

Request for Proposals for
Grant Consultant Services
for the City of Niagara Falls, New York



RFP No. 2021-01
Proposals Due: Friday, January 8, 2021 at 2:00 p.m.

Section 1 - Introduction and Instructions

Purpose of the RFP

This Request for Proposal (RFP) is issued by the City of Niagara Falls, New York (hereinafter referred to as the "City"). The City is seeking proposals from individuals/firms to serve as a grant consultant to the City. The successful vendor shall act as an independent contractor and will be expected to provide grant writing, preparation, monitoring and reporting services to the City.

Contact Person(s), Title, Address and Telephone Number

Douglas A. Janese, Jr.
Purchasing Agent
745 Main Street, Room 214
Niagara Falls, New York 14301
Phone: (716) 286-4372

RFP Schedule

This schedule represents the City's best estimate of the schedule that will be followed for this RFP. If a component of this schedule such as the deadline for receipt of proposals is delayed, the rest of the schedule will be shifted by the same number of days.

The approximate RFP schedule (subject to change as required by the City) is as follows:

RFP issued: December 10, 2020
Written Clarification Questions Deadline: December 29, 2020
City's Response to Written Clarification Questions: January 4, 2021
Proposals due: Friday, January 8, 2021 at 2:00 p.m.
City Council Meeting for Possible Award: February 3, 2021

General Instructions

The City will officially distribute submission package documents from the Division of Purchasing. Submission package documents are also available on the Purchasing Division's website, www.niagarafallsusa.org/government/city-departments/purchasing. Copies from any other source are not considered official copies. Only those vendors who obtain documents from the sources listed are guaranteed to receive addendum information, if such information is issued. If you have obtained this document from a source other than the sources listed, it is recommended that you obtain an official copy.

The envelope or packing container containing the submission must bear the vendor name and address, be sealed and must be clearly marked in the LOWER LEFT CORNER with the submission number. Submissions which are received in a packing envelope or container should also bear the submission number in a conspicuous place. Failure to do this may necessitate the premature opening of the submission which may compromise its confidentiality.

General Instructions (continued)

Vendor(s) must submit or deliver one (1) original and five (5) paper copies, together with one copy in PDF format on a USB/thumb drive of the proposal to:

CITY OF NIAGARA FALLS, NEW YORK
DIVISION OF PURCHASING
City Hall, Room 214
745 Main Street
PO Box 69
Niagara Falls, NY 14302-0069

Vendors will not be permitted to enter City Hall during the time in which it is closed to the public. Vendors should make every effort to deliver RFP packages via USPS, UPS, FedEx or a similar delivery service. Please note that those deliveries must still be received by the Purchasing Division no later than the scheduled time set forth on Page 1 herein. Vendors who are unable to utilize a delivery service may call 716-286-4371 and make an appointment to drop off a package to a member of the Purchasing Division staff at the parking lot entrance door to City Hall. Calls to schedule an appointment should be made no later than 4:00 p.m. the day before the scheduled opening. The City takes no responsibility for the late arrival of RFP packages due to delivery failure or the failure to leave adequate time for an appointment to be scheduled.

Proposals will not be publicly read at the opening. Proposals may not be delivered orally, by facsimile transmission, by other telecommunication, or electronic means. Vendors assume the risk of the method of dispatch chosen. Postmarking by the due date will not substitute for actual proposal receipt by the City. A vendor's failure to submit its proposal prior to the deadline will cause the proposal to be rejected. Late proposals or amendments will not be opened or accepted for evaluation.

The total number of pages contained in this package should be nineteen (19). If any pages are missing, please contact the Purchasing Division.

Section 2 – City Organizational Overview

The City of Niagara Falls, New York is a duly formed City with a Mayor and five-member City Council. The Mayor is the chief executive officer and does not sit on the City Council. The Mayor and all members of the City Council are elected at large and serve the entire City. The Mayor appoints a City Administrator who manages the day to day affairs of the City.

The City Council is vested with final legislative authority over all agreements. The successful vendor shall report to and provide reports to the City Administrator on a regular and scheduled basis.

Section 3 – Vendor's Scope of Responsibility

General Responsibilities

The successful vendor will act as an independent contractor and will be expected to provide, without the City's assistance, all staffing, equipment and expertise to provide the services set forth herein.

The successful vendor will adhere to all services and responsibilities as specified in this RFP, including those set forth under this section.

General Responsibilities (continued)

The successful vendor will, as requested, attend scheduled meetings with City officials and employees to provide updates on grant applications and performance.

It is up to each vendor to fully describe their approach to the specific services outlined in this RFP. Said written proposal should acknowledge and address briefly how the vendor will be responsible for and manage, upon execution of the contract, all operations and management aspects of the facility including the duties and responsibilities described in this section.

Scope of Work

The successful vendor shall, at a minimum, provide the following services:

1. Identify discretionary grant programs which could provide additional funding assistance to support projects and activities that address needs of the City, particularly with respect to community revitalization, economic development, enhancement of public safety, improvement of IT infrastructure and improvement of transportation infrastructure.
2. Conduct research that may be required to support specific appropriation requests.
3. Provide technical assistance that may be required by City relative to pre-award application requirements, post-award application requirements and compliance features/requirements of programs under which funding is appropriated to City.
4. Prepare and submit formal appropriation request documentation (i.e. grant applications) on behalf of City, in accordance with documentary formats and timetables required by federal, state, local or private grant providers.
5. Assist City in submission of any and all required documentation to facilitate disbursements or reimbursements from grant providers.
6. Provide related professional assistance to resolve questioned costs, disputed issues and adverse technical findings resulting from monitoring or audit examinations of grant providers.

Agreement Terms

The duties and responsibilities as specified herein shall be part of the agreement between the City and the vendor. It is anticipated that the City wishes to enter into a one (1) year agreement with the successful vendor commencing on or about January 1, 2021, but the City is open to the possibility of a longer term and/or mutual options to extend the agreement beyond the initial one (1) year term.

As part of the agreement, vendor will be responsible for all expenses including, but not limited to, payroll and payroll expenses, outside services, materials, utilities, equipment and supplies necessary to perform the scope of work.

The Corporation Counsel of the City of Niagara Falls will prepare an agreement with the successful vendor that will incorporate all terms and conditions of this agreement, including any agreed upon provisions that are not contained in this request for proposals.

Agreement Terms (continued)

Vendor shall provide all applicable insurance coverage necessary to provide the services set forth herein as well as name the City as additional insured to all applicable coverage where appropriate (with the exception of workers compensation insurance). Vendor must also comply with the City's standard insurance requirements as set forth in Exhibit A hereto.

Personnel and Supervision

Vendor will be responsible for determining and maintaining the necessary number of personnel for the performance of the work according to these specifications and other terms contained in the agreement documents.

Vendor will be responsible for all personnel aspects including but not limited to hiring, training, managing, scheduling, compensation, and all required local, state and federal reporting.

It will be the responsibility of the Vendor to ensure compliance to all local, state and federal labor laws. Vendor shall provide all necessary staff to prepare and provide services and adhere to any and all relevant regulations and standards, including but not limited to Health Department regulations.

Vendors shall provide the City with the resumes and other relevant experience for each principal, partner, member and supervisor who will take part in the provision of services. Past experience and overall qualifications will be part of the evaluation of the proposal.

Vendor shall not be permitted to hire or utilize any current City personnel as part of its operations. Additionally, vendor shall not be permitted to utilize any former City personnel as part of its operations unless and until said former City personnel shall have been retired, discharged or otherwise ceased employment with the City for a period of at least one (1) year. Vendor shall provide City with an initial list of employees when it commences operations and shall update said list whenever there is a change to same no later than ten (10) days after said change occurs.

Reporting Requirements and Auditing

Vendor shall submit regular updates and reports to the City Administrator, which shall include, but not be limited to, the items listed below. Describe the methods you will incorporate to provide the following reports:

- Status of appropriate applications, submissions, pending awards and awarded appropriations;
- Status of reimbursement for each awarded appropriation, including documentation submitted and documentation still required from City; and
- Status of any unresolved or additional issues.

Vendor agrees to cooperate fully in the conduct of any audit or investigation, including providing any and all records requested.

Licensing and Reporting Requirements

Vendor shall be responsible for obtaining all licenses, permits, etc., or hiring a contractor with same, to perform all tasks associated with this RFP.

COVID-19 Related Requirements

There are currently Federal, State and Local laws, regulations and guidelines related to the COVID-19 crisis. The successful vendor will be responsible for fully complying with all such existing laws, regulations and/or guidelines, present and future. Vendors should submit, as part of their technical plan, details related to how vendor plans to comply with such measures, including social distancing, disinfecting and other related measures.

Section 4 – Cost

Vendors should provide complete details of all costs and expenses that City should reasonably be expected to pay for services. City is open to a variety of fee structures, including but not limited to: a percentage of the total sum of all grants awarded to and accepted by City; hourly rates for services; an annual fee for services; and/or a percentage of the administrative cost funds that are retained by City for each grant.

Proposals which fail to adequately define the fee structure, or which fail provide an adequate breakdown of all costs and expenses, shall not be considered for award. Additionally, the fee structure set forth by vendors shall be taken into consideration in determining which vendor is awarded this RFP as set forth in Section 6 herein.

Section 5 - Proposal Guidelines

Executive Summary

The vendor must include an Executive Summary that states how they view this opportunity and provides an overview of their approach. Also included should be vendor's description of past experience, past performance and capacity to deliver the proposed services.

Proposals should include background and historical information about the vendor, including identities and experience of principals, number of years vendor has been in business, etc.

Proposals should include a list of three (3) references that can describe your previous performance in the management, operations and facility maintenance for services comparable to those described in this RFP. For each reference, please include name and address of entity; name, title, e-mail address, telephone number for a contact for the entity; the number of years vendor serviced the entity; a brief summary of the scope of services provided and a brief summary of measures of success of those operations.

Proposals should include a legal history of the vendor, including, but not limited to:

- List any history of claims, litigation, arbitration and termination for cause associated with any work within the scope of this RFP in the past ten (10) years.
- List any contracts terminated for default by vendor in the past ten (10) years.
- List any lawsuits, arbitration requests or any litigation activity commenced by vendor in the past ten (10) years.
- Does the vendor have any judgments, claims, arbitration proceedings or lawsuits pending?
- Has the vendor filed for bankruptcy protection in the past ten (10) years?

Transition Plan

Vendors should submit a transition plan indicating how vendor will assume the services from the current vendor in a smooth and orderly manner. The vendor should discuss its approach and methodology and should include interviews that may be conducted with the current vendor, City staff, any rate changes contemplated, etc.

Management Approach

This section details the components to be included in the vendor's business plan describing the services to be performed and the manner in which they will be performed. Such description should, at a minimum, provide the following information:

- Vendor's understanding of the project;
- Examples of measurable goals and objectives that can be incorporated into an agreement; and
- A list of any exceptions taken to the provisions of this RFP.

Authorized Signature

An individual authorized to bind the vendor to the terms of the RFP must sign the proposal.

City Not Responsible for Preparation Costs

The City will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal. The City shall also not be responsible for any of vendor's costs associated with a vendor's participation in any interviews or any costs associated with any negotiations.

Proposal/Bid Bond Required

Each proposal must be accompanied by a bid bond in the amount of \$1,000.00, or in lieu thereof a certified check, cashier's check, or bank draft in the amount of \$1,000.00. All such guaranties shall be made payable to "City Controller". Bonds shall be issued by a surety authorized to do business in New York State. Checks shall be certified or issued by a state or national bank. **Guaranties other than those mentioned will not be accepted by the City.** Guaranties of unsuccessful bidders shall be returned within thirty (30) days following issuance of the notice of award. Bid guaranty of the successful bidder shall be retained until the contract is executed and a performance bond has been submitted. Should a successful bidder fail to enter into contract, the bid guaranty shall be forfeited to the City to compensate for administrative expenses of making a re-award or issuing a new request for proposals.

Certifications Required

Vendors shall complete and return the "Vendor's Certification & Assignment of Claim", the "Affidavit of Non-Collusive Submission Certification" and the "Certification of Compliance with the Iran Divestment Act" attached hereto as Exhibit B. Failure to complete, sign and have notarized the aforementioned certifications may result in the submission being rejected.

No Contact Policy

Any contact with any City representatives, related officials, or representatives other than those outlined in the RFP is prohibited. Such unauthorized contact may disqualify the vendor from this procurement.

Written Questions Procedures

Vendors are encouraged to submit written questions seeking clarification regarding any of the requirements herein. Any such questions must be received by City no later than the date set forth on Page 2 herein. Questions may be submitted via email to douglas.janese@niagarafallsny.gov or may be mailed to the address for submissions set forth on Page 3 herein. City will collect all questions submitted until the deadline, and then will provide all vendors who submitted questions with a complete set of all questions and the City's responses, along with posting the same on the Purchasing Division's website set forth on Page 2 herein.

Special Conditions

The City reserves the right to reject any and all proposals, to waive formalities, and to select the proposal and developer(s) that, in the City's sole discretion, are in the best interests of the City of Niagara Falls, New York.

The City further reserves the right to:

1. Amend, modify, or withdraw this RFP.
2. Revise any requirements under this RFP.
3. Require supplemental statements of information from any responding party.
4. Extend the deadline for submission of responses hereto.
5. Negotiate or hold discussions with any bidder to correct insufficient responses that do not completely conform to the instructions contained herein.
6. Waive any nonconformity with this RFP.
7. Cancel, in whole or in part, this RFP if the City deems it is in its best interest to do so.
8. Request additional information or clarification of information provided in the response without changing the terms of the RFP.
9. Waive any portion of the selection process in order to accelerate the selection and negotiation with the top-ranked vendor.
10. Not award a contract as a part of, or result of, this RFP process.

The City may exercise the foregoing rights at any time without notice and without liability to any bidder, or any other party, for expenses incurred in the preparation of responses hereto or otherwise.

Section 6 – Evaluation Method and Award Guidelines

Evaluation of Proposals

The City Administrator shall appoint an Evaluation Team to evaluate proposals, considering responses to criteria set forth in this offering. Upon completion of the evaluations, the Evaluation Team shall make a recommendation to the Mayor as to which vendor offers the best value to the City of Niagara Falls, New York, taking into consideration the importance of the evaluation factors set forth below.

The Evaluation Team shall review each proposal received and evaluate each for the purpose of ranking them in relative position based upon how fully each proposal meets the criteria for each category. The City shall be the sole judge of its best interests and in the evaluation of proposals. The City's decision shall be final and the ranking of the proposals shall be at the sole discretion of the Evaluation Team.

Evaluation of Proposals (Continued)

The City reserves the right to negotiate a contract with the highest evaluated vendor as determined by the City as to the exact terms and conditions of the contract. Should negotiations with the highest evaluated vendor not produce an acceptable contract, the City reserves the right to begin negotiations with the second highest evaluated vendor, and so on, until an acceptable contract is negotiated, or to break off negotiations with all vendors and not award a contract. The responsibility for final award of a contract rests solely with the City Council which has sole discretion as to what best meets the needs of the community.

In ranking/scoring the proposal, the following categories and percentages shall be utilized:

<u>Percentage Of Score</u>	<u>Evaluation Criteria</u>
50%	Extent that the proposal demonstrates the ability to successfully accomplish the tasks set forth in the RFP in a timely fashion, including availability of staffing and familiarity with the subject matter.
25%	Cost Competitiveness and fee structure
15%	Qualifications of the individuals who will perform the tasks and the amounts of their respective participation; Vendor's experience and references
10%	Demonstrated familiarity with grant opportunities that may be available to the City

The City further reserves the right to accept or reject any or all proposals with or without cause, to waive technicalities or any informalities, or to accept a proposal, which, in its sole judgment, best serves the interest of the City. In the event a contract is awarded, it will be to a vendor that demonstrates, in the City's opinion, the highest degree of compliance with the evaluation criteria, who will, after that, enter into a written agreement with City. Vendor shall understand that this RFP does not constitute an agreement or contract between City and Vendor.

Award

If awarded, the bid award is intended to be made by February 3, 2021, however the City Council reserves the right to take additional time as needed. The award shall be based upon the evaluation of information as the City may request. No award will be made until after investigation(s) are made as to the qualifications of the highest evaluated vendor. Further, the City reserves the right to enter into any contract deemed to be in the best interest of the City, or to not enter into an agreement at all.

Section 7 – Miscellaneous Provisions

Assignment or Sublease Prohibited

The license and/or agreement between City and the successful vendor may not be assigned or subleased without the express written approval of the City.

Performance Bond

A performance bond will be required of the successful vendor in form and substance with sureties approved by the City's Corporation Counsel in the amount of One Hundred Thousand Dollars (\$100,000.00). Said bond must be received by the Purchasing Division no later than ten (10) business days following the date of notification of award. Failure to do so may result in the award being negated.

Independent Contractor Status

The parties agree that the vendor operates an independent business and is contracting to do work according to its own methods, without being subject to the control of the City. The vendor shall be an independent contractor and nothing contained herein shall create an employer-employee relationship.

Compliance with Laws

The vendor shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations affecting the performance of the contract, including (if applicable) worker's compensation laws, minimum wage laws, licensing laws and regulations. When required, vendor shall provide City with proof of its compliance.

Governing Law and Venue

The construction and validity of the contract shall be governed by the laws of the State of New York and venue for any legal action commenced hereunder shall be in the Supreme Court of the State of New York located in and for the County of Niagara.

Damage Claims

The vendor shall be responsible for damage to the City's equipment, property, the facility and its contents by vendor's work, negligence in work, its personnel or equipment. Vendor shall be responsible and liable for the safety, injury and health of its working personnel while its employees are performing work on City property.

Indemnification and Insurance Requirements

To the fullest extent permitted by New York law, the vendor, its subcontractors, agents, servants, officers, or employees, shall indemnify and hold harmless the City, including, but not limited to, its elected and appointed officials, officers, employees, and agents from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the vendor's performance of the agreement or any other agreements of the vendor, entered into by reason thereof. The vendor shall indemnify and defend the City, including, but not limited to, its elected and appointed officials, officers, employees, and agents with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton, or reckless acts or omissions of the vendor, its subcontractors, agents, servants, officers, or employees, and any and all losses or liabilities resulting from any such claims, including, but not limited to, damages awards, costs, and reasonable attorney's fees. The indemnification shall not be affected by any other portions of the agreement relating to insurance requirements.

The vendor agrees that it will procure and keep in force at all times at its own expense insurance in accordance with the requirements set forth in Exhibit A hereto.

Termination of Contract

This contract shall be terminated for cause if the vendor defaults in the performance of any of the terms hereof including, but not limited to, unsatisfactory job performance or progress, defective work, disputed work, failure to comply with material provisions of the contract, third-party claims filed or reasonable evidence that a claim will be filed, or other reasonable cause, or otherwise fails to cure any other deficiency identified by the City within 24 hours of delivery of notice of said deficiency. The City retains all other legal or equitable rights or remedies existing as a result of said default, including, but not limited to, any legal process necessary to obtain any sureties securing this contract. Any reasonable attorney's fee incurred in enforcing this contract will not exceed 5 percent of said contract price.

If vendor abandons or defaults in its performance and the City is caused to procure goods and/or services elsewhere, vendor shall be charged, and agrees to pay, the difference in cost and may not be considered in future solicitations.

The City reserves the right to cancel the agreement or contract for default if the vendor breaches any of the terms hereof or of said agreement or contract including warranties or becoming insolvent or committing acts of bankruptcy. Such right of cancellation is in addition to, and not in lieu of, any remedies which City may have in law or equity.

Exhibit A –

Insurance Requirements

INSTRUCTIONS FOR
CITY OF NIAGARA FALLS STANDARD INSURANCE CERTIFICATE

Standard Insurance Requirements apply to the following classifications:

Construction and Maintenance
Purchase of, or lease of merchandise or equipment
Professional Services
Property Leased to others or Use of Facilities or grounds
Concessionaire Services
Livery Services
All Purpose Public Entity Contracts

The Provider of any of the above classifications shall obtain, at his own costs and expense, the following insurance coverage with insurance companies licensed in the State of New York with a Best Rating of at least B+ and shall provide a Certificate of Insurance as evidence of such coverage to the City of Niagara Falls before commencement of work and/or lease or delivery of merchandise or equipment.

Certificate should be delivered to the City of Niagara Falls, New York, 745 Main Street, Room 242, P.O. Box 69, Niagara Falls, New York 14302-0069 and should reference the contract, bid, quote, RFP or operation being performed.

Prior to non-renewal, cancellation of insurance policies, or material change, at least 30 days advance written notice shall be given to the Certificate Holder.

All Certificates of Insurance shall be approved by the Risk Management Department prior to the inception of any work.

Minimum coverage with limits and provisions are as follows:

A. Comprehensive General Liability

With a minimum combined single limit of liability for Bodily Injury and Property Damage of \$1,500,000.00 per occurrence and \$3,000,000.00 annual aggregate. The coverage shall include:

- * Premises and Operations
- * Products and Completed Operations
- * No exclusion for X C U coverage (explosion, collapse and underground)
- * Independent Contractors
- * Broad Form Property Damage
- * Contractual Liability
- * Fire Legal Liability (Covered by a standalone limit of \$1,000,000)
- * Personal Injury Liability (Cov. A, B and C)
- * Liquor Liability (if alcoholic beverages are to be dispensed under NYS License.)
- * If the work to be performed is undertaken pursuant to a home improvement contract and a City right-of-way permit is required only by reason of the installation, repair or replacement of a driveway, apron, or sidewalk within the City right-of-way, then the limits of liability for comprehensive general liability set forth in this section shall be \$1,000,000 per occurrence and \$2,000,000 annual aggregate.

The City of Niagara Falls shall be named as an Additional Insured on the General Liability Policy with the following provisions:

1. The insurance company or companies issuing the policies shall have no recourse against the City of Niagara Falls for payment of any premiums or for assessments under any form of policy.
2. The insurance shall apply separately to each insured (except with respect to the limit of liability).

B. **Auto Liability:** (if licensed vehicles are to be used in the operation) With a combined single limit for Bodily Injury and Property Damage of \$1,000,000.00 each occurrence, the coverage shall include Owned, Hired and Non-owned autos (Symbol 1 should be designated for Liability Coverage on Business Auto Policy).

C. **Excess Umbrella Liability:** If General Liability and/or auto limits are lower than required in the above sections, Umbrella Liability or Excess Liability to the required limit is acceptable.

D. **Owners Protective Liability:** (on contracts for construction which exceed a cost of \$100,000) With a minimum limit of \$1,500,000.00 each occurrence and \$3,000,000.00 aggregate. Named insured shall be the City of Niagara Falls, New York.

E. **Professional Liability:** If the contract includes professional services (engineers, architects, etc.,) contractor will carry professional liability insurance with a minimum limit of one million dollars (\$1,000,000.00).

F. **Property Insurance:** (if applicable) Contractor shall purchase and maintain property insurance upon the work at or off the site to 100% of the contract completed value. This insurance shall include the interest of the Owner, Contractor and Subcontractors in the work; shall insure against the perils of fire and extended coverage; shall include "all risk" insurance for physical loss and damage including theft, vandalism and malicious mischief, collapse and water damage. All such insurance required by this paragraph shall remain in effect until the work is completed and accepted by the Owner.

G. **Statutory Workers' Compensation and Employers Liability:** All contractors doing business with or vendors entering upon City of Niagara Falls property shall carry the above insurance, in compliance with the Workers' Compensation Law of the State of New York.

H. **Performance and Payment Bond: (if specified in bid request)** A performance and payment bond shall be issued by a Surety company who is licensed by the Insurance Department of the State of New York in favor of the City of Niagara Falls in the amount of not less than \$300,000.00 and shall be delivered before commencement of lease or assumption of operations under contract.

NOTE: IF THE CONTRACT IS FOR PROFESSIONAL SERVICES ONLY, (ENGINEERS, ARCHITECTS, ETC.) PARAGRAPHS D, F AND H WILL NOT APPLY.

Revised 02-16-2018

Exhibit B –

Certifications

VENDOR'S CERTIFICATION & ASSIGNMENT OF CLAIM

THIS FORM MUST BE COMPLETED IN INK, BE TYPED OR BE COMPUTER GENERATED,
BE CLEARLY LEGIBLE AND BE SIGNED AND DATED WITH EITHER BLUE OR BLACK INK,
FAILURE TO DO THIS MAY RESULT IN REJECTION.

I/We, the undersigned, herewith propose and agree to furnish to the City any one or all of the items upon which we have submitted, for the prices indicated herein, in accordance with the instructions, General Conditions and Specific Terms, Conditions and Specifications and any other related formal documents.

The undersigned individual certifies to having read these Instructions, General Conditions, Specific Terms, Conditions and Specifications and any other related formal documents and offers to furnish the articles specified to the City in exact accordance with same at the prices herein stated.

Vendor hereby assigns to the City and the State of New York any and all of its claim(s) for overcharges associated with this contract/agreement which arise under the antitrust laws of the United States, 15 U.S.C. Section 1, et seq. and the antitrust laws of the State of New York, G.B.L. Section 340, et seq.

VENDOR NAME

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

EMAIL ADDRESS

NAME & TITLE OF AUTHORIZED CONTACT

AUTHORIZED SIGNATURE

DATE

AFFIDAVIT OF NON-COLLUSIVE SUBMISSION CERTIFICATION

I hereby attest and certify that I am the person responsible within my firm for the final decision as to price(s) and amount of this submission, or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my firm. I further attest and certify that:

1. The price(s) and amount(s) of this submission have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition with any other contractor, vendor, bidder, or potential bidder.
2. Neither the price(s) nor the amount(s) of this submission have been disclosed to any other vendor, firm or person who is submitting or potentially submitting on this project, and will not so be disclosed prior to submission opening.
3. No attempt has been made or will be made to solicit, cause or induce any vendor, firm or person to refrain from submitting on this project, or to submit a higher price than the submission of this firm, or any intentionally high or non-competitive submission or other form of complementary submission.
4. The submission of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any vendor, firm or person to submit a complementary submission.
5. My firm has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any vendor, firm or person, or offered, promised or paid cash or anything of value to any vendor, firm or person, whether in connection with this or any other project in consideration for an agreement or promise by any vendor, firm or person to refrain from submitting or to submit a complementary submission on this project.
6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any vendor, firm or person, and has not been promised or paid cash or anything of value by any vendor, firm or person, whether in connection with this or any other project, in consideration for my firm's submitting a complementary submission, or agreeing to do so, on this project.
7. I have made a diligent inquiry of all members, officers, employees and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's submission on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made.

**SUBMISSION IS NOT ACCEPTABLE WITHOUT THE ABOVE AFFIDAVIT
SIGNED AND CERTIFIED BY A NOTARY PUBLIC**

VENDOR NAME

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

NAME & TITLE

AUTHORIZED SIGNATURE

Sworn to before me this _____ day
of _____, 2018

Notary Public

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the “Act”), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the office of General Services (OGS) will be developing a list of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law) (the “Prohibited Entities List”). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act’s effective date at which time it will be posted on the OGS website.

By making a submission in response to this offering or by assuming the responsibility of an contract/agreement hereunder, each Vendor/Bidder/Contractor, any person signing on behalf of any Vendor/Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website that to the best of its knowledge and belief that each Vendor/Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Vendor/Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Vendor/Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this offering must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the agreement or contract, should the City receive information that a Vendor/Bidder/Contractor is in violation of the above-referenced certification, the City will offer the person, vendor or entity an opportunity to respond. If the person, vendor or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the City shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Vendor/Bidder/Contractor in default.

The City reserves the right to reject any bid or request for assignment for a Vendor/Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Vendor/Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, _____, being duly sworn, depose and say that I am the _____
of _____,
the vendor making this submission and that neither Vendor/Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

Authorized Signature

Sworn to before me this _____ day
of _____, 20____

Notary Public

NON-SUBMISSION CERTIFICATE

Instructions

1. Place an X on the appropriate line(s) below.
2. Complete and return ONLY this page of the package.
3. Make sure to place your submission number on your envelope and return it to the Purchasing Division

NOTE: It is required that you indicate your reason for not making a submission.

We are not making a submission.

We request that you remove our name from the mailing list for this offering only.

We request that you remove our name from the mailing list for all future offerings made by the City.

VENDOR NAME: _____

ADDRESS: _____

CITY, STATE and ZIP CODE: _____

REASON FOR NOT MAKING A SUBMISSION:

SIGNATURE: _____