



**REQUEST FOR PROPOSAL (RFP) NUMBER 2344 SOLICITED BY THE
NEW YORK STATE OFFICE OF GENERAL SERVICES
FOR THE
CHILLER MAINTENANCE, TESTING, AND REPAIR AT THE
EMPIRE STATE PLAZA CENTRAL AIR CONDITIONING PLANT IN ALBANY, NY**

BID DUE DATE: MAY 25TH, 2021 @ 2:00PM

ISSUE DATE: APRIL 6TH, 2021

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1. INTRODUCTION

1.1 Overview

The Office of General Services (OGS), through this solicitation, seeks a contractor to provide qualified personnel for the inspection, testing, disassembly, preventative maintenance/repair, reassembly and emergency service as specified herein for three Elliot Steam Turbine Units Model # SVQ-5, one Dresser-Rand/Murray Model # KD7M Steam Turbine Unit, one Carrier Model 17DA 6,000-ton Centrifugal Refrigeration Compressor, four Carrier Model #17P400 4,500-ton Centrifugal Refrigeration Compressors, and two York EDP chiller units Model #YKM2N1G4-CRBS located at the Central Air Conditioning Plant (CACP), Albany, NY.

Important note: The state is planning a rehab project to replace chiller numbers 1, 2, 3, and 5 possibly during the term of this contract. Should the rehab project to replace chillers 1, 2, 3, and 5 move forward, the state anticipates the project to begin 2025.

When the chiller units are brought off-line for replacement the awarded contractor will no longer be responsible for their inspection, testing, disassembly, preventative maintenance/repair, reassembly and emergency service as specified herein, nor will they be paid for said services. The Director of Utilities Management or his designated representative will provide the Contractor with written notice no less than 30 days prior to the chiller units going off-line.

1.2 Designated Contact

In compliance with the Procurement Lobbying Law, Seth Stark, Contract Management Specialist II, NYS Office of General Services, Division of Financial Administration has been designated as the PRIMARY contact for this procurement and may be reached by email or voice for all inquiries regarding this solicitation.

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NYS Office of General Services
Financial Administration, Agency Procurement Office
Corning Tower, 32nd Floor, ESP
Albany, New York 12242
Voice: 1-518-486-2823
Email: seth.stark@ogs.ny.gov

In the event the designated contact is not available, the alternate designated contacts are:

Sean Jones, Contract Management Specialist I
NYS Office of General Services
Financial Administration, Agency Procurement Office
Corning Tower, 32nd Floor, ESP
Albany, New York 12242
Voice: 1-518-486-5542
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Mary Slusarz, Contract Management Specialist III
NYS Office of General Services
Financial Administration, Agency Procurement Office
Corning Tower, 32nd Floor, ESP
Albany, New York 12242

Voice: 1-518-474-5981

Email: mary.slusarz@ogs.ny.gov

For inquires related specifically to Minority Women-Owned Business Enterprises (MWBE) provisions of this procurement solicitation, the designated contact is:

Lori Brodhead, Minority Business Specialist 2

NYS Office of General Services

Minority and Women-Owned Business Enterprises

Corning Tower, 29th Floor, ESP

Albany, NY 12242

Voice: 1-518-486-9866

Email: lori.brodhead@ogs.ny.gov

1.3 Glossary of Terms

“Commissioner” shall mean the Commissioner of General Services or duly authorized representative.

“Contractor” shall mean a successful company(s) awarded a contract pursuant to this RFP.

“Issuing Office” shall mean the Office of General Services Division of Financial Administration.

“Offeror,” “Proposer,” “Vendor,” or “Bidder” shall mean any person, partnership, firm, corporation or other authorized entity submitting a bid to the State pursuant to this RFP.

“OGS” shall mean Office of General Services

“Request for Proposal” or “RFP” shall mean this document.

The **“State”** shall mean The People of the State of New York, which shall also mean the New York State Office of General Services.

1.4 Minimum Proposer Qualifications

Proposers are advised that the State’s intent is to ensure that only responsive, responsible, qualified and reliable contractors enter into a contract to perform the work as defined in this document.

The State considers the following qualifications to be a pre-requisite in order to be considered as a qualified Proposer for purposes of the solicitation. Proposers not meeting the qualifications below will be disqualified. Proposers may not use a subcontractor’s or any other entity’s qualifications to meet requirements.

The following minimum requirements **must** be met by each proposer:

1. Proposing firms must have been actively and normally engaged in maintenance, testing, and repairs for steam turbine driven centrifugal chillers, for a minimum of five years.
2. Proposing firms must have a minimum of two journeyman level technicians with a minimum of three years field experience on steam turbine driven centrifugal chillers available for assignment to this contract.

1.5 Key Events

The Table below outlines the tentative schedule for important action dates.

Action	Date
OGS issues Request for Proposal (RFP) #2344	April 6 th , 2021
Mandatory Site Visit	April 27 th , 2021 @ 10:00am
OGS Question Deadline	May 4 th , 2021
OGS Issues a Response to Written Questions (estimated)	May 11 th , 2021
Proposal Due Date to OGS	May 25th, 2021, 2:00pm
Contract Start Date	December 1, 2021

1.6 Mandatory Site Visit

Proposers intending to submit a proposal must attend a mandatory pre-proposal site visit in Albany, NY, on the date and time indicated in Section 1.5 - Key Events above. This is the only date and time available for inspection. Alternate dates for additional site inspections will not be available. Failure to attend the mandatory site visit will result in rejection of proposal. Prospective proposers arriving after announcement of the official start time will be precluded from attending the site visit, and therefore, unable to submit a responsive proposal.

The facilitator of the event will publicly announce the official start time of the mandatory pre-proposal site visit, which announcement shall be made no sooner than the scheduled start time stated in Section 1.4 - Key Events.

IMPORTANT: Due to security restrictions, Proposers are strongly encouraged to pre-register at least twenty four (24) hours in advance via e-mail with the OGS Designated Contact at the e-mail address in Section 1.2 - Designated Contact. The e-mail should include:

- Legal name of proposer (Contractor name)
- Name and title for each person attending
- E-mail address and telephone number for a person to contact regarding any updates to the RFP.

It is recommended that attendees arrive at the site visit location at least 15 minutes prior to the scheduled time with photo identification.

In accordance with State Finance Law §139-j (3) (a) (3), this mandatory pre-proposal site visit is covered by a permissible subject matter exception. A vendor is authorized to speak with representatives other than Designated Contact(s) for the sole purpose of the mandatory site visit (to arrange attendance, during the conduct of the visit and to pose questions regarding the site).

The mandatory site visit will provide an opportunity for Proposers to see firsthand the Central Air Conditioning Plant and existing equipment located at the Empire State Plaza. Questions during the pre-proposal site visit will be permitted. It is suggested that the Proposer note the question and ask at the end of the tour.

Verbal answers are not official answers. All questions asked after the tour must be submitted via email to the designated contact for this solicitation no later than the date and time indicated in Section 1.5 Key Events. Official answers to all questions will be distributed in the form of an addendum. Any

addenda will be published on OGS Procurement Services' Bid Calendar (<https://ogs.ny.gov/procurement/bid-opportunities>) and sent via e-mail to all attendees of the mandatory site visit. Only answers provided by addendum are considered official.

2. DETAILED SCOPE OF WORK / SERVICE REQUIREMENTS

2.1 Scope of Contract

It is the intent of this solicitation to seek a Contractor to supervise and supply all personnel for the disassembly, inspection, preventative maintenance /repair, and reassembly of the refrigeration compressors and steam turbines for four 4500-ton Carrier, one 6000-ton Carrier and two 500-ton York Electronic Data Processing (EDP) water chillers specified hereinafter located at the Empire State Plaza Central Air Conditioning Plant. Please see section 2.3 – Equipment to be Serviced for equipment detail.

2.2 General Requirements

1. All maintenance referenced herein must be performed in accordance with original equipment manufacturer (OEM) operating and maintenance procedure manual(s) for all related equipment to ensure the validity of any OEM warranties and be performed by a fully trained and qualified technician. Contractor shall be required to provide OGS with a copy of OEM operating and maintenance procedure manual(s) within 30 calendar days from start of the contract. Any services will be coordinated and approved by the Director of Utilities Management or his designated representative.
2. The Contractor shall detect any potential equipment failures, identify potential problems, and notify OGS. OGS will determine if Additional Services will be used to take corrective action(s) in order to provide a reduction in downtime and equipment failure. Please see Section 2.9– Additional Services.
3. The Contractor shall be available to provide emergency services, within two hours' notice, 24 hours per day; 7 days per week; 365 days per year.
4. Work on any of the equipment covered by this agreement by State employees under the direction and supervision of the Contractor or its designated representative will not affect or impair Contractors responsibility to perform its contract obligations during the remainder of the contract term.
5. Any Chiller parts to be replaced, shall be replaced with OEM parts. Any other items to be replaced shall be new and shall be manufactured by a reputable manufacturer. The items shall be the same as, equal to, or better than, the original equipment. All substitutes for the original manufacturer's equipment must be approved by the State before installation.
6. The Contractor must ensure that all service, maintenance and repairs will interfere as little as possible with normal facility operations. It is the Contractor's responsibility to schedule and perform any work under this contract with the Director of Utilities Management or his designated representative.
7. The Contractor shall be completely responsible for their work, including any damages or breakdowns caused by their action(s) or their failure to take appropriate action.
8. It is the Contractor's responsibility to maintain the equipment and materials provided for the work consistent with all applicable safety and health codes.
9. The Contractor shall be responsible to provide all labor and tools required for service of the equipment, except for the items listed in section 2.8 – Work to be Performed by OGS.
10. OGS intends to supply all parts and materials necessary to perform the services required herein and may require Contractor to procure such parts and be reimbursed by OGS at the Material Mark-up rate bid in Attachment 1 "Cost Proposal."

11. Contractor is responsible for assuring that all Carrier- Elliott and Dresser-Rand/Murray specifications, tolerances and clearances are maintained

2.3 Equipment to be Serviced

The equipment listed below consists of the major components and parts to be serviced at the facility. The Contractor shall be responsible for any other components not specifically listed that are supplemental to and a part of the operation of the overall system for the facility. Prospective Contractors must personally verify all quantities of equipment listed:

2.3.1 Carrier Chillers

1. Steam Turbines:

Three Elliott Steam Turbines (Model # SQV-5) (Chiller 1, 2, 3)
One Dresser-Rand/Murray Steam Turbine (Model # KD7M) (Chiller 5)

2. Compressors:

Four Refrigeration Compressors (Model # 17P400) (Chiller 1, 2, 3, 5)
One Refrigeration Compressor (Model # 17DA76CP26820) (Chiller 4)

3. Refrigerant Condensers:

Three Refrigeration Condensers (Model # 17DA87-558) (Chiller 1, 2, 3)
One Refrigeration Condenser (Model # 17DA87-525-21) (Chiller 4)
One Refrigeration Condenser (Model # 17DA89-558) (Chiller 5)

4. Refrigerant Evaporators:

Three Refrigeration Evaporators (Model # 17DA87-518) (Chiller 1, 3, 5)
One Refrigeration Evaporator (Model # 17DA87-528) (Chiller 2)
One Refrigeration Evaporator (Model # 17DA90-844-06) (Chiller 4)

5. Graham Steam Condensers:

Four Steam Condensers (no model # specified) (Chiller 1, 2, 3, 5)

Note: Chiller #4 has an electrically driven compressor and therefore does not have a steam turbine associated with this machine. Chiller #5 has a Dresser-Rand/Murray steam turbine (Model KD7M).

2.3.2 500-Ton York EDP Chillers

1. Compressors:

Two Refrigeration Compressors (Model M2C-246FAC) (EDP Chiller 1, 2)

2. Refrigerant Condensers:

Two Refrigeration Condensers (Model # CB3314-163-DS1-2FTL) (EDP Chiller 1, 2)

3. Refrigerant Evaporators:

Two Refrigeration Evaporators (Model # EB3314-371-CS1-2FTL) (EDP Chiller 1, 2)

2.3.3 Equipment Identification

Chiller	1	2	3	4	5	EDP Chiller #1	EDP Chiller #2
Make	Carrier	Carrier	Carrier	Carrier	Carrier	York	York
Series/Model	17P400	17P400	17P400	17DA8M9 0/22/02- 87/22/02	17P400	YMC2- S1758ABS	YMC2- S1758ABS
Machine Serial Number	66459707	66459708	66459709		66459711	SBJM72741 0	SBJM71807 0
Compressor Serial Number	00253	00270	00289	4920Q106 23	00299		
Electric Motor Serial Number	N/A	N/A	N/A	30085065 07-10	N/A		
Gearbox Serial Number	N/A	N/A	N/A	11212200 -01	N/A	N/A	N/A
Refrigerant Evaporator Serial Number	05227	05250	05255	4420Q106 20	05289		
Refrigerant Condenser Serial Number	10237	10233	10260	4920Q106 21	10289		
Economizer Serial Number	15138	15137	15139	N/A	15179	N/A	N/A
Storage Tank	15151	15152	15153	4020Q106 22	15168	N/A	N/A
Turbine - Elliott							
Size	SQV-5	SQV-5	SQV-5	N/A	N/A	N/A	N/A
Serial Number	E-4105-1	E-4105-2	E-4105-3	N/A	N/A	N/A	N/A
Turbine - Dresser/Rand(Murray)							
Frame	N/A	N/A	N/A	N/A	KD7M	N/A	N/A
Serial Number	N/A	N/A	N/A	N/A	BUR5929	N/A	N/A

2.3.4 Technical Machine Specifications

DESIGN DATA (Per Carrier Machine # 1, 2, 3, 5)

Tons Rating.....	4500
Compressor Full Load BHP	5185
Compressor Full Load Speed (RPM).....	5168
Cooler Refrigerant Temp. (° F).....	30.4
Refrigerant Condensing Temp. (° F).....	111.65
Chilled Water Flow (GPM)	6355
Chilled Water Inlet Temp. (° F).....	55

Chilled Water Outlet Temp (° F.)	38
Chilled Water Fouling Factor (ft ² °F hr/BTU)	0.0005
Chilled Water Pressure Drop (Ft.)	14.4
Refrig. Cond. Water Flow (GPM)	9000
Refrig. Cond. Water Inlet Temp. (° F.)	85
Refrig. Cond. Water Outlet Temp. (° F)	99.6
Refrig. Cond. Water Fouling Factor (ft ² °F hr/BTU)	0.0010
Refrig. Cond. Water Press. Drop (Ft.)	12.9
Turbine Maximum HP	5704
Turbine Full Load Speed	5168
Turbine Ent. Steam Condition (psig)	25 @ 397° F TT
Turbine Lvg. Steam Condition (in Hg. Vac.)	26"
Turbine Full Load Steam Rate (#/Hp/Hr)	12.40
Steam Cond. Water Flow (GPM)	9000
Steam Cond. Water Inlet Temp (° F)	99.6
Steam Cond. Water Outlet Temp (° F)	112.9
Steam Cond. Water Press. Drop (Ft.)	10
Steam Cond. Ent. Steam Condition (in Hg.Vac)	26"

DESIGN DATA (Carrier Machine #4)

Tons Rating	6,000
Compressor HP	4,852
Chilled Water Entering Temp (°F)	52
Chilled Water Leaving Temp (°F)	42
Chilled Water Flow (GPM)	14,366
Chilled Water Pressure Drop (Ft.)	78.7
Chilled Water Fouling Factor (ft ² °F hr/BTU)	0.00025
Evaporator Fluid Type	Water
Condenser Water Entering Temp (°F)	85
Condenser Water Leaving Temp (°F)	95
Condenser Water Flow (GPM)	16,930
Condenser Water Pressure Drop (Ft.)	27.13
Condenser Water Fouling Factor (ft ² °F hr/BTU)	0.00075
Condenser Water Fluid Type	Water

DESIGN DATA (Per York Machine)

Tons Rating	500
Chilled Water Entering Temp (°F)	53

Chilled Water Leaving Temp (°F)	40
Chilled Water Flow (GPM)	920
Chilled Water Pressure Drop (Ft.)	9.18
Chilled Water Fouling Factor (ft ² °F hr/BTU).....	0.0001
Evaporator Fluid Type	Water
Evaporator Pass	2
Condenser Water Entering Temp (°F)	85
Condenser Water Leaving Temp (°F)	94.87
Condenser Water Flow (GPM)	1,443
Condenser Water Pressure Drop (Ft.)	5.48
Condenser Water Fouling Factor (ft ² °F hr/BTU).....	0.00025
Condenser Water Fluid Type	Water
Condenser Pass	2
Condenser Tube Quantity	163

2.3.5 Primary Chilled Water Pump/Variable Speed Drives

UNIT TAG	SERVICE	MANUFACTURER	MODEL	SERIAL	FLOW, GPM	HEAD, FT.	MOTOR HP
PCHWP-1	Primary CHW Distribution				6355	200	500
PCHWP-2	Primary CHW Distribution				6355	200	500
PCHWP-3	Primary CHW Distribution				6355	200	500
PCHWP-4	Primary CHW Distribution				6355	200	500
PCHWP-5	Primary CHW Distribution				6355	200	500
PCHWP-6	Primary CHW Distribution				6355	200	500
VFD-1	PCHWP-1	ABB	ACS627-0490-5- 00EB1200802	116 S- 427800	N/A	N/A	N/A
VFD-2	PCHWP-2	ABB	ACS627-0490-5- 00EB1200802	117 S- 429734	N/A	N/A	N/A
VFD-3	PCHWP-3	ABB	ACS627-0490-5- 00EB1200802	117 S- 429607	N/A	N/A	N/A
VFD-4	PCHWP-4	ABB	ACS627-0490-5- 00EB1200802	118 S- 430587	N/A	N/A	N/A

VFD-5	PCHWP-5	ABB	ACS627-0490-5-00EB1200802	118 S-430256	N/A	N/A	N/A
VFD-6	PCHWP-6	ABB	ACS627-0490-5-00EB1200802	117 S-428625	N/A	N/A	N/A

2.4 System Evaluation

The Contractor is responsible to continually evaluate the mechanical systems for the existence of or potential for defects in, or repairs required to, any systems by proven wear, negligence or misuse by persons other than the Contractor. In the event that any repair is found necessary, the Director of Utilities Management is to be apprised, in writing, of the need for the repair. The Director of Utilities Management or his/her designee reserves the right to make the final determination concerning the responsibility for such defects, corrections, or repairs. Any such repairs will be considered Additional Services (Also see Section 2.9– Additional Services.)

Note: The State retains the right to accomplish such repairs and/or replacements or modifications by other means, such as competitive bidding, if deemed in the best interest of the State

2.5 Schedule of Services

Seven days prior to reporting to the building, Contractor representatives are to request permission to accomplish all work from OGS Director of Utilities Management or his designated representative. The personnel being scheduled must be identified, and credentials provided upon request.

The following is the annual breakdown of the schedule goals for the maintenance and testing services required for the equipment listed above. Given the uncertainty of repairs, the schedule may be rearranged. OGS reserves the right to eliminate the performance of any base scope services. The actual schedule of services shall be at the discretion and approval of OGS.

Each service is further described in Section 2.6– Service Requirements. The services described in section 2.6 – Service Requirements, shall be included as part of the base proposal services for the purposes of this contract. Generally preventative maintenance visits are conducted when the plant is off-line, starting December 1st, and they should be completed before March 15th.

YEAR 1 - 12/01/2021 through 11/30/2022

Item A: Class B Steam Turbine Inspection

- a. Elliott Turbines (chiller 1, 2, 3)

Item B: Class A Steam Turbine Inspection & Lift

- a. Dresser-Rand/Murray Turbine (chiller 5)

Item C: 17P400 Refrigerant Compressor Teardown Inspection

- a. Carrier Compressor (chiller 5)

Item D: 17P400 Refrigerant Compressor Bearing Inspection

- a. Carrier Compressor (chiller 1, 2, 3)

Item E: 17DA Compressor/Drive Inspection

- a. Carrier 17DA Compressor (chiller 4)

Item G: EDP Chiller Inspection

- a. General Maintenance
- b. Refrigeration System Maintenance

- c. Condenser Tube Cleaning
- d. Performance Check

Item H: Eddy Current Testing

- a. Steam Condensers (chiller 3, 5)
- b. Evaporators (chiller 3, 5)
- c. Refrigerant Condensers (chiller 3, 5)

Item I: Primary Chilled Water Pump/Variable Speed Drive Maintenance

Item J: Replace all internal converter capacitors as described in section 2.6.5 Primary Chilled Water Pump/Variable Speed Drive Maintenance

YEAR 2 - 12/01/2022 through 11/30/2023

Item A: Class B Steam Turbine Inspection

- b. Elliott Turbines (chiller 1, 2)
- c. Dresser-Rand/Murray Turbine (chiller 5)

Item B: Class A Steam Turbine Inspection & Lift

- a. Elliott Turbine (chiller 3)

Item C: 17P400 Refrigerant Compressor Teardown Inspection

- a. Carrier Compressor (chiller 3)

Item D: 17P400 Refrigerant Compressor Bearing Inspection

- a. Carrier Compressor (chiller 1, 2, 5)

Item E: 17DA Compressor/Drive Inspection

- a. Carrier 17DA Compressor (chiller 4)

Item G: EDP Chiller Inspection

- a. General Maintenance
- b. Refrigeration System Maintenance
- c. Condenser Tube Cleaning
- d. Performance Check

Item H: Eddy Current Testing

- a. Steam Condenser (chiller 1)
- b. Evaporator (chiller 1)
- c. Refrigerant Condenser (chiller 1)

Item I: Primary Chilled Water Pump/Variable Speed Drive Maintenance

YEAR 3 - 12/01/2023 THROUGH 11/30/2024

Item A: Class B Steam Turbine Inspection

- a. Elliott Turbines (chiller 2, 3)
- b. Dresser-Rand/Murray Turbine (chiller 5)

Item B: Class A Steam Turbine Inspection & Lift

- a. Elliott Turbine (chiller 1)

Item C: 17P400 Refrigerant Compressor Teardown Inspection

- a. Carrier Compressor (chiller 1)

Item D: 17P400 Refrigerant Compressor Bearing Inspection

- a. Carrier Compressor (chiller 2, 3, 5)

Item E: 17DA Compressor/Drive Inspection

- a. Carrier 17DA Compressor (chiller 4)

Item G: EDP Chiller Inspection

- a. General Maintenance
- b. Refrigeration System Maintenance
- c. Condenser Tube Cleaning
- d. Performance Check

Item H: Eddy Current Testing

- a. Steam Condensers (chiller 2)
- b. Evaporators (chiller 2, 4)
- c. Refrigerant Condensers (chiller 2, 4)

Item I: Primary Chilled Water Pump/Variable Speed Drive Maintenance

YEAR 4 -12/01/2024 THROUGH 11/30/2025

Item A: Class B Steam Turbine Inspection

- a. Elliott Turbines (chiller 1, 3)
- b. Dresser-Rand/Murray Turbine (chiller 5)

Item B: Class A Steam Turbine Inspection & Lift

- a. Elliott Turbine (chiller 2)

Item C: 17P400 Refrigerant Compressor Teardown Inspection

- a. Carrier Compressor (chiller 2)

Item D: 17P400 Refrigerant Compressor Bearing Inspection

- a. Carrier Compressor (chiller 1, 3, 5)

Item E: 17DA Compressor/Drive Inspection

- a. Carrier 17DA Compressor (chiller 4)

Item G: EDP Chiller Inspection

- a. General Maintenance
- b. Refrigeration System Maintenance
- c. Condenser Tube Cleaning
- d. Performance Check

Item H: Eddy Current Testing

- a. Steam Condensers (chiller 3, 5)
- b. Evaporators (chiller 3, 5, EDP Chiller 1, EDP Chiller 2)
- c. Refrigerant Condensers (chiller 3, 5, EDP Chiller 1, EDP Chiller 2)

Item I: Primary Chilled Water Pump/Variable Speed Drive Maintenance

YEAR 5 - 12/01/2025 THROUGH 11/30/2026

Item A: Class B Steam Turbine Inspection

- a. Elliott Turbines (chiller 1, 2, 3)
- b. Dresser-Rand/Murray Turbine (chiller 5)

Item B: Class A Steam Turbine Inspection & Lift

- a. N/A

Item C: 17P400 Refrigerant Compressor Teardown Inspection

- a. N/A

Item D: 17P400 Refrigerant Compressor Bearing Inspection

- a. Carrier Compressor (chiller1, 2, 3, 5)

Item E: 17DA Compressor/Drive Inspection

- a. Carrier 17DA Compressor (chiller 4)

Item F: 17DA Compressor/Drive Teardown Inspection

- a. Carrier 17DA Compressor (chiller 4)

Item G: EDP Chiller Inspection

- a. General Maintenance
- b. Refrigeration System Maintenance
- c. Condenser Tube Cleaning
- d. Performance Check

Item H: Eddy Current Testing

- a. Steam Condenser (chiller 1)
- b. Evaporator (chiller 1)
- c. Refrigerant Condenser (chiller 1)

Item I: Primary Chilled Water Pump/Variable Speed Drive Maintenance

2.6 Service Requirements

The following shall be included as part of the base proposal services for the purposes of this contract:

2.6.1 Carrier 17P400 Chillers # 1, 2, 3, 5

The following chiller maintenance scope shall be applicable to the Carrier chillers # 1, 2, 3 and 5 only and shall include the procedures as outlined below.

2.6.1.1 Class B Steam Turbine Inspection

There will be three turbine inspections per year in service years 1 through 4 and four turbine inspections in service year 5.

Item A on cost proposal

1. Turbine Inspection: Class B Steam Turbine Inspection shall include:

- a. Remove and inspect coupling.
- b. Check (cold) shaft alignment & record readings. (See Item B below) for shaft alignment check).
- c. Check shaft run out clearance and record.
- d. Inspect oil seal rings and replace, if necessary (e.g. wear exceeding factory tolerances, physical damage to seal ring).
- e. Inspect, check, and record all bearing clearances. Replace as necessary.
- f. Check and record thrust bearing clearance.
- g. Remove thrust bearing shoes and inspect. Replace if necessary (e.g. wear exceeding factory tolerances, poor thrust bearing surface conditions, physical damage to thrust bearing surface or material).
- h. Inspect thrust collar surfaces.
- i. Install thrust bearing and check axial clearance and record.
- j. Inspect and adjust governor magnetic pickups.
- k. Inspect and adjust governor actuator and steam admission valve linkages.
- l. Inspect and clean turbine lube oil system.

m. Install coupling and lubricate

2. Operational Test

Each machine shall be operationally tested each year of the service contract.

a. Safety Checks:

- i. Overspeed test
- ii. Overspeed re-test
- iii. Test manual Overspeed trip
- iv. Check lube oil pressure
- v. Turbine oil sump level
 - State of New York personnel will bring chiller online for operational testing and safety testing. Contractor is to be available for start-up test.
 - Upon completion of operational test, contractor shall remove coupling and perform hot check and record shaft alignment readings. (See Item B below for shaft alignment check).
 - Install coupling and lubricate.
 - Check minimum and maximum speed settings. Reset is necessary so that minimum and maximum speeds are achieved.

b. Shaft Alignment Check

- i. All shaft alignment checks shall be done utilizing laser technology.
- ii. There shall be two cold check alignments per machine each year (one prior to inspection and one after the inspection).
- iii. There shall be one hot check alignment per machine each year.
- iv. Each shaft alignment check shall be recorded on an approved form.
- v. Each report shall provide Vertical & Horizontal Offset, Vertical & Horizontal Angularity and provide recommendations for correcting misalignment between the turbine and compressor shafts.

2.6.1.2 Class A Steam Turbine Inspection & Lift

One (1) steam turbine per year (service year 1 through 4)
Item B on cost proposal

It will be the Contractor's responsibility to make arrangements and absorb all cost with the Elliott Turbine Co. and or Dresser-Rand/Murray for the following inspection.

1. Turbine Disassembly:

Note: Work must be performed under the direct on-site supervision of applicable manufacturer's representative.

- a. An OGS representative must be present to witness the disassembly and reassembly process. Contractor is permitted to use OGS overhead hoist system but will be required to provide all other rigging, material handling equipment, and labor. The Contractor's

representative shall be responsible for the supervising of the rigging of the turbine and compressor during the disassembly and reassembly process.

- b. Remove and inspect coupling.
- c. Check (cold) shaft alignment & record readings. (Section 2.6.1.1, b for shaft alignment check).
- d. Disconnect all steam, oil and linkages from turbine casing.
- e. Remove governor magnetic pickups.
- f. Remove trip & throttle valve.
- g. Remove turbine cover.
- h. Inspect oil seal rings.
- i. Check shaft run out clearance and record.
- j. Check and record clearances of diaphragm packing labyrinths on each stage.
- k. Remove and inspect bearing and Labyrinth seal housings.
- l. Check and record clearances of exhaust and steam and packing Labyrinths.
- m. Inspect, check and record all bearing clearances.
- n. Remove thrust bearing and inspect.
- o. Remove rotor from turbine casing.
- p. Remove and inspect all diaphragms for erosion and cracks.
- q. Remove steam chest cover.
- r. Inspect valves and valve seats for wear. Also inspect valve and steam chest cover assembly linkages, bushings, bearings, gaskets, washers, locknuts and springs.
- s. Inspect turbine lube oil system piping, reservoir tank and pumps.

2. Factory Inspections:

Elliott Co. and/or Dresser-Rand/Murray shall perform all turbine repair work that cannot be performed on site. Any services or repairs arising from this inspection will be paid as additional services at the Time & Materials rates.

- a. Transport rotor to Elliott or Dresser-Rand/Murray for inspection.
 - i. Clean, indicate fair blading as required, polish all diameters, magnaflux and dynamically balance.
 - ii. Sandblast with aluminum oxide 220 grit.
- b. Transport turbine cap complete with steam chest to Elliott or Dresser-Rand/Murray for factory inspection. Remove all upper half casing diaphragms and inspect.
- c. Transport all diaphragms to Elliott or Dresser-Rand/Murray for factory inspection. Magnaflux and sandblast with aluminum oxide 220 grit.
- d. Transport trip & throttle valve to Elliott or Dresser-Rand/Murray for inspection.
- e. Transport servo motor to Elliott for inspection (Chillers 1, 2, 3 only)

3. Turbine Reassembly:

Note: Work must be performed under the direct on-site supervision of an Elliott Turbine Co. Representative or a Dresser-Rand/Murray representative dependent upon turbine manufacturer.

- a. An OGS representative must be present to witness the disassembly and reassembly process. Contractor is permitted to use OGS overhead hoist system but will be required to provide all other rigging, material handling equipment, and labor. The Contractor's representative shall be responsible for the supervising of the rigging of the turbine and compressor during the disassembly and reassembly process.
- b. Reassemble turbine and establish original design specification clearances for:
 - i. Journal Bearings.
 - ii. Thrust Bearings.
 - iii. Steam end and exhaust end packings.
 - iv. Upper and Lower diaphragm packings, all stages.
 - v. Thrust bearing. Check axial clearance and record clearances.
 - vi. Rotor alignment within turbine casing.
- c. Install lower casing diaphragms.
- d. Adjust and shim bearing block housings to ensure proper rotor alignment.
- e. Install new bearing liners and check and record clearances.
- f. Check exhaust and steam end packing clearances and record clearances.
- g. Check packing diaphragm clearances and record clearances.
- h. Install new thrust bearing shoes and check axial float clearance and record clearances. Adjust thrust bearing clearances to within factory specifications.
- i. Install new oil seal rings on rotor.
- j. Install rotor assembly.
- k. Install turbine cap.
- l. Install trip & throttle valve.
- m. Inspect and adjust linkages.
- n. Inspect lube oil system.
- o. Inspect main oil pump coupling and replace if necessary.
- p. Inspect and adjust governor.
- q. Check (cold) shaft alignment & record readings. (See Section b for shaft alignment check).
- r. Install turbine coupling and lubricate.

4. Operational Test

- a. Safety Checks:
 - i. Overspeed test
 - ii. Overspeed re-test
 - iii. Test manual Overspeed trip
 - iv. Check lube oil pressure
 - v. Turbine oil sump level
 - State of New York personnel will bring chiller online for operational testing and safety testing. Contractor is to be available for start-up test.
 - Upon completion of operational test, contractor shall remove coupling and perform hot check and record shaft alignment readings. (See Section b) for shaft alignment check).

- Install coupling and lubricate.
- Check minimum and maximum speed settings. Reset is necessary so that minimum and maximum speeds are achieved.

b. Shaft Alignment Check

- i. All shaft alignment checks shall be done utilizing laser technology.
- ii. There shall be two cold check alignments per machine each year (one prior to inspection and one after the inspection).
- iii. There shall be one hot check alignment per machine each year.
- iv. Each shaft alignment check shall be recorded on an approved form.
- v. Each report shall provide Vertical & Horizontal Offset, Vertical & Horizontal Angularity and provide recommendations for correcting misalignment between the turbine and compressor shafts.

2.6.1.3 Carrier 17P400 Refrigerant Compressor Teardown Inspection

One compressor inspection per year (service year 1 through 4)
Item C on cost proposal form

1. Compressor Inspection:

- a. Remove coupling and inspect coupling halves and hubs.
- b. Check shaft alignment and record cold readings. (See Section 2.6.1.2 for shaft alignment check).
- c. Remove inspection cover(s) and check shaft bearing and thrust bearing; thrust bearing clearance, journal bearing clearance and record.
- d. Remove and inspect shaft bearing and thrust bearing. Replace as necessary.
- e. Disassemble, inspect and clean compressor main lube oil pump and sump.
- f. Inspect auxiliary oil pump and seal pump.
- g. Remove compressor seal and check clearances.
- h. Remove the guide vane assembly. Inspect vanes and cabling.
- i. Remove inner barrel assembly and disassemble.
- j. Measure all labyrinths to diaphragm clearances and record.
- k. Ship required materials to Carrier Corporation for inspection (See 2. below for factory inspection)

2. Factory Inspections:

It will be the Contractor's responsibility to make arrangements and absorb all cost with Carrier for the following inspection.

- a. Transport rotor and diaphragms to Carrier for inspection.
 - i. Clean, indicate fair blading as required, polish all diameters, magnaflux and dynamically balance.

- ii. Sandblast with aluminum oxide 220 grit.

Carrier Co. shall perform all compressor repair work that cannot be performed on site. Any services or repairs arising from this inspection will be paid as additional services at the Time & Materials rates

3. Reassemble Compressor:

Work must be performed under the direct on-site supervision of Carrier representative.

- a. Reassemble compressor.
- b. Measure, check, and record clearance of:
 - i. Labyrinth to diaphragm clearances.
 - ii. Interstage labyrinth to shaft clearance (recording not necessary)
 - iii. Seal clearance.
 - iv. Journal bearing clearances.
 - v. Axial thrust bearing clearances.
 - vi. All recommended manufacturer clearances are to be measured and recorded.
- c. Reassemble compressor lube oil system.
- d. Pressure leak test compressor and oil systems and repair leaks related to work performed on compressor and oil system.
- e. Check shaft alignment and record readings (cold).
- f. Install coupling and lubricate.

2.6.1.4 Carrier 17P400 Refrigerant Compressor Bearing Inspection

Three (3) 17P400 compressors per year (service years 1 through 4)

Four (4) 17P400 compressors per year (service year 5)

Item D on cost proposal

1. Compressor Inspection:

- a. Remove coupling and inspect coupling halves and hubs.
- b. Check (cold) shaft alignment and record readings. (See Section 2.6.1.2 for shaft alignment)
- c. Remove thrust bearing inspection cover and check shaft bearing and thrust bearing clearances and record.
- d. Remove and inspect shaft bearing and thrust bearing. Replace as necessary.
- e. Remove seal end bearing inspection cover and check bearing and seal clearances.
- f. Remove seal and inspect.
- g. Remove seal end bearing and inspect.
- h. Replace seal and seal end bearing, as necessary.
- i. Recheck clearances and record. All clearances are cold clearances; packing and bearing clearances are cold diametrical.

2.6.2 Carrier 17DA Chiller #4

The following chiller maintenance scope shall be applicable to Chiller #4 ONLY and shall include the procedures as outlined below. Please see section 2.13 Administrative and Reporting Requirements.

The contractor is responsible for complying with all factory recommend maintenance activities and intervals, in addition to the items listed below, so as to ensure complete compliance with the factory warranty.

2.6.2.1 Carrier 17DA Compressor/Drive Inspection

One (1) inspection per year
Item E on cost proposal

1. Compressor Maintenance – 17DA

- a. Check base bolt tightness
- b. Check for oil leaks
- c. Oil analysis. Shall be performed annually to determine oil change and compressor inspection intervals. This service MUST be performed by an authorized Carrier Totaline distributor. A complete analysis report shall be submitted (bound hard copy and electronic copy) to OGS detailing and including a comparison to previously conducted tests. An interpretation of the test results and summary of recommended action shall be provided. Such reports shall be submitted to OGS within 30 days of test date.
- d. Replace oil filters
- e. Check oil pressure regulators (thrust bearing, differential pressure) for proper operation
- f. Check auxiliary oil pump control and operation
- g. Brush clean oil cooler heat exchanger
- h. Check operation of Oil/refrigerant separator heater element
- i. Check compressor shaft movement end switch clearance. Check integrity of wiring and connections leading to/from shaft movement end switch within compressor housing.
- j. Remove compressor/gear coupling; Inspect coupling
- k. Check alignment gear/compressor. There shall be two cold check alignments each year (one prior to inspection and one after the inspection). There shall be one hot check alignment each year. See section 2.6.2.1, bullet 6. Alignment/Vibration Analysis for more information.

2. Driveline Gear – Lufkin

- a. Check for oil leaks
- b. Check oil level
- c. Check bolt tightness at base
- d. Clean and brush clean oil cooler heat exchanger
- e. Clean (if reusable type) or replace oil filter element
- f. Check gear/motor coupling (re-lubricate)

- g. Check alignment gear/motor. There shall be two cold check alignments each year (one prior to inspection and one after the inspection). There shall be one hot check alignment each year. See section 2.6.2.1, bullet 6. Alignment/Vibration Analysis for more information.
- h. Check operation of auxiliary oil pump
- i. Check gear alignment, tooth contact and wear patterns. Document findings in highly detailed form to completely describe all mechanical aspects of findings.
- j. Check thrust bearing clearance to ensure any measurable wear (endplay) is within factory specifications.
- k. Check journal to bearing clearance to ensure any measurable wear is within factory specifications. In addition, overall bearing condition and contact shall also be assessed. Document findings in highly detailed form to completely describe all mechanical aspects of findings.

3. Driveline Motor – Siemens

- a. Visual inspection for cleanliness, damage and wear to internal and/or external motor surfaces
- b. Check for oil and/or cooling water leaks.
- c. Check base bolt tightness
- d. Perform visual inspection of stator insulation. Inspect for dirt, debris, foreign objects or signs of damage. Check end winding bracing for movement.
- e. Check oil levels in bearings. Check sleeve bearing oil rings to ensure correct operation.
- f. Change oil in bearings. Use a factory authorized high grade turbine oil having a viscosity of 300-350 SSU at 100°F, ISO grade 68. Oil analysis shall be performed annually to determine oil change and compressor inspection intervals. A complete analysis report shall be submitted (bound hard copy and electronic copy) to OGS detailing and including a comparison to previously conducted tests. An interpretation of the test results and summary of recommended action shall be provided. Such reports shall be submitted to OGS within 30 days of test date. If oil analysis indicates need for oil change, contractor shall notify OGS. If additional oil changes are approved by OGS beyond the annual oil changes, then Additional Services will be used.
- g. Perform bearing inspection and record bearing/journal clearances. Inspect for damage and/or excessive wear. Visually inspect oil and air seals.
- h. Check sleeve bearing insulation resistance.
- i. Perform terminal box visual inspection. Check for internal dirt/debris, signs of internal condensation, thermal damage and electrical arcing/tracking. Inspect high voltage cabling for wear or damage.
- j. Perform insulation resistance testing. See section 2.6.2.4 Motor Testing for more information.

4. Controls

- a. Check/calibrate all machine-mounted temperature sensors

- b. Check refrigerant low-pressure cutout transducer calibration, mechanical cutout (if applicable) and cutout function
- c. Check condenser high pressure cutout transducer calibration, mechanical cutout (if applicable) and cutout function. Adjust if necessary.
- d. Check seal oil differential pressure transducer calibration
- e. Check thrust bearing oil pressure transducer calibration
- f. Check compressor discharge gas high temperature cutout sensor calibration
- g. Check thrust bearing oil high temperature cutout sensor calibration
- h. Check compressor shaft movement end switch clearance. Check integrity of wiring and connections leading to/from shaft movement end switch within compressor housing.
- i. Check cooler and condenser minimum flow protection. Advise if discrepancies are found and calibration is required.
- j. Check condenser subcooler level control operation. Calibrate if condensed liquid refrigerant temperature is outside of factory recommended range.
- k. Check compressor guide vane function for proper operation. Adjust if operation defers from factory guidelines.

5. Variable Frequency Drive

- a. Liquid Cooling System
 - i. Replace DI filter cartridge
 - ii. Clean mesh filters located before/after DI filter cartridge
 - iii. Inspect all fittings and connections for signs of leakage
 - iv. Grease/leak check cooling water pumps. Shall be completed quarterly.
 - v. Check coolant level in reservoir
 - vi. Obtain glycol sample and perform laboratory testing/analysis. A complete analysis report shall be submitted (bound hard copy and electronic copy) to OGS detailing and including a comparison to previously conducted tests. An interpretation of the test results and summary of recommended action shall be provided. Such reports shall be submitted to OGS within 30 days of test date. If glycol analysis indicates need for additional inhibitors, contractor shall notify OGS.. If additional inhibitors are approved by OGS, Additional Services will be used.
 - vii. Check air to liquid heat exchanger for debris and cleanliness. Clean if required.
- b. Auxiliary Cooling System
 - i. Clean (if washable type) or replace (if not washable type) door mounted air filter elements
 - ii. Check auxiliary cooling fans for cleanliness and proper operation. Clean if required.
- c. Power Switching Components
 - i. Check electronic power devices for signs of excessive accumulation of dust or external damage. Clean if required.
 - ii. Check snubber resistors, sharing resistors, rectifier and inverter snubber capacitors for sings of excessive accumulation of dust or external damage. Clean if required.
 - iii. **YEAR FIVE ONLY:** Refurbish or replace integrated gate driver power supply
- d. Integral Magnetics/Power Filters

- i. Check isolation transformers/line reactors, DC link/CMC and line/Motor filter capacitors for signs of excessive accumulation of dust or external damage. Clean if required.
 - ii. **YEAR FIVE ONLY:** Inductance testing of line reactors/DC links. Inductance testing of isolation transformers.
- e. Control Cabinet Components
 - i. Check AC/DC and DC/DC power supplies for signs of excessive accumulation of dust or external damage. Clean if required.
 - ii. Check all printed circuit control boards for signs of excessive accumulation of dust or external damage. Clean if required.
 - iii. Check DPM module batteries for signs of excessive accumulation of dust or external damage. Clean if required.
 - iv. **YEAR THREE ONLY:** Replace DPM module batteries
 - v. Check UPS module batteries for signs of excessive accumulation of dust or external damage. Clean if required.
 - vi. **YEAR FIVE ONLY:** Replace UPS module batteries
- f. Connections
 - i. Check low voltage terminal connections and plug in connections for tightness, excessive accumulation of dust, external damage, corrosion or signs of tracking or overcurrent damage. Clean if required.
 - ii. Check for visual/physical damage and/or degradation of components in the low voltage compartments. Clean all components.
 - iii. Test power to all vacuum contactors and verify proper operation
 - iv. Verify all single-phase cooling fans for operation
 - v. Verify proper voltage levels at the CPT, AC/DC power supplies, DC/DC converter and isolated gate power supply boards
 - vi. Verify proper gate pulse patterns using Gate Test Operating Mode
 - vii. Check medium voltage terminal connections and plug in connections for excessive accumulation of dust, external damage, corrosion or signs of tracking or overcurrent damage. Clean if required.
 - viii. Check input/output/bypass contactor sections and all associated components for loose power/ground cable connections. Torque to required specifications.
 - ix. Inspect bus bars and check for any signs of overheating/discoloration. Tighten bus bar connections to required torque specifications.
 - x. Clean all cables and bus bars
 - xi. Check for visual/physical damage and/or degradation of components in the medium voltage compartments. Clean all components.
 - xii. Verify torque on heatsink bolts is within factory specifications
 - xiii. Check proper operation of contactor/isolator interlocks and door interlocks
 - xiv. Perform insulation resistance testing of the drive, isolation transformer/line reactor and associated cabling per Rockwell Automation publication 7000L-UM303E-EN-P
- g. Firmware/Hardware Updates
 - i. **YEAR THREE ONLY:** review applicability of any necessary firmware or hardware updates from Rockwell Automation that should be applied. Perform necessary uploads.
- h. Operational Parameters
 - i. Check all operational parameters, variables, programming, etc... to verify application. Record any necessary changes in parameters or programming.
 - ii. **YEAR THREE ONLY:** review applicability of all operational parameters with Rockwell Automation to determine if enhancements are necessary. Perform any changes identified.

6. Alignment/Vibration Analysis

Testing procedures shall be performed by use of a Pluftechnik model Masteralign-II or equivalent device to conduct the test with the following specifications:

- a. Perform vibration analysis on all chiller motors, compressors, and gear boxes on vertical horizontal and axial planes
- b. Analysis shall be compatible with (Omnitrend Condition Monitor Software)
- c. Analysis shall include the following functions:
 - i. Trending Analysis
 - The trend graph shows how the measurement values of a machine behave over a longer period of time. If the graph exceeds the specified limits, VIBSCANNER notifies the maintenance technician by a visual alarm signal
 - ii. Signal Analysis
 - Time signals and orbits detect damage in low-speed machines, gearboxes or turbo machinery
 - iii. Machine Diagnosis
 - FFT analysis is provided for the diagnosis of machine faults (i.e., unbalance, misalignment). As well as normal spectra, VIBSCANNER measures enveloped spectra to diagnose bearing and gear meshing problems. Spectra can be zoomed with the joystick, facilitating field evaluations.
 - iv. Machine Balancing
 - VIBSCANNER provides one or two plane machine balancing in situ.
 - v. Alignment
 - VIBSCANNER aligns horizontal and vertical mounted machines
 - Each shaft alignment check shall be recorded on an approved form
 - Each report shall provide Vertical & Horizontal Offset, Vertical & Horizontal Angularity and provide recommendations for correcting misalignment between the turbine and compressor shafts

7. General

- a. Purge recovery unit maintenance:
 - i. Clean refrigerant float chamber
 - ii. Confirm float valve operates fully through full travel without binding
 - iii. Check valve seat for dirt and wear. Advise if discrepancies are found and replacement is required.
 - iv. Check strainer and orifice assembly. Clean strainer.
 - v. Reassemble with new gaskets
- b. Check for proper refrigerant level
- c. Complete refrigerant leak check for each unit
- d. Inspect all service valves and piping
- e. Inspection of refrigerant relief valve(s) for evidence of corrosion, dirt, scale or leakage.

8. Seasonal Start-Up

The Contractors Service Technician is required to be on hand for cooling season start-up each year.

2.6.2.2 Compressor Oil Changes

If oil analysis indicates need for an oil change, then oil change will be performed by OGS utilizing a factory authorized polyolester-based compressor oil formatted for use with HFC, gear driven compressors. At the discretion of OGS, contractor may be required to perform additional oil changes. If such oil changes are required, additional services will be used (please see Section 2.9 – Additional Services). If OGS requires contractor to perform additional oil changes, additional services will be used (please see section 2.9 – Additional Services).

2.6.2.3 Gearbox Oil Changes

Gearbox oil shall be changed quarterly and will be the responsibility of the contractor. Oil change will be performed utilizing a factory authorized oil brand/type appropriate for installed equipment. Gear oil reservoir and/or gear sump shall be cleaned prior to recharging system with new oil. Oil analysis shall be performed to determine adequate oil change intervals and/or detect potential mechanical failures. This service MUST be performed by a laboratory analysis under guidance of original equipment manufacturer documentation. A complete analysis report shall be submitted (bound hard copy and electronic copy) to OGS detailing and including a comparison to previously conducted tests. An interpretation of the test results and summary of recommended action shall be provided. Such reports shall be submitted to OGS within 30 days of test date. If oil analysis indicates need for a revision of oil change intervals, then additional services will be used for oil changes beyond the required quarterly change (see section 2.9 – Additional Services) and be performed at OGS' discretion.

2.6.2.4 Motor Testing

Motor testing shall incorporate the following listed specifications and test procedures. A complete, bound hard copy report and electronic copy report shall be issued to the facility within 30 days of this testing. An interpretation of the test results and summary of recommended actions shall be provided.

1. Use of 5KV electric motor analyzer, PdMA model MCE or equivalent
 2. Portable and battery powered
3. Monitors power circuit, insulation, stator, rotor and air gap
4. Variable test voltages from 250 to 5000 V
5. Automatic IR, PI, DAR and step voltage
6. Measures insulation resistance to 3 TΩ
7. Precision resistance from 10uΩ to 2000Ω using 4-wire bridge test measurement
8. Measures capacitance (pF) and inductance (mH)
 - i. Test data shall include the following:
 - Phase-to-phase resistance, phase-to-phase inductance
 - Balance of resistance, balance of inductance

- Ground capacitance, polarization index
- Dielectric absorption ratio, measured ground resistance
- Corrected ground resistance, rotor influence check
- Field inductance, field resistance
- Field capacitance, field ground resistance
- DC armature tests, synchronous motor tests
- Wound rotor motor test

2.6.2.5 Carrier 17DA Compressor/Drive Teardown Inspection

Once within the 5-year contract
(Item F on cost proposal)

1. 17DA Compressor Disassembly/Inspection

- a) Remove coupling and inspect coupling halves and hubs
- b) Check shaft alignment and record cold readings (See section 2.6.2.1, (6) for shaft alignment check)
- c) Remove inspection cover(s) and check shaft journal bearings, thrust bearing; thrust bearing clearance, journal bearing clearance and record.
- d) Remove guide vane assembly. Inspect vanes and cabling
- e) Disassemble compressor assembly
- f) Disassemble, inspect and clean compressor main lube oil pump and sump.
- g) Megger check oil pump windings
- h) Inspect auxiliary seal oil drain pump
- i) Measure all labyrinths to diaphragm clearances and record
- j) Ship required materials to Carrier Corporation for inspection (See section 2.6.1.3, (2) for factory inspection)

Carrier Co. shall perform all compressor repair work that cannot be performed on site. Any services or repairs arising from this inspection will be paid as additional services at the Time & Materials rates.

2. 17DA Compressor Reassembly

Work must be performed under the direct on-site supervision of Carrier representative.

- a) Reassemble compressor
- b) Measure, check and record clearance of:
 - I. Labyrinth to diaphragm clearances
 - II. Interstage labyrinth to shaft clearance (recording not necessary)
 - III. Seal clearances
 - IV. Journal bearing clearances
 - V. Axial thrust bearing clearance
 - VI. All recommended manufacturer clearances are to be measured and recorded

- c) Reassemble compressor lube oil system
- d) Pressure leak test compressor and oil system and repair leaks related to work performed on compressor and oil system
- e) Check shaft alignment and record readings (cold)
- f) Install coupling and lubricate

2.6.3 EDP Chiller Inspection (Two York Chiller Units Model #YMC2-S1758ABS)

The following chiller maintenance and inspection scope shall be applicable to the EDP chillers only and shall include the procedures as outlined below.

Inspected Annually
(Item G on cost proposal)

The contractor is responsible for complying with all factory recommend maintenance activities and intervals, in addition to the items listed below, so as to ensure complete compliance with the factory warranty.

2.6.3.1 General Maintenance

1. Review chiller operation details with Director of Utilities Management or his/her designee to gather operational deficiencies.
2. Check overall unit condition.
3. Review and inspect chiller control panel for proper operation and recorded fault history.
4. Check and tighten all onboard electrical connections.
5. Perform preventative maintenance procedures to all flow proving control devices and check operation.
6. Mechanically clean heat exchanger for unit mounted variable speed drive.
7. Replace coolant in variable speed drive unit.
8. Check compressor and motor mounting fasteners and torque to factory specifications if necessary.
9. Perform motor terminal box visual inspection. Check for internal dirt/debris, signs of internal condensation, thermal damage and electrical arcing/tracking. Inspect high voltage cabling for wear or damage.
10. Perform motor insulation resistance testing. See section 2.6.2.4 Motor Testing for more information.
11. Perform UPS battery health test.
12. Document all performed tasks, observations and work performed during site visit.

2.6.3.2 Refrigeration System Maintenance

1. Perform thorough refrigerant leak check.
2. Recover entire refrigerant charge, weigh and provide written record of refrigerant quantity recovered from equipment Please see section 2.13 – Administrative and Reporting Requirements. Contractor to provide refrigerant recovery vessel(s) and recovery equipment for their use in this task. OGS will make available a scale to use in weighing vessel(s). Contractor is responsible for coordinating use of scale with OGS.
3. Clean (if cleanable type) or replace liquid refrigerant motor cooling line strainer.
4. Lubricate and check operation of capacity control linkage(s).
5. Evacuate refrigeration system to dehydration standard.

6. Recharge machine and top off refrigerant charge if necessary. Refrigerant for top off to be provided by NYS OGS.
7. Refrigerant sample analysis. Sample refrigerant in acceptable container, label and sent to Air Conditioning Heating and Refrigeration Institute certified testing laboratory capable of analysis for purity, acidic byproducts, moisture, chlorides, non-condensables, oil and particulate matter. An analysis report shall be submitted by bound hard copy and electronic copy within thirty (30) days of the date of sample. The report shall include an introductory statement, identifying the model and serial number of the unit inspected, date of inspection, location and any other pertinent background data with a numerical, tabulated summary of the test results and a written summary.

2.6.3.3 Refrigerant Condenser Tube Cleaning

- a) Marine waterbox covers of the chillers will be removed and replaced by the Contractor, who will also supply necessary OEM gaskets for reinstallation.
- b) Mechanically brush refrigerant condenser tubes. NYS OGS to approve of proposed tube cleaning process, proposed equipment and brush type prior to Contractor performing work. All tube cleaning equipment to be supplied by Contractor.
- c) Reinstall marine waterbox covers and perform leak check upon completion during chiller start-up.

2.6.3.4 Performance Check

Test shall be conducted upon completion of all other work and include both actual and design running conditions. Performance test shall include the following:

- a) Record of temperature for chilled water entering and leaving
- b) Record of temperature for condenser water entering and leaving
- c) Record of estimated or measured chilled water and condensed water flow. Acceptable methods include pressure drops across heat exchangers.
- d) Record of refrigerant pressures and temperatures applicable to both evaporator and condenser barrels.
- e) Record of chilled water and condenser water approach temperatures.
- f) Record of compressor lubricating oil sump temperature and pressure while in operation.
- g) Calculation of cooling work done by machine (tons) from evaporator
- h) Calculation of heat rejection from machine condenser
- i) Contractor or contractor's representative shall complete and submit a bound, hard copy and electronic copy report to OGS detailing findings and include a comparison to previously conducted tests. Such reports shall be submitted to OGS within 30 days of test date.

2.6.4 Eddy Current Testing

(Item H on cost proposal)

1. The following is a breakdown by year of the units to be tested:

- a. Chillers 3 and 5 - Steam and Refrigerant Condensers and Cooler (2021-2022)
 - b. Chiller 1 - Steam and Refrigerant Condensers and Cooler (2022-2023)
 - c. Chiller 2 - Steam and Refrigerant Condensers and Cooler (2023-2024)
Chiller 4 – Refrigerant Condensers and Cooler (2023-2024)
 - d. Chillers 3 and 5 - Steam and Refrigerant Condensers and Cooler (2024-2025)
EDP Chiller #1, EDP Chiller #2 – Refrigerant Condenser and Cooler (2024-2025)
 - e. Chiller 1 - Steam and Refrigerant Condensers and Cooler (2025-2026)
2. The primary objectives of the Eddy Current Test for condenser and cooler tubes in chillers and the steam condenser tubes located below the chillers are:
- a. To monitor the existence of damaging mechanisms like corrosion, erosion, stress cracking, vibrational wear, fatigue or chemical attacks inside and outside of the tubes.
 - b. To detect existence of inside diameter pitting, tube support wear, stress corrosion cracks, fatigue cracking or freeze bulging and cracking.
 - c. To analyze the findings of the test and determine necessary corrective measures to be taken to prevent possible tube failures, which would disable the chiller.
3. This Eddy current test shall be performed using the following procedures that will be applied during that test:
- a. Marine waterbox covers of the Carrier chillers and steam condensers will be removed and replaced by the State. Marine waterbox covers for the EDP chillers will be removed and replaced by the Contractor.
 - b. All refrigeration condenser and steam condenser tubes that are slated for Eddy Current testing shall be cleaned by the Contractor prior to that testing to remove all loose materials which may restrict passage of inspection probe and interfere with the inspection process. OGS staff and or the facility manager must sign off prior to Eddy Current testing.
 - c. All tubes will be tested by an Eddy Current inspection probe.
 - d. The inspection system shall be calibrated to such a degree of sensitivity that defects equal to 20% or greater (also calibrated in thousandths of an inch) wall loss will be detected.
 - e. Differentiation between damages originating on the outside vs. the inside surfaces of the tube shall be assured by proper selection of frequency of inspection.
 - f. The Eddy Current instrument shall be calibrated at the start and end of each shift and at least once every four hours of operation. The instrument shall also be recalibrated for each change of tube alloy, size of configuration, and at any time when there is any indication of possible malfunction in the inspection system. If it is determined that the inspection system has malfunctioned all tubes inspected since the previous calibration, shall be re-inspected.
 - g. The probe shall be inserted in each tube and the tube inspected as the probe is being withdrawn at a maximum rate of 50 feet per minute.
 - h. The data must be analyzed on-site, as it is taken. The data for each tube shall be recorded on data sheets to be incorporated with the final report. Permanent strip

chart records shall be generated for each tube and shall become the property of the State of New York.

- i. Staging or metal scaffolding shall be used to permit the operator to insert the inspection probe inside tube bundles whose top most row of tubes is above 6 feet from the floor. Ladders are unsuitable and dangerous for this work. Staging to be furnished by the Contractor.

4. Equipment Required For Eddy Current Test

Any of several commercially available Eddy Current systems are acceptable for this work. Systems modified by the user to provide greater sensitivity or additional capabilities are also acceptable.

As a minimum, the system employed shall contain:

- a. The basic Eddy Current instrument.
- b. A storage oscilloscope, either self-contained or integral with the Eddy Current instrument.
- c. Eddy Current probes having a fill-factor of 0.75 or greater.
- d. Serialized, traceable calibration standards, or the same tube alloy, configuration (i.e. finned, prime- surface, skip finned, etc.) outside diameter and wall thickness as the tubes to be inspected.
- e. The Eddy Current instrument, the oscilloscope shall have been calibrated within 12 months prior to the inspection. The Contractor shall have an established calibration procedure and calibration records available, if requested.

5. Personnel Required for Eddy current test

- a. All inspection personnel shall be qualified and certified in accordance with the requirements of the American Society for Non-Destructive Testing, SNT-TC-1A.
- b. All personnel taking and evaluating data shall be certified to ASNT NDT Level II or ACCP Level II or higher and shall be under the on-site supervision of a 2ASNT NDT Level III or ACCP Level III certified person.
- c. A person certified to 2ASNT NDT Level III or ACCP Level III or a registered professional engineer should perform final data analysis and on-site supervision of all work.

6. Analysis of Results and Reporting

The data for each tube shall be evaluated and recorded on suitable data sheets, as the tubes are inspected to assure timely corrective action.

An approximate percent and thousandths of an inch wall loss shall be determined for each tube inspected and entered in the data sheets, together with the type of damage (i.e., pitting, wear, external corrosion, etc.) recorded, and the location of the damage along the tube length. This information is considered vital in defining cause and corrective actions.

Tubes considered potential leakers shall be marked on the unit, at the time of inspection to facilitate corrective action.

At the time of this analysis and data accumulation OGS may have the Contractor effect any repairs or replacement of defective tubes on a time and material basis if it is in the best interest of the State.

A final report shall be submitted in duplicate by bound hard copy and electronic copy within thirty (30) days of the completion of the inspection. The report shall include, as a minimum:

- a. An introductory statement, identifying the serial number of the unit inspected, date of inspection, location and any other pertinent background data.
- b. A numerical, tabulated summary of the inspection results and a written summary descriptive of the results.
- c. A plot of the results, on a tube sheet layout drawing or sketch.
- d. Typical Eddy Current records (strip-charts), illustrating the type and distribution of damage encountered.
- e. Detailed descriptions of the tube numbering system, sufficient that any future damage can be easily related to prior inspection results.
- f. Detailed inspection equipment calibration information, such that the results of re-inspections can be correlated with previous inspections. This will include specifying equipment used, calibration tube details, instrument setting and sensitivities utilized.
- g. Data sheets for all tubes inspected. Original copies of the strip chart records for all worn out tubes shall be forwarded with the report but need not be bound with the reports.
- h. Recommendation for corrective measures to prevent tube failures must be made and signed by a heat exchanger manufacturer that is knowledgeable of the same type and size that is comparable to the existing chillers.
- i. Provide a list of those tubes, which may have been replaced.

The Level 3 Technician or professional engineer who supervised the on-site inspection shall approve the reports.

2.6.5 Primary Chilled Water Pump/Variable Speed Drive Maintenance

Inspected Annually

(Item I on cost proposal)

The following chilled water pump maintenance items are to be performed on an annual basis and apply to all pump equipment listed above. A complete service and maintenance report is required to be submitted detailing all maintenance work performed. Please see section 2.13 Administrative and Reporting Requirements.

Pump/Motor

1. Visual inspection of all accessible motor leads, high voltage power wiring, low voltage control wiring that can be accessed by removal of junction box covers or panels.
2. Grease motor bearings. Motor grease shall be Mobilith SHC 220 lithium complex grease with an ISO viscosity grade of 220 and National Lubricating Grease Institute grade 2.
3. Grease motor/pump coupling. Coupling grease shall be Falk LTG long term grease.
4. Replacement of pump bearing oil. Oil shall be non-detergent 5W-30.
5. Alignment of motor/pump shafts. Please see section 2.6.2.1 number 6 for additional details of shaft alignment and vibration analysis.
6. Perform motor test. Please see section 2.6.2.4 for additional details of motor testing requirements.

Variable Speed Drives

1. Check, clean and tighten all high voltage and control connections found within remote mounted variable frequency drive cabinet.
2. Clean reusable type cooling air filters found within remote mounted variable frequency drive cabinet. Shall be completed monthly.
3. Vacuum/clean interior cabinet surfaces.
4. Vacuum/clean cooling air fan(s).
5. Clean heatsink using compressed air.
6. Visually inspect condition of mechanical contactors/contacts, fiber optic cables/connections.
7. Confirm basic high voltage power supply readings.
8. **YEAR ONE ONLY:** Replace all internal converter capacitors.

2.7 Mechanical Maintenance Labor Services

Contractor shall provide approximately 600 man-hours annually for chiller, pumps or other mechanical maintenance labor services at the request of OGS. The request for personnel shall originate from Director of Utilities Management or his designated representative. The personnel provided by the Contractor shall work under the direction of the designated representative in the completion of required tasks and in most cases, work alongside State personnel.

2.8 Work to be performed by OGS

1. Drain and refill compressor lube oil system.
2. The refrigeration system of each chiller machine shall be pumped-down to each respective liquid receiver, meeting current EPA guidelines, to enable work to be performed on refrigerant system components.

3. All parts for annual preventative maintenance to be furnished by OGS. If parts cannot be furnished by OGS, they are to be ordered by the Contractor and billed for at the Material Mark-up rates bid on Attachment 1 -Cost Proposal.
4. All necessary gaskets and "O" rings needed for compressor reassembly to be supplied by OGS. Any additional parts found to be worn beyond tolerance to be supplied by OGS.
5. Pressure testing of the refrigeration system upon Contractor completion of chiller reassembly.
6. Evacuation of the refrigerant system upon successful pressure testing.
7. Transfer of refrigerant from liquid receivers to the respective chiller machines.

2.9 Additional Services

Additional Services (repairs, upgrades, any work performed by subcontractors other than for base scope services, etc.) shall only be performed when pre-approved in writing by the Director of OGS Real Property and Facilities Management Group or their designee. Work performed and materials provided by the Contractor shall be compensated at the Time and Materials rates bid. Material mark-up does not apply to materials purchased by subcontractor(s). Material mark-up will not apply to any materials manufactured by contractor or its subsidiaries. OGS shall pay list price or less for any materials manufactured by contractor or its subsidiaries

Any labor or materials provided by a subcontractor shall be reimbursed at a 5% markup over actual cost to the Contractor. Contractor may choose to charge less than the 5% markup on subcontracted services. Material mark-up will not apply to any materials manufactured by subcontractor or its subsidiaries. OGS shall pay list price or less for any materials manufactured by subcontractor or its subsidiaries. The following process shall apply:

The Contractor shall prepare a quote for the Director of Utilities Management or his designated representative. For Additional Service work performed by Contractor's on-site staff, the quote must detail the scope of services, proposed timeline for completion, number of hours times hourly rate bid, materials times % markup bid, and any other information or options that the state should consider. If subcontractors are to be used, the process detailed in the Subcontractors clause herein must be followed.

The Director of Utilities Management or his designated representative will request approval from the Director of Contract Administration and Purchasing Support. Upon approval, a letter authorizing the work will be issued to Contractor.

Also see section 6.9 - Subcontractors

2.9.1 Emergency Services

The Contractor shall provide emergency service on an "as required basis." Emergency service shall be considered calls in addition to the scheduled services.

All labor, travel costs, parts and supplies will be the responsibility of the Contractor. Compensation shall be limited to payment of the appropriate labor rate for time actually spent on the repairs and parts / materials, for which the State will reimburse the Contractor at the exact cost plus material markup bid (not to exceed 20%). Material mark-up will not apply to any materials manufactured by contractor or its subsidiaries. OGS shall pay list price or less for any materials manufactured by

contractor or its subsidiaries. Travel time/expenses are the responsibility of the Contractor and will not be reimbursed.

Emergency service shall be provided, as needed on a 24 hour, seven days a week basis. From the time of the call by OGS, **the Contractor has a maximum of two hours to respond and be on site to this call**. The arriving technician must meet the qualifications as set forth in Section 2.12 - Staffing Requirements.

Whenever during the term of this service contract there occurs a malfunction or emergency, which requires immediate attention, the following procedure shall apply:

1. The State will immediately notify the Contractor (or its designated representative) by telephone.
2. Contractor will respond on-site within two (2) hours after notification.
3. If Contractor (or his designated representative) is unable to respond within two (2) hours and the malfunction or emergency is such that immediate action is required, then the State's employees, may make such repairs or take such action as may be necessary under the circumstances.
4. Work on any of the equipment covered by this agreement by State employees will not affect or impair Contractor's responsibility to perform its contract obligations during the remainder of the contract term.

2.10 Contractors Compensatory Liability

In the event that the Contractor fails to complete any of the specified services, including emergency services, within the timeframe required, OGS reserves the right to have such work completed either by another company or with in-house staff. In any such event, the Contractor shall be liable to reimburse OGS for all costs incurred to complete the work. OGS further reserves the right to collect such reimbursement from any outstanding payments due to the Contractor.

2.11 Warranties

Contractor warrants that the services acquired under this Contract will be provided in a professional and workmanlike manner in accordance with industry standards.

All materials and workmanship provided under this contract shall be warranted for a minimum of one year. Where Contractor, product manufacturer or service provider generally offers additional or more advantageous warranties, such additional or more advantageous warranty shall apply. All warranties contained in this Contract shall survive the termination of this Contract.

2.12 Staffing Requirements

OGS expects that all services will be conducted diligently and effectively under the supervision of OGS staff.

2.12.1 All Staff

Further, it is expected that:

1. Any Contractor staff shall conduct themselves in a professional manner with OGS staff and with the Public.
2. Any staff assigned shall report to work in appropriate dress and appearance.
3. All Contractor staff shall comply with all rules and requirements of this solicitation, including the prohibition of the use of drugs and alcohol prior to or during any period of work to which they are assigned.
4. Any failure to comply with any of the requirements of the Contract resulting from this solicitation shall result in the removal from the premises.
5. The Contractor shall ensure that any technician performing services or tests on any and all equipment covered by this RFP is fully trained and qualified to perform the required services.
6. Contractor staff assigned should work during normal business days and any requests for off hour scheduling of work shall be approved by the facilities manager.
7. Work areas will be maintained in an orderly fashion; areas must be cleared out and cleaned up after the scheduled work.

2.12.2 Chiller Technicians

In addition to the requirements of section 1 – All Staff, the following requirements apply to technicians working on Chillers:

1. All technicians shall have at least five years of experience working on steam driven refrigeration compressors. All documentation relating to the technicians' training and/or certifications shall be made available to New York State.
2. All technicians must have an EPA approved Universal Certificate of CFC qualification. Any documentation relating to the technicians training or certification must be made available to OGS.

2.13 Administrative and Reporting Requirements

A. Contract Meetings:

1. The Contractor will be responsible for the completion of a variety of administrative and reporting requirements, and the cost of it shall be included in the base bid price.
2. During the term of the Contract, the Contractor shall maintain a designated officer or employee as its representative for contact with the State for all communication and transactions relating to the contract.
3. The Commissioner's designated representative for all purpose of this contract shall be the Director of Utilities Management or his designated representative at Central Air Conditioning Plant in Albany, NY

4. Upon award of the contract and prior to the start of any work, the Contractor shall be available for an initial job meeting with the Director of Utilities Management. This meeting shall include:
 - a. The Contractor's submission of a schedule of work to be reviewed and approved by the Director of Utilities Management.
 - b. A review of all Facility use rules.
 - c. An introduction for each respective organization, chain of command, etc.
 - d. Sharing emergency contacts and phone numbers.
3. Unless otherwise directed, there shall be tri-weekly job meetings for the following purpose:
 - a. Review job progress, quality of work, and approval and delivery of materials.
 - b. Identify and resolve problems, which impede planned progress.
 - c. Coordinate the efforts of all concerned so that the contract progresses on schedule to on-time completion.
 - d. Maintain a sound working relationship between the Contractor and the Director of Utilities Management, and a mutual understanding of the contract.
 - e. Identify and resolve problems, which impede planned progress.
 - f. Coordinate the efforts of all concerned so that the contract progresses on schedule to on-time completion.

B. Scheduling Report Requirements:

It is expected that the Contractor shall maintain accurate records and accounts of contract employee's time and attendance. Contractor shall be responsible for all payroll functions in connection with the Contract.

1. Bound log book supplied by OGS will be kept on the premises. Whenever on site, the contractor shall record the date and time, what equipment was worked on, what was accomplished, and any concerns / restrictions OGS operators should be aware of for that equipment and its ability to operate
2. Unless otherwise directed, the Contractor shall provide a work schedule report, which shall detail all work completed during an invoice period and shall compare scheduled work versus actual work completed. A copy of this report shall also be provided as outlined in Item 3 below.
3. The above work schedule report shall include:
 - a. Schedule of when work is done - date, time, etc.
 - b. Specific information of what work was done.
 - c. The names and hours worked of each technician
4. Two copies of the work schedule report must be provided to the Director of Utilities Management.

C. Service Reporting Requirements

It is expected that the Contractor shall maintain accurate records and accounts of the services rendered in compliance with RFP 2344 section 2.6 – Service Requirements.

1. Carrier 17DA Chiller #4
A complete, bound hard copy report and electronic copy report of all maintenance, checked items, replaced items, adjusted/recalibrated items including deficiencies found with recommended course of action shall be submitted to OGS within 30 days of completion of all maintenance activities.
2. Carrier 17DA Chiller Inspection
A complete, bound hard copy report and electronic copy report shall be issued to the facility within 30 days of this testing. An interpretation of the test results and summary of recommended actions shall be provided
3. EDP Chillers (Two York Chiller Units Model #YMC2-S1758ABS)
A complete, bound hard copy report and electronic copy report of all below maintenance, checked items, replaced items, adjusted/recalibrated items including deficiencies found with recommended course of action shall be submitted to OGS within 30 days of completion of all maintenance activities
4. Refrigeration System Maintenance
Written record of refrigerant quantity recovered from equipment

2.14 Security Procedures

Please note that these locations may have security policies which must be followed. The Contractor will work with the OGS Real Property Management and Facilities Management to obtain necessary clearances. Contractor may be required to provide information such as, but not limited to, the company name, the employee's name (as it appears on ID), valid driver license number, vehicle make, model and license plate, etc.

All tours proctored by the contract vendor are subject to approval by the OGS Facility Manager.

2.15 Prevailing Wage Rate Advisory Notice

DOL Article 8 - Prevailing Rate Case Number PRC# 2019014885 has been assigned to the project.

To view the PDF file of your wage schedule, Article 8, click on

<http://apps.labor.ny.gov/wpp/publicViewProject.do?method=showIt&id=1489700>

Contractors are reminded that the payment of prevailing wages and supplements is a requirement of ALL contracts for public works. Contractors are reminded that Prevailing Wage Rates are subject to periodic adjustments. It is the Contractor's responsibility to ensure they are in compliance with current Prevailing Wage Rates throughout the term of the contract. Information indicating that prevailing wages are not being paid on a public works project will be forwarded to the New York State Department of Labor for investigation. Willful violations of the prevailing wage provisions of the Labor Law may result in debarment from the bidding and award of public contracts. NOTE: ALL PUBLIC WORKS CONTRACTS, REGARDLESS OF DOLLAR VALUE, REQUIRE THE PAYMENT OF PREVAILING WAGES AND SUPPLEMENTS.

Contractors are required to supply each of their subcontractors with copies of the prevailing rate schedule and to obtain an affidavit acknowledging receipt and agreeing to pay required wages before entering into a subcontract. Contractors are responsible for assuring that their subcontractors pay

prevailing wages and supplements. NOTE: CONTRACTORS ARE FURTHER REQUIRED TO POST THE PREVAILING WAGE RATES AT THE WORK SITE ON BULLETIN BOARDS PROVIDED BY THE FACILITY MANAGER AND INFORM EMPLOYEES OF THE POSTING. FACILITY MANAGERS WILL ENFORCE THIS PROVISION.

Contractors are advised that the Office of General Services may make random inquiries of employees of both prime and subcontractors as to the rate of wages being paid and may request certified copies of one or more weekly payrolls of a contractor or any subcontractor to verify proper payment of wages. Any discrepancy found in information supplied will be reported to the Department of Labor for investigation.

2.16 Background Checks for Contractors Performing Services in OGS Facilities

Requirements of this clause apply to the Contractor performing on-site work for OGS. Background checks shall be performed at no additional cost to the State. The cost to the Contractor for performing requirements of this section shall be taken into consideration when the bidder calculates its bid prices in response to this solicitation. Contractor shall not be entitled to charge separately, or otherwise be reimbursed, for any costs incurred in complying with this background check requirement.

For purposes of this clause, the following definitions apply:

On-Site: "On-site" refers to any State-owned or leased space open to the public or at which State business operations are conducted.

Suitability: "Suitability" refers to identifiable character traits and past conduct that are reasonably sufficient to indicate whether a given individual is likely to be able to perform the requirements of a contract at OGS on-site locations without undue risk to the interests of the State.

Suitability determination: A "suitability determination" is a determination that there are reasonable grounds to believe that an individual will likely be able to perform the contract requirements on-site without undue risk to the interests of the State.

2.16.1 Applicability

Contractors shall perform background checks and make suitability determinations on contractor employees before the individual employees can perform on-site contract services for the Office of General Services.

Contractor shall maintain a continuous list of background checks and suitability determinations noted above and shall provide this list to the Facility Manager prior to the contract commencement date. The list shall be updated and resubmitted to the Facility Manager as changes occur, continually keeping the Facility Manager updated.

The Commissioner of General Services, or his or her designee (the "Commissioner"), on a case-by-case basis, may, either temporarily or permanently, waive the requirements of this clause, in whole or in part, if they determine in writing that background checks and suitability determinations are not necessary at a specific location, or for a specific individual, in order to protect the State's interests.

2.16.2 Background Check

The Contractor is responsible for completing background checks and making suitability determinations on its employees prior to the employees beginning on-site work. Compliance with the requirement for performing a background check and making a suitability determination shall not be construed as providing a contractor employee clearance to secured areas. Contractors are required to maintain records of background checks and suitability determinations for the term of the contract, and to make them available to the State when requested.

At a minimum, the background check and suitability determination must include an evaluation of:

1. Verification that the individual is not listed on a national watched person database. The following link has information about data available.
<http://www.treas.gov/offices/enforcement/ofac/sdn/index.html> . The following link has a PDF file of a list of SPECIALLY DESIGNATED NATIONALS AND BLOCKED PERSONS
<https://www.treasury.gov/ofac/downloads/sdnlist.pdf> ;
2. Criminal History checks to be performed either by using a national database that contains criminal histories and supplement this search by checks of NYS Office of Court Administration ("NYSOCA") and comparable searches of states where the person has lived, worked, or attended school during the past 5 years; OR by obtaining the record of convictions from NYSOCA directly and from their equivalents from other states where the person might have lived, worked, or attended school during the last 5 years;
3. DMV driving records;
4. Social Security Number trace;
5. Verification of U.S. citizenship or legal resident status; and
6. Residence (past 3 years) (should be requested on employment application to compare against data from DMV license and other searches for verification);

2.16.3 Background Check Guidelines

In making a suitability determination, the contractor shall consider the following factors and evaluate them against the work to be performed, the performance location, and the degree of risk to the State:

1. Any loyalty or terrorism issue;
2. Patterns of conduct (e.g., alcohol/drug abuse, financial irresponsibility/major liabilities, dishonesty, unemployability for negligence or misconduct, criminal conduct);
3. Dishonorable military discharge;
4. Felony and misdemeanor offenses; and
5. Employment related misconduct involving dishonesty, criminal or violent behavior.

The Contractor shall evaluate any adverse information about an individual by considering the following factors before making a suitability determination:

1. The nature, extent, and seriousness of the conduct;
2. The circumstances surrounding the conduct;
3. The frequency and recency of the conduct;
4. The individual's age and maturity at the time of the conduct;
5. The presence or absence of rehabilitation and other pertinent behavior changes;
6. The potential for pressure, coercion, exploitation, or duress;
7. The likelihood of continuation of the conduct;
8. How, and if, the conduct bears upon potential job responsibilities; and
9. The employee's employment history before and after the conduct.

Each suitability determination should be documented in a narrative. If negative items are mitigated by subsequent passage of time or completion of any relevant programs that are rehabilitative in nature, this rationale should be included in the narrative. A negative suitability determination must be supported by a finding that the adverse information has a direct bearing on the potential job duties or that it is deemed sufficiently serious to bar the employee from a State site.

2.16.4 Employee Removal

Whenever a contractor becomes aware that any employee working at an on-site location under an OGS contract becomes an unacceptable risk to the State; the contractor shall immediately remove that employee from the site, notify the Commissioner that such a removal has taken place, and replace them with a qualified substitute immediately. If the approval of the Commissioner was initially required for the removed employee, Commissioner approval is required for the replacement employee.

2.16.5 Commissioner Notification

Prior to commencement of on-site contract performance, the contractor shall notify the Commissioner that the background checks and suitability determinations required by this clause have been completed for affected individuals.

2.17 Drawings and Wiring Diagram

Proposers are advised that the Office of General Services may have in its possession some wiring diagrams or drawings of the system outlined herein. During the course of this contract, **the Contractor is required to make the set of wiring diagrams and drawings for all systems**

covered by this contract complete and shall update the drawings as any systems are added to the contract. Drawings and diagrams are to be in compliance with accepted drafting standards. Such drawings and wiring diagrams shall be made within six months after contract start and two complete sets shall be turned over to OGS Real Property & Facilities Management, Utilities Management. All drawings shall be neat and professional in manner and shall be clearly labeled as to locations and type of system. At the expiration of the contract, the Contractor shall again furnish to the State two sets of all drawings representing the then current “as modified” conditions of all of the equipment which is covered by the contract.

2.18 Dockmaster Procedures

All deliveries, as well as vehicular access to the ESP, are to be arranged through the OGS Dockmaster. Delivery hours are 7 AM – 3 PM Monday-Friday. Vehicles attempting entry to the ESP docks without prior authorization will not be allowed access. 24-hour notice for deliveries is required. Maximum trailer length is 48’ when coupled to a day cab. DELIVERY TIMES ARE STRICTLY ENFORCED. A completed delivery request form is to be submitted to the OGS Dockmaster for each delivery. Delivery request forms may be submitted to ogs.sm.dockmaster@ogs.ny.gov and are available upon request from the same email address. Additional information about deliveries and the OGS Dockmaster may be found at the following link:

<https://ogs.ny.gov/empire-state-plaza-dockmaster>

3. PROPOSAL SUBMISSION

3.1 RFP Questions and Clarifications

Questions and requests for clarification regarding this RFP shall only be directed to:

Seth Stark

Contract Management Specialist II

NYS Office of General Services | Financial Administration | Agency Procurement Office

32nd Floor, Corning Tower Building, Empire State Plaza, Albany, NY 12242

518-486-2823 | Seth.Stark@ogs.ny.gov

www.ogs.ny.gov

All questions must cite the particular page, section, and paragraph number, where applicable. Please submit questions as early as possible following receipt of the RFP. The final deadline for submission of any questions/clarifications regarding this RFP is listed in Section 1.5– Key Events. Questions received after the deadline may not be answered. OGS will distribute an addendum with all Questions and Responses to Questions via email on or about the date listed in Section 1.5– Key Events, to the Primary Contact Person for all vendors that attended the mandatory site visit.

3.2 Proposal Format and Content

In order for the State to evaluate bids fairly and completely, Proposers are strongly encouraged to follow the format set forth herein and should provide all of the information requested. All items identified in the following list should be addressed as concisely as possible in order for a bid to be considered complete. Failure to conform to the stated requirements may necessitate rejection of the bid.

Proposers are encouraged to include all information that may be deemed pertinent to their proposal. Proposers may be requested to provide clarification based on the State's evaluation procedure. Any clarification will be considered a formal part of the Proposer's original proposal. If further clarification is needed during the evaluation period, OGS will contact the Proposer.

Note: OGS reserves the right to request any additional information deemed necessary to ensure that the Proposer is able to fulfill the requirements of the contract.

3.2.1 Technical Proposal

3.2.1.1 Cover Letter

The cover letter should confirm that the Proposer understands all the terms and conditions contained in this RFP and will comply with all the provisions of this RFP. Further, should the contract be awarded to your company, you would be prepared to begin services as indicated in Section 1.5 – Key Events. The cover letter must include the full contact information of the person(s) OGS shall contact regarding the proposal and must also include the name(s) of principal(s) of the company responsible for this contract, their function, and title. A Proposer Representative authorized to make contractual obligations must sign the cover letter.

3.2.1.2 Minimum Requirements

Proposers must submit information to confirm their ability to meet the minimum qualifications to provide services requested in this RFP as set forth in Section 1.4 – Minimum Proposer Qualifications.

Information provided should include:

1. Client / project references that can confirm the Proposer has been actively and normally engaged in chiller maintenance, testing, and repair on steam driven centrifugal chillers for a minimum of (5) five years. (Note: this information can overlap with the reference information requested in 3.2.1.3 below.)
2. Identification of technicians and their resumes.

3.2.1.3 Experience and Qualifications

1. Describe the number of years the firm has been maintaining, testing, and repairing steam turbine driven chillers.
2. Describe experience specifically working with equipment listed in section 1.1 Overview.
3. Describe projects that the firm has successfully completed with emphasis on projects similar in scope to this project. Include the number of projects, scope of projects, makes and models of equipment serviced, and the location of the projects. Include reference contact information for the 3 largest projects.
4. Provide resumes, credentials, experience, certifications, etc. (see Section 2.12 – Staffing Requirements) of proposed personnel planned for working on this equipment.

3.2.1.4 Plan of Operation/Staffing Plan

1. Operational Plan
 - i. Methodologies - Provide a detailed outline of plans and approach for providing all services required by the Scope of Work section of this RFP. This detail should include specific information containing the following:
 - i. What are the latest technologies and equipment being utilized by your company that you propose to utilize within this RFP?
 - ii. Will work be performed by specialized teams?
 - iii. Provide details of the hierarchy of various titles you proposed to use and their proposed duties.
 - iv. Describe arrangements for transport for factory inspections.
 - v. Where will parts and supplies be sourced from?
2. Staffing Plan

- a. Identify key management staff of the Proposer and the role they will play in this project (if applicable). Include resumes, credentials, experience, etc.
- b. Provide address from which Technicians will be dispatched, or information that may be used to confirm ability to meet the two (2) hour emergency response time (see section 2.9.1 – Emergency Services).
- c. Provide proposed staffing plan, detailed to include roles and responsibilities, scheduled shifts and hours of the required staff as well as any additional staffing proposed. Proposed schedule must fall within the time frames designated in Section 2 –Detailed Scope of Work/Service Requirements.
- d. Plan must detail how you propose coverage in the event of vacation, sick days, etc.
- e. Proposed plan of staffing chain for addressing issues that arise.
- f. Whether any subcontractors be utilized, and their role. Provide details of arrangements for using OEM chiller manufacturer's representatives from Elliott, Dresser-Rand/Murray, and Carrier.
- g. Submit a description of corporate training programs provided to proposed staff.

NOTE: Prospective bidders should note that prior experience has shown there needs to be at least two (2) service technicians, one (1) dispatcher, one (1) parts person and one (1) office person to provide an adequate level of maintenance service. While these are not requirements, Proposers should demonstrate how they will provide the level of service required to perform the scope of services identified herein.

3.2.2 Cost Proposal

Proposer shall submit a completed Cost Proposal Form (Attachment 1) in a separately sealed package within the proposal submission and must be clearly identified as the cost proposal. Each item must be complete with no lines omitted. Proposer shall not provide alternative pricing or deviate from the Cost Proposal Form. Alternative pricing methodologies will not be considered and may result in the rejection of the proposal.

3.2.3 Administrative Proposal

1. All required completed forms from RFP Appendix B
2. Attachment 2 - Proposal Submission Checklist
3. MWBE. This procurement includes MWBE participation goals of which all bidders must comply. See RFP Appendix E of this solicitation for specific details pertaining to this procurement opportunity. The New York State Contract System includes an MWBE Directory that can be utilized to find certified MWBE businesses to meet this requirement. (<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=4687>)
4. Important Notes:
 - a. Insurance – Proposers are reminded of the insurance requirements as described in RFP Appendix D. The selected Proposer will be required to provide all necessary documentation upon notification of selection.
 - b. Vendor Responsibility - Proposers are reminded of the requirement as described in Section 1, and are requested to complete the online questionnaire located on the OSC

- VendRep System website prior to bid submission. If the vendor has previously certified responsibility online, it shall ensure that the VRQ was recertified in the last 6 months.
- c. Document Consistency - An award will only be made to the entity which has submitted the proposal. All submitted documents must be consistent with official name of proposing entity, FEIN and NYS Vendor ID number.

3.3 Proposal Preparation

All proposals must be completed in ink or machine produced. Proposals submitted handwritten in pencil will be disqualified.

3.4 Packaging of RFP Response

The Technical, Cost, and Administrative proposals (see Section 3.2) should be separated and identified within the submission package as follows:

1. **Technical** – One original and two exact copies, each tabbed in 3 ring binders. No overt statements about cost shall be included in the Technical Proposal.
2. **Cost** – One original and one exact copy of Attachment 1 – Cost Proposal Form clearly marked “Cost Proposal” in a separate sealed envelope.
3. **Administrative** - One original and one exact copy

Please provide one digital record (Thumb Drive) containing technical, administrative, and cost proposals. If there are any differences between the paper submission and the electronic submission, the paper submission shall take precedence.

Originals contain a unique wet signature for each of the signed and notarized pages. Exact copies can be photocopied and do not require a unique wet signature.

The proposal documents must be submitted by mail, hand delivery, overnight carrier or certified mail in a package showing the following information on the outside:

- Proposer 's complete name and address
- Solicitation Number – 2344
- Proposal Due Date and Time: (as indicated in Section 1.5 - Key Events)
- Proposal for Chiller Maintenance, Testing, and Repair at the CACP

Failure to complete all information on the proposal envelope and / or packages may necessitate the premature opening of the proposal and may compromise confidentiality.

3.5 Instructions for Proposal Submission

Note that these instructions supersede the generic instructions posted on the OGS website bid calendar.

Only those Proposers who furnish all required information and meet the mandatory requirements will be considered.

Submit all required proposal documents including signed bid addenda if any, to the NYS Office of General Services - Division of Financial Administration at the following address:

**NYS Office of General Services
Financial Administration, Agency Procurement Office
32ND Floor, Corning Tower Building, Empire State Plaza
Albany, NY 12242
Attn: Seth Stark
Bid # 2344**

E-MAIL OR FAX BID SUBMISSIONS ARE NOT ACCEPTABLE AND WILL NOT BE CONSIDERED.

The State of New York will not be held liable for any cost incurred by the Proposer for work performed in the preparation and production of a bid or for any work performed prior to the formal execution and approval of a contract.

Proposals must be received in the above office on or before 2:00 PM on the date indicated in Section 1.5- Key Events. Proposers assume all risks for timely, properly submitted deliveries. Proposers mailing their bid must allow sufficient mail delivery time to ensure receipt of their bid at the specified location no later than the specified date and time.

The received time of bids will be determined by the clock at the above noted location.

Any Bid received at the designated location after the established time will be considered a Late Bid. A Late Bid may be rejected and disqualified from award. Notwithstanding the foregoing, a Late Bid may be accepted in the Commissioner's sole discretion where (i) no timely Bids meeting the requirements of the Solicitation are received, or (ii) the Bidder has demonstrated to the satisfaction of the Commissioner that the Late Bid was caused solely by factors outside the control of the Bidder. However, in no event will the Commissioner be under any obligation to accept a Late Bid.

The basis for any determination to accept a Late Bid shall be documented in the procurement record.

Bids must remain open and valid for 180 days from the due date, unless the time for awarding the contract is extended by mutual consent of NYS OGS and the Proposer. A bid shall continue to remain an effective offer, firm and irrevocable, subsequent to such 180-day period until either tentative award of the contract(s) by issuing Office is made or withdrawal of the bid in writing by Proposer. Tentative award of the contract(s) shall consist of written notice to that effect by the issuing Office to the successful Proposer. This RFP remains the property of the State at all times, and all responses to this RFP, once delivered, become the property of the State.

Important Building Access Procedures for Delivered Bids:

Building Access procedures are in effect at the Corning Tower. Photo identification is required. All visitors must register for building access, for delivering bids. **Vendors are encouraged to pre-register by contacting the OGS Finance Office at 518-474-5981 at least 24 hours prior to arrival.** Pre-registered visitors are to report to the visitor desk located at the Concourse level of the Corning Tower. Upon presentation of appropriate photo identification, the visitor will be allowed access to the building.

Upon arrival at the visitor desk, visitors that have not pre-registered will be directed to a designated phone to call the OGS Finance Office. The Finance Office will then enter the visitor's information into the building access system. Access will not be allowed until the system has been updated. Visitors are encouraged to pre-register to ensure timely access to the building. Vendors who intend to deliver bids or conduct business with OGS should allow extra time to comply with these procedures. These procedures may change or be modified at any time.

Visitor parking information can be viewed at the following OGS web site:

<https://empirestateplaza.ny.gov/parking>

4. EVALUATION AND SELECTION PROCESS

4.1 Proposal Evaluation

Responsive proposals will be evaluated and scored based upon the criteria set forth in this Section. Proposals will be evaluated for best value to the State.

A team of OGS employees will evaluate each proposal and initially determine whether a proposal is responsive to the requirements of the Solicitation.

Key corporate personnel from the Proposers submitting responsive proposals must attend an interview with the Technical Evaluation Team, which will be held at the Real Property Management conference room in Albany. The Proposer will be requested to make a presentation covering the major points of its proposal. The Technical Evaluation Team will ask questions related to the technical scope of the proposal. The interview will be held on a date and time to be designated by OGS. Information learned during the interview will be considered in the technical scoring. In addition to key corporate personnel being present for such interview, OGS would request the presence of key onsite personnel.

OGS also reserves the right to conduct reference checks. In such cases, the Proposer shall be responsible for the availability of the reference contacts.

The technical evaluation team will subsequently evaluate and score each responsive proposal for items A and B listed below.

OGS Division of Financial Administration will evaluate all cost proposals from responsive Proposers. The cost proposal with the lowest total fees will be awarded the maximum possible points, (refer to item D listed below). Each subsequent proposal will receive a proportionate number of points.

For Item C, the evaluation team will award 2.75% of possible evaluation points if proper certification declaring MWBE and/or Small Business criteria is met.

Scores from each of the Proposers, including items A-D listed below, will be totaled and the Proposer having the highest score will be ranked number one; the Proposer with the second highest total score will be ranked number two and so on.

4.1.1 Evaluation Items

A. PROPOSER EXPERIENCE AND QUALIFICATIONS (40%)

Each Proposal will be evaluated as to the extent by which Proposer's relevant experience (including that of its proposed employees) and length of service in both the industry and with the Proposer, exceeds the minimum requirements.

B. PLAN OF OPERATION/STAFFING PLAN (12.25%)

Each Proposal will be evaluated as to the completeness of and the extent to which the operational / staffing plan information meets the goals and requirements of the Solicitation.

C. MWBE, SDVOB or SBE status (2.75%)

- The Proposer is a New York State Certified Minority-Owned Business or

- The Proposer is a New York State Certified Women-Owned Business or
- The Proposer is a New York State Certified Service-Disabled Veteran-Owned Business or
- The Proposer is a Small Business as defined in Executive Law Section 310(20)

Note: Although a Proposer may meet more than one criteria, credit is to be awarded for only one category, not multiple categories

D. **Price (45%)**

The Grand Total Bid Amount will be evaluated in relation to all cost proposals submitted by responsive Proposers.

4.2 Notification of Award

After the evaluation, all Proposers will be notified of the name of the selected Proposer. The selected Proposer will be notified that their submitted proposal has been selected and that a contract will be forthcoming for execution. The original proposal, and any additions or deletions to the proposal become part of the contract.

Public announcements or news releases pertaining to any contract resulting from this solicitation shall not be made without prior approval from the Issuing Office.

5. ADMINISTRATIVE INFORMATION

5.1 Issuing Office

This RFP is being released by the New York State Office of General Services, Financial Administration.

5.2 Method of Award

One contract shall be awarded under this solicitation to the responsive and responsible Proposer affording the best value to the State. The contract awarded under this solicitation will be made to the responsive and responsible Proposer receiving the highest point total using the evaluation criteria listed in Section 4 - Evaluation and Selection Process.

Upon determination of the best value proposal, a contract, between OGS and the successful Proposer, will be delivered to the successful Proposer for signature and shall be returned to the issuing office for all necessary State approvals. Upon final approval, a completely executed contract will be delivered to the Contractor.

The Grand Total bid amount of the selected Contractor shall be used to establish the contract value. The established contract value shall not be exceeded.

5.3 Price

Proposers must submit their cost proposal for required services necessary to provide the State with the required deliverables using Attachment 1 marked "Cost Proposal Form." Any deviations, alterations, qualifiers, ranges, etc. included with the cost proposal will result in rejection of the proposal. Base bid prices shall include all proposed labor, equipment, materials, supplies, etc. to provide the specified service. All prices quoted shall be inclusive of all customs, duties and charges and shall be including but not limited to travel, insurance, administrative, profit and ancillary costs. The Contractor agrees that from the effective date of the contract until contract termination, the rates charged by the Contractor and paid for by OGS will be equal to or lower than any rates provided by the Contractor to other customers for like services. Each Cost Proposal must include:

5.3.1 Item 1 Base Proposal

Shall be represented as the total amount for the scheduled / specified services.

5.3.2 Item 2 Mechanical Maintenance Labor

Shall be an hourly rate for mechanical Maintenance labor.

5.3.3 Item 3 Additional Services

For purposes of evaluating proposals on an equal basis an estimated quantity is listed on the bid form to be used to evaluate potential for any additional services. Item III shall be equal to the sum of Item i, Item ii, and Item iii described below.

i. Item i Labor Rate

Shall be represented as the Contractors' amount per hour for labor not covered in the base proposal.

ii. Item ii Subcontractor Markup

Markup on Additional Services work to be subcontracted and not performed by primary Contractor (labor and material) shall be reimbursed at a 5% markup over actual cost to the Contractor.

iii. Item iii: Material Markup

Markup over actual cost for materials needed for additional services (not to exceed 30%). Material mark-up does not apply to materials purchased by subcontractor(s). Material mark-up will not apply to any materials manufactured by contractor or its subsidiaries.

5.3.4 Item 4 Grand Total

Shall be the Grand Total Bid (sum of items 1, 2, and 3 of the Cost Proposal Form) and will be used to determine the contract value.

***Please note that proposed pricing should be based on prevailing wage rates that will be effective 5/1/21.**

5.4 Price Adjustment

The Contractors' submitted prices may be adjusted upon request throughout the contract term as described below. Material markup percentage bid will be fixed for the contract term.

Submitted / Initial Contract Pricing – in the event that there is a prevailing wage rate change between the date of price submission and the actual contract start date, the initial contract pricing will be adjusted accordingly. This provision will not apply where submitted pricing was based on forecasted prevailing wages to be in effect at contract start.

It is understood that the contractor will pay the appropriate title in accordance with PRC #. However, for price adjustment purposes the rate plus benefits for a fully tenured journeyman Plumber will be used. The rates bid would be adjusted (increased or decreased) dependent upon fluctuations in the Prevailing Wage Rate Schedule as issued by NYS Department of Labor (See Prevailing Wage Rates Schedule PRC# 2021000931). These adjustments, if requested, may occur each time the Prevailing Wage Rate Schedule changes. Adjustments may only be requested for changes in prevailing wages occurring after final contract approval.

The information below describes the parameters for which each of these adjustments will be determined.

The price adjustments to this contract will be based solely on the percentage difference in the most current Prevailing Wage Rate plus Supplemental Benefit (as identified below) and the immediate precedent rate, as the prevailing Wage Rate Schedule changes.

It shall be understood and agreed that for the purpose of establishing the total dollar amount used to determine the percentage difference and subsequent adjustment, the fully tenured full time straight time rate plus supplemental benefits from the Prevailing Wage Rate Schedule shall be used.

The below excerpt from the Prevailing Wage Rate Schedule shall be used to illustrate the line items used to calculate total price to compare for adjustments.

WAGES

Per hour worked

05/01/2021 **\$45.75**

SUPPLEMENTAL BENEFITS

Per hour worked

05/01/2021 **\$27.24**

Therefore, **\$72.99/hr.** (\$45.75+ \$27.24) shall be the 'base' rate. Price adjustments will be calculated using the same 'line items' to determine the percentage change.

Example: If the Prevailing Wage Rate Schedule changes on 7/1/22 and the new total of these line items is \$73.99.

\$73.99 minus \$72.99 = \$1

\$1 divided by \$72.99 = .014 (1.4%)

Therefore, Item 1, Item 2, and Item 3.i. would be adjusted with an increase of 1.4%.

The Contractor has the sole responsibility to request, in writing, a rate adjustment. This request must be received at the below address within three months of the effective date of the applicable adjustment. As long as the request is submitted and received within the required time frame, the adjustment will be processed as described above. Once approved, the Contractor will be notified in writing. Contractor shall not submit revised invoices until such notification, at which point an invoice may be submitted for any retroactive difference owed.

Requests should be sent to the primary designated contact or mailed to:

NYS Office of General Services

Financial Administration, Agency Procurement Office

Corning Tower, 32nd Floor, Empire State Plaza

Albany, New York 12242

Should a Contractor fail to submit their request, to the proper location, within three months of the applicable rate change date, Contractor shall be deemed to have waived their right to any increase in price, but the State shall not be barred from making the appropriate adjustment in the case of a decrease determined in accordance with the above methodology.

5.5 Term of Contract

This contract will commence on December 1, 2021 and be in effect through November 30, 2026.

5.6 Method of Payment

Payments will be processed by the State when products have been delivered in satisfactory condition or services have been satisfactorily performed. All invoices will be processed in accordance with established procedures of the New York State Office of General Services and the Office of the State Comptroller.

The item numbers below correspond to the payable items on Attachment 1 - Cost Proposal.

5.6.1 Item 1 - Base Proposal

A written report is to be submitted to the Director of Utilities Management or his designated representative within ten (10) working days after each inspection and servicing. This report will include a precise description of services provided to the system and equipment, number and names of technicians involved. Payment will not be approved without this documentation.

Invoices for payment shall be submitted for services satisfactorily completed and submitted on a company invoice.

5.6.2 Item 2- Mechanical Maintenance Labor

Shall be paid on an hourly basis, at the rate bid, in arrears for services performed.

5.6.3 Item 3- Additional Services

Additional services shall be defined as work including labor and materials as requested and pre-approved by the Director of the OGS Real Property Management & Facilities Group or his/her designee and performed by the Contractor, not covered in the base proposal scope of services pursuant to this RFP. Examples of additional services may include emergency work, modifications and/or improvements as well as factory repairs, etc.

Additional services must be prior approved by the Director of the OGS Real Property Management & Facilities Group or his/her designee. When the work is successfully completed and approved by the Facility Manager, the Contractor shall submit an invoice for payment with the approved work authorization letter and any supporting documentation as required attached.

5.7 General Payment Terms

Invoices will be processed in accordance with established procedures of the Office of General Services and the Office of the State Comptroller (OSC) and payments will be subject to the prompt payment provisions of Article XI-A of the New York State Finance Law.

Each invoice must be itemized and include the following information: Contract ID number (i.e.: OGS01-C00XXXX-1140000); Company FEIN; Vendor ID number; Date(s) of Service; a unique invoice number, and a detailed description of services performed.

Invoices without the above stated information will be returned to Contractor to be completed as required in the paragraph above. **Payment will not be issued and will not be due and owing until a corrected invoice is received and approved by OGS.** All Invoices are to be submitted for payment to:

**The OGS Business Service Center
Accounts Payable
Empire State Plaza Station
P. O. Box 2117
Albany, New York 12220 -0117**

-or-

accountspayable@ogs.ny.gov

5.8 Electronic Payments

Contractor shall provide complete and accurate billing invoices in order to receive payment. Billing invoices submitted must contain all information and supporting documentation required by the contract, the agency, and the State Comptroller. Payment for invoices submitted by the Contractor shall only be

rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Information is available at the following website: <http://www.sfs.ny.gov/index.php/vendors>, by e-mail at Helpdesk@sfs.ny.gov, or by phone at 518-457-7717. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

Please note that in conjunction with New York State's implementation of a new Statewide financial system, the Office of the State Comptroller requires all vendors doing business with New York State agencies to complete a substitute W-9 form. Vendors registering for electronic payment can complete the W-9 form when they register. Vendors already registered for electronic payment are requested to go to the above website and complete the Substitute W-9 form and submit following the instructions provided.

5.9 Past Practice

The failure to exercise any right hereunder in the past shall not operate as a waiver of such right. No breach of this Agreement shall be deemed waived unless such waiver shall be in writing and signed by the party claimed to have waived. No waiver of any breach of the Agreement at any time in the past shall constitute a waiver of subsequent breach.

5.10 Exceptions and Extraneous Terms

The Issuing Office will consider all requests to waive any solicitation requirement. The Term "solicitation requirement" as used herein shall include any and all terms and conditions included in the solicitation documents. Proposers should be aware that failure to obtain a waiver of any proposal requirement in advance of submission, and/or inclusion of extraneous terms in the form of exceptions, assumptions, qualifiers, ranges, modifications, etc. with proposal submission, may result in rejection of Proposer's proposal and disqualification from the RFP process.

Proposers wishing to obtain an exemption or waiver for any part of this solicitation must contact the Issuing Office in writing by the 'Questions Due Date' as identified in Key Events (Section 1.5). The request must cite the specific section and requirement in question, and clearly identify any proposed alternative. Requests will be considered and responded to in writing, either with the 'Answers to Questions' as identified in Key Events (if the response results in a change to the RFP), or directly to the requesting vendor.

5.11 Dispute Resolution

It is the policy of the Office of General Services' Financial Administration to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to proposal solicitations, contract awards, and contract administration. OGS Financial Administration encourages vendors to seek resolution of disputes informally, through consultation with OGS Financial Administration staff, prior to commencing a formal dispute process. All such matters will be accorded full, impartial and timely consideration. A copy of the OGS Financial Administration Dispute Resolution Procedures for Vendors may be obtained by contacting the designated contact person identified in the solicitation.

5.12 Examination of Contract Documents

Each Proposer is under an affirmative duty to inform itself by personal examination of the specifications of the proposed work and by such other means as it may select, of the character, quality and extent of the work to be performed and the conditions under which the contract is to be executed.

Each Proposer shall examine specifications and all other data or instruction pertaining to the work. No pleas of ignorance of conditions that may be encountered or of any other matter concerning the work to be performed in the execution of the contract will be accepted by the State as an excuse for any failure or omission on the part of the Proposer to fulfill every detail of all the requirements of the documents governing the work. The Proposer, if awarded the contract, will not be allowed any extra compensation by reason of any matter or thing concerning which such proposer might have fully informed itself prior to bidding.

Any Proposer in doubt as to the true meaning of any part of the specification or the proposed contract documents shall submit to Seth Stark, Division of Financial Administration, 32nd Floor, Corning Tower Building, Empire State Plaza, Albany, New York 12242 e-mail: seth.stark@ogs.ny.gov a written request for an interpretation thereof. If a major change is involved to which all proposers must be informed, such request for interpretation shall be delivered, in writing, no later than the question due date listed in Section 1.5- Key Events. Any interpretation of the proposed documents will be made only by an addendum duly issued. A copy of such addendum will be e-mailed to proposers who have registered Intent to Submit a Proposal.

Any addendum issued prior to the proposal due date must be acknowledged by signature, dated and be submitted as part of the Administrative Proposal. In awarding a contract, any addenda will become a part thereof.

Any verbal information obtained from, or statements made by, representatives of the Commissioner of General Services at the time of examination of the documents, pre-bid conference, or site visit shall not be construed as in any way amending contract documents. Only such corrections or addenda as are issued, in writing, to all Proposers shall become a part of the contract.

5.13 Rules of Construction

Words of the masculine and feminine genders shall be deemed and construed to include the neuter gender. Unless the context otherwise indicates, the singular number shall include the plural number and vice versa, and words importing persons shall include corporations and associations, including public bodies, as well as natural persons. The terms "hereby," "hereof," "hereto," "herein," "hereunder," and any similar terms, as used in this RFP, refer to this RFP.

6. CONTRACT CLAUSES AND REQUIREMENTS

6.1 Appendix A / Order of Precedence

Appendix A — Standard Clauses for New York State Contracts, dated October 2019 attached hereto, is hereby expressly made a part of this solicitation document as fully as if set forth at length herein. The agreement resulting from a successful award will include the following documents. Conflicts between these documents will be resolved in the following descending order of precedence:

1. Appendix A (dated October 2019)
2. Contract Agreement
3. OGS RFP Number 2344 (This Document) Including any Addenda
4. Selected Contractor's Bid

6.2 Past Practice

The failure to exercise any right hereunder in the past shall not operate as a waiver of such right. No breach of this Agreement shall be deemed waived unless such waiver shall be in writing and signed by the party claimed to have waived. No waiver of any breach of the Agreement at any time in the past shall constitute a waiver of subsequent breach.

6.3 Procurement Lobbying Requirement

Pursuant to State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between OGS and an Offerer/Proposer during the procurement process. An Offerer/Proposer is restricted from making contacts from the earliest notice of intent to solicit offers/bids through final award and approval of the Procurement Contract by OGS and, if applicable, the Office of the State Comptroller ("restricted period") to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j (3) (a). Designated staff, as of the date hereof, is identified on the first page of this solicitation. OGS employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/Proposer pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four-year period; the Offerer/Proposer is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found on the OGS website: <https://ogs.ny.gov/acpl>

6.4 Confidentiality

Contractor agrees to keep confidential and not to disclose to third parties any information provided by the OGS or learned by the Contractor during the performance of the Contract unless Contractor has received the prior written consent of the OGS to make such disclosure. This provision shall survive the expiration and termination of this Contract. The Contractor warrants that all of its operations are compliant with all federal, state and local laws, rules and regulations pertain to the privacy and/or security of personal and confidential information.

6.5 Ethics Compliance

All proposers/contractors and their employees must comply with the requirements of §§73 and 74 of the Public Officers Law, other state codes, rules, regulations, and executive orders establishing ethical standards for the conduct of business with New York State. In signing any contract resulting from this RFP, the Contractor certifies full compliance with those provisions for any present or future dealings, transactions, sales, contracts, services, offers, relations, etc., involving New York State and/or its employees. Failure to comply with those provisions may result in disqualification from the bidding process, termination of contract, and/or other civil or criminal proceedings as required by law.

6.6 Tax and Finance Clause

TAX LAW § 5-A:

Section 5-a of the Tax Law, as amended, effective April 26, 2006, requires certain contractors awarded state contracts for commodities, services and technology valued at more than \$100,000 to certify to the Department of Taxation and Finance (DTF) that they are registered to collect New York State and local sales and compensating use taxes. The law applies to contracts where the total amount of such contractors' sales delivered into New York State are in excess of \$300,000 for the four quarterly periods immediately preceding the quarterly period in which the certification is made, and with respect to any affiliates and subcontractors whose sales delivered into New York State exceeded \$300,000 for the four quarterly periods immediately preceding the quarterly period in which the certification is made.

This law imposes upon certain contractors the obligation to certify whether or not the contractor, its affiliates, and its subcontractors are required to register to collect state sales and compensating use tax and contractors must certify to DTF that each affiliate and subcontractor exceeding such sales threshold is registered with DTF to collect New York State and local sales and compensating use taxes. The law prohibits the State Comptroller, or other approving agency, from approving a contract awarded to a contractor meeting the registration requirements but who is not so registered in accordance with the law.

Contractor certification forms and instructions for completing the forms are attached to this RFP. Form ST-220-TD must be filed with and returned directly to DTF. Unless the information upon which the ST-220-TD is based changes, this form only needs to be filed once with DTF. If the information changes for the contractor, its affiliate(s), or its subcontractor(s) a new Form ST-220-TD must be filed with DTF.

Form ST-220-CA must be filed with the bid and submitted to the procuring covered agency certifying that the contractor filed the ST-220-TD with DTF. Proposed contractors should complete and return the certification forms within two business days of request (if the forms are not completed and returned with bid submission). Failure to make either of these filings may render a Proposer non-responsive and non-responsible. Proposers shall take the necessary steps to provide properly certified forms within a timely manner to ensure compliance with the law.

Vendors may call DTF at **1-800-698--2909** for any and all questions relating to Section 5-a of the Tax Law and relating to a company's registration status with the DTF. For additional information and frequently asked questions, please refer to the DTF web site: <https://tax.ny.gov/>

6.7 Freedom of Information Law / Trade Secrets

During the evaluation process, the content of each bid/proposal will be held in confidence and details of any bid/proposal will not be revealed (except as may be required under the Freedom of Information Law or other State law). The Freedom of Information Law provides for an exemption from disclosure for trade secrets or information the disclosure of which would cause injury to the competitive position of commercial enterprises. This exception would be effective both during and after the evaluation process. Should you feel your firm's bid/proposal contains any such trade secrets or other confidential or proprietary information, you must submit a request to except such information from disclosure. Such request must be in writing, must state the reasons why the information should be excepted from disclosure and must be provided at the time of submission of the subject information. This can be accomplished by completion of the applicable question on the contractor information page in Appendix B hereto. Requests for exemption of the entire contents of a bid/proposal from disclosure have generally not been found to be meritorious and are discouraged. Kindly limit any requests for exemption of information from disclosure to bona fide trade secrets or specific information, the disclosure of which would cause a substantial injury to the competitive position of your firm.

6.8 General Requirements

1. The Proposer agrees to adhere to all State and Federal laws and regulations in connection with the contract.
2. The Proposer agrees to notify OGS of any changes in the legal status or principal ownership of the firm, 45 days in advance of said change.

3. The Proposer agrees that in any contract resulting from this RFP it shall be completely responsible for its work, including any damages or breakdowns caused by its failure to take appropriate action.
4. The Proposer agrees that any contract resulting from this RFP may not be assigned, transferred, conveyed or the work subcontracted without the prior written consent of OGS.
5. For reasons of safety and public policy, in any contract resulting from this RFP, the use of illegal drugs and/or alcoholic beverages by the Contractor or its personnel shall not be permitted while performing any phase of the work herein specified.
6. For purposes of any contract resulting from this RFP, the State will not be liable for any expense incurred by the Contractor for any parking fees or as a consequence of any traffic infraction or parking violations attributable to employees of the Contractor.
7. OGS interpretation of specifications shall be final and binding upon the Contractor.
8. The Commissioner of OGS will make no allowance or concession to the Proposer for any alleged misunderstanding because of quantity, quality, character, location or other conditions.
9. Should it appear that there is a real or apparent discrepancy between different sections of specifications concerning the nature, quality or extent of work to be furnished, it shall be assumed that the Proposer has based its bid on the more expensive option. Final decision will rest with OGS.
10. INSPECTION – For purposes of any contract resulting from this RFP the quality of service is subject to inspection and may be made at any reasonable time by the State of New York. Should it be found that quality of services being performed is not satisfactory and that the requirements of the specifications are not being met, OGS may terminate the contract and employ another contractor to fulfill the requirements of the contract. The existing Contractor shall be liable to the State of New York for costs incurred on account thereof.
11. STOP WORK ORDER – OGS reserves the right to stop the work covered by this RFP and any contract(s) resulting there from at any time that it is deemed the Contractor is unable or incapable of performing the work to the state's satisfaction. In the event of such stopping, OGS shall have the right to arrange for the completion of the work in such manner as it may deem advisable and if the cost thereof exceeds the amount of the proposal, the Contractor shall be liable to the State of New York for any such costs on account thereof. In the event that OGS issues a stop work order for the work as provided herein, the Contractor shall have ten (10) working days to respond thereto before any such stop work order shall become effective. Provided, however, that if an emergency situation exists, as reasonably determined by OGS, then the stop work order shall be effective immediately.
12. NON-EXCLUSIVE- Contractor does not have an exclusive right to perform the services, and we can choose to use other vendors or state employees to perform part or all of the work.
13. It is the Contractor's responsibility to maintain the equipment and materials provided for the work consistent with applicable safety and health codes.
14. OGS reserves the right to reject and bar from the facility any employee hired by the Contractor.

6.9 Subcontractors

The State will contract only with the successful Proposer who is the Prime Contractor. The Issuing Office considers the Prime Contractor, the sole Contractor with regard to all provisions of the solicitation and the contract resulting from the solicitation. Any known / planned use of subcontractors must be disclosed in detail with the proposal. If subcontractors are to be used for base scope services, it shall be understood that the bid price includes the cost of the subcontractor and no additional markups will be allowed.

No subcontract entered into by the Contractor shall relieve the Contractor of any liabilities or obligations in this RFP or the resultant contract. The Contractor accepts full responsibility for the actions of any employee or subcontractor/subcontractor's employee(s) who carry out any of the provisions of any contract resulting from this RFP.

The Contractor's use of subcontractors shall not diminish the Contractor's obligations to complete the work in accordance with the contract. The Contractor shall coordinate and control the work of the subcontractors.

The Contractor shall be responsible for informing the subcontractors of all terms, conditions, and requirements of the contract documents.

During the term of the Contract, before any part of the contract shall be sublet, the Contractor shall submit to Director of Utilities Management or his designee (Director), Concourse Room 116, ESP, Albany, NY 12242 in writing, the name of each proposed subcontractor and obtain written consent to such subcontractor. The names shall be submitted in ample time to permit acceptance or rejection of each proposed subcontractor without causing delay in the work of this contract. The Contractor shall promptly furnish such information as the Director may require concerning the proposed subcontractor's ability and qualifications.

In the event that subcontractors must be used during the term of this contract for Additional Services work (other than specified factory inspection), the following guidelines shall apply.

- A. The Contractor shall procure goods and services using commercially reasonable and prudent practices to obtain the most favorable price and terms. The Contractor will make his/her best efforts and shall document same to obtain written proposals or bids from at least three (3) responsible service providers before selecting the best price and terms. Prior OGS approval is required for all Additional Services. The following conditions apply to competitive bidding for subcontracted additional services:
 1. Each bid will be solicited in a form and manner conducive to uniformity in all bids. The Contractor will maintain documentation of the solicitation and results.
 2. If the Contractor desires to accept other than the lowest bidder, or where competitive bids are not possible, adequate justification must be provided to the State for required prior approval.

OGS shall be free to accept or reject any proposal/subcontract submitted for State's approval, and Contractor shall provide OGS with copies of all documentation OGS may request in relation to such approval rights.

6.10 Extent of Services

OGS reserves the right to re-negotiate at its discretion and to reduce the amount of services provided under any contract resulting from this solicitation. This reduction in services shall be effectuated by written amendment to the contract and subject to approval by the Office of the State Comptroller.

6.11 Termination

1. Termination

The Office of General Services may, upon thirty (30) days' notice, terminate the contract resulting from this RFP in the event of the awarded Bidder's failure to comply with any of the proposal's requirements unless the awarded Bidder obtained a waiver of the requirement.

In addition, OGS may also terminate any contract resulting from this RFP upon ten (10) days' written notice if the Contractor makes any arrangement for the assignment for the benefit of creditors.

Furthermore, OGS shall have the right, in its sole discretion, at any time to terminate a contract resulting from this RFP, or any unit portion thereof, with or without cause, by giving thirty (30) days' written notice of termination to the Contractor.

2. Procurement Lobbying Termination

The Office of General Services reserves the right to terminate this Agreement in the event it is found that the certification filed by the Contractor in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, the Office of General Services may exercise its termination right by providing written notification to the Contractor in accordance with the written notification terms of this Agreement.

3. Effect of Termination

Any termination by OGS under this Section shall in no event constitute or be deemed a breach of any contract resulting from this RFP and no liability shall be incurred by or arise against the Office of General Services, its agents and employees therefore for lost profits or any other damages.

6.12 NYS Vendor Responsibility Questionnaire

OGS conducts a review of prospective contractors ("Proposers") to provide reasonable assurances that the Proposer is responsive and responsible. A For-Profit Business Entity Questionnaire (hereinafter "Questionnaire") is used for non-construction contracts and is designed to provide information to assess a Proposer's responsibility to conduct business in New York based upon financial and organizational capacity, legal authority, business integrity, and past performance history. By submitting a bid, Proposer agrees to fully and accurately complete the Questionnaire. The Proposer acknowledges that the State's execution of the Contract will be contingent upon the State's determination that the Proposer is responsible, and that the State will be relying upon the Proposer's responses to the Questionnaire when making its responsibility determination.

OGS recommends each Proposer file the required Questionnaire online via the New York State VendRep System. To enroll in and use the VendRep System, please refer to the VendRep System Instructions and User Support for Vendors available at the Office of the State Comptroller's (OSC) website, <https://www.osc.state.ny.us/vendrep/index.htm> or to enroll, go directly to the VendRep System online at https://www.osc.state.ny.us/vendrep/info_vrsystem.htm.

OSC provides direct support for the VendRep System through user assistance, documents, online help, and a help desk. The OSC Help Desk contact information is located at <http://www.osc.state.ny.us/portal/contactbuss.htm>. Proposers opting to complete the paper questionnaire can access this form and associated definitions via the OSC website at: http://www.osc.state.ny.us/vendrep/forms_vendor.htm.

In order to assist the State in determining the responsibility of the Proposer prior to Contract Award, the Proposer must complete and certify (or recertify) the Questionnaire no more than six (6) months prior to the bid due date. A Proposer's Questionnaire cannot be viewed by OGS until the Proposer has certified the Questionnaire. It is recommended that all Proposers become familiar with all of the requirements of the Questionnaire in advance of the bid opening to provide sufficient time to complete the Questionnaire.

The Proposer agrees that if it is awarded a Contract the following shall apply:

The Contractor shall at all times during the Contract term remain responsible. The Contractor agrees, if requested by the Commissioner of OGS or her designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.

The Commissioner of OGS or her designee, in his or her sole discretion, reserves the right to suspend any or all activities under this Contract, at any time, when he or she discovers information that calls into question the responsibility of the Contractor. In the event of such suspension, the Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the Commissioner of OGS or her designee issues a written notice authorizing a resumption of performance under the Contract.

Upon written notice to the Contractor, and a reasonable opportunity to be heard with appropriate OGS officials or staff, the Contract may be terminated by the Commissioner of OGS or her designee at the Contractor's expense where the Contractor is determined by the Commissioner of OGS or her designee to be non-responsible. In such event, the Commissioner of OGS or her designee may complete the contractual requirements in any manner he or she may deem advisable and pursue available legal or equitable remedies for breach.

In no case shall such termination of the Contract by the State be deemed a breach thereof, nor shall the State be liable for any damages for lost profits or otherwise, which may be sustained by the Contractor as a result of such termination.

6.13 New York State Vendor File Registration

Prior to being awarded a contract pursuant to this Solicitation, the Bidder(s) must be registered in the New York State Vendor File (Vendor File) administered by the Office of the State Comptroller (OSC). This is a central registry for all vendors who do business with New York State Agencies and the registration must be initiated by a State Agency. Following the initial registration, unique New York State ten-digit vendor identification numbers will be assigned to your company for usage on all future transactions with New York State. Additionally, the Vendor File enables vendors to use the Vendor Self-Service application to manage all vendor information in one central location for all transactions related to the State of New York. If Bidder is already registered in the New York State Vendor File, list the ten-digit vendor ID number on the Contractor Information page included in Appendix B of this solicitation.

If the Bidder is not currently registered in the Vendor File and is recommended for award, OGS shall request completion of OSC Substitute W-9 Form. A fillable form with instructions can be found at the link below. The Office of General Services will initiate the vendor registration process for all Bidders recommended for Contract Award. Once the process is initiated, registrants will receive an email from OSC that includes the unique ten-digit vendor identification number assigned to the company and instructions on how to enroll in the online Vendor Self-Service application. For more information on the vendor file please visit the following website: <http://www.osc.state.ny.us/vendors/index.htm>

Form to be completed: <https://www.osc.state.ny.us/sites/default/files/vendors/2017-11/vendor-form-ac3237s-fe.pdf>

6.14 Indemnification

The Contractor shall assume all risks of liability for its performance, or that of any of its officers, employees, subcontractors or agents, of any contract resulting from this solicitation and shall be solely responsible and liable for all liabilities, losses, damages, costs or expenses, including attorney's fees, arising from any claim, action or proceeding relating to or in any way connected with the performance of this Agreement and covenants and agrees to indemnify and hold harmless the State of New York, its agents, officers and employees, from any and all claims, suits, causes of action and losses of whatever kind and nature, arising out of or in connection with its performance of any contract resulting from this solicitation, including negligence, active or passive or improper conduct of the Contractor, its officers, agents, subcontractors or employees, or the failure by the Contractor, its officers, agents, subcontractors or employees to perform any obligations or commitments to the State or third parties arising out of or resulting from any contract resulting from this solicitation. Such indemnity shall not be limited to the insurance coverage herein prescribed.

6.15 Force Majeure

Neither party hereto will be liable for losses, defaults, or damages under any contract resulting from this solicitation which result from delays in performing, or inability to perform, all or any of the obligations or responsibilities imposed upon it pursuant to the terms and conditions of this solicitation, due to or because of acts of God, the public enemy, acts of government, earthquakes, floods, strikes, civil strife, fire or any other cause beyond the reasonable control of the party that was so delayed in performing or so unable to perform provided that such party was not negligent and shall have used reasonable efforts to avoid and overcome such cause. Such party will resume full performance of such obligations and responsibilities promptly upon removal of any such cause.

6.16 Encouraging Use of NYS Businesses

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

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

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

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

6.17 Sexual Harassment Prevention

Pursuant to N.Y. State Finance Law § 139-l, every bid made on or after January 1, 2019 to the State or any public department or agency thereof, where competitive bidding is required by statute, rule or regulation, for work or services performed or to be performed or goods sold or to be sold, and where otherwise required by such public department or agency, shall contain a certification that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of N.Y. State Labor Law § 201-g.

N.Y. State Labor Law § 201-g provides requirements for such policy and training and directs the Department of Labor, in consultation with the Division of Human Rights, to create and publish a model sexual harassment prevention guidance document, sexual harassment prevention policy and sexual harassment prevention training program that employers may utilize to meet the requirements of N.Y. State Labor Law § 201-g. The model sexual harassment prevention policy, model sexual harassment training materials, and further guidance for employers, can be found online at the following URL: <https://www.ny.gov/combating-sexual-harassment-workplace/employers>.

Pursuant to N.Y. State Finance Law § 139-l, any bid by a corporate bidder containing the certification required above shall be deemed to have been authorized by the board of directors of such bidder, and such authorization shall be deemed to include the signing and submission of such bid and the inclusion therein of such statement as the act and deed of the bidder.

If the Bidder cannot make the required certification, such Bidder shall so state and shall furnish with the bid a signed statement that sets forth in detail the reasons that the Bidder cannot make the certification. After review and consideration of such statement, OGS may reject the bid or may decide that there are sufficient reasons to accept the bid without such certification.

The certification required above can be found on Appendix B – NYS Required Certifications, which Bidder must submit with its bid

6.18 Participation Opportunities For New York State Certified Service-Disabled Veteran-Owned Businesses

Article 17-B of the New York State Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses ("SDVOBs"), thereby further integrating such businesses into New York State's economy. OGS recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of OGS contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, Bidders/Contractors are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

For purposes of this procurement, OGS conducted a comprehensive search and determined that the Contract does not offer sufficient opportunities to set specific goals for participation by SDVOBs as subcontractors, service providers, and suppliers to Contractor. Nevertheless, Bidder/Contractor is encouraged to make good faith efforts to promote and assist in the participation of SDVOBs on the Contract for the provision of services and materials. The directory of New York State Certified SDVOBs can be viewed at: <https://ogs.ny.gov/veterans/>

Bidder/Contractor is encouraged to contact the Office of General Services' Division of Service-Disabled Veteran's Business Development at 518-474-2015 or VeteransDevelopment@ogs.ny.gov to discuss methods of maximizing participation by SDVOBs on the Contract.

6.19 INFORMATION SECURITY BREACH

In accordance with the Information and Security Breach Notification Act (ISBNA) (Chapter 442 of the Laws of 2005, as amended by Chapter 491 of the Laws of 2005), a Contractor with OGS shall be responsible for all applicable provisions of the ISBNA and the following terms herein with respect to any private information (as defined in the ISBNA) received by or on behalf of OGS under this Agreement.

- Contractor shall supply OGS with a copy of its notification policy, which shall be modified to be in compliance with this provision, as well as OGS's notification policy.
- Contractor must encrypt any database fields and backup tapes that contain private data elements, as set forth in the ISBNA.
- Contractor must ensure that private data elements are encrypted in transit to / from their systems.
- In general, contractor must ensure that private data elements are not displayed to users on computer screens or in printed reports; however, specific users who are authorized to view the private data elements and who have been properly authenticated may view/receive such data.
- Contractor must monitor for breaches of security to any of its systems that store or process private data owned by OGS.
- Contractor shall take all steps as set forth in ISBNA to ensure private information shall not be released without authorization from OGS.
- In the event a security breach occurs as defined by ISBNA Contractor shall immediately notify OGS and commence an investigation in cooperation with OGS to determine the scope of the breach.
- Contractor shall also take immediate and necessary steps needed to restore the information security system to prevent further breaches.
- Contractor shall immediately notify OGS following the discovery that OGS's system security has been breached.
- Unless the Contractor is otherwise instructed, Contractor is to first seek consultation and receive authorization from OGS prior to notifying the individuals whose personal identity information was compromised by the breach of security, the New York State Chief Information Security Office, the Department of State Division of Consumer Protection, the Attorney General's Office or any consuming reporting agencies of a breach of the information security system or concerning any determination to delay notification for law enforcement investigations.
- Contractor shall be responsible for providing all notices required by the ISBNA and for all costs associated with providing said notices.
- This policy and procedure shall not impair the ability of the Attorney General to bring an action against the Contractor to enforce all provisions of the ISBNA or limit the Contractor's liability for any violations of the ISBNA.

APPENDIX A

STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS

**PLEASE RETAIN THIS DOCUMENT
FOR FUTURE REFERENCE.**

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STANDARD CLAUSES FOR NYS CONTRACTS

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

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

2. NON-ASSIGNMENT CLAUSE. In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the State's previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article XI of the State Finance Law may be waived at the discretion of the contracting agency and with the concurrence of the State Comptroller where the original contract was subject to the State Comptroller's approval, where the assignment is due to a reorganization, merger or consolidation of the Contractor's business entity or enterprise. The State retains its right to approve an assignment and to require that any Contractor demonstrate its responsibility to do business with the State. The Contractor may, however, assign its right to receive payments without the State's prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

3. COMPTROLLER'S APPROVAL. In accordance with Section 112 of the State Finance Law (or, if this contract is with the State University or City University of New York, Section 355 or Section 6218 of the Education Law), if this contract exceeds \$50,000 (or the minimum thresholds agreed to by the Office of the State Comptroller for certain S.U.N.Y. and C.U.N.Y. contracts), or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$25,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller's approval of contracts let by the Office of General Services is required when such contracts exceed \$85,000 (State Finance Law § 163.6-a). However, such pre-approval shall not be required for any contract established as a centralized contract through the Office of General Services or for a purchase order or other transaction issued under such centralized contract.

4. WORKERS' COMPENSATION BENEFITS. In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the

Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

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

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

a of Section 220 of the Labor Law shall be a condition precedent to payment by the State of any State approved sums due and owing for work done upon the project.

7. NON-COLLUSIVE BIDDING CERTIFICATION. In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

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

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

10. RECORDS. The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, the "Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the

agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

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

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

12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN. In accordance with Section 312 of the Executive Law and 5 NYCRR Part 143, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of

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

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

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

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

Contractor will include the provisions of "a," "b," and "c" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this clause. The

contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

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

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

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

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

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

18. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS. The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the State.

In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by

any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in § 165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES. In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

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

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

NYS Department of Economic Development
Division for Small Business
Albany, New York 12245
Telephone: 518-292-5100
Fax: 518-292-5884
email: opa@esd.ny.gov

A directory of certified minority- and women-owned business enterprises is available from:

NYS Department of Economic Development
Division of Minority and Women's Business Development
633 Third Avenue
New York, NY 10017
212-803-2414
email: mwbecertification@esd.ny.gov
<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>

The Omnibus Procurement Act of 1992 (Chapter 844 of the Laws of 1992, codified in State Finance Law § 139-i and Public Authorities Law § 2879(3)(n)-(p)) requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority- and

women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

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

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

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

21. RECIPROCITY AND SANCTIONS PROVISIONS. Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively, codified in State Finance Law § 165(6) and Public Authorities Law § 2879(5))) require that they be denied contracts which they would otherwise obtain. NOTE: As of October 2019, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii.

22. COMPLIANCE WITH BREACH NOTIFICATION AND DATA SECURITY LAWS. Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law § 899-aa and State Technology Law § 208) and commencing March 21, 2020 shall also comply with General Business Law § 899-bb.

23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW. If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal or similar services, then, in accordance with Section 163 (4)(g) of the State Finance Law (as amended by Chapter 10 of the Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.

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

25. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.

To the extent this agreement is a contract as defined by Tax Law § 5-a, if the contractor fails to make the certification required by Tax Law § 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law § 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.

26. IRAN DIVESTMENT ACT. By entering into this Agreement, Contractor certifies in accordance with State Finance Law § 165-a that it is not on the "Entities Determined to be Non-Responsive Bidders/Offerers pursuant to the New York State Iran Divestment Act of 2012" ("Prohibited Entities List") posted at: <https://ogs.ny.gov/list-entities-determined-be-non-responsive-biddersofferers-pursuant-nys-iran-divestment-act-2012>

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

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

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

27. ADMISSIBILITY OF REPRODUCTION OF CONTRACT. Notwithstanding the best evidence rule or any other legal principle or rule of evidence to the contrary, the Contractor acknowledges and agrees that it waives any and all objections to the admissibility into evidence at any court proceeding or to the use at any examination before trial of an electronic reproduction of this contract, in the form approved by the State Comptroller, if such approval was required, regardless of whether the original of said contract is in existence.

Solicitation

Appendix B – Required Forms

Required Forms – Table of Contents

The following required forms are to be submitted with the proposer's proposal. The forms include:

- ☐ Contractor Information Page
- ☐ Corporate Acknowledgement (must be notarized)
- ☐ Offerer's Affirmation of Understanding of and Agreement pursuant to New York State Finance Law §139-j (3) and §139-j (6) (b)
- ☐ Offerer Disclosure of Prior Non-Responsibility Determinations
- ☐ Offerer's Certification of Compliance with State Finance Law §139-k(5)
- ☐ NYS Required Certifications
 - Nondiscrimination In Employment In Northern Ireland Macbride Fair Employment Principles
 - Non-Collusive Bidding Certification
 - Diesel Emission Reduction Act
 - Executive Order No 177 Certification
 - State Finance Law § 139-I Certification
 - Small Business Certifications
- ☐ ST-220 -TD Taxation & Finance Contractor Certification
(Submitted directly to Taxation & Finance)
- ☐ ST-220 -CA Taxation and Finance Covered Agency Certification
- ☐ EEO 100- Equal Employment Opportunity Staffing Plan
- ☐ MWBE 100- MWBE Utilization Plan

Contractor Information

Solicitation Number

Offerer affirms that it understands and agrees to comply with the procedures of the Government Entity relative to permissible contacts as required by New York State Finance Law §139-j (3) and §139-j (6) (b).

Authorized Signature		Date	
Print Name		Title	
Company Name			
Federal ID Number		NYS Vendor ID Number	
Address			
City	State	Zip	County
Telephone Number	Ext	Toll Free Telephone	Ext
Fax Number	Toll Free Fax Number		
Email of Designated Contact			

Please identify if any of the following apply:

New York State Small Business as defined in Executive Law Section 310(20) and as detailed in the "New York State Required Certifications" included in Appendix B herein.	Yes	No
New York State Certified Minority Owned Business	Yes	No
New York State Certified Woman Owned Business	Yes	No
New York State Certified Service-Disabled Veteran-Owned Business	Yes	No
Do you understand and is your firm capable of meeting the insurance requirements to enter into a contract with New York State?	Yes	No
Will New York State Businesses be used in the performance of this contract?	Yes	No
If yes, identify New York State Business(es) that will be used; (Attach identifying information).		
Does your proposal meet all the requirements of this solicitation?	Yes	No

<p>Is your firm making a claim that any portions of its bid should be exempt from release under the Freedom of Information Law, as they constitute trade secrets, or information the disclosure of which would cause a substantial injury to your firm's competitive position? (Please review the clause entitled "Freedom of Information Law / Trade Secrets" of this Solicitation before answering).</p>	<p>Yes</p>	<p>No</p>
<p>If "Yes", please identify the specific portions of your bid for which you are claiming this exemption, and the reasons for such claimed exemption. Attach additional sheets, if necessary</p>		

<p>STATE OF _____)</p>
<p>SS.: _____</p>
<p>COUNTY OF _____)</p>
<p>On this _____ day of _____, 20__ , before me personally came _____ , to me known and known to me to be the person described in and who executed the foregoing instrument and he acknowledged to me that he executed the same.</p>
<p>_____ Notary Public Registration No. _____ State of: _____</p>

Offerer's Affirmation of Understanding of and Agreement pursuant to New York State Finance Law §139-j (3) and §139-j (6) (b)

New York State Finance Law §139-j(6)(b) provides that:

Every Governmental Entity shall seek written affirmations from all Offerers as to the Offerer's understanding of and agreement to comply with the Governmental Entity's procedures relating to permissible contacts during a Governmental Procurement pursuant to subdivision three of this section.

Offerer affirms that it understands and agrees to comply with the procedures of the Government Entity relative to permissible contacts as required by New York State Finance Law §139-j (3) and §139-j (6) (b).			
Authorized Signature		Date	
Print Name		Title	
Company Name			
Address			
City	State	Zip	

Offerer Disclosure of Prior Non-Responsibility Determinations

Background:

New York State Finance Law §139-k(2) obligates a Governmental Entity to obtain specific information regarding prior non-responsibility determinations with respect to State Finance Law §139-j. This information must be collected in addition to the information that is separately obtained pursuant to State Finance Law §163(9). In accordance with State Finance Law §139-k, an Offerer must be asked to disclose whether there has been a finding of non-responsibility made within the previous four (4) years by any Governmental Entity due to: (a) a violation of State Finance Law §139-j or (b) the intentional provision of false or incomplete information to a Governmental Entity. The terms “Offerer” and “Governmental Entity” are defined in State Finance Law § 139-k(1). State Finance Law §139-j sets forth detailed requirements about the restrictions on Contacts during the procurement process. A violation of State Finance Law §139-j includes, but is not limited to, an impermissible Contact during the restricted period (for example, contacting a person or entity other than the designated contact person, when such contact does not fall within one of the exemptions).

As part of its responsibility determination, State Finance Law §139-k(3) mandates consideration of whether an Offerer fails to timely disclose accurate or complete information regarding the above non-responsibility determination. In accordance with law, no Procurement Contract shall be awarded to any Offerer that fails to timely disclose accurate or complete information under this section, unless a finding is made that the award of the Procurement Contract to the Offerer is necessary to protect public property or public health safety, and that the Offerer is the only source capable of supplying the required Article of Procurement within the necessary timeframe. See State Finance Law §§139-j (10)(b) and 139-k(3).

Instructions:

A Governmental Entity must include a disclosure request regarding prior non-responsibility determinations in accordance with State Finance Law §139-k in its solicitation of proposals or bid documents or specifications or contract documents, as applicable, for procurement contracts. The attached form is to be completed and submitted by the individual or entity seeking to enter into a Procurement Contract. It shall be submitted to the Governmental Entity conducting the Governmental Procurement.

Offerer Disclosure of Prior Non-Responsibility Determinations

Name of Individual or Entity Seeking to Enter into the Procurement Contract			
Address			
City	State	Zip	
Person Submitting this Form	Title	Date	Contract Procurement Number

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years?	No	Yes
<i>If yes, please answer questions 2-4 before proceeding to question 5. If no, please go to question 5.</i>		
2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j	No	Yes
3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity?	No	Yes
4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.		
Governmental Entity		Date of Finding of Non-responsibility
Basis of Finding of Non-Responsibility (Add additional pages as necessary)		
5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information?	No	Yes
6. If yes, please provide details below.		
Governmental Entity		Date of Termination or Withholding of Contract
Basis of Termination or Withholding (Add additional pages as necessary)		

Offerer certifies that all information provided to the Governmental Entity with respect to State Finance Law §139-k is complete, true and accurate.

By: _____ Date: _____
Signature

Offerer's Certification of Compliance with State Finance Law §139-k(5)

New York State Finance Law §139-k(5) requires that every Procurement Contract award subject to the provisions of State Finance Law §§139-k or 139-j shall contain a certification by the Offerer that all information provided to the Office of General Services with respect to State Finance Law §139-k is complete, true and accurate.

Offerer Certification:			
<i>I certify that all information provided to the Office of General Services with respect to State Finance Law §139-k is complete, true and accurate.</i>			
Authorized Signature		Date	
Print Name		Title	
Company Name			
Address			
City	State	Zip	

Procurement Lobbying Termination

The Office of General Services reserves the right to terminate this contract in the event it is found that the certification filed by the Offerer in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, the Office of General Services may exercise its termination right by providing written notification to the Offerer in accordance with the written notification terms of this contract.

NYS REQUIRED CERTIFICATIONS

Nondiscrimination In Employment In Northern Ireland Macbride Fair Employment Principles

In accordance with Section 165 of the State Finance Law, the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either (answer yes or no to one or both of the following, as applicable):

- | | | | |
|--|----|-----|---------------|
| 1. have business operations in Northern Ireland | No | Yes | , and if yes: |
| 2. shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of compliance with such principles. | | | |
| | No | Yes | |

Non-Collusive Bidding Certification

In accordance with Section 139-d of the State Finance Law, by submitting its bid each bidder and each person signing on behalf of any other bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

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

In the event that the Bidder is unable to certify as stated above, the Bidder shall provide a signed statement which sets forth in detail the reasons why the Bidder is unable to furnish the certificate as required in accordance with State Finance Law § 139-d(1)(b).

Diesel Emission Reduction Act

Pursuant to N.Y. Environmental Conservation Law § 19-0323 (the "Law") it is a requirement that heavy duty diesel vehicles in excess of 8,500 pounds use the best available retrofit technology ("BART") and ultra-low sulfur diesel fuel ("ULSD"). The requirement of the Law applies to all vehicles owned, operated by or on behalf of, or leased by State agencies and State or regional public authorities. It also requires that such vehicles owned, operated by or on behalf of, or leased by State agencies and State or regional public authorities with more than half of its governing body appointed by the Governor utilize BART.

The Law may be applicable to vehicles used by contract vendors "on behalf of" State agencies and public authorities and require certain reports from contract vendors. All heavy duty diesel vehicles must have BART by the deadline provided in the Law. The Law also provides a list of exempted vehicles. Regulations

set forth in 6 NYCRR Parts 248 and 249 provide further guidance. The Bidder hereby certifies and warrants that all heavy duty vehicles, as defined in the Law, to be used under this contract, will comply with the specifications and provisions of the Law, and 6 NYCRR Parts 248 and 249.

Executive Order No. 177 Certification

The New York State Human Rights Law, Article 15 of the Executive Law, prohibits discrimination and harassment based on age, race, creed, color, national origin, sex, pregnancy or pregnancy-related conditions, sexual orientation, gender identity, disability, marital status, familial status, domestic violence victim status, prior arrest or conviction record, military status or predisposing genetic characteristics.

The Human Rights Law may also require reasonable accommodation for persons with disabilities and pregnancy-related conditions. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the essential functions of a job in a reasonable manner. The Human Rights Law may also require reasonable accommodation in employment on the basis of Sabbath observance or religious practices.

Generally, the Human Rights Law applies to:

- all employers of four or more people, employment agencies, labor organizations and apprenticeship training programs in all instances of discrimination or harassment;
- employers with fewer than four employees in all cases involving sexual harassment; and,
- any employer of domestic workers in cases involving sexual harassment or harassment based on gender, race, religion or national origin.

In accordance with Executive Order No. 177, the Bidder hereby certifies that it does not have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected status under the Human Rights Law.

Executive Order No. 177 and this certification do not affect institutional policies or practices that are protected by existing law, including but not limited to the First Amendment of the United States Constitution, Article 1, Section 3 of the New York State Constitution, and Section 296(11) of the New York State Human Rights Law.

State Finance Law § 139-I Certification

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

If the bidder cannot make the foregoing certification, such bidder shall so state and shall furnish with the bid a signed statement that sets forth in detail the reasons that the bidder cannot make the certification.

Small Business Certifications

State Finance Law § 163(1)(j) (Authorizes Award of Quantitative Factor Credit for Small Business Status in Evaluation for Best Value Contracts)

For purposes of New York State Finance Law § 163(1)(j), the contractor certifies that it:

___ **IS NOT** a Small Business as defined in New York State Executive Law § 310(20).

___ **IS** a Small Business as defined in New York State Executive Law § 310(20).

"Small Business" is defined under New York State Executive Law § 310(20) as a business that:

- A. has a significant business presence in New York demonstrated through one of the following:
 - 1. pays taxes in New York State, or
 - 2. purchases New York State products or materials, or
 - 3. has any payroll in New York State
- B. is independently owned and operated;
- C. is not dominant in its field; and,
- D. employs less than 300 persons.

State Finance Law § 163(6) (Authorizes Discretionary Purchases of Commodities or Services from Small Business Concerns)

For purposes of New York State Finance Law § 163(6), the contractor certifies that it:

___ **IS NOT** a Small Business Concern or Small Business as defined in New York State Finance Law § 160(8).

___ **IS** a Small Business Concern or Small Business as defined in New York State Finance Law § 160(8).

"Small Business Concern" or "Small Business" is defined under New York State Finance Law § 160(8) as a business that:

- A. is resident in New York State;
- B. is independently owned and operated;
- C. is not dominant in its field; and
- D. employs 100 or less persons.

By signing you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this Certifications document and that all information provided is complete, true and accurate.

Authorized Signature		Date	
Print Name		Title	
Company Name			
D/B/A – Doing Business As (if applicable)			
Address			
City	State	Zip	

NYS Department of Taxation and Finance - FORMS

CONTRACTOR CERTIFICATION (ST-220-TD 12/11)
CONTRACTOR CERTIFICATION TO COVERED AGENCY
(ST-220-CA 12/11)

**Contractor Certification**(Pursuant to Tax Law Section 5-a, as amended,
effective April 26, 2006)**ST-220-TD**

(4/15)

For information, consult Publication 223, *Questions and Answers Concerning Tax Law Section 5-a* (see *Need help?* below).

Contractor name				
Contractor's principal place of business		City	State	ZIP code
Contractor's mailing address (if different than above)		City	State	ZIP code
Contractor's federal employer identification number (EIN)		Contractor's sales tax ID number (if different from contractor's EIN)		Contractor's telephone number ()
Covered agency or state agency		Contract number or description		Covered agency telephone number ()
Covered agency address		City	State	ZIP code
Is the estimated contract value over the full term of the contract (but not including renewals) more than \$100,000? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown at this time <input type="checkbox"/>				

General information

Tax Law section 5-a, as amended, effective April 26, 2006, requires certain contractors awarded certain state contracts valued at more than \$100,000 to certify to the Tax Department that they are registered to collect New York State and local sales and compensating use taxes, if they made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000, measured over a specified period. In addition, contractors must certify to the Tax Department that each affiliate and subcontractor exceeding such sales threshold during a specified period is registered to collect New York State and local sales and compensating use taxes. Contractors must also file Form ST-220-CA, *Contractor Certification to Covered Agency*, certifying to the procuring state entity that they filed Form ST-220-TD with the Tax Department and that the information contained on Form ST-220-TD is correct and complete as of the date they file Form ST-220-CA.

All sections must be completed including all fields on the top of this page, all sections on page 2, Schedule A on page 3, if applicable, and *Individual, Corporation, Partnership, or LLC Acknowledgement* on page 4. If you do not complete these areas, the form will be returned to you for completion.

For more detailed information regarding this form and Tax Law section 5-a, see Publication 223, *Questions and Answers Concerning Tax Law Section 5-a, (as amended, effective April 26, 2006)*. See *Need help?* for more information on how to obtain this publication.

Note: Form ST-220-TD must be signed by a person authorized to make the certification on behalf of the contractor, and the acknowledgement on page 4 of this form must be completed before a notary public.

Mail completed form to:

**NYS TAX DEPARTMENT
DATA ENTRY SECTION
W A HARRIMAN CAMPUS
ALBANY NY 12227-0826**

Privacy notification

New York State Law requires all government agencies that maintain a system of records to provide notification of the legal authority for any request, the principal purpose(s) for which the information is to be collected, and where it will be maintained. To view this information, visit our Web site, or, if you do not have Internet access, call and request Publication 54, *Privacy Notification*. See *Need help?* for the Web address and telephone number.

Need help?Visit our Web site at **www.tax.ny.gov**

- get information and manage your taxes online
- check for new online services and features

**Telephone assistance****Sales Tax** Information Center: (518) 485-2889

To order forms and publications: (518) 457-5431

Text Telephone (TTY) Hotline (for persons with hearing and speech disabilities using a TTY): (518) 485-5082

Persons with disabilities: In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms, and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, call the information center.

I, _____, hereby affirm, under penalty of perjury, that I am _____
(name) (title)
of the above-named contractor, and that I am authorized to make this certification on behalf of such contractor.

Complete Sections 1, 2, and 3 below. Make only one entry in each section.

Section 1 – Contractor registration status

- ☐ The contractor has made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000 during the four sales tax quarters which immediately precede the sales tax quarter in which this certification is made. The contractor is registered to collect New York State and local sales and compensating use taxes with the Commissioner of Taxation and Finance pursuant to Tax Law sections 1134 and 1253, and is listed on Schedule A of this certification.
- ☐ The contractor has not made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000 during the four sales tax quarters which immediately precede the sales tax quarter in which this certification is made.

Section 2 – Affiliate registration status

- ☐ The contractor does not have any affiliates.
- ☐ To the best of the contractor's knowledge, the contractor has one or more affiliates having made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000 during the four sales tax quarters which immediately precede the sales tax quarter in which this certification is made, and each affiliate exceeding the \$300,000 cumulative sales threshold during such quarters is registered to collect New York State and local sales and compensating use taxes with the Commissioner of Taxation and Finance pursuant to Tax Law sections 1134 and 1253. The contractor has listed each affiliate exceeding the \$300,000 cumulative sales threshold during such quarters on Schedule A of this certification.
- ☐ To the best of the contractor's knowledge, the contractor has one or more affiliates, and each affiliate has not made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000 during the four sales tax quarters which immediately precede the sales tax quarter in which this certification is made.

Section 3 – Subcontractor registration status

- ☐ The contractor does not have any subcontractors.
- ☐ To the best of the contractor's knowledge, the contractor has one or more subcontractors having made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000 during the four sales tax quarters which immediately precede the sales tax quarter in which this certification is made, and each subcontractor exceeding the \$300,000 cumulative sales threshold during such quarters is registered to collect New York State and local sales and compensating use taxes with the Commissioner of Taxation and Finance pursuant to Tax Law sections 1134 and 1253. The contractor has listed each subcontractor exceeding the \$300,000 cumulative sales threshold during such quarters on Schedule A of this certification.
- ☐ To the best of the contractor's knowledge, the contractor has one or more subcontractors, and each subcontractor has not made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000 during the four sales tax quarters which immediately precede the sales tax quarter in which this certification is made.

Sworn to this ____ day of _____, 20 ____

(sign before a notary public)

(title)

Schedule A – Listing of each entity (contractor, affiliate, or subcontractor) exceeding \$300,000 cumulative sales threshold

List the contractor, or affiliate, or subcontractor in Schedule A only if such entity exceeded the \$300,000 cumulative sales threshold during the specified sales tax quarters. See directions below. For more information, see Publication 223.

A Relationship to contractor	B Name	C Address	D Federal ID number	E Sales tax ID number	F Registration in progress

- Column A – Enter **C** in column A if the contractor; **A** if an affiliate of the contractor; or **S** if a subcontractor.
- Column B – Name - If the entity is a corporation or limited liability company, enter the exact legal name as registered with the NY Department of State, if applicable. If the entity is a partnership or sole proprietor, enter the name of the partnership and each partner’s given name, or the given name(s) of the owner(s), as applicable. If the entity has a different DBA (doing business as) name, enter that name as well.
- Column C – Address - Enter the street address of the entity’s principal place of business. Do not enter a PO box.
- Column D – ID number - Enter the federal employer identification number (EIN) assigned to the entity. If the entity is an individual, enter the social security number of that person.
- Column E – Sales tax ID number - Enter only if different from federal EIN in column D.
- Column F – If applicable, enter an X if the entity has submitted Form DTF-17 to the Tax Department but has not received its certificate of authority as of the date of this certification.

Individual, Corporation, Partnership, or LLC Acknowledgment

STATE OF }
 : SS.:
COUNTY OF }

On the ____ day of _____ in the year 20____, before me personally appeared _____, known to me to be the person who executed the foregoing instrument, who, being duly sworn by me did depose and say that
_ he resides at _____,
Town of _____,
County of _____,
State of _____; and further that:

(Mark an X in the appropriate box and complete the accompanying statement.)

- ☐ (If an individual): _he executed the foregoing instrument in his/her name and on his/her own behalf.
- ☐ (If a corporation): _he is the _____
of _____, the corporation described in said instrument; that, by authority of the Board of Directors of said corporation, _he is authorized to execute the foregoing instrument on behalf of the corporation for purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name of and on behalf of said corporation as the act and deed of said corporation.
- ☐ (If a partnership): _he is a _____
of _____, the partnership described in said instrument; that, by the terms of said partnership, _he is authorized to execute the foregoing instrument on behalf of the partnership for purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name of and on behalf of said partnership as the act and deed of said partnership.
- ☐ (If a limited liability company): _he is a duly authorized member of _____
LLC, the limited liability company described in said instrument; that _he is authorized to execute the foregoing instrument on behalf of the limited liability company for purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name of and on behalf of said limited liability company as the act and deed of said limited liability company.

Notary Public

Registration No. _____

**Contractor Certification to Covered Agency**

(Pursuant to Section 5-a of the Tax Law, as amended, effective April 26, 2006)

ST-220-CA

(12/11)

For information, consult Publication 223, Questions and Answers Concerning Tax Law Section 5-a (see Need Help? on back).

Contractor name				For covered agency use only Contract number or description		
Contractor's principal place of business		City	State			ZIP code
Contractor's mailing address (if different than above)						Estimated contract value over the full term of contract (but not including renewals)
Contractor's federal employer identification number (EIN)			Contractor's sales tax ID number (if different from contractor's EIN)			
Contractor's telephone number		Covered agency name				\$
Covered agency address					Covered agency telephone number	

I, _____, hereby affirm, under penalty of perjury, that I am _____
(name) (title)

of the above-named contractor, that I am authorized to make this certification on behalf of such contractor, and I further certify that:

(Mark an X in only one box)

☐ The contractor has filed Form ST-220-TD with the Department of Taxation and Finance in connection with this contract and, to the best of contractor's knowledge, the information provided on the Form ST-220-TD, is correct and complete.

☐ The contractor has previously filed Form ST-220-TD with the Tax Department in connection with _____
(insert contract number or description)

and, to the best of the contractor's knowledge, the information provided on that previously filed Form ST-220-TD, is correct and complete as of the current date, and thus the contractor is not required to file a new Form ST-220-TD at this time.

Sworn to this ____ day of _____, 20 ____

(sign before a notary public)

(title)

Instructions

General information

Tax Law section 5-a was amended, effective April 26, 2006. On or after that date, in all cases where a contract is subject to Tax Law section 5-a, a contractor must file (1) Form ST-220-CA, *Contractor Certification to Covered Agency*, with a covered agency, and (2) Form ST-220-TD with the Tax Department before a contract may take effect. The circumstances when a contract is subject to section 5-a are listed in Publication 223, Q&A 3. See *Need help?* for more information on how to obtain this publication. In addition, a contractor must file a new Form ST-220-CA with a covered agency before an existing contract with such agency may be renewed.

Note: Form ST-220-CA must be signed by a person authorized to make the certification on behalf of the contractor, and the acknowledgement on page 2 of this form must be completed before a notary public.

When to complete this form

As set forth in Publication 223, a contract is subject to section 5-a, and you must make the required certification(s), if:

- The procuring entity is a *covered agency* within the meaning of the statute (see Publication 223, Q&A 5);
- The contractor is a *contractor* within the meaning of the statute (see Publication 223, Q&A 6); and
- The contract is a *contract* within the meaning of the statute. This is the case when it (a) has a value in excess of \$100,000 and (b) is a contract for *commodities* or *services*, as such terms are defined for purposes of the statute (see Publication 223, Q&A 8 and 9).

Furthermore, the procuring entity must have begun the solicitation to purchase on or after January 1, 2005, and the resulting contract must have been awarded, amended, extended, renewed, or assigned *on or after April 26, 2006* (the effective date of the section 5-a amendments).

Individual, Corporation, Partnership, or LLC Acknowledgment

STATE OF _____ }
: _____ SS.:
COUNTY OF _____ }

On the ____ day of _____ in the year 20____, before me personally appeared _____, known to me to be the person who executed the foregoing instrument, who, being duly sworn by me did depose and say that _____ he resides at _____,

Town of _____,

County of _____,

State of _____; and further that:

[Mark an **X** in the appropriate box and complete the accompanying statement.]

☐ (If an individual): _____ he executed the foregoing instrument in his/her name and on his/her own behalf.

☐ (If a corporation): _____ he is the _____ of _____, the corporation described in said instrument; that, by authority of the Board of Directors of said corporation, _____ he is authorized to execute the foregoing instrument on behalf of the corporation for purposes set forth therein; and that, pursuant to that authority, _____ he executed the foregoing instrument in the name of and on behalf of said corporation as the act and deed of said corporation.

☐ (If a partnership): _____ he is a _____ of _____, the partnership described in said instrument; that, by the terms of said partnership, _____ he is authorized to execute the foregoing instrument on behalf of the partnership for purposes set forth therein; and that, pursuant to that authority, _____ he executed the foregoing instrument in the name of and on behalf of said partnership as the act and deed of said partnership.

☐ (If a limited liability company): _____ he is a duly authorized member of _____, LLC, the limited liability company described in said instrument; that _____ he is authorized to execute the foregoing instrument on behalf of the limited liability company for purposes set forth therein; and that, pursuant to that authority, _____ he executed the foregoing instrument in the name of and on behalf of said limited liability company as the act and deed of said limited liability company.

Notary Public

Registration No.

Privacy notification

The Commissioner of Taxation and Finance may collect and maintain personal information pursuant to the New York State Tax Law, including but not limited to, sections 5-a, 171, 171-a, 287, 308, 429, 475, 505, 697, 1096, 1142, and 1415 of that Law; and may require disclosure of social security numbers pursuant to 42 USC 405(c)(2)(C)(i).

This information will be used to determine and administer tax liabilities and, when authorized by law, for certain tax offset and exchange of tax information programs as well as for any other lawful purpose.

Information concerning quarterly wages paid to employees is provided to certain state agencies for purposes of fraud prevention, support enforcement, evaluation of the effectiveness of certain employment and training programs and other purposes authorized by law.

Failure to provide the required information may subject you to civil or criminal penalties, or both, under the Tax Law.

This information is maintained by the Manager of Document Management, NYS Tax Department, W A Harriman Campus, Albany NY 12227; telephone (518) 457-5181.

Need help?



Visit our Web site at **www.tax.ny.gov**

- get information and manage your taxes online
- check for new online services and features



Telephone assistance

Sales Tax Information Center: (518) 485-2889

To order forms and publications: (518) 457-5431

Text Telephone (TTY) Hotline (for persons with hearing and speech disabilities using a TTY): (518) 485-5082



Persons with disabilities: In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms, and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, call the information center.



**Office of
General Services**

**Office of Minority and Women-Owned
Businesses & Community Relations**

EQUAL EMPLOYMENT OPPORTUNITY STAFFING PLAN

General instructions: Contact the Designated Contact(s) for the solicitation if you have any questions. **All Offerors** must complete an EEO Staffing Plan (EEO 100) and submit it as part of the bid or proposal package. Where the work force to be utilized in the performance of the State contract can be separated out from the contractor's total work force, the Offeror shall complete this form only for the anticipated work force to be utilized on the State contract. Where the work force to be utilized in the performance of the State contract cannot be separated out from the contractor's total work force, the Offeror shall complete this form for the contractor's total work force. Subcontractors awarded a subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor must complete this form upon request of OGS.

Instructions for completing:

1. Enter the Solicitation Number that this report applies to along with the name and address of the Offeror.
2. Check off the appropriate box to indicate if the Offeror completing the report is the contractor or a subcontractor.
3. Check off the appropriate box to indicate if the work force being reported is just for the contract or the Offerors' total work force.
4. Enter the total work force by EEO job category.
5. Break down the total work force by gender and enter under the heading "Work force by Gender."
6. Break down the total work force by race/ethnic background and enter under the heading "Work force by Race/Ethnic Identification." Enter the name, title, phone number and email address for the person completing the form. Sign and date the form in the designated boxes.

RACE/ETHNIC IDENTIFICATION

Race/ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one race/ethnic group. The race/ethnic categories for this survey are:

WHITE - (Not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

BLACK - A person, not of Hispanic origin, who has origins in any of the black racial groups of the original peoples of Africa.

HISPANIC - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

ASIAN & PACIFIC ISLANDER - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.

AMERICAN INDIAN - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
OR ALASKAN NATIVE (Not of Hispanic Origin)



EQUAL EMPLOYMENT OPPORTUNITY STAFFING PLAN

SUBMIT WITH BID OR PROPOSAL or within a reasonable time thereafter as requested by OGS, but prior to Contract Award.

Solicitation No.:	Reporting Entity: <input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor	Report includes Contractor's <input type="checkbox"/> Contractor's work force to be utilized on this contract <input type="checkbox"/> Contractor's total work force <input type="checkbox"/> Subcontractor's work force to be utilized on this contract <input type="checkbox"/> Subcontractor's total work force
Contractor/Subcontractor's Name:		
Contractor/Subcontractor's Address:		
FEIN:		

Enter the total number of employees for each classification:

EEO Job Category	Total Work Force	Work force by Gender		Work force by Race/Ethnic Identification													
		Total Male (M)	Total Female (F)	White (M) (F)		Black (M) (F)		Hispanic (M) (F)		Asian (M) (F)		American Indian or Alaskan Native (M) (F)		Veteran (M) (F)		(M)	(F)
Executive/Senior level Officials & Managers																	
First/Mid-level officials & Managers																	
Professionals																	
Technicians																	
Sales Workers																	
Administrative Support Workers																	
Craft Workers																	
Operatives																	
Laborers and Helpers																	
Service Workers																	
Totals																	

PREPARED BY (Signature):	TELEPHONE NO.:	DATE:
	EMAIL ADDRESS:	
NAME AND TITLE OF PREPARER (Print or Type):		



**Office of
General Services**

**Office of Minority and Women-Owned
Business Enterprises**

Commodities and Services

Submit Completed Plan with your bid To:

NYS Office of General Services
Financial Administration – Agency Procurement Office
Corning Tower, 32nd Floor, ESP
Albany, New York 12242

Instructions for Submitting the MWBE Utilization Plan for Commodities and Services (Form MWBE 100)

Where required in the Solicitation and/or Contract, submit the completed Plan with your bid package on the stated date and time to:

NYS Office of General Services
Financial Administration – Agency Procurement Office
Corning Tower, 32nd Floor, ESP
Albany, New York 12242
Phone: 518-474-5981

Failure to submit the Plan or obtain a waiver could result in non-award of the Contract.

- **The Plan must contain a detailed description of the supplies and/or services to be provided by each MWBE subcontractor/supplier.**
 - **Complete all items on the form with the exception of the sections marked “For OGS MWBE Use Only.”**
 - **List New York State certified MBE/WBE firms only.** Only MBE/WBE firms certified by Empire State Development’s Division of Minority and Women’s Business Development can be used to meet MWBE Goals. Non-certified firms, or firms that are pending certification, cannot be used toward goal attainment until they are NYS certified.
 - **All listed subcontractors/suppliers will be contacted and verified by OGS.**
 - Bidders/Contractors may attach additional sheets if necessary.
2. To identify New York State certified MWBEs, access Empire State Development’s MWBE directory at: <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp> For additional information regarding this directory, please call The Empire State Development Corporation at (212) 803-2414 (Downstate) or (518) 292-5250 (Upstate). Additionally, you may contact the OGS MWBE office designated contacts at (518) 486-9284 which will, upon request, provide you with a listing of certified MBE/WBE firms.
 3. Pursuant to 5 NYCRR § 142.8, Contractors must document their good faith efforts toward utilizing MWBEs on the Contract. Actions that do not constitute good faith efforts by Contractors to solicit NYS Certified MWBEs to participate in the Contract include, but are not limited to, the following:
 - (1) Self-performance of tasks on a project.
 - (2) Not engaging an MWBE because it did not submit the lowest quote for work or materials.
 4. OGS will review the submitted Plan and advise Bidder/Contractor of OGS’s acceptance or deficiency within twenty (20) days of its receipt. Bidder/Contractor shall respond to the notice of deficiency within seven (7) business days of receipt by submitting to OGS a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by OGS to be inadequate, OGS shall notify Bidder/Contractor and direct Bidder/Contractor to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals on Form BDC 333. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal. The approved Plan will be posted on the OGS website within ten (10) days of Contract Award. Any changes to the Plan must be approved by OGS.



Office of
General Services

Office of Minority and Women-Owned
Business Enterprises

Commodities and Services

Submit Completed Plan with your bid To:

NYS Office of General Services
Financial Administration – Agency Procurement Office
Corning Tower, 32nd Floor, ESP
Albany, New York 12242

MWBE UTILIZATION PLAN

☐ Initial Plan ☐ Revised plan Contract/Solicitation # _____

INSTRUCTIONS: This Utilization Plan must contain a detailed description of the supplies and/or services to be provided by each NYS Certified Minority and Women-owned Business Enterprises (MWBE) under the contract. By submission of this Plan, the Bidder/Contractor commits to good faith efforts in the utilization of MWBE subcontractors and suppliers as required by the MBE/WBE goals contained in the Solicitation/Contract. Making false representations or including information evidencing a lack of good faith as part of, or in conjunction with, the submission of a Utilization Plan is prohibited by law and may result in penalties including, but not limited to, termination of a contract for cause, loss of eligibility to submit future bids, and/or withholding of payments. Firms that do not perform commercially useful functions may not be counted toward MWBE utilization. Attach additional sheets if necessary.

BIDDER/CONTRACTOR INFORMATION

MWBE Goals In Contract

Bidder/Contractor Name:

NYS Vendor ID:

MBE %

Bidder/Contractor Address (Street, City, State and Zip Code):

WBE %

Bidder/Contractor Telephone Number:

Contract Work Location/Region:

Contract Description/Title:

CONTRACTOR INFORMATION

Prepared by (Signature):

Name and Title of Preparer:

Telephone Number:

Date:

Email Address:

IF UNABLE TO MEET THE MBE AND WBE GOALS SET FORTH IN THE SOLICITATION/CONTRACT BIDDER/CONTRACTOR MUST SUBMIT A REQUEST FOR WAIVER (FORM BDC 333)

MWBE Subcontractor/Supplier Name:

MWBE Certification: ☐ MBE ☐ WBE (If firm is dual certified please select one only)

Please identify the person you contacted:

Federal Identification No.:

Telephone No.:

Address:

Email Address:

Detailed Description of work to be provided by subcontractor/supplier:

Dollar Value of subcontracts/supplies/services (When \$ value cannot be determined put estimated % of work under the contract or value TBD based on contractual spending): \$ _____ or _____%

MWBE Subcontractor/Supplier Name:

MWBE Certification: ☐ MBE ☐ WBE (If firm is dual certified please select one only)

Please identify the person you contacted:

Federal Identification No.:

Telephone No.:

Address:

Email Address:

Detailed Description of work to be provided by subcontractor/supplier:

Dollar Value of subcontracts/supplies/services (When \$ value cannot be determined put estimated % of work under the contract or value TBD based on contractual spending): \$ _____ or _____%

FOR OGS MWBE USE ONLY

OGS MWBE Authorized Signature:

☐ Accepted

☐ Accepted as Noted

☐ Notice of Deficiency

NAME (Please Print):

MBE %/\$ _____

WBE %/\$ _____

Date Received:

Date Processed:

Comments:

NYS CERTIFIED MWBE SUBCONTRACTOR/SUPPLIER INFORMATION: The directory of New York State Certified MWBEs can be viewed at: <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=2528>

Note: All listed Subcontractors/Suppliers will be contacted and verified by OGS.

ADDITIONAL SHEET

Bidder/Contractor Name:	Contract/Solicitation # _____
--------------------------------	--------------------------------------

MWBE Subcontractor/Supplier Name:	MWBE Certification: <input type="checkbox"/> MBE <input type="checkbox"/> WBE (If firm is dual certified please select one only)		
Please identify the person you contacted:	Federal Identification No.:	Telephone No.:	
Address:	Email Address:		
Detailed Description of work to be provided by subcontractor/supplier:			
Dollar Value of subcontracts/supplies/services (When \$ value cannot be determined put estimated % of work under the contract or value TBD based on contractual spending): \$ _____ or _____%			

MWBE Subcontractor/Supplier Name:	MWBE Certification: <input type="checkbox"/> MBE <input type="checkbox"/> WBE (If firm is dual certified please select one only)		
Please identify the person you contacted:	Federal Identification No.:	Telephone No.:	
Address:	Email Address:		
Detailed Description of work to be provided by subcontractor/supplier:			
Dollar Value of subcontracts/supplies/services (When \$ value cannot be determined put estimated % of work under the contract or value TBD based on contractual spending): \$ _____ or _____%			

MWBE Subcontractor/Supplier Name:	MWBE Certification: <input type="checkbox"/> MBE <input type="checkbox"/> WBE (If firm is dual certified please select one only)		
Please identify the person you contacted:	Federal Identification No.:	Telephone No.:	
Address:	Email Address:		
Detailed Description of work to be provided by subcontractor/supplier:			
Dollar Value of subcontracts/supplies/services (When \$ value cannot be determined put estimated % of work under the contract or value TBD based on contractual spending): \$ _____ or _____%			

MWBE Subcontractor/Supplier Name:	MWBE Certification: <input type="checkbox"/> MBE <input type="checkbox"/> WBE (If firm is dual certified please select one only)		
Please identify the person you contacted:	Federal Identification No.:	Telephone No.:	
Address:	Email Address:		
Detailed Description of work to be provided by subcontractor/supplier:			
Dollar Value of subcontracts/supplies/services (When \$ value cannot be determined put estimated % of work under the contract or value TBD based on contractual spending): \$ _____ or _____%			

MWBE Subcontractor/Supplier Name:	MWBE Certification: <input type="checkbox"/> MBE <input type="checkbox"/> WBE (If firm is dual certified please select one only)		
Please identify the person you contacted:	Federal Identification No.:	Telephone No.:	
Address:	Email Address:		
Detailed Description of work to be provided by subcontractor/supplier:			
Dollar Value of subcontracts/supplies/services (When \$ value cannot be determined put estimated % of work under the contract or value TBD based on contractual spending): \$ _____ or _____%			

RFP Appendix C

Sample Contract

STATE OF NEW YORK
OFFICE OF GENERAL SERVICES
AGREEMENT FOR
CHILLER MAINTENANCE, TESTING, AND REPAIR AT THE
CENTRAL AIR CONDITIONING PLANT IN ALBANY, NY
WITH
(CONTRACTOR)

CONTRACT #OGS1-C00XXXX-1140000

THIS AGREEMENT, made this ____ day of _____, 2021 by and between the People of the State of New York, acting by and through the Commissioner of General Services, whose office is in the Corning Tower Building, at the Governor Nelson A. Rockefeller Empire State Plaza, Albany, New York 12242 (hereinafter "Commissioner", "OGS" or "State"), and (Company Name), (hereinafter "Contractor"), with an office at _____.

W I T N E S S E T H:

WHEREAS, the OGS is responsible for the chillers at the Central Air Conditioning Plant at the Empire State Plaza in Albany, NY (hereinafter the "State Office Building") and in fulfilling its responsibility deems it necessary to obtain maintenance, testing, and repair of the chillers therefore, and

WHEREAS, OGS has determined after having solicited proposals from proposers willing to supply these services, that the Contractor submitted the proposal affording the State the best value for such services and that the Contractor possesses the necessary capacity, experience and expertise for provision of maintenance, testing, and repair of chillers and that Contractor is ready, willing and able to perform such services on the terms hereinafter set forth.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties do hereby agree as follows:

1. CONSIDERATION

OGS shall pay the Contractor for all maintenance, testing, and repair of chillers, equipment fees and other fees and expenses in accordance with the amounts and rates put forth in the Contractor's proposal attached hereto as Appendix "C", which Appendix C is hereby incorporated by reference and made a part hereof as fully as if set forth as length herein. This contract will be established with a not to exceed value of \$_____. Services performed beyond this amount will not be compensated.

2. TERM

This Agreement shall commence on December 1, 2021 and terminate on November 30, 2026 unless sooner terminated as herein specified.

3. SERVICES

The Contractor agrees to perform this Agreement and to furnish the services, labor and materials required in connection therewith in accordance with all the specifications, conditions, covenants and representations contained in the Request for Proposals No. 2344, which is annexed as Appendix "B" hereto, and the Contractor's bid, annexed as Appendix "C" hereto, except as such Appendices B and C have been revised by the terms hereof. Appendix B is hereby incorporated by reference and made a part hereof with the same force and effect as if set forth at length herein.

4. TERMINATION

This Agreement may be terminated in accordance with the termination provisions set forth in the solicitation attached hereto as Appendix B hereof.

A) Termination

The Office of General Services may, upon thirty (30) days' notice, terminate the contract resulting from this RFP/IFB in the event of the awarded Bidder's failure to comply with any of the proposal's requirements unless the awarded Bidder obtained a waiver of the requirement.

In addition, OGS may also terminate any contract resulting from this RFP/IFB upon ten (10) days written notice if the Contractor makes any arrangement for the assignment for the benefit of creditors.

Furthermore, OGS shall have the right, in its sole discretion, at any time to terminate a contract resulting from this RFP/IFB, or any unit portion thereof, with or without cause, by giving thirty (30) days written notice of termination to the Contractor.

B) Procurement Lobbying Termination

The Office of General Services reserves the right to terminate this Agreement in the event it is found that the certification filed by the Contractor in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, the Office of General Services may exercise its termination right by providing written notification to the Contractor in accordance with the written notification terms of this Agreement.

C) Effect of Termination

Any termination by OGS under this Section shall in no event constitute or be deemed a breach of any contract resulting from this RFP/IFB and no liability shall be incurred by or arise against the Office of General Services, its agents and employees therefore for lost profits or any other damages.

5. RECORDS

The Contractor will maintain accurate records and accounts of services performed and monies expended under this Agreement. Such records will be maintained for six (6) years following the

close of the State fiscal year to which they pertain and will be made available to representatives of OGS or the New York State Comptroller, as may be necessary for auditing purposes, upon request.

6. TAXES

The Contractor will be responsible for all applicable Federal, State and Local taxes and all FICA contributions.

7. INDEPENDENT CONTRACTOR

It is understood and agreed that the legal status of the Contractor, its subcontractors, agents, officers and employees is that of an independent contractor and in no manner shall they be deemed employees or agents of the State of New York and, therefore, are not entitled to any of the benefits associated with such employment or designation.

8. APPENDIX A

Appendix A, Standard Clauses for New York State Contracts, attached hereto, is hereby expressly made a part of this Agreement as fully as if set forth at length herein.

9. ASSIGNMENT

Contractor agrees that it will not assign this Agreement, or any interest therein without the prior written consent of the Commissioner of General Services.

10. LAW

This Agreement shall be governed by the laws of the State of New York.

11. CONDITIONS PRECEDENT

This Agreement shall not be deemed executed, valid or binding unless and until approved in writing by the Attorney General and the State Comptroller.

12. ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement between the parties hereto and no statement, promise, condition, understanding, inducement or representation, oral or written, expressed or implied, which is not contained herein shall be binding or valid and this Agreement shall not be changed, modified or altered in any manner except by an instrument in writing executed by both parties hereto.

13. EXECUTORY CLAUSE

This Agreement shall be deemed executory only to the extent of money available to the State for performance of the terms hereof and no liability on account thereof shall be incurred by the State of New York beyond moneys available for purposes thereof.

14. INCONSISTENCIES

In the event of any discrepancy, disagreement or ambiguity between this contract agreement and Appendix B "Solicitation" and/or Appendix C "Bid", or between any Appendices, the documents

shall be given preference in the following order to interpret and to resolve such discrepancy, disagreement or ambiguity:

1. Appendix A
2. This Contract Agreement
3. Appendix B – Solicitation #2344 including Addenda
4. Appendix C – Contractor's Bid

The parties understand and agree that any and all deviations or exceptions taken by Contractor to the State's Invitation to Bid are hereby withdrawn except only to the extent that such exceptions or deviations have been explicitly incorporated into this contract agreement.

15. FORCE MAJEURE

Neither party hereto will be liable for losses, defaults, or damages under this Agreement which result from delays in performing, or inability to perform, all or any of the obligations or responsibilities imposed upon it pursuant to the terms and conditions of this Agreement, due to or because of acts of God, the public enemy, acts of government, earthquakes, floods, strikes, civil strife, fire or any other cause beyond the reasonable control of the party that was so delayed in performing or so unable to perform provided that such party was not negligent and shall have used reasonable efforts to avoid and overcome such cause. Such party will resume full performance of such obligations and responsibilities promptly upon removal of any such cause.

16. ASSIGNMENT BY STATE

The State agrees not to assign this Agreement without prior notice to and reasonable consent of the Contractor provided, however, that this Agreement may be assigned without such consent to another agency or subdivision of the State pursuant to a governmental reorganization or assignment of functions under which the pertinent functions of OGS as an agency are transferred to a successor agency or subdivision of the State.

17. NOTICES

All notices, demands, designations, certificates, requests, offers, consents, approvals and other instruments given pursuant to this Agreement shall be in writing and shall be validly given when mailed by registered or certified mail, overnight carrier or hand delivered, (i) if to the State, addressed to the State at its address set forth above, and (ii) if to Contractor, addressed to Contractor at its address set forth above. The parties may from time to time, specify any address in the United States as its address for purpose of notices under this Agreement by giving fifteen (15) days written notice to the other party. The parties agree to mutually designate individuals as their respective representatives for the purposes of this Agreement.

18. CAPTIONS

The captions contained in this Agreement are intended for convenience and reference purposes only and shall in no way be deemed to define or limit any provision thereof.

19. SEVERABILITY

In the event that any one or more of the provisions of this Agreement shall for any reason be declared unenforceable under the laws or regulations in force, such provision will not have any

effect on the validity of the remainder of this Agreement, which shall then be construed as if such unenforceable provision had never been written or was never contained in this Agreement.

20. INFORMATION SECURITY BREACH

In accordance with the Information and Security Breach Notification Act (ISBNA) (Chapter 442 of the Laws of 2005, as amended by Chapter 491 of the Laws of 2005), a Contractor with OGS shall be responsible for all applicable provisions of the ISBNA and the following terms herein with respect to any private information (as defined in the ISBNA) received by or on behalf of OGS under this Agreement.

- Contractor shall supply OGS with a copy of its notification policy, which shall be modified to be in compliance with this provision, as well as OGS's notification policy.
- Contractor must encrypt any database fields and backup tapes that contain private data elements, as set forth in the ISBNA.
- Contractor must ensure that private data elements are encrypted in transit to / from their systems.
- In general, contractor must ensure that private data elements are not displayed to users on computer screens or in printed reports; however, specific users who are authorized to view the private data elements and who have been properly authenticated may view/receive such data.
- Contractor must monitor for breaches of security to any of its systems that store or process private data owned by OGS.
- Contractor shall take all steps as set forth in ISBNA to ensure private information shall not be released without authorization from OGS.
- In the event a security breach occurs as defined by ISBNA Contractor shall immediately notify OGS and commence an investigation in cooperation with OGS to determine the scope of the breach.
- Contractor shall also take immediate and necessary steps needed to restore the information security system to prevent further breaches.
- Contractor shall immediately notify OGS following the discovery that OGS's system security has been breached.
- Unless the Contractor is otherwise instructed, Contractor is to first seek consultation and receive authorization from OGS prior to notifying the individuals whose personal identity information was compromised by the breach of security, the State Division of Homeland Security and Emergency Services Enterprise Information Security Office, the Department of State Division of Consumer Protection, the Attorney General's Office or any consuming reporting agencies of a breach of the information security system or concerning any determination to delay notification for law enforcement investigations.
- Contractor shall be responsible for providing all notices required by the ISBNA and for all costs associated with providing said notices.

- This policy and procedure shall not impair the ability of the Attorney General to bring an action against the Contractor to enforce all provisions of the ISBNA or limit the Contractor's liability for any violations of the ISBNA.

21. CONTRACTOR RESPONSIBILITY

The Contractor shall at all times during the Contract term remain responsible. The Contractor agrees, if requested by the Commissioner of OGS or her designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.

The Commissioner of OGS or her designee, in his or her sole discretion, reserves the right to suspend any or all activities under this Contract, at any time, when he or she discovers information that calls into question the responsibility of the Contractor. In the event of such suspension, the Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the Commissioner of OGS or her designee issues a written notice authorizing a resumption of performance under the Contract.

Upon written notice to the Contractor, and a reasonable opportunity to be heard with appropriate OGS officials or staff, the Contract may be terminated by the Commissioner of OGS or her designee at the Contractor's expense where the Contractor is determined by the Commissioner of OGS or her designee to be non-responsible. In such event, the Commissioner of OGS or her designee may complete the contractual requirements in any manner he or she may deem advisable and pursue available legal or equitable remedies for breach.

In no case shall such termination of the Contract by the State be deemed a breach thereof, nor shall the State be liable for any damages for lost profits or otherwise, which may be sustained by the Contractor as a result of such termination.

CONTRACT NO. C00XXXX

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

Agency Certification

"In addition to the acceptance of this Contract, I also certify that original copies of this signature page will be attached to all other exact copies of this contract."

(Company Name)

THE PEOPLE OF THE STATE OF NEW YORK

By: _____
Name:
Title:
Federal I.D. No.:
Date:

By: _____
Name:
Title:
Date:

APPROVED AS TO FORM

Attorney General

APPROVED

State Comptroller

STATE OF _____)

SS.:

COUNTY OF _____)

On this _____ day of _____, 20__ , before me personally came

_____, to me known and known to me to be the person described in and who executed the foregoing instrument and he acknowledged to me that he executed the same.

Notary Public

Registration No. _____

State of: _____

Sample Contract

Appendix A

STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS

**[Text not included at this time because it is included
elsewhere in the solicitation. Will be added when contract
is finalized]**

Sample Contract

Appendix B

Request for Proposal No 2344

SAMPLE

Sample Contract

Appendix C

Contractor's Bid

SAMPLE

RFP Appendix D Insurance Requirements

Insurance Requirements

The Bidder shall be required to procure, at its sole cost and expense, all insurance required by this Attachment.

The Bidder shall be required to provide proof of compliance with the requirements of this Attachment, as follows:

- Proof of all insurance required by Section B below shall be provided in accordance with the provisions hereof;
- After award, the Contractor shall be required to provide proof of all insurance after renewal or upon request according to the timelines set forth in Section A.13 below.

Contractors shall be required to procure, at their sole cost and expense, and shall maintain in force at all times during the term of any Contract resulting from this Solicitation, policies of insurance as required by this Attachment. All insurance required by this Attachment shall be written by companies that have an A.M. Best Company rating of "A-," Class "VII" or better. In addition, companies writing insurance intended to comply with the requirements of this Attachment should be licensed or authorized by the New York State Department of Financial Services to issue insurance in the State of New York. OGS may, in its sole discretion, accept policies of insurance written by a non-authorized carrier or carriers when certificates and/or other policy documents are accompanied by a completed Excess Lines Association of New York (ELANY) affidavit or other documents demonstrating the company's strong financial rating. If, during the term of a policy, the carrier's A.M. Best rating falls below "A-," Class "VII," the insurance must be replaced, on or before the renewal date of the policy, with insurance that meets the requirements above.

Bidders and Contractors shall deliver to OGS evidence of the insurance required by this Solicitation and any Contract resulting from this Solicitation in a form satisfactory to OGS. Policies must be written in accordance with the requirements of the paragraphs below, as applicable. While acceptance of insurance documentation shall not be unreasonably withheld, conditioned or delayed, acceptance and/or approval by OGS does not, and shall not be construed to, relieve Bidders or Contractors of any obligations, responsibilities or liabilities under this Solicitation or any Contract resulting from this Solicitation.

The Contractor shall not take any action, or omit to take any action that would suspend or invalidate any of the required coverages during the term of the Contract.

A. General Conditions Applicable to Insurance. All policies of insurance required by this Solicitation or any Contract resulting from this Solicitation shall comply with the following requirements:

- 1. Coverage Types and Policy Limits.** The types of coverage and policy limits required from Bidders and Contractors are specified in Paragraph B *Insurance Requirements* below.
- 2. Policy Forms.** Except as otherwise specifically provided herein, or agreed to in the Contract resulting from this Solicitation, all policies of insurance required by this Attachment shall be written on an occurrence basis.

3. Certificates of Insurance/Notices. Bidders and Contractors shall provide OGS with a Certificate or Certificates of Insurance, in a form satisfactory to OGS as detailed below, and pursuant to the timelines set forth in Section B below. Certificates shall name **The New York State Office of General Services, Agency Procurement Office, 32nd Floor, Corning Tower, Empire State Plaza, Albany, New York 12242** as the certificate holder.

Certificates of Insurance shall:

- Be in the form acceptable to OGS and in accordance with the New York State Insurance Law (e.g., an ACORD certificate);
- Disclose any deductible, self-insured retention, aggregate limit or exclusion to the policy that materially changes the coverage required by this Solicitation or any Contract resulting from this Solicitation;
- Be signed by an authorized representative of the referenced insurance carriers; and
- Contain the following language in the Description of Operations / Locations / Vehicles section of the Certificate or on a submitted endorsement: **Additional insured protection afforded is on a primary and non-contributory basis. A waiver of subrogation is granted in favor of the additional insureds.**

Only original documents (certificates of insurance and any endorsements and other attachments) or electronic versions of the same that can be directly traced back to the insurer, agent or broker via e-mail distribution or similar means will be accepted.

OGS generally requires Contractors to submit only certificates of insurance and additional insured endorsements, although OGS reserves the right to request other proof of insurance. Contractors should refrain from submitting entire insurance policies, unless specifically requested by OGS. If an entire insurance policy is submitted but not requested, OGS shall not be obligated to review and shall not be chargeable with knowledge of its contents. In addition, submission of an entire insurance policy not requested by OGS does not constitute proof of compliance with the insurance requirements and does not discharge Contractors from submitting the requested insurance documentation.

4. Primary Coverage. All liability insurance policies shall provide that the required coverage shall be primary and non-contributory to other insurance available to the People of the State of New York, the New York State Office of General Services, any entity authorized by law or regulation to use the Contract and their officers, agents, and employees. Any other insurance maintained by the People of the State of New York, the New York State Office of General Services, any entity authorized by law or regulation to use the Contract and their officers, agents, and employees shall be excess of and shall not contribute with the Bidder/Contractor's insurance.

5. Breach for Lack of Proof of Coverage. The failure to comply with the requirements of this Attachment at any time during the term of the Contract shall be considered a breach of the terms of the Contract and shall allow the People of the State of New York, the New York State Office of General Services, any entity authorized by law or regulation to use the Contract and their officers, agents, and employees to avail themselves of all remedies available under the Contract or at law or in equity.

6. Self-Insured Retention/Deductibles. Certificates of Insurance must indicate the applicable deductibles/self-insured retentions for each listed policy. Deductibles or self-insured retentions above \$100,000.00 are subject to approval from OGS. Such approval shall not be unreasonably withheld, conditioned or delayed. Bidders and Contractors shall be solely responsible for all claim expenses and loss payments within the deductibles or self-insured retentions. If the Bidder/Contractor is providing the required insurance through self-insurance, evidence of the financial capacity to support the self-insurance program along with a description of that program, including, but not limited to, information regarding the use of a third-party administrator shall be provided upon request.

7. Subcontractors. Prior to the commencement of any work by a Subcontractor, the Contractor shall require such Subcontractor to procure policies of insurance as required by this Attachment and maintain the same in force during the term of any work performed by that Subcontractor. An Additional Insured Endorsement CG 20 38 04 13 (or the equivalent) evidencing such coverage shall be provided to the Contractor prior to the commencement of any work by a subcontractor and pursuant to the timelines set forth in Section A.13. below, as applicable. For subcontractors that are self-insured, the subcontractor shall be obligated to defend and indemnify the above-named additional insureds with respect to Commercial General Liability and Business Automobile Liability, in the same manner that the subcontractor would have been required to pursuant to this section had the subcontractor obtained such insurance policies.

8. Waiver of Subrogation. For all liability policies (with the exception of Technology Errors and Omissions/professional Liability) and the workers' compensation insurance required below, the Bidder/Contractor shall cause to be included in its policies insuring against loss, damage or destruction by fire or other insured casualty a waiver of the insurer's right of subrogation against The People of the State of New York, the New York State Office of General Services, any entity authorized by law or regulation to use the Contract and their officers, agents, and employees, or, if such waiver is unobtainable (i) an express agreement that such policy shall not be invalidated if the Contractor waives or has waived before the casualty, the right of recovery against The People of the State of New York, the New York State Office of General Services, any entity authorized by law or regulation to use the Contract and their officers, agents, and employees or (ii) any other form of permission for the release of The People of the State of New York, the New York State Office of General Services, any entity authorized by law or regulation to use the Contract and their officers, agents, and employees. A Waiver of Subrogation Endorsement shall be provided upon request. A blanket Waiver of Subrogation Endorsement evidencing such coverage is also acceptable.

9. Additional Insured. The Contractor shall cause to be included in each of the liability policies (with the exception of Technology Errors and Omissions/Professional Liability) required below for on-going and completed operations naming as additional insured (via ISO form CG 20 10 04 13 or CG 20 38 04 13 and CG 20 37 04 13 and form CA 20 48 10 13, or a form or forms that provide equivalent coverage): The People of the State of New York, the New York State Office of General Services, any entity authorized by law or regulation to use the Contract and their officers, agents, and employees. An Additional Insured Endorsement evidencing such coverage shall be provided to OGS pursuant to the timelines set forth in Section B below. A blanket Additional Insured Endorsement evidencing such coverage is also acceptable. For Contractors who are self-insured, the Contractor shall be obligated to defend and indemnify the above-named additional insureds with respect to Commercial

General Liability and Business Automobile Liability, in the same manner that the Contractor would have been required to pursuant to this Attachment had the Contractor obtained such insurance policies.

10. *Excess/Umbrella Liability Policies.* Required insurance coverage limits may be provided through a combination of primary and excess/umbrella liability policies. If coverage limits are provided through excess/umbrella liability policies, then a Schedule of underlying insurance listing policy information for all underlying insurance policies (insurer, policy number, policy term, coverage and limits of insurance), including proof that the excess/umbrella insurance follows form must be provided upon request.

11. *Notice of Cancellation or Non-Renewal.* Policies shall be written so as to include the requirements for notice of cancellation or non-renewal in accordance with the New York State Insurance Law. Within five (5) business days of receipt of any notice of cancellation or non-renewal of insurance, the Contractor shall provide OGS with a copy of any such notice received from an insurer together with proof of replacement coverage that complies with the insurance requirements of this Solicitation and any Contract resulting from this Solicitation.

12. *Policy Renewal/Expiration* Upon policy renewal/expiration, evidence of renewal or replacement of coverage that complies with the insurance requirements set forth in this Solicitation and any Contract resulting from this Solicitation shall be delivered to OGS. If, at any time during the term of any Contract resulting from this Solicitation, the coverage provisions and limits of the policies required herein do not meet the provisions and limits set forth in this Solicitation or any Contract resulting from this Solicitation, or proof thereof is not provided to OGS, the Contractor shall immediately cease work. The Contractor shall not resume work until authorized to do so by OGS.

13. *Deadlines for Providing Insurance Documents after Renewal or Upon Request.* As set forth herein, certain insurance documents must be provided to the OGS Agency Procurement Office contact identified in the Contract Award Notice after renewal or upon request. This requirement means that the Contractor shall provide the applicable insurance document to OGS as soon as possible but in no event later than the following time periods:

- For certificates of insurance: 5 business days
- For information on self-insurance or self-retention programs: 15 calendar days
- For other requested documentation evidencing coverage: 15 calendar days
- For additional insured and waiver of subrogation endorsements: 30 calendar days

Notwithstanding the foregoing, if the Contractor shall have promptly requested the insurance documents from its broker or insurer and shall have thereafter diligently taken all steps necessary to obtain such documents from its insurer and submit them to OGS, OGS shall extend the time period for a reasonable period under the circumstances, but in no event shall the extension exceed 30 calendar days.

B. Insurance Requirements

Bidders and Contractors shall obtain and maintain in full force and effect, throughout the term of any Contract resulting from this Solicitation, at their own expense, the following insurance with limits not less than those described below and as required by the terms of any Contract resulting from this Solicitation, or as required by law, whichever is greater:

Insurance Type		Proof of Coverage is Due
Commercial General Liability	\$1,000,000 each occurrence	Upon notification of tentative award and updated in accordance with Contract
General Aggregate	\$2,000,000	
Products – Completed Operations Aggregate	\$2,000,000	
Personal and Advertising Injury	\$1,000,000	
Medical Expenses Limit	\$5,000	
Business Automobile Liability Insurance	\$1,000,000 each occurrence	
Workers' Compensation		
Disability Benefits		

1. Commercial General Liability Insurance: Such liability shall be written on the current edition of ISO occurrence form CG 00 01, or a substitute form providing equivalent coverage.

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- General Aggregate
- Products – Completed Operations Aggregate
- Personal and Advertising Injury
- Each Occurrence

Coverage shall include, but not be limited to, the following:

- Premises liability arising from operations;
- Independent contractors;
- Blanket contractual liability, including tort liability of another assumed in a contract;
- Defense and/or indemnification obligations, including obligations assumed under the Contract;
- Cross liability for additional insureds; and
- Products/completed operations for a term of no less than one (1) year, commencing upon acceptance of the work, as required by the Contract.

2. Business Automobile Liability Insurance: Such insurance shall cover liability arising out of automobiles used in connection with performance under the Contract, including owned, leased, hired and non-owned automobiles bearing or, under the circumstances under which they are being used, required by the Motor Vehicles Laws of the State of New York to bear, license plates.

In the event that the Contractor does not own, lease or hire any automobiles used in connection with performance under the Contract, the Contractor does not need to obtain Business Automobile Liability Insurance, but must attest to the fact that the Contractor does not own, lease or hire any automobiles used in connection with performance under the Contract on a form provided by OGS. If, however, during the term of the Contract, the Contractor acquires, leases or hires any automobiles that will be used in connection with performance under the Contract, the Contractor must obtain Business Automobile Liability

Insurance that meets all of the requirements of this section and provide proof of such coverage to OGS in accordance with the insurance requirements of any Contract resulting from this Solicitation.

3. Workers' Compensation Insurance and Disability Benefits Requirements

Sections 57 and 220 of the New York State Workers' Compensation Law require the heads of all municipal and state entities to ensure that businesses applying for contracts have appropriate workers' compensation and disability benefits insurance coverage. These requirements apply to both original contracts and renewals. **Failure to provide proper proof of such coverage or a legal exemption will result in a rejection of a Bid or any contract renewal. A Bidder will not be awarded a Contract unless proof of workers' compensation and disability insurance is provided to OGS.** Proof of workers' compensation and disability benefits coverage, or proof of exemption must be submitted to OGS at the time of notification of tentative award, policy renewal, contract renewal and upon request. Proof of compliance must be submitted on one of the following forms designated by the New York State Workers' Compensation Board. **An ACORD form is not acceptable proof of New York State workers' compensation or disability benefits insurance coverage.**

Proof of Compliance with Workers' Compensation Coverage Requirements:

- Form CE-200, *Certificate of Attestation for New York Entities With No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage is Not Required*, which is available on the Workers' Compensation Board's website (www.wcb.ny.gov);
- Form C-105.2 (9/15), *Certificate of Workers' Compensation Insurance*, sent to OGS by the Contractor's insurance carrier upon request, or if coverage is provided by the New York State Insurance Fund, they will provide Form U-26.3 to OGS upon request from the Contractor; or
- Form SI-12, *Certificate of Workers' Compensation Self-Insurance*, available from the New York State Workers' Compensation Board's Self-Insurance Office, or
- Form GSI-105.2, *Certificate of Participation in Workers' Compensation Group Self-Insurance*, available from the Contractor's Group Self-Insurance Administrator.

Proof of Compliance with Disability Benefits Coverage Requirements:

- Form CE-200, *Certificate of Attestation for New York Entities With No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage is Not Required*, which is available on the Workers' Compensation Board's website (www.wcb.ny.gov);
- Form DB-120.1, *Certificate of Disability Benefits Insurance*, sent to OGS by the Contractor's insurance carrier upon request; or
- Form DB-155, *Certificate of Disability Benefits Self-Insurance*, available from the New York State Workers' Compensation Board's Self-Insurance Office.

An instruction manual clarifying the New York State Workers' Compensation Law requirements is available for download at the New York State Workers' Compensation Board's website, <http://www.wcb.ny.gov>. Once on the site, click on the Employers/Businesses tab and then click on Employers' Handbook.

Contractor acknowledges that failure to obtain and/or keep in effect any or all required insurance on behalf of OGS constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to OGS. Contractor's failure to obtain and/or keep in effect any or all required insurance shall also provide the basis for OGS' immediate termination of any contract resulting from this Solicitation, subject only to a five (5) business day cure period. Any termination by OGS under this section shall in no event constitute or be deemed a breach of any contract resulting from this Solicitation and no liability shall be incurred by or arise against the Office of General Services, its agents and employees therefore for lost profits or any other damages.

RFP Appendix E

M/WBE and EEO Requirements

CONTRACTOR REQUIREMENTS AND PROCEDURES FOR PARTICIPATION BY NEW YORK STATE CERTIFIED MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISES AND EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITY GROUP MEMBERS AND WOMEN

I. New York State Law

Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations ("NYCRR"), the New York State Office of General Services ("OGS") is required to promote opportunities for the maximum feasible participation of New York State-certified Minority- and Women-owned Business Enterprises ("MWBEs") and the employment of minority group members and women in the performance of OGS contracts.

II. General Provisions

- A. OGS is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 140-145 ("MWBE Regulations") for all State contracts as defined therein, with a value (1) in excess of \$25,000 for labor, services, equipment, materials, or any combination of the foregoing or (2) in excess of \$100,000 for real property renovations and construction.
- B. The Contractor agrees, in addition to any other nondiscrimination provision of the Contract, and at no additional cost to OGS, to fully comply and cooperate with OGS in the implementation of New York State Executive Law Article 15-A and the regulations promulgated thereunder. These requirements include equal employment opportunities for minority group members and women ("EEO") and contracting opportunities for MWBEs. Contractor's demonstration of "good faith efforts" pursuant to 5 NYCRR § 142.8 shall be a part of these requirements. These provisions shall be deemed supplementary to, and not in lieu of, the nondiscrimination provisions required by New York State Executive Law Article 15 (the "Human Rights Law") or other applicable federal, State, or local laws.
- C. Failure to comply with all of the requirements herein may result in a finding of non-responsiveness, a finding of non-responsibility, breach of contract, withholding of funds, liquidated damages pursuant to clause IX of this section, and/or enforcement proceedings as allowed by the Contract and applicable law.

III. Equal Employment Opportunity (EEO)

- A. The provisions of Article 15-A of the Executive Law and the rules and regulations promulgated thereunder pertaining to equal employment opportunities for minority group members and women shall apply to all Contractors, and any subcontractors, awarded a subcontract over \$25,000 for labor, services, including legal, financial and other professional services, travel, supplies, equipment, materials, or any combination of the foregoing, to be performed for, or rendered or furnished to, the contracting State agency (the "Work") except where the Work is for the beneficial use of the Contractor.
 - 1. Contractor and subcontractors shall undertake or continue existing EEO programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability, or marital status. For these purposes, EEO shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) the performance of work or the provision of services or any other activity that is unrelated, separate, or distinct from the Contract; or (ii) employment outside New York State.

2. By entering into this Contract, Contractor certifies that the text set forth in clause 12 of Appendix A, attached hereto and made a part hereof, is Contractor's equal employment opportunity policy. In addition, Contractor agrees to comply with the Non-Discrimination Requirements set forth in clause 5 of Appendix A.

B. Form EEO 100 - Staffing Plan

To ensure compliance with this section, the Contractor agrees to submit, or has submitted with the Bid, a staffing plan on Form EEO 100 to OGS to document the composition of the proposed workforce to be utilized in the performance of the Contract by the specified categories listed, including ethnic background, gender, and federal occupational categories.

C. Form EEO 101 - Workforce Utilization Reporting Form (Commodities and Services) ("Form EEO-101-Commodities and Services")

1. The Contractor shall submit, and shall require each of its subcontractors to submit, a Form EEO-101-Commodities and Services to OGS to report the actual workforce utilized in the performance of the Contract by the specified categories listed including ethnic background, gender, and Federal occupational categories. The Form EEO-101-Commodities and Services must be submitted electronically to OGS at EEO_CentCon@ogs.ny.gov on a quarterly basis during the term of the Contract by the 10th day of April, July, October, and January.
2. Separate forms shall be completed by Contractor and all subcontractors.
3. In limited instances, the Contractor or subcontractor may not be able to separate out the workforce utilized in the performance of the Contract from its total workforce. When a separation can be made, the Contractor or subcontractor shall submit the Form EEO-101-Commodities and Services and indicate that the information provided relates to the actual workforce utilized on the Contract. When the workforce to be utilized on the Contract cannot be separated out from the Contractor's or subcontractor's total workforce, the Contractor or subcontractor shall submit the Form EEO-101-Commodities and Services and indicate that the information provided is the Contractor's or subcontractor's total workforce during the subject time frame, not limited to work specifically performed under the Contract.

- D.** Contractor shall comply with the provisions of the Human Rights Law and all other State and federal statutory and constitutional non-discrimination provisions. Contractor and subcontractors shall not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status, or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

IV. Contract Goals

- A. OGS hereby establishes an overall goal of 5% for MWBE participation, 0% for Minority-Owned Business Enterprises ("MBE") participation and 5% for Women-Owned Business Enterprises ("WBE") participation (based on the current availability of MBEs and WBEs). The total Contract goal can be obtained by utilizing any combination of MBE and/or WBE participation for subcontracting and supplies acquired under the Contract.
- B. For purposes of providing meaningful participation by MWBEs on the Contract and achieving the Contract goals established in clause IV-A hereof, Contractor should reference the directory of New York State Certified MWBEs found at the following internet address:

<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=2528>. The MWBE Regulations are located at 5 NYCRR §§ 140 – 145. Questions regarding compliance with MWBE participation goals should be directed to the Designated Contacts within the OGS Office of Minority- and Women-Owned Business Enterprises. Additionally, following Contract execution, Contractor is encouraged to contact the Division of Minority and Women's Business Development ((518) 292-5250; (212) 803-2414; or (716) 846-8200) to discuss additional methods of maximizing participation by MWBEs on the Contract.

- C. Contractor must document "good faith efforts" to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract (see clause VII below).

V. MWBE Utilization Plan

- A. In accordance with 5 NYCRR § 142.4, Bidders are required to submit a completed Utilization Plan on Form MWBE 100 with their bid.
- B. The Utilization Plan shall list the MWBEs the Bidder intends to use to perform the Contract, a description of the Contract scope of work the Bidder intends the MWBE to perform to meet the goals on the Contract, and the estimated or, if known, actual dollar amounts to be paid to an MWBE. By signing the Utilization Plan, the Bidder acknowledges that making false representations or including information evidencing a lack of good faith as part of, or in conjunction with, the submission of a Utilization Plan is prohibited by law and may result in penalties including, but not limited to, termination of a contract for cause, loss of eligibility to submit future bids, and/or withholding of payments. Any modifications or changes to the agreed participation by New York State Certified MWBEs after the Contract award and during the term of the Contract must be reported on a revised MWBE Utilization Plan and submitted to OGS.
- C. By entering into the Contract, Bidder/Contractor understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal. When an MWBE is serving as a broker on the Contract, only 25 percent of all sums paid to a broker shall be deemed to represent the commercially useful function performed by the MWBE.
- D. OGS will review the submitted MWBE Utilization Plan and advise the Bidder of OGS acceptance or issue a notice of deficiency within 30 days of receipt.
- E. If a notice of deficiency is issued; Bidder agrees that it shall respond to the notice of deficiency, within seven (7) business days of receipt, by submitting to OGS a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by OGS to be inadequate, OGS shall notify the Bidder and direct the Bidder to submit, within five (5) business days of notification by OGS, a request for a partial or total waiver of MWBE participation goals on Form BDC 333. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.
- F. OGS may disqualify a Bidder's bid/proposal as being non-responsive under the following circumstances:
 - (a) If a Bidder fails to submit an MWBE Utilization Plan;
 - (b) If a Bidder fails to submit a written remedy to a notice of deficiency;
 - (c) If a Bidder fails to submit a request for waiver; or
 - (d) If OGS determines that the Bidder has failed to document good faith efforts.

- G. If awarded a Contract, Contractor certifies that it will follow the submitted MWBE Utilization Plan for the performance of MWBEs on the Contract pursuant to the prescribed MWBE goals set forth in clause IV-A of this Section.
- H. Bidder/Contractor further agrees that a failure to submit and/or use such completed MWBE Utilization Plan shall constitute a material breach of the terms of the Contract. Upon the occurrence of such a material breach, OGS shall be entitled to any remedy provided herein, including but not limited to, a finding of Contractor non-responsiveness.

VI. Request for Waiver

- A. Prior to submission of a request for a partial or total waiver, Bidder/Contractor shall speak to the Designated Contacts of the OGS Office of Minority- and Women-Owned Business Enterprises for guidance.
- B. In accordance with 5 NYCRR § 142.7, a Bidder/Contractor who is able to document good faith efforts to meet the goal requirements, as set forth in clause VII below, may submit a request for a partial or total waiver on Form BDC 333, accompanied by supporting documentation. A Bidder may submit the request for waiver at the same time it submits its MWBE Utilization Plan. If a request for waiver is submitted with the MWBE Utilization Plan and is not accepted by OGS at that time, the provisions of clauses V(C), (D) & (E) will apply. If the documentation included with the Bidder's/Contractor's waiver request is complete, OGS shall evaluate the request and issue a written notice of acceptance or denial within twenty (20) business days of receipt.
- C. Contractor shall attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract award may be made at any time during the term of the Contract to OGS, but must be made no later than prior to the submission of a request for final payment on the Contract.
- D. If OGS, upon review of the MWBE Utilization Plan and Monthly MWBE Contractor Compliance Reports, determines that Contractor is failing or refusing to comply with the contract goals and no waiver has been issued in regards to such non-compliance, OGS may issue a notice of deficiency to the Contractor. The Contractor must respond to the notice of deficiency within seven (7) business days of receipt. Such response may include a request for partial or total waiver of MWBE contract goals.

VII. Required Good Faith Efforts

In accordance with 5 NYCRR § 142.8, Contractors must document their good faith efforts toward utilizing MWBEs on the Contract. Evidence of required good faith efforts shall include, but not be limited to, the following:

1. A list of the general circulation, trade, and MWBE-oriented publications and dates of publications in which the Contractor solicited the participation of certified MWBEs as subcontractors/suppliers, copies of such solicitations, and any responses thereto.
2. A list of the certified MWBEs appearing in the Empire State Development ("ESD") MWBE directory that were solicited for this Contract. Provide proof of dates or copies of the solicitations and copies of the responses made by the certified MWBEs. Describe specific reasons that responding certified MWBEs were not selected.
3. Descriptions of the Contract documents/plans/specifications made available to certified MWBEs by the Contractor when soliciting their participation and steps taken to structure the scope of work for the purpose of subcontracting with, or obtaining supplies from, certified MWBEs.
4. A description of the negotiations between the Contractor and certified MWBEs for the purposes of complying with the MWBE goals of this Contract.

5. Dates of any pre-bid, pre-award, or other meetings attended by Contractor, if any, scheduled by OGS with certified MWBEs whom OGS determined were capable of fulfilling the MWBE goals set in the Contract.
6. Other information deemed relevant to the request.

VIII. Monthly MWBE Contractor Compliance Report

- A. In accordance with 5 NYCRR § 142.10, Contractor is required to report Monthly MWBE Contractor Compliance to OGS during the term of the Contract for the preceding month's activity, documenting progress made towards achievement of the Contract MWBE goals. OGS requests that all Contractors use the New York State Contract System ("NYSCS") to report subcontractor and supplier payments made by Contractor to MWBEs performing work under the Contract. The NYSCS may be accessed at <https://ny.newnycontracts.com/>. This is a New York State-based system that all State agencies and authorities will be implementing to ensure uniform contract compliance reporting throughout New York State.
- B. When a Contractor receives a payment from a State agency, it is the Contractor's responsibility to pay its subcontractors and suppliers in a timely manner. On or after the first day of each month, the Contractor will receive an email or fax notification ("audit notice") indicating that a representative of its company needs to log-in to the NYSCS to report the company's MWBE subcontractor and supplier payments for the preceding month. The Contractor must also report when no payments have been made to a subcontractor or supplier in a particular month with entry of a zero dollar value in the NYSCS. Once subcontractor and supplier payments have been entered into the NYSCS, the subcontractor(s) and supplier(s) will receive an email or fax notification advising them to log into the NYSCS to confirm that they actually received the reported payments from the Contractor. It is the Contractor's responsibility to educate its MWBE subcontractors and suppliers about the NYSCS and the need to confirm payments made to them in the NYSCS.
- C. To assist in the use of the NYSCS, OGS recommends that all Contractors and MWBE subcontractors and suppliers sign up for the following two webinar trainings offered through the NYSCS: **"Introduction to the System – Vendor training"** and **"Contract Compliance Reporting - Vendor Training"** to become familiar with the NYSCS. To view the training schedule and to register visit: <https://ny.newnycontracts.com/events.asp>
- D. As soon as possible after the Contract is approved, Contractor should visit <https://ny.newnycontracts.com> and click on **"Account Lookup"** to identify the Contractor's account by company name. Contact information should be reviewed and updated if necessary by choosing **"Change Info."** It is important that the staff member who is responsible for reporting payment information for the Contractor be listed as a user in the NYSCS. Users who are not already listed may be added through **"Request New User."** When identifying the person responsible, please add **"- MWBE Contact"** after his or her last name (i.e., John Doe – MWBE Contact) to ensure that the correct person receives audit notices from the NYSCS. NYSCS Technical Support should be contacted for any technical support questions by clicking on the links for **"Contact Us & Support"** then **"Technical Support"** on the NYSCS website.
- E. If Contractor is unable to report MWBE Contractor Compliance via the NYSCS, Contractor must submit a Monthly MWBE Contractor Compliance Report on Form MWBE 102 to OGS, by the 10th day of each month during the term of the Contract, for the preceding month's activity to: OGS MWBE Office, 29th Floor Corning Tower, Empire State Plaza, Albany, NY 12242. Phone: 518-486-9284; Fax: 518-486-9285.

- F. It is the Contractor's responsibility to report subcontractor and supplier payments. Failure to respond to payment audits in a timely fashion through the NYSCS, or by paper to OGS, may jeopardize future payments pursuant to the MWBE liquidated damages provisions in clause IX below.

IX. Breach of Contract and Liquidated Damages

- A. Where OGS determines that the Contractor is not in compliance with the requirements of this Contract, and the Contractor refuses to comply with such requirements, or if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in the Contract, the Contractor shall be obligated to pay liquidated damages to OGS.
- B. Such liquidated damages shall be calculated as an amount equaling the difference between:
1. All sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and
 2. All sums actually paid to MWBEs for work performed or materials supplied under the Contract.
- C. If OGS determines that Contractor is liable for liquidated damages and such identified sums have not been withheld by OGS, Contractor shall pay such liquidated damages to OGS within sixty (60) days after they are assessed. Provided, however, that if the Contractor has filed a complaint with the Director of the Division of Minority and Women's Business Development pursuant to 5 NYCRR § 142.12, liquidated damages shall be payable only in the event of a determination adverse to the Contractor following the complaint process.

X. Fraud

Any suspicion of fraud, waste, or abuse involving the contracting or certification of MWBEs shall be immediately reported to ESD's Division of Minority and Women's Business Development at (855) 373-4692.

ALL FORMS ARE AVAILABLE AT: <https://ogs.ny.gov/mwbe/forms>

OGS
RFP 2344

Chiller Maintenance, Testing, and Repair at the Central Air Conditioning Plant in Albany, NY
Group 71007

RFP Attachment 1
Cost Proposal Form

ATTACHMENT 1 COST PROPOSAL FORM

The Undersigned proposes to perform the Work required for this project in accordance with the Contract Documents for the following amount:

Annual Service Requirements (Item 1 Base Bid)	Price per Inspection/Test/Lift		# of Inspections/Test/Lift	Total
Item A: Class B Steam Turbine Inspection	\$ _____/inspection	x	16 inspections	= \$ _____
Item B: Class A Steam Turbine Inspection & Lift	\$ _____/lift	x	4 lifts	= \$ _____
Item C: 17P400 Refrigerant Compressor Teardown Inspection	\$ _____/inspection	x	4 inspections	= \$ _____
Item D: 17P400 Refrigerant Compressor Bearing Inspection	\$ _____/inspection	x	16 inspections	= \$ _____
Item E: 17DA Compressor/Drive Inspection (1/year)	\$ _____/inspection	x	5 inspections	= \$ _____
Item F: 17DA Compressor/Drive Teardown Inspection (1/contract)	\$ _____/inspection	x	1 inspections	= \$ _____
Item G: EDP Chiller Inspection (2/year)	\$ _____/inspection	x	10 inspections	= \$ _____
Item H: Eddy Current Testing	\$ _____/test	x	27 tests	= \$ _____
Item I: Primary Chilled Water Pump/VS Drive Maintenance	\$ _____/year	x	5 years	= \$ _____
Item J: Internal Converter Capacitors Replacement	\$ _____	x	1 occurrence	= \$ _____

1.) **5 Year Base Bid Total (Items A-J above)** = \$ _____

2.) **Mechanical Maintenance Labor (Item 2)**

Estimated 3000 hours (600 hours/year x 5 years) x \$ _____/hour = \$ _____

Additional Services (Item 3)

i.) **Labor Rate:** estimated 280 hours/year x \$ _____/hour = \$ _____

ii.) **Subcontractor Markup:** estimated \$150,000.00/year x 5% markup = \$157,500.00

iii.) **Material Markup:** estimated \$80,000.00/year x _____% markup = \$ _____

(e.g.: $\$100,000.00 \times 5\% = \$5,000.00 + \$100,000.00 = \$105,000.00$)

Note: Material Markup may not exceed 30%

3.) 5-year Additional Services total: (i+ii+iii) = \$ _____ x 5 years = \$ _____

Grand Total (Item 4)

4.) Item 1 \$ _____ + Item 2 \$ _____ + Item 3 \$ _____ = \$ _____

Early payment discounts offered _____% / ____ days after receipt of proper invoice

_____% / ____ days after receipt of proper invoice

NOTE: Bid submitted must include a value for each Item amount listed on the Cost Form. Failure to do so will result in the rejection of the Bid.

SIGN BID HERE

Authorized Signature

PRINT NAME

TITLE

OFFICIAL
COMPANY NAME

FEIN

RFP Attachment 2

Bid Submission Checklist

In order for the State to evaluate bids fairly and completely, proposers are strongly encouraged to provide all of the information requested. Proposers should indicate in the column "Proposal Location" the page number of their proposal that addresses each stated checklist item.

Covered by RFQ 2415 Section	Checklist Item	Quote Location (pg #)
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Technical Proposal-

Cover Letter

Section 3.2.1.1	Did you state in your Cover Letter that you understand and will comply with all the provisions of this RFP?	
Sections 1.5 and 3.2.1.1	Have you addressed how your company will be prepared to start services in accordance with the date as indicated on Section 1.5 – Key Events of the RFP?	
Section 3.2.1.1	Did you include the full contact information of your designated contact? Did you include the name of the principal(s) of the company responsible for this contract if awarded including their function, title?	
Section 3.2.1.1	Did a Proposer Representative authorized to make contractual obligations sign the Cover Letter?	

Minimum Qualifications

Section 3.2.1.2 #1	Did you provide client / project references that can confirm the Proposer has been actively and normally engaged in chiller maintenance, testing, and repair on steam driven centrifugal for a minimum of (5) five years.	
Section 3.2.1.2 #2	Did you include proposed technicians' resumes?	

Experience and Qualifications

Section 3.2.1.3 #1	Did you describe the number of years the firm has been maintaining, testing, and repairing steam driven chillers?	
Section 3.2.1.3 #2 and section 1.1	Did you describe experience specifically working with equipment listed in section 1.1 Overview?	
Section 3.2.1.3 #3	Did you describe projects that the firm has successfully completed with emphasis on projects similar in scope to this project? Did you include the number of projects, scope of projects, makes and models of equipment serviced, and the location of the projects. Include reference contact information for the 3 largest projects?	
Section 3.2.1.3 #4	Did you describe provide resumes, credentials, experience, certifications, etc. (see Section 2.12 – Staffing Requirements) of proposed personnel planned for working on this equipment?	

Plan of Operation/Staffing Plan

Section 3.2.1.4 #1	Did you detail your Operation Plan?	
Section 3.2.1.4 #2	Did you detail your staffing plan and include address from which technicians would be dispatched from?	

Cost Proposal-

Cost Proposal Form

Attachment 1	You have not altered the Cost Proposal form in any way?	
	Is it signed by your Authorized Representative?	
	Did you verify math?	

Administrative Proposal

Appendix B	Contractor Information Page	
	Corporate Acknowledgement (must be notarized)	
	Offerer's Affirmation of Understanding of and Agreement pursuant to New York State Finance Law	
	Offerer Disclosure of Prior Non-Responsibility Determinations	
	Offerer's Certification of Compliance with State Finance Law §139-k(5)	
	NYS Required Certifications	
	Submit ST-220-TD directly to Taxation and Finance	
	ST-220-CA	
	EEO100 Staffing Plan	
	MWBE Utilization Plan	

Addenda

Online	Are all bid addendums signed and included with the bid?	
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One Last Check

	Did you submit the page number in the column "Proposal Location" for each of the criteria above?	
	Did you submit three original copies each of the Technical Proposal, Cost Proposal, and Administrative Proposal? (Originals contain a unique signature on each of the signed pages)	
	Did you submit five Exact Copies of the Technical Proposal? (Exact Copies can be photocopied and do not require a unique signature)	

	Did you submit one digital copy (thumb drive) of the complete RFP Response? If there are any differences between the paper submission and the electronic submission, the paper submission shall take precedence.	
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I certify, with my signature below, that all required information listed above is completed and included in this bid submission.

Authorized Signature: _____

Date: _____

Print Name and Title: _____

Company represented: _____

RFP Attachment 3

Schedule of Maintenance

RFP 2344

Service Year	Equipment	Eddy Current			17P400 Steam Driven Compressor (Chiller # 1, 2, 3, 5)				17DA Electric Driven Compressor (Chiller #4)		500-Ton York EDP Chillers			
		Refrigerant Condenser	Refrigerant Evaporator	Steam Condenser	Class A Steam Turbine Inspection & Lift	Refrigerant Compressor Teardown Inspection	Class B Steam Turbine Inspection	Refrigerant Compressor Bearing Inspection	Refrigerant Compressor/ Drive Inspection	Refrigerant Compressor/ Drive Teardown Inspection	General Maintenance	Refrigeration System Maintenance	Condenser Tube Cleaning	Performance Check
YEAR 1 SFY 21/22	Chiller 1						X	X						
	Chiller 2						X	X						
	Chiller 3	X	X	X			X	X						
	Chiller 4								X					
	Chiller 5	X	X	X	X	X								
	EDP Chiller #1 & 2										X	X	X	X
YEAR 2 SFY 22/23	Chiller 1	X	X	X			X	X						
	Chiller 2						X	X						
	Chiller 3				X	X								
	Chiller 4								X					
	Chiller 5						X	X						
	EDP Chiller #1 & 2										X	X	X	X
YEAR 3 SFY 23/24	Chiller 1				X	X								
	Chiller 2	X	X	X			X	X						
	Chiller 3						X	X						
	Chiller 4	X	X						X					
	Chiller 5						X	X						
	EDP Chiller #1 & 2										X	X	X	X
YEAR 4 SFY 24/25	Chiller 1						X	X						
	Chiller 2				X	X								
	Chiller 3	X	X	X			X	X						
	Chiller 4								X					
	Chiller 5	X	X	X			X	X						
	EDP Chiller #1 & 2	X	X								X	X	X	X
YEAR 5 SFY 25/26	Chiller 1	X	X	X			X	X						
	Chiller 2						X	X						
	Chiller 3						X	X						
	Chiller 4								X	X				
	Chiller 5						X	X						
	EDP Chiller #1 & 2										X	X	X	X