 0.5% lead, as lead metal based on the total nonvolatile (dry-film) of paint by weight.

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

3. Paint Coordination: Provide finish coats which are compatible with prime paints used. Upon request from other trades, furnish information on characteristics of finish materials proposed for use, to ensure compatible prime coats are used. Provide barrier coats over incompatible primers or remove and re-prime as required. Notify City in writing of any anticipated problems using specified coating systems with substrates primed by others.

B. MATERIAL QUALITY:

1. Provide best quality grade of various types of coatings as regularly manufactured by acceptable paint materials manufacturer. Materials not displaying manufacturer's identification as a standard, best-grade product will not be acceptable.

Only paint from the following manufacturer will be acceptable unless changed by requesting agency:

Sherwin Williams
RC Shaheen

PAINING SERVICES

- Proprietary names used to designate colors or materials are not intended to imply that products of named manufacturers are required to exclusion of equivalent products of other manufacturers. For design purposes, there may be times when the City will choose a specific paint color from one manufacturer. At such times, no other paint manufacturer will be allowed.

Paint systems listed are based on Sherwin Williams specifications.

- Provide undercoat paint produced by same manufacturer as finish coats. Use only thinners approved by paint manufacturer, and use only within recommended limits.

9900/3.00 EXECUTION

A. INSPECTION

Applicator must examine areas and conditions under which painting work is to be applied and notify City in writing of conditions detrimental to proper and timely completion of work.

Starting of painting work will be construed as Applicator's acceptance of surfaces and conditions within any particular area.

Remove all furniture and equipment from the work area and replace same upon completion of work. Provide drop cloths or other suitable coverings to protect all existing finishes, furniture or equipment.

Do not paint over dirt, rust, scale, grease, moisture, scuffed surfaces, or conditions otherwise detrimental to formation of a durable paint film.

Upon request, the contractor shall provide a written estimate prior to the start of work to be done.

B. SURFACE PREPARATION

- General.** Perform preparation and cleaning procedures in accordance with paint manufacturer's instructions and as herein specified, for each particular substrate condition.

Remove hardware, hardware accessories, machined surfaces, plates, lighting fixtures, and similar items in place and not to be finish-painted, or provide surface-applied protection prior to surface preparation and painting operations. Remove, if necessary, for complete painting of items and adjacent surfaces. Following completion of painting of each space or area, reinstall removed items.

Clean surfaces to be painted before applying paint or surface treatments. Remove oil and grease prior to mechanical cleaning. Program cleaning and painting so that contaminants from cleaning process will not fall onto wet, newly-painted surfaces.

- Cementitious Materials:** Prepare cementitious surfaces of concrete, concrete block, cement plaster and cement-asbestos board to be painted by removing efflorescence, chalk, dust, dirt, grease, oils, and by roughening as required to remove glaze.

Determine alkalinity and moisture content of surfaces to be painted by performing appropriate tests. If surfaces are found to be sufficiently alkaline to cause blistering and burning of finish paint, correct this condition before application of

PAINTING SERVICES

paint. Do not paint over surfaces where moisture content exceeds that permitted in manufacturer's printed directions.

Clean concrete floor surfaces scheduled to be painted with a commercial solution of muriatic acid, or other etching cleaner, flush floor with clean water to neutralize acid, and allow to dry before painting.

3. **Wood:** Clean wood surfaces to be painted of dirt, oil, or other foreign substances with scrapers, mineral spirits, and sandpaper, as required. Sandpaper smooth those finished surfaces exposed to view, and dust off. Scrape and clean small, dry, seasoned knots and apply a thin coat of white shellac or other recommended knot sealer, before application of priming coat. After priming, fill holes and imperfections in finish surfaces with putty or plastic wood-filler. Sandpaper smooth when dried.

Backprime paneling on interior partitions only where masonry, plaster, or other wet wall construction occurs on backside. (Required in areas of new construction only).

Seal tops, bottoms, and cut-outs of unprimed wood doors with a heavy coat of varnish or equivalent sealer.

4. **Ferrous Metals:** Clean ferrous surfaces, which are not galvanized or shop-coated, of oil, grease, dirt, loose mill scale and other foreign substances by solvent or mechanical cleaning.

Touch-up shop-applied prime coats wherever damaged or bare. Clean and touch-up with same type shop primer.

5. **Galvanized Surfaces:** Clean free of oil and surface contaminants with non-petroleum based solvent.

C. MATERIALS PREPARATION

Mix and prepare painting material in accordance with manufacturer's directions.

Store materials not in actual use in tightly covered containers. Maintain containers used in storage, mixing and application of paint in a clean condition, free of foreign materials and residue.

Stir materials before application to produce a mixture of uniform density, and stir as required during application. Do not stir surface film into material. Remove film and, if necessary, strain material before using.

D. APPLICATION:

1. **General:** Apply paint in accordance with manufacturer's directions. Use applicators and techniques best suited for substrate and type of material being applied.

Apply additional coats when undercoats, stains or other conditions show through final coat of paint, until paint film is of uniform finish, color and appearance. Give special attention to insure that surfaces, including edges, corners, crevices, welds, and exposed fasteners receive a dry film thickness equivalent to that of flat surfaces.

Paint surfaces behind movable equipment and furniture same as similar exposed surfaces. Paint surfaces behind permanently fixed equipment or furniture with prime coat only before final installation of equipment.

PAINTING SERVICES

Paint interior surfaces of ducts, where visible through registers or grilles, with a flat, non-specular black paint.

Paint back sides of access panels, and removable or hinged covers to match exposed surfaces.

Finish exterior doors on tops, bottoms and side edges same as exterior faces, unless otherwise indicated.

Sand lightly between each succeeding enamel or varnish coat.

Omit first coat (primer) on metal surfaces which have been shop-primed and touch-up painted, unless otherwise indicated.

2. **Scheduling Painting:** Apply first-coat material to surfaces that have been cleaned, pretreated or otherwise prepared for painting as soon as practicable after preparation and before subsequent surface deterioration.

Allow sufficient time between successive coatings to permit proper drying. Do not recoat until paint has dried to where it feels firm, does not deform or feel sticky under moderate thumb pressure, and application of another coat of paint does not cause lifting or loss of adhesion of the undercoat.
3. **Minimum Coating Thickness:** Apply materials at not less than manufacturer's recommended spreading rate, to establish a total dry film thickness as indicated or, if not indicated, as recommended by coating manufacturer.
4. **Mechanical and Electrical Work:** Painting of mechanical and electrical work is limited to those items exposed in mechanical equipment rooms and in occupied spaces.
5. **Mechanical items to be painted include, but are not limited to, the following:**
 - Piping, pipe hangers, and supports
 - Heat exchangers
 - Tanks
 - Ductwork, insulation
 - Motor, mechanical equipment, and supports
 - Accessory items
6. **Electrical items to be painted include, but are not limited to, the following:**
 - Conduit and fittings
 - Switchgear
7. **Prime Coats:** Apply prime coat of material which is required to be painted or finished, and which has not been prime coated by others.

Recoat primed and sealed surfaces where there is evidence of suction spots or unsealed areas in first coat, to assure a finish coat with no burn-through or other defects due to insufficient sealing.
8. **Pigmented (Opaque) Finishes:** Completely cover to provide an opaque, smooth surface of uniform finish, color, appearance and coverage. Cloudiness, spotting, holidays, laps, brush marks, runs, sags, ropiness or other surface imperfections will not be acceptable.
9. **Transparent (Clear) Finishes:** Use multiple coats to produce glass-smooth surface film of even luster. Provide a finish free of laps, cloudiness, color

PAINING SERVICES

irregularity, runs, brush marks, orange peel, nail holes, or other surface imperfections.

Provide satin finish for final coats, unless otherwise indicated.

10. **Completed Work:** Match approved samples for color, texture and coverage. Remove, refinish or repaint work not in compliance with specified requirements.

E. CLEAN-UP AND PROTECTION:

1. **Clean-Up:** During progress of work, remove from site discarded paint materials, rubbish, cans and rags at end of each work day.

Upon completion of painting work, clean window glass and other paint-spattered surfaces. Remove spattered paint by proper methods of washing and scraping, using care not to scratch or otherwise damage finished surfaces.

2. **Protection:** Protect work of other trades, and adjacent areas, whether to be painted or not, against damage by painting and finishing work. Correct any damage by cleaning, repairing or replacing, and repainting, as acceptable to City.

Provide "Wet Paint" signs as required to protect newly-painted finishes. Remove temporary protective wrappings provided by others for protection of their work, after completion of painting operations.

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PAINTING SERVICES

APPENDIX "B"

EXAMPLES OF WORK WITH SPECIFIED

FINISHES

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PAINING SERVICES

Exterior Paint Systems (EPS):

Unless otherwise indicated, provide the following paint systems for various substrates:

1. Concrete, concrete block, brick, stucco, cement plaster, (columns, wall, soffits)
 - (2) coats: SW 6 or 12 A 100 Latex House Paint, satin finish A82 series
2. Concrete (floors)
 - (2) coats: SW 5 or 12 Alkyd Industrial Enamel
3. Masonry (aggregate block, new or unpainted)
 - (1) coat: SW 3 or 12 Heavy Duty Promar Interior/Exterior Latex Block Filer B25 Series
 - (2) coats: SW 3 or 12 A-100 Latex House Paint, satin finish A82 series
4. Metal-ferrous (doors, fascia, fences, flashing, frames, handrails, pipes, sash, trim, walls)
 - (1) coat: SW 14 or 15 Kem Kromik Universal Metal Primes B-50 series
5. Wood-(beams, fascia fences, shakes, shingles, siding, soffits)
 - (1) coat: SW 12 or 23 A-100 Exterior Wood Primes Y24 series
 - (2) coats: SW 12 or 23 A-100 Latex House Paint, satin finish A82 series
6. Wood - (doors, sash, trim)
 - (1) coat: SW12 or 23 A-100 Exterior Wood Primes Y24 series
 - (2) coats: SW 10, 12, 23 Exterior Gloss Paint A8 series

Interior Paint Systems (IPS):

Provide the following paint systems for various substrates, as indicated.

1. Acoustical (ceilings, walls)
 - (1) coat: SW 12 Promar 200 or 400 Latex wall primer B28 series
 - (2) coats: SW 12 Promar 200 Interior Latex wall paint
2. Galvanized or prefinished (metal pan ceilings)
 - (1) coat: SW 12 Wall and Wood Primer B49 series
 - (2) coats: SW 12 Promar 200 Interior Latex Flat Wall paint B30 series
3. Composition board and hardboard(cabinets, doors, partitions, walls)
 - (1) coat: SW 12 or 24 Promar 200 Alkyd Enamel Undercoater B49 series
 - (2) coats: SW 12 or 24 Promar 200 Alkyd Semi-gloss Enamel B34 series

PAINTING SERVICES

4. Concrete (ceilings, columns, walls)
 - (1) Coat: SW Promar 200 Latex Wall Primer B28 series
 - (1) Coat: SW Promar 200 Latex Wall Primer B34 series
5. Drywall (ceilings, walls) flat finish
 - (2) coats: SW * or 12 Promar 400 Latex Wall Paint B30W400 series
6. Drywall & plaster (Ceilings, walls) satin finish
 - (1) coat: SW Promar 200 Latex Wall Primer B28W200 series
 - (2) coats: SW Promar 200 Alkyd Semi-gloss Enamel B34 series
7. Masonry (walls)
 - (1) coat: SW6 or 12 Promar Interior/Exterior Block Filer B25 series
 - (2) SW 12 or 24 Promar 200 Alkyd Sem-gloss Enamel 334 series
8. Metal - aluminum, galvanized, zinc coated, (ducts, louvers, trim)
 - (2) coats: SW 10 or 12 DTM Acrylic Coating 506W100 series
9. Metal - ferrous (barjoists, beams, cabinets, catwalks, columns, convectors, doors, lockers, trim, walls).
 - (1) coat: SW 12 or 15 Kem Kromik Universal Metal Primer B50 series
 - (2) coats: SW 12 or 15 Industrial Enamel B54 series
10. Wood (beams, cabinets, doors, paneling, trim, walls)
 - (1) coat: SW 12 or 24 Promar 200 Alkyd Enamel Undercoater B49W200 Series
 - (2) coats: SW 12 or 24 Promar 200 Alkyd Semi-gloss B334W200 series
11. Epoxy coated(walls)
 - (1) coat: SW Waterborne Based Catalyzed epoxy B70 Series/B60 series

PAINTING SERVICES

APPENDIX "C"

INCENTIVE PROGRAM FORM

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EXHIBIT B

EMPLOYEE ATTESTATION OF ADDRESS

I, _____, hereby attest that my residence and principal home from _____ date _____ to _____ date _____, while employed on _____ by _____ contract number - contract job description _____ name of Contractor _____

was/is as listed below.

Address _____

City, town, village _____

State _____, Zip Code _____

Signature of Employee

STATE OF NEW YORK)
COUNTY OF MONROE)
CITY OF ROCHESTER)

ss:

On this _____ day of _____ in the year _____ before me, the undersigned, a Notary Public in and said State, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed above and acknowledged to me that they executed the same.

Notary Public
Commission expires: _____ / _____ / _____

PAINTING SERVICES

APPENDIX "D"

PREVAILING WAGE RATE SCHEDULE

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Prevailing Wage Schedule and List of Employers Ineligible to Bid on or be Awarded any Public Work

Paper copies of the prevailing wage schedule and of the List of Employers Ineligible to Bid on or be Awarded any Public Work will no longer be included with the City of Rochester bid documents. A paper copy of the current documents will be provided to the successful bidder(s) upon award of the contract.

The prevailing wage schedule and the List of Employers Ineligible to Bid on or be Awarded any Public Work for this contract are available on the New York State Department of Labor's website. They can be accessed by visiting the New York State Department of Labor's website at:

<http://wpp.labor.state.ny.us/wpp/doFindProject.do?method=showIt>

and entering the assigned PRC# at the proper location on the website. The PRC# can be found on the PW-200 form which immediately follows this page.

Contractors and subcontractors must pay laborers, workers, and mechanics employed in the performance of a public work contract not less than the most current prevailing rate of wages and wage supplements (fringe benefits).

The City of Rochester will not be responsible for any of the contractor's increased labor costs which result from deficits in the prevailing wage schedule provided, or from amendments to the prevailing wage schedule, whether that increase occurs before advertisement, before bid opening, before award of the contract, after the contract has been let, or during construction. No change in the contract price shall be allowed to the contractor for any such increases.

Information about current wage rates may be obtained on an advisory basis by contacting the City of Rochester Contract Administration office at (585) 428-7398.



Andrew M. Cuomo, Governor

Mario J. Musolino, Acting, Commissioner

City of Rochester
Eric Kline, Project Assistant
City Hall
30 Church St
Room 106A
Rochester NY 14614-1282

Schedule Year 2015 through 2016
Date Requested 04/05/2016
PRC# 2016003324

Location Various
Project ID#
Project Type Painting Services

PREVAILING WAGE SCHEDULE FOR ARTICLE 8 PUBLIC WORK PROJECT

Attached is the current schedule(s) of the prevailing wage rates and prevailing hourly supplements for the project referenced above. A unique Prevailing Wage Case Number (PRC#) has been assigned to the schedule(s) for your project.

The schedule is effective from July 2015 through June 2016. All updates, corrections, posted on the 1st business day of each month, and future copies of the annual determination are available on the Department's website www.labor.state.ny.us. Updated PDF copies of your schedule can be accessed by entering your assigned PRC# at the proper location on the website.

It is the responsibility of the contracting agency or its agent to annex and make part, the attached schedule, to the specifications for this project, when it is advertised for bids and /or to forward said schedules to the successful bidder(s), immediately upon receipt, in order to insure the proper payment of wages.

Please refer to the "General Provisions of Laws Covering Workers on Public Work Contracts" provided with this schedule, for the specific details relating to other responsibilities of the Department of Jurisdiction.

Upon completion or cancellation of this project, enter the required information and mail OR fax this form to the office shown at the bottom of this notice, OR fill out the electronic version via the NYSDOL website.

NOTICE OF COMPLETION / CANCELLATION OF PROJECT

Date Completed: _____ Date Cancelled: _____

Name & Title of Representative: _____

Phone: (518) 457-5589 Fax: (518) 485-1870
W. Averell Harriman State Office Campus, Bldg. 12, Room 130, Albany, NY 12240



City of Rochester

Bureau of Purchasing

Department of Finance

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

(Vendor: The general rules and conditions which follow apply to all purchases and become a definite part of each formal invitation to bid, purchase order or other award issued by the City Purchasing Agent, unless otherwise specified. Bidders or their authorized representative are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidder's own risk and he cannot secure relief on the plea of error.)

Subject to applicable Federal, State and Local laws, ordinances, rules, regulations and limitations, bids on all advertisements and invitations issued by the Department of Finance, Purchasing Bureau will bind bidders to applicable conditions and requirements herein set forth unless otherwise specified in the Invitation to Bid.

CONDITIONS OF BIDDING

1. **Proposal Forms:** Bids shall be submitted only on the forms provided by the City. The bidder shall retain one copy for his files and submit two (2) copies signed and sealed in the envelope provided by the City for that purpose. When using an envelope other than the one provided by the City, the following required information must be entered in the lower left corner on the face of the envelope: Bid Number, Bid Title, Bid Open Date and Time, and Submitted By. The envelope must be mailed or hand delivered to the Office of the Purchasing Agent, City Hall, Room 105A, 30 Church St., Rochester, NY 14614.
2. **Late Bids:** Formal bids, amendments thereto, or requests for withdrawal of bids received by the City after time specified for bid opening will not be considered.
3. **Withdrawal of Bids:** A written request for the withdrawal of a bid or any part thereof may be granted if the request is received by the City prior to the specified time of opening.
4. **Mailing of Bids:** Bids which are to be publicly opened will have attached a special mailing envelope which must be used by bidders in presenting such bids. In the event that the bid contains bulky subject material, the special mailing envelope must be firmly affixed to any other wrapper being used. Bids not received in the actual office of the Purchasing Agent at the time established for bid opening will not be considered, even if mailed earlier.
5. **Completeness:** All information required by Invitation to Bid must be supplied to constitute a proper bid.
6. **Bids Binding 45 Days:** Unless otherwise specified, all formal bids submitted shall be binding for forty-five (45) days following bid opening date unless the bidder(s), upon request of the Purchasing Agent, agrees to an extension.
7. **Conditional Bids:** Qualified bids are subject to rejection in whole or in part.
8. **Payment Terms:** Prompt payment discounts allowing less than thirty (30) days for discount to apply shall not be considered as a cost factor in the evaluation of bids. In connection with any

prompt payment discount offered, time will be computed from the date of receipt of correct invoice or receipt and acceptance of shipment, whichever is later.

9. **Bids for All or Part:** Unless otherwise specified by the City or by the bidder, the Purchasing Agent reserves the right to make award on all items, or on any of the items according to the best interests of the City. The Purchasing Agent shall further have the right to award separate items or groups to different vendors. Bidder may restrict his bid to consideration in the aggregate by so stating, but should name a unit price on each item bid upon; any bid in which the bidder names a total price of all the articles without quoting a price on each and every separate item may be rejected at the option of the City.
10. **Errors in Bids:** When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices, or in preparation of bid otherwise, will not relieve the bidder. Erasures or changes in bids should be initialed.
11. **Questions Re: Specifications:** Except for Public Works, any information relative to interpretation of specifications and drawings shall be requested of the Purchasing Agent, in writing, in ample time before the opening of bids.

DO NOT MAKE INQUIRES BY PHONE OR IN PERSON.

No inquiries, if received within five (5) days of the date set for the opening of bids, will be given any consideration. Any interpretation made to prospective bidders will be expressed in the form of an addendum to the specifications which, if issued, will be sent by ordinary or certified mail, at the City's option, to all prospective bidders no later than three (3) days before the date set for opening of bids. Oral answers will not be binding on the City.

12. **Response to Invitations:** In the event you cannot submit a bid on our requirements, as set forth in the "Invitation, Bid, and Agreement" attached hereto, please return the Invitation, Bid and Contract form with an explanation as to why you are unable to bid on these requirements. (Because of the large number of firms listed on the City's qualified lists of Bidders, it is necessary to delete from these lists the names of those persons, firms or corporation who fail to respond after having been invited to bid on a commodity or commodities for three successive bid openings). City reserves the right to delete.
13. **Multiple Bids:** No bidder will be allowed to offer more than one price on each item even though he may feel that he has two or more types or styles that will meet specifications. Bidders must determine for themselves which to offer. IF THE BIDDER SHOULD SUBMIT MORE THAN ONE PRICE ON ANY ITEM, ALL PRICES FOR THAT ITEM MAY BE REJECTED AT THE DISCRETION OF THE CITY PURCHASING AGENT.
14. **Taxes:** The City of Rochester is exempt from State and Local sales and use taxes under Certificate No. AC 946 and is exempt from paying Federal excise taxes.
15. **Catalogs:** Each bidder shall submit in duplicate where necessary or when requested by the Purchasing Agent, catalogs, descriptive literature, and detailed drawings, fully detailing features, designs, construction, finishes and the like necessary to fully describe the material or work he proposes to furnish.
16. **Competency of Bidder:** No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to the City upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to said City or had failed to perform faithfully within the prior three (3) years of any contract with the City. The bidder must present within 48 hours of a request evidence satisfactory to the Purchasing Agent of performance ability

and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents.

BID DEPOSIT

17. **Bid Bond, Cash, Certified or Cashier's Check:** When required, each bid shall be accompanied by a bid bond signed by a surety company authorized to do business in the State of New York, or by a cashier's check, certified business check, Treasurer's check or other direct obligation drawn on a responsible bank doing business in the United States, and shall be made payable to the City of Rochester, unless the bidder has on file with the Purchasing Agent an annual bid bond approved by the City with an uncommitted balance equal to the certified check requirements. When computing amount of Bid for Certified Check purposes, do NOT deduct for trade-ins. U.S. Postal Money Orders are acceptable in lieu of certified checks.

18. **Annual Bid Bonds:** Bidders who regularly do business with the City shall be permitted to file with the Purchasing Bureau an annual bid bond in the amount specified below. Such annual bonds shall be acceptable as surety in lieu of the furnishing of surety with each individual transaction.

Annual bid bonds shall be in an amount as determined by the bidder, of no less than Three Thousand Five Hundred Dollars (\$3,500.00). If at any time the requirements of a specific bid invitation exceed the amount of the annual bid bond, or should the aggregate amount of the bid security requirements on all unresolved bids submitted by your firm exceed the amount of the annual bid bond, additional surety will be required in the appropriate sum.

19. **Performance Bond:** The successful bidder or bidders on this bid must furnish a performance bond as indicated on the bid cover made out to the City of Rochester, prepared on an approved form or on a form supplied by an approved surety, as security for the faithful performance of his contract, within ten (10) days of his notification that his bid has been accepted. The surety thereon must be such surety company or companies as are authorized and licensed to transact business in the State of New York. Attorneys in fact who sign bid bonds must file with each bond a certified copy of their power of attorney to sign said bonds.

The successful bidder or bidders, upon failure or refusal to furnish within ten (10) days after his notification the required performance bond, shall forfeit to the City of Rochester as liquidated damages their bid deposit. At its option, the City shall have the right to accept cash, certified checks, letters of credit or such other security as the City deems appropriate in satisfaction of the foregoing bond requirements.

20. **Samples:** The samples submitted by bidders on items which they have received an award may be retained by the City until the delivery of contracted items is completed and accepted. Bidders whose samples are retained may remove them after delivery is accepted. Bidders who are not awarded a bid must remove their samples as soon as possible after award has been made on the item or items for which the samples had been submitted. The City will not be responsible for such samples if not removed by the bidder within thirty (30) days after the award has been made.

Bidders shall make all arrangements for delivery of samples to place designated by the City as well as the removal of samples. Cost of delivery and removal of samples shall be borne by the bidder. All samples packages should be marked "Samples for Purchasing Bureau" and each sample should bear the name of the bidder, item number, bid number, and shall be carefully tagged or marked in a substantial manner. Failure of the bidder to clearly identify samples as indicated may be considered sufficient reason for rejection of bid, and in such cases the City will not be liable for the loss of samples.

SPECIFICATIONS

21. **Trade Names:** In cases where an item is identified by a manufacturer's name, trade name, catalog number or reference, it is understood that the bidder proposes to furnish the item so identified and does not propose to furnish an "equal" unless the proposed "equal" is definitely indicated therein by the bidder.

The reference to a name brand is intended to be descriptive but not restrictive and only to indicate to the prospective bidder articles that will be satisfactory. Bids on other makes and catalogs will be considered, provided each bidder clearly states on the face of his proposal exactly what he proposes to furnish, and forwards with his bid, a cut, illustration, or other descriptive matter which will clearly indicate the character of the article covered by the bid.

The Purchasing Agent hereby reserves the right to approve as an equal, or to reject as not being equal, any article the bidder proposes to furnish which contains major or minor variations from specification requirements but may comply substantially therewith.

If no particular brand, model, or make is specified, and if no data are required to be submitted with the bid, the successful contractor, after award and before manufacture or shipment, may be required to submit working drawings or detailed descriptive data sufficient to enable the Purchasing Agent to judge if each requirement of the specifications is being complied with.

22. **Formal Specifications:** The Bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever herein mention is made of any article, material, or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. standards, or similar expressions, the requirements of these laws, ordinances, etc. shall be construed as the minimum requirements of these specifications.

AWARD

23. **Award or Rejection of Bids:** The contract will be awarded to the lowest responsible and responsive bidder complying with the provisions of the Invitation, provided the bid price is reasonable and it is to the interest of the City to accept it. The Purchasing Agent reserves the right to reject any or all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest of the City. The Purchasing Agent also reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a bidder where investigation shows the bidder is not in a position to perform the contract.

In determining responsibility, the following other qualifications, in addition to price, will be considered by the Purchasing Agent:

- a) The ability, capacity and skill of the bidder to perform the service required within the specified time.
- b) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- c) The quality of performance of previous contracts or services.
- d) The previous and existing compliance by the bidder with laws and ordinances relating to previous contracts with the City and to the bidder's employment practices.

e) The sufficiency of the final resources and ability of the bidder to perform the contract or provide services.

f) The quality, availability and adaptability of the supplies or contractual services to the particular use required.

g) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.

h) Whether the bidder is in arrears to the City, in debt on contract, is a defaulter on surety to the City, or whether the bidder's taxes or assessments are delinquent.

l) Such other information as may be secured by the Purchasing Agent having a bearing on the decision to make the award.

In determining a bidder's responsiveness, the Purchasing Agent shall consider material deviations from the advertised specifications which materially affect price, quantity, quality or limit the bidder's liability.

24. **Notice of Acceptance:** A written award (or Acceptance of Bid) mailed (or otherwise furnished) to the successful Bidder within the time for acceptance specified in the Invitation to Bid shall be deemed to result in a binding contract without further action by either party.
25. **Tie Bids:** If two or more bidders submit identical bids and are equally qualified, the decision of the City to make award to one or more of such bidders shall be final. Selection may be made by drawing lots.
26. **Resident Bidders - Preference:** Price and other factors being equal, preference may be given first to resident bidders of the City, except when in the judgment of the City such purchases would operate to the disadvantage of the City, and selection by drawing lots shall not apply where the tie bids are between a resident and non-resident bidder.
27. **Specific Bid Quantities:** Where quantities are specifically stated, acceptance will bind the City to order quantities specified and to pay for at contract prices all such supplies or services delivered that meet specifications and conditions of the contract. However, the City will not be required to accept delivery of any unordered balances as of the contract expiration date unless the contractor furnishes the Purchasing Agent with a statement of unordered balances not later than ten (10) days after the termination date of the contract.
28. **Requirements Bid Quantities:** On "Requirements" bids, acceptance will bind the City to pay for, at unit bid prices, only quantities ordered and delivered.
29. **Availability of Funds:** The City shall be obligated to pay for goods and services received only to the extent that money has been appropriated and encumbered for such purpose. The contractor in turn shall be obligated to perform only so long as money is available to pay for the goods and services it supplies. If this contract extends through one fiscal year of the City into the next year, the City's obligations hereunder shall be specifically limited to and shall be conditioned upon the appropriations for such following year.
30. **Contract Alterations:** The contractual terms, conditions and provisions of this contract, including all general conditions and instructions to bidders, shall not be modified by the bidder. The Purchasing Agent shall have the right, at his option, to treat any bid submitted with additional or differing contract provisions as informal or to ignore such additional provisions and to award as if

such additional provisions had not been submitted by the bidder. This section shall not apply if the request for bids or the specifications specifically invite the bidder to submit additional or modifying provisions, but only to the extent that such additional or modifying provisions are requested by and are acceptable to the Purchasing Agent. Where the bidder submits a bid for goods or services which vary from the City's specifications, the decision of the Purchasing Agent of whether such goods or services are functionally equivalent to the goods or services requested by the City shall be final. Alterations or changes in the specifications of the goods or services furnished under this contract can only be made upon the written authorization signed by the Purchasing Agent, and any other alteration or modification that is not signed by the Purchasing Agent or his designated representative shall be void. Alterations in contract language shall further require the approval of the City Department of Law.

31. **Term of Contract:** This contract shall remain in force for the period specified unless extended by mutual consent of both parties or terminated as provided herein.
32. **Termination of Contracts:** Contracts shall remain in force for full periods specified and until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:
 - a) terminated prior to expiration date by satisfactory deliveries of entire contract requirements.
 - b) extended upon written authorization of the Purchasing Agent and accepted by contractor, to permit ordering of unordered balances or additional quantities at contract prices and in accordance with contract terms.
33. **Subletting of Contract:** It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet or otherwise dispose of his contract or his right, title or interest therein, or his power to execute such contract, to any other person, firm or corporation without the previous written consent of the City Purchasing Agent, but in no case shall such consent relieve the Contractor from his obligations, or change the terms of the contract.
34. **Default:** The contract may be cancelled or annulled by the Purchasing Agent in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms. An award may be made to next low bidder, or, articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting Contractor (or his surety) shall be liable to the City for costs to the City in excess of the defaulted contract prices. Provided, that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the contractor to deliver materials or services within the time stipulated on his bid, unless extended in writing by the Purchasing Agent, shall constitute contract default.
35. **Delivery Failures:** Failure of a Contractor to deliver within the time specified, or within reasonable time as interpreted by the Purchasing Agent, or failure to make replacements of rejected articles when so requested, immediately or as directed by the Purchasing Agent, shall constitute authority for the Purchasing Agent to purchase in the open market articles of comparable grade to replace the articles rejected or not delivered. On all such purchases, the Contractor shall reimburse the City within a reasonable time specified by the Purchasing Agent, for any expense incurred in excess of contract prices or the City shall have the right to deduct such amount from monies owed the defaulting Contractor. Such purchases shall be deducted from contract quantities. Should public necessity demand it, the City reserves the right to use or consume articles delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Agent.

36. **Non-Liability:** The Contractor shall not be liable in damages for delay in shipment or failure to deliver when such delay or failure is the result of fire, flood, strike, act of God, act of government, act of an alien enemy or by any other circumstances which, in the Purchasing Agent's opinion, is beyond the control of the contractor. Under such circumstances, however, the Purchasing Agent may at his discretion, cancel the contract.

37. **New Goods, Fresh Stock:** All contracts, unless otherwise specifically stated, shall produce new commodities, fresh stock, latest model, design or pack.

38. **Equal Employment Opportunities:**

a) The City of Rochester, New York reaffirms its policy of Equal Opportunity in its commitment to require all contractors, lessors, vendors and suppliers doing business with the City to follow a policy of Equal Employment Opportunity, in accordance with the requirements set forth herein. This policy is adopted pursuant to the City's Affirmative Action Plan, Article XV, Contract Compliance. The City does not discriminate on the basis of handicap status as defined in 31 CFR Part 51, in admission, access to, or treatment or employment in its programs and activities. The City is including this policy statement in all bidding documents, contracts, and leases. Contractors, lessors, vendors and suppliers shall agree to comply with State and Federal Equal Opportunity laws and regulations and Federal regulations 31 CFR Part 51 and shall submit documentation regarding Equal Employment Opportunity upon the City's request.

b) Definitions:

1. Good Faith Effort - shall mean every reasonable attempt to comply with the provisions of this policy by making every reasonable effort to achieve a level of employment of minority groups and female workers that is consistent with their presence in the local work force.
2. Minority Group Persons - shall mean a person of Black, Spanish surname American, Asian American, or American Indian ethnic or racial origin and identity.

c) Compliance. The Contractor shall comply with all of the following provisions of the Equal Employment Opportunity Requirement:

1) The Contractor agrees that he will not discriminate against any employee for employment because of race, color, religion, sex, age, or of employees for performance of work under this Agreement or any subcontract hereunder, the Contractor and its subcontractors, if any, shall not, by reason of race, creed, color, sex, age or national origin, discriminate against any person who is qualified and available to perform the work to which the employment relates. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that applicants are hired and that employees are treated during their employment, without regard to their race, color, religion, sex, age or national origin.

2) If the Contractor is found guilty of discrimination in employment on the grounds of race, color, sex, religion, age or national origin by any court or administrative agency that has jurisdiction pursuant to any State or Federal Equal Employment Opportunity Laws or regulations, such determination will be deemed to be a breach of contract, and this Agreement will be terminated in whole or part without any penalty or damages to the City on account of such cancellation or termination and the Contractor shall be disqualified from thereafter selling to, submitting bids to, or receiving awards of contract with the City of Rochester for goods, work, or services until such time as the Contractor can

demonstrate its compliance with this policy and all applicable Federal and State Equal Opportunity laws and regulations.

3. The Contractor shall cause the foregoing provisions to be inserted in all subcontracts, if any, for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to subcontracts for standard commercial supplies or raw materials.

39. **Purchase of Products from Companies Doing Business in Northern Ireland Supporting Fair Employment:**

1. The vendor understands that the City has adopted a policy prohibiting contracting for goods or services with a person, firm, or corporation doing business in Northern Ireland, who does not support fair employment without religious discrimination and does not cooperate with agencies monitoring equal opportunity employment.

2. If, because of applicable law, a contract is awarded to a contractor who does not support equal opportunity employment without religious discrimination, the contractor must submit a statement to the Director of Finance detailing the reasons for such non-support of fair employment.

40. **Guarantee:** Unless otherwise specified, the Contractor shall unconditionally guarantee the materials and workmanship of all equipment furnished by him for a period of one year from date of acceptance of the items delivered and installed, unless otherwise specified herein. If, within the guarantee period, any defects or signs of deterioration are noted, which, in the opinion of the City are due to faulty design and installation, workmanship, or materials, the Contractor, at his expense, shall repair or adjust the equipment or parts to correct the condition, or he shall replace the part or entire unit to the complete satisfaction of the City. These repairs, replacements or adjustments shall be made only at such time as will be designated by the City as least detrimental to the operation of City business.

41. **Placing of Orders:** Orders against contracts will be placed with the Contractor on either a Purchase Order or Blanket Purchase Order executed and released by the Purchasing Agent. Telephone orders placed directly with the contractor by the ordering Agency may be authorized by the Purchasing Agent only after execution of a Blanket Purchase Order.

42. **Provisions for Other Agencies:** Unless otherwise stipulated by the bidder, the bidder agrees when submitting his bid that he will make available to all City agencies and departments and the City School District the bid prices he submits in accordance with the bid terms and conditions, should any said department or agency wish to buy under this bid proposal.

DELIVERY PROVISIONS

43. **Responsibility for Materials Shipped and Risk of Loss:** The Contractor shall be responsible for the materials or supplies covered by this contract until they are delivered to the designated point and received, properly installed if necessary, and accepted by the City and the Contractor shall bear all risk on rejected materials or supplies. Rejected materials or supplies must be removed by and at the expense of the Contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. Upon failure to do so within ten (10) days after notification, the City may return the rejected materials or supplies to the contractor at his risk and expense, or dispose of them as its own property.

44. **Inspections:** Inspection and acceptance of materials or supplies will be made after delivery. Final inspection shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be

made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the City for such materials or supplies as are not in accordance with the specifications. All delivered materials shall be accepted subject to inspection and physical count.

45. **Time of delivery:** Deliveries will be accepted between 9:00 A.M. and 4:00 P.M. on weekdays only. No deliveries will be accepted on Saturdays, Sundays or Holidays.
46. **Packing Slips or Delivery Tickets:** All shipments or deliveries shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information for each item delivered:

The Purchase Order Number

The Name of the Article and Stock Number (Supplier's)

The Quantity Ordered

The Quantity Shipped

The Quantity Back Ordered

The Name of the Contractor

Bidders are cautioned that failure to comply with these conditions SHALL BE CONSIDERED SUFFICIENT REASON FOR REFUSAL TO ACCEPT THE GOODS.

47. **FOB Destination Delivery:** Unless otherwise specifically stated in the City's request for bids, all goods, equipment and materials shall be delivered to the location designated by the City. The bidder shall include in his bid price all reasonable and necessary transportation, shipping, handling and delivery charges. Delivery shall not be complete until the goods, etc. are placed in the building, room, or other location specified by the City, either in the bid documents or in the Purchase Order.
48. **General Guaranty:** Contractor agrees to:
- a) save the City, its agents and employees harmless from liability of any nature or kind for the use of copyrighted or non-copyrighted composition, secret process, patented or non-patented invention, article or appliance furnished or used in the performance of the contract which the contractor is not the patentee, assignee, licensee or owner.
 - b) protect the City against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.
 - c) furnish adequate protection against damage to all work and to repair damages of any kind, to the building or equipment, to his own work or to the work of other contractors for which he or his workmen are responsible.
 - d) pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the City and the State of New York.
49. **Indemnity:** Contractor shall indemnify, keep and save harmless the City, its agents, officials and employees, against all injuries, death, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anyway accrue against the City in consequence of the granting of this contract or which may in anyway result therefrom, whether or not it shall be

alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, of the subcontractor or his employees, if any, and the Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and if any judgment shall be rendered against the City in any such action, the Contractor shall at his own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City as herein provided.

50. **Collusive Bidding:** The Bidder certifies that his bid is made without any previous understanding, agreement or connection with any person, firm or corporation making a bid for the same project without prior knowledge of competitive prices, and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.
51. **Identical Bidding:** Executive Order No. 10946: All identical bids submitted to the City as a result of advertised procurement for materials, supplies, equipment or services exceeding \$1,000.00 in total amount may at the discretion of the City, be reported to the Attorney General of the United States in accordance with Form DJ-1510 and the Presidential Order dated April 24, 1961 for possible violation and enforcement of antitrust laws.
52. **Employees Not To Benefit:** As a prerequisite for the payment pursuant to the terms of this contract, there shall be furnished to the City a statement under oath that no employee or officer of the City, or members of his or her immediate family, including spouse, parents, or children, or any person representing or purporting to represent any member or members of the elected governing body has received or has been promised directly or indirectly, any financial benefit, by way of fee, commission, finder's fee, political contribution, or any other similar form of remuneration and/or on account of the acts of awarding and/or executing the contract. Upon request by the City, as a prerequisite to payment pursuant to the terms of this contract, there will be furnished to the requester, under oath, answers to any interrogatories related to a possible conflict of interest as herein embodied. Any contract made or entered into where it is discovered that violation of the intent of this provision exists shall be declared null and void and all monies received by the Contractor shall be returned to the City.

Any person executing a false statement or violating the provisions of this section shall be subject to possible prosecution.

53. **Child Labor:** Pursuant to Resolution No. 37-38 of the City of Rochester, the bidder certifies to the best of his/her knowledge that Child Labor has not been employed in the manufacture of the materials, supplies, the containers thereof, or services represented hereon.
54. **Prevailing Wages:** Bidder hereby certifies that to the extent applicable to this contract the wage rates to be paid to employees on this contract shall be in conformity with the wage rates established by the Comptroller pursuant to and in conformity with Section 220 of the New York State Labor Law. To the extent that prevailing wages are not applicable to the contract, the bidder hereby certifies that he/she shall pay employees working hereunder the minimum wages established by law.
55. **Testimony Concerning Contracts:** The refusal of the vendor, or any of its officers, directors, partners, members or agents, when called before a Grand Jury, to testify concerning any transaction or contract had with the State of New York, any political subdivision thereof, a public authority or with any public department, agency or official of the State of New York or of any political subdivision thereof or of a public authority, to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant questions concerning such transaction or contract, shall disqualify the vendor and such officer, director, member or agent thereof from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with any municipal corporation in the

State of New York or any public department, agency or official thereof, for goods, works or services, for a period of five (5) years after such refusal and any or all contracts made with any municipal corporation or a public department, agency or official thereof, by such person, and by any firm, partnership or corporation of which he is a member, partner, director or officer, may be cancelled or terminated by the municipal corporation without any liability on the part of the municipal corporation or any penalty or damages on account of such cancellation or termination.

56. **Status As Independent Contractor:** The Contractor, in accordance with his status as an independent contractor, covenants and agrees that he shall conduct himself in a manner consistent with such status, that he will neither hold himself nor his employees out as, nor claim to be an officer or employee of the City by reason hereof, and that he and his employees will not by reason hereof, make any claim, demand or application for any right or privilege applicable to an officer or employee of the City, including but not limited to Workers' Compensation coverage, unemployment insurance benefits, social security coverage, and retirement membership or credit.
57. **Audit:** The Contractor agrees to permit on-site inspection and auditing of all records, books, papers, and documents associated with this Agreement by authorized representatives of the City, and further agrees to provide necessary staff support for the performance of such audit. The Contractor agrees to maintain for a period of three (3) consecutive years following termination of this Agreement any and all records, reports and other documentation arising from the performance of this agreement; however, this period shall be extended beyond three years for any and all records and information pertaining to unresolved questions, which have been brought to the Contractor's attention by written notice by the City.
58. **Compliance With All Laws:** The Contractor agrees that, during the performance of the work required pursuant to this Agreement, the Contractor, and all employees working under his direction, shall strictly comply with all local, state or federal laws, ordinances, rules or regulations controlling or limiting in any way their actions during their said performance of the work required by this Agreement. Furthermore, each and every provision of law and contractual clause required by law to be inserted in this Agreement shall be deemed to be inserted herein. If, through mistake or otherwise, any such provision is not inserted or is not correctly inserted, then upon the application of either party this Agreement shall be forthwith physically amended to make such insertion or correction.
59. **Extent of Agreement:** This Agreement constitutes the entire and integrated Agreement between and among the parties hereto and supersedes any and all prior negotiations, agreements, and conditions, whether written or oral. Any modification or amendment to this Agreement shall be void unless it is in writing and subscribed by the party to be charged or by its authorized agent.
60. **Law and Forum:** This Agreement shall be governed by and under the laws of the State of New York and the Charter of the City of Rochester. The parties further agree that the Supreme Court of the State of New York, held in and for the County of Monroe shall be the forum to resolve disputes arising out of either this agreement or work performed according thereto. The parties waive all other venue or forum selections. The parties may agree between themselves on alternative forums.
61. **No Waiver:** In the event that the terms and conditions of this agreement are not strictly enforced by the City, such non-enforcement shall not act as or be deemed to act as a waiver or modification of this Agreement, nor shall such non-enforcement prevent the City from enforcing each and every term of this Agreement thereafter.
62. **Severability:** If any provision of this Agreement is held invalid by a court of law, the remainder of this Agreement shall not be affected thereby, if such remainder would then continue to conform to the laws of the State of New York.

NOTICE TO BIDDERS

Effective October 1, 1984, Section 38, Part a) of the General Conditions and Instructions to Bidders incorporated in this document has been amended to read:

38. Equal Opportunities:

- a) The City of Rochester, New York reaffirms its policy of equal opportunity in its commitment to require all contractors, lessors, vendors, and suppliers doing business with the City to follow a policy of equal opportunity, in accordance with the requirements set forth herein. This policy is adopted pursuant to the City's Affirmative Action Plan, Article XV, Contract Compliance. The City does not discriminate on the basis of handicap status as defined in 31 CFR Part 51, in admission, access to, or treatment or employment in its programs or activities. The City is including these policy statements in all bidding documents, contracts, and leases. Contractors, lessors, vendors, and suppliers shall agree to comply with State and Federal equal opportunity laws and regulations and Federal regulation 31 CFR Part 51 and shall submit documentation regarding equal opportunity upon the City's request.

Effective June 15, 1989, the General Condition and Instructions to Bidders incorporated in this document has been amended by the insertion of the following new section:

38(A). Purchase of Products from Companies Doing Business in Northern Ireland Supporting Fair Employment

- 1) The vendor understands that the City has adopted a policy prohibiting contracting for goods or services with a person, firm, or corporation doing business in Northern Ireland, who does not support fair employment without religious discrimination and does not cooperate with agencies monitoring equal opportunity employment.
- 2) If, because of applicable law, a contract is awarded to a contractor who does not support equal opportunity employment without religious discrimination, the contractor must submit a statement to the Director of Finance detailing the reason for such nonsupport of fair employment.