

ONEIDA COUNTY DEPARTMENT OF PUBLIC WORKS

DIVISION OF ENGINEERING
5999 JUDD ROAD, ORISKANY
NEW YORK 13424

REQUEST FOR PROPOSAL

**PROFESSIONAL CONSULTING SERVICES
FOR**

2026 CULVERT DESIGN PROGRAM

RFP 2026-450

FEBRUARY 2026

REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES

1. Introduction

1.1. The County of Oneida (the “County”) is soliciting a proposal for Professional Consulting Services defined in Section 2. Project Description and Section 3. Scope of Services.

1.2. Proposal must be submitted electronically in Adobe PDF format. Proposals can be submitted via email to dpwcapital@oneidacountyny.gov and cc’d to jswistak@oneidacountyny.gov or via mail on a USB flash drive to:

Matthew S. Baisley, Commissioner
Oneida County Department of Public Works
5999 Judd Road
Oriskany, New York 13424

1.3. Proposal is due at the above address no later than 2:00 p.m. on March 12, 2026.

1.4. Questions relating to this RFP must be submitted via email to dpwcapital@oneidacountyny.gov and cc’d to jswistak@oneidacountyny.gov by 2:00 on March 5, 2026.

1.5. Site visits should be coordinated with Jason Swistak.

2. Project Description

2.1. The following structures are planned to be replaced as noted herein.

2.1.1. Replacement of Structure C2410040 (C9-67) West Ava Road over Tributary of East Branch Fish Creek, Town of Ava.

2.1.1.1. The existing structure is a 6’ diameter corrugated metal pipe.

2.1.1.2. A hydraulic analysis will be required, and it is anticipated that the new structure will be a 4-sided precast concrete box unit.

2.1.2. Replacement of Structure C3610020 (C1-58) Koenig Road over Tributary of Nine Mile Creek, Town of Floyd.

2.1.2.1. The existing structure is a 9’-6” by 6’-5” corrugated metal pipe plate arch.

2.1.2.2. A hydraulic analysis will be required, and it is anticipated that the new structure will be a 4-sided precast concrete box unit.

2.1.3. Replacement of Structure C4210010 (C8-53) Stokes-Westernville Road over Tributary of Potash Creek, Town of Lee.

2.1.3.1. The existing structure is a 5’ diameter corrugated metal pipe.

2.1.3.2. A hydraulic analysis will be required, and it is anticipated that the new structure will be a 4-sided precast concrete box unit.

2.1.4. Replacement of Structure C5210010 (C1-55) Fairchild Road over Mud Brook, Town of Remsen.

2.1.4.1. The existing structure is a 6’ by 3’-8” corrugated metal pipe riveted arch.

2.1.4.2. A hydraulic analysis will be required, and it is anticipated that the new structure will be a 4-sided precast concrete box unit.

2.1.5. Replacement of Structure C5610020 (C1C-53) Fuller Road over Tributary of Steuben Creek, Town of Steuben.

2.1.5.1. The existing structure is a 5' diameter riveted corrugated metal pipe.

2.1.5.2. A hydraulic analysis will be required, and it is anticipated that the new structure will be a 4-sided precast concrete box unit.

2.1.6. Replacement of Structure C6010020 (C3-13) College Hill Road over Tributary of Deans Creek, Town of Vernon.

2.1.6.1. The existing structure is a 10'-8" by 6'-11" corrugated metal pipe plate arch.

2.1.6.2. A hydraulic analysis will be required, and it is anticipated that the new structure will be a 4-sided precast concrete box unit.

2.1.7. Replacement of Structure C6610100 (C3-76) Webster Hill Road over Tributary of Mohawk River, Town of Western.

2.1.7.1. The existing structure is a 4' by 5' cast in place concrete box culvert.

2.1.7.2. A hydraulic analysis will be required, and it is anticipated that the new structure will be a 4-sided precast concrete box unit on a new alignment.

2.1.8. Replacement of Structure C6810040 (C3-42) Bartlett Road over Tributary of Mohawk River, Town of Westmoreland.

2.1.8.1. The existing structure is 2 @ 42" diameter reinforced concrete pipes.

2.1.8.2. A hydraulic analysis will be required, and it is anticipated that the new structure will be a 4-sided precast concrete box unit on a new alignment.

2.2. The following structures are planned to be rehabilitated as noted herein.

2.2.1. Rehabilitation of Structure C1310070 (C1-83), Old Oneida Road over Tributary of Wood Creek, City of Rome.

2.2.1.1. The existing structure is a 5' by 4' cast in place box culvert.

2.2.1.2. A hydraulic analysis will be required, and it is anticipated that the wingwalls will need to be replaced with the addition of guide rail.

2.2.2. Rehabilitation of Structure C4210070 (C9-53) Stokes-Westernville Road over Potash Creek, Town of Lee.

2.2.2.1. The existing structure is a 15' by 6' prestressed beam on cast in place abutments.

2.2.2.2. A hydraulic analysis will be required, and it is anticipated that the culvert will be extended to accommodate 30 feet between face of guide rails.

2.2.3. Rehabilitation of Structure C3410060 (C4-68) Osceola Road over Smith Brook, Town of Florence.

2.2.3.1. The existing structure is a 10' by 5' precast box culvert.

2.2.3.2. A hydraulic analysis will be required, and it is anticipated that the culvert will be extended to accommodate 30 feet between face of guide rails.

2.2.4. Rehabilitation of Structure C3410070 (C3-68) Osceola Road over Little River, Town of Florence.

2.2.4.1. The existing structure is a 10' by 5' precast box culvert.

2.2.4.2. A hydraulic analysis will be required, and it is anticipated that the culvert will be extended to accommodate 30 feet between face of guide rails.

2.2.5. Rehabilitation of Structure C3410090 (C2-68) Osceola Road over Little River, Town of Florence

2.2.5.1. The existing structure is a 14' by 4' precast box culvert.

2.2.5.2. A hydraulic analysis will be required, and it is anticipated that the culvert will be extended to accommodate 30 feet between face of guide rails.

2.3. All structures are anticipated to be designed per USACoE/NYSDEC stream crossing design standards (e.g., Aquatic Organism Passage).

3. Scope of Services

3.1. This RFP will be treated as 11 individual projects for 13 locations. Structures C3410060, C3410070, and C3410090 will be combined into a single project due to their proximity.

3.2. Consultant shall design a complete project suited to each location. The Consultant will be responsible for designing the most cost-effective and functional system.

3.3. The consultant shall coordinate with utility companies about any conflicts and the need for relocation where applicable.

3.4. The Consultant shall be required to prepare separate site-specific plans, bid specifications, and estimates compliant with New York State General Municipal Law for the project, as described in Section 2, Project Description, and as directed by the County.

3.5. Plans and bid specifications shall be prepared in accordance with applicable New York State Department of Transportation and AASHTO guidelines.

3.6. Work shall include preparation of plans and bid specifications for all related work, as well as any and all fieldwork, including but not limited field surveys, topographic surveys, recreation of highway boundary, wetland delineation/surveys (where applicable), and tests/ testing necessary for a complete project design. Two (2) soil borings to determine soil bearing capacity and soil consistency shall be required for the replacement of these structures. Soil borings should not be required on the rehabilitation structures. The Consultant shall notify the County in writing of any required survey activities prior to initiating such work.

3.7. Without exception, the Consultant shall be responsible for preparing and securing all permits (NYSDOT Highway Work Permits, SEQR documentation, NYSDEC authorizations, Joint NYSDEC/USACoE and any other applicable state/local approvals) in association with the construction of this project. The County shall pay all permit fees.

3.8. Plans and bid specifications shall be ready for bid no later than (one hundred and twenty) 120 days after execution of an Agreement for Consultant Services and a written or verbal notice to proceed from the County project manager.

3.9. Plans and bid specifications shall be prepared and work shall be completed in accordance with applicable New York State Department of Transportation and AASHTO guidelines. The most current editions of the following reference manuals shall prevail:

3.9.1. NYSDOT:

3.9.1.1. The Environmental Manual

3.9.1.2. Standard Specifications for Construction and Materials

3.9.1.3. Highway Design Manual - Volume 1, 2 and 3

3.9.1.4. Manual of Uniform Traffic Control Devices

3.9.1.5. Engineering Instructions / Bulletins

3.9.2. AASHTO:

3.9.2.1. Policy on Geometric Design of Highways and Streets

3.9.3. Any other applicable NYSDOT or AASHTO guideline.

3.10. Generate formal minutes for all meetings. Distribute minutes within 5 business days to the County and all other parties involved.

3.11. Consultant Services shall be divided into the following sequential phases:

3.11.1. Implementation

3.11.1.1. Confer with the County and review recommendations/requirements of the Project to arrive at a mutual understanding of the scope.

3.11.1.2. Inspect site(s) and review existing data available for project development.

3.11.1.3. Analyze design alternatives regarding cost and schedule. Submit results to the County for review and selection.

3.11.1.4. The Consultant shall participate in a project kickoff meeting, biweekly progress meetings (virtual unless otherwise required), and milestone review meetings at 30%, 60%, 90%, and Final Design.

3.11.2. Design Development

3.11.2.1. Verify design alternative(s) selected by the County.

3.11.2.2. Prepare preliminary drawings and specifications sufficient to permit review and approval by County.

3.11.2.3. Review and incorporate comments and revisions into design.

3.11.2.4. Provide a statement of probable construction cost.

3.11.3. Comments, Revisions and Final Review

3.11.3.1. Submit final drawings and specifications to County for review.

3.11.3.2. Review and incorporate comments and revisions into design.

3.11.3.3. Provide a detailed statement of probable construction cost.

3.11.3.4. Submit final design and construction schedule, along with anticipated project construction duration (for the purpose of estimating the construction effort that will be required for the project) for review and approval.

3.11.3.5. Provide all information generated during design development. Include, as a minimum, all calculations, computer program outputs, and ASCII survey coordinate file(s).

3.11.4. Environmental Review and Regulatory Compliance (SEQR and NEPA)

3.11.4.1. The Consultant shall assist the County in completing all environmental reviews required for the project. This includes preparing documentation necessary for compliance with the New York State Environmental Quality Review Act (SEQR) and, if applicable, the National Environmental Policy Act (NEPA).

3.11.4.2. The Consultant shall evaluate the project to determine the appropriate SEQR classification and prepare all required materials, including but not limited to a Short Environmental Assessment Form (EAF), Full EAF, supporting analyses, and any documentation needed for the County, as Lead Agency, to issue a SEQR determination. If the Project Qualifies as a Type II action, the Consultant shall provide written justification supporting that classification.

3.11.4.3. If NEPA review is required due to federal funding, federal permits, or federal agency involvement, the Consultant shall prepare all necessary NEPA documentation, including but not limited to Categorical Exclusion (CE) documentation, Environmental Assessments (EA), technical studies, agency coordination materials, and responses to public or agency comments. The Consultant shall support the County throughout the NEPA process until a final determination is issued by the appropriate federal agency.

3.11.4.4. The Consultant shall prepare all supporting technical studies, correspondence, and documentation required to complete SEQR and/or NEPA review and shall assist the County in coordinating with all involved agencies until all environmental determinations are finalized.

3.11.5. Bid Documents

3.11.5.1. Prepare final individual site-specific design drawings, specifications and bid documents stamped and signed by a Professional Engineer registered with the State of New York, in the format previously approved by the County.

3.11.5.2. Deliver all bid documents to County within ten days after final review and approval.

3.11.5.3. Provide entire set of bid documents (plans and specs) electronically in Microsoft Word and PDF file format.

3.11.5.4. All electronic design files shall be submitted in formats compatible with County standards. CAD files shall be provided in AutoCAD DWG format (version 2018 or later) unless otherwise approved by the County. GIS data, if applicable, shall be provided in ESRI-compatible formats with appropriate metadata. All PDFs shall be text-searchable and formatted for full-size plan sheets. File naming conventions shall be coordinated with the County prior to final submission.

3.11.6. Public Bidding

3.11.6.1. The Consultant shall provide all necessary design-related support services throughout the entire public bidding period until the County has successfully awarded a construction contract for the work designed under this Agreement.

3.11.6.2. The County shall reproduce and distribute all construction documents.

3.11.6.3. The consultant shall assist in the bidding process by answering questions submitted by bidders and provide Addendums when necessary.

3.11.6.4. The consultant shall review bids submitted by contractors and forward their recommendation to the County.

3.11.6.5. The Consultant's obligations during the bidding phase shall continue until the County formally retains a contractor to perform the construction work.

3.11.7. Construction Phase

3.11.7.1. All construction inspections shall be performed under a separate agreement. However, following an award of a construction contract, the Consultant shall be required to perform site visits, answer questions related to the contract documents, perform submittal review and approval, and provide additional services when requested. The cost for these services shall be funded through a contingency fund of Five Thousand Dollars (\$5,000.00). The \$5,000 contingency for Construction Phase Services shall be added by the County to each of the 11 projects in the Consultant's Fee Proposal. This contingency is not part of the lump-sum design fee and shall only be used at the County's direction. The Consultant shall provide a schedule defining hourly rates for each individual assigned to the Project. This schedule shall be used to determine the cost of additional services to be billed against the contingency fund. Consultant shall receive payment on a work performed basis.

Therefore, contingency funds not used shall be credited to the County. Consultant shall provide this information on a separate sheet titled "Schedule A".

3.11.8. "Record Drawings"

3.11.8.1. Upon completion of the project, assemble all job notes, directives, change orders, and other pertinent data to fully describe all changes to the original plans and specifications.

3.11.8.2. Revise original drawings and specifications to accurately depict the "as-built" condition of the Project.

3.11.8.3. Deliver to the County electronic copies of "as-built" drawings in Adobe PDF format.

3.12. Project Controls and Reporting

3.12.1. Baseline Schedule. Within ten (10) business days of Notice to Proceed, the Consultant shall submit a Design Phase Baseline Schedule covering all of the awarded projects and major milestones (Kickoff, 30%, 60%, 90%, Final, Permitting, and Bid Package Delivery).

3.12.2. Monthly Schedule Updates. By the fifth (5th) business day of each month, the Consultant shall submit an updated schedule reflecting actual progress, forecast dates, critical path, and recovery actions. Each submission shall include:

3.12.2.1. Microsoft Project (.MPP) or Microsoft Excel (.XLSX) file; and

3.12.2.2. a text-searchable PDF summary showing milestone variances versus baseline.

3.12.3. Bi-Weekly Progress Reports. Beginning two (2) weeks after Notice to Proceed, the Consultant shall provide written bi-weekly progress reports including: completed/planned work, schedule status, risk/issues, decisions needed, sub-consultant status, and action-item register. Reports are due by 12:00 PM on the business day preceding the bi-weekly progress meeting and shall be provided in PDF and Microsoft Word formats.

3.12.4. Cash-Flow Projections Upon Request. Upon written request, the Consultant shall submit monthly cash-flow projections for the Design Phase (baseline, current forecast, and variance narrative) and, if requested, a notional construction-phase S-curve for budgeting. Submissions shall be provided in Microsoft Excel (.XLSX) and PDF formats.

4. Terms and Conditions

4.1. The County shall not be liable for costs incurred prior to the issuance of an executed written Agreement and/or written Notice to Proceed.

4.2. The contents of the Consultant's proposal may become part of the contractual obligations if deemed appropriate by the County.

4.3. Consultant shall not discriminate against any individual in accordance with applicable federal, state or local laws.

4.4. Consultant and/or sub-consultants shall make a good faith effort to ensure that M/WBE are given the maximum opportunity to compete for any sub-contracts.

4.5. Consultant shall be required to enter into an Engineering Services Agreement (the “Agreement”) with the County, inclusive of insurance requirements, set forth herein, and any attachments thereto. The County reserves the right to modify the Agreement before final execution.

4.6. The Agreement entered into, as a result of this RFP, shall be between the Consultant and the County.

4.7. Consultant shall comply with and certify that the proposal was made without collusion pursuant to General Municipal Law § 103-d, attached hereto as **Appendix A**.

4.8. Consultant shall comply with and certify that the proposal was made pursuant to General Municipal Law 103-G, Iranian Energy Divestment Sector, attached hereto as **Appendix B**.

4.9. Consultant shall comply with and certify the County’s Solid Waste Management Certification pursuant to Article 12 of the County’s Procurement Policy, attached hereto as **Appendix C**.

4.10. Consultant shall comply with and certify the Statement on Sexual Harassment pursuant to Labor Law 201-g, attached hereto as **Appendix D**.

4.11. Consultant shall comply with the Standard Oneida County Conditions, attached hereto as **Appendix E**.

5. Payment for Services

5.1. Consultant shall invoice County monthly for services rendered.

5.2. Consultant shall be paid a Lump Sum Fee for all work excluding Construction Phase services. Payment shall be based on percentage of work completed.

5.3. Payment for Construction Phase Services shall be based on established hourly billing rates.

5.4. Consultant will not be paid for services performed without prior authorization from County.

5.5. Payment for Construction Inspection services are not included in this RFP and would be solicited under a separate RFP.

5.6. Hourly rates include all reimbursable expenses. Additional and/or separate payment(s) will not be made for reimbursable expenses.

6. Indemnification

6.1. To the fullest extent permitted by law, the Consultant shall indemnify, defend, and hold the County harmless against any and all claims (including but not limited to claims asserted by any employee of the Consultant and/or its subconsultants) and costs and expenses of whatever kind (including but not limited to payment or reimbursement of attorneys’ fees and disbursements) allegedly arising out of or in any way related to its performance and/or its subconsultants’ performance of the Agreement or from the Consultant’s and/or its subconsultants’ failure to comply with any of the provisions of the Agreement or of the law. Such costs and expenses shall include all those incurred in defending the underlying claim and those incurred in connection with the enforcement of this paragraph by way of crossclaim, third-party claim, declaratory action or otherwise. The parties expressly agree that the indemnification obligation hereunder

contemplates (1) full indemnity in the event of liability imposed against the County without negligence and solely by reason of statute, operation of Law or otherwise; and (2) partial indemnity in the event of any actual negligence on the part of the County either causing or contributing to the underlying claim (in which case, indemnification will be limited to any liability imposed over and above that percentage attributable to actual fault whether by statute, by operation of Law, or otherwise). The obligations of the Consultant under this paragraph shall not be limited by any enumeration herein of required insurance coverage and shall survive any expiration or termination of the Agreement and the County's tendering of the final payment.

7. Insurance Requirements

7.1. The Consultant shall maintain, at its own expense, the following insurance until termination of the Agreement. The insurance carrier must have at least an A- (excellent) rating by A. M. Best and be qualified and admitted to do business in the State of New York.

7.2. Commercial General Liability with policy limits of not less than One Million Dollars (\$1,000,000) for each occurrence and at least Two Million Dollars (\$ 2,000,000) in the aggregate for bodily injury and property damage. CGL coverage shall be written on ISO Occurrence form CG 00 01 1001, or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, XCU, independent contracts, products, completed operations, personal and advertising injury. The Consultant shall maintain completed operations coverage for a period of three (3) years after completion.

7.3. Automobile Liability covering vehicles owned, leased, hired and non-owned vehicles used, by the Consultant with policy limits of not less than One Million Dollars (\$1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

7.4. Excess/Commercial Umbrella coverage with limits of at least Five Million Dollars (\$5,000,000) each occurrence, following form over the Commercial General Liability and Automobile Liability, with subrogation waived.

7.5. Workers' Compensation pursuant to statute.

7.6. Employer's Liability pursuant to statute.

7.7. Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than One Million Dollars (\$ 1,000,000) per claim and at least Two Million Dollars (\$2,000,000) in the aggregate.

7.8. Additional Insured Obligations. To the fullest extent permitted by law, the Consultant shall cause the Commercial General Liability, Automobile Liability, and Excess/Commercial Umbrella policies to include the County as an additional insured on a primary and non-contributory basis with subrogation waived.

7.9. The Consultant shall provide certificates of insurance to the County that evidence compliance with the requirements in this Section 2.5. The certificates shall be on forms approved by the County and shall contain a provision that coverage afforded under the policies will not be cancelled or allowed to expire until at least thirty (30) days prior written notice has been given to the County. Acceptance of the certificates shall not relieve the Consultant of any of the insurance requirements, nor decrease the liability of the Consultant. The County reserves the right to require the Consultant to provide insurance policies for review by the County. The Consultant grants the County a limited power of attorney to communicate with the Consultant's insurance provider and/or agent for the express purpose of confirming the coverages required hereunder.

7.10. The Consultant waives all rights against the County for recovery of damages to the extent these damages are covered by insurance maintained per requirements stated above.

8. Independent Contractor Status

8.1. For the purposes of this paragraph, the term "Independent Contractor" shall include the Consultant, and any and all of its sub-consultants, agents, servants, officers, and employees. The Independent Contractor shall not be deemed an employee of the County for any purpose including, but not limited to, claims for unemployment insurance, workers' compensation, retirement, or health benefits. The Independent Contractor, covenants and agrees that it will conduct itself in accordance with such status, that it will neither hold itself out as, nor claim to be, an officer or employee of the County by reason thereof and that it shall not make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the County. Both the County and the Independent Contractor shall have the right to participate in any conference, discussion or negotiation with any governmental agency regarding the Independent Contractor's status as an independent contractor.

8.2. The County shall not make any withholding for taxes or any other obligations. The Consultant shall be solely responsible for all applicable taxes, payroll deductions, workers' compensation insurance, and provision of health insurance where required. The Consultant shall indemnify and hold the County harmless from all loss or liability incurred by the County as a result of the County not making such payments or withholdings.

9. Document Reproduction and Ownership of Original Drawings and Manuscripts

9.1. The Consultant grants to the County an exclusive license to use the Consultant's Instruments of Service, including specifications and drawings prepared for the Project. The Consultant shall obtain similar exclusive licenses from the Consultant's sub-consultants consistent with the Agreement. The license granted under this section permits the County to authorize the contractor, its subcontractors, sub-subcontractors, and suppliers, as well as the County's separate contractors, to reproduce applicable portions of the Instruments of Service. The Consultant shall provide reproductions of the Instruments of Service and the As-Constructed

Record Drawings to the County upon request, free of charge. All such reproductions shall be the property of the County, whether or not the Project is completed.

10. Choice of Law

10.1. The Agreement shall be construed and enforced in accordance with the laws of the State of New York.

11. Submittal Requirements

11.1. Cover page (one page).

11.2. List of sub-consultants (one page).

11.3. Signed **Appendix A** – Non-Collusion Certification

11.4. Signed **Appendix B** – Iran Divestment Act Certification

11.5. Signed **Appendix C** – Solid Waste Certification

11.6. Signed **Appendix D** – Statement on Sexual Harassment

11.7. Completed **Appendix F** – Fee Proposal

11.8. Sufficient documentation to answer the evaluation criteria.

11.9. Billable hourly rate schedule including sub-consultants.

12. Special Requirements

12.1. The Consultant shall have on staff, or as a sub-consultant, a Professional Engineer recognized by the New York State Education Department. This individual shall be responsible for the coordination of services and shall supervise all inspectors and sub-consultants.

13. Responsibility of Consultant

13.1. If it is found that Consultant is irresponsible (e.g., has not paid taxes, is not a legal entity, submitted a proposal without an authorized signature, falsified any information in the proposal package, etc.), its proposal shall be rejected, and any contract(s) entered into may be terminated immediately upon notice without penalty.

14. Proposal Evaluation Criteria

14.1. The critical factors to be considered in the evaluation of proposals are as follows:

14.1.1. Past performance of construction project engineering and management for related and relevant projects relating to the RFP requirements.

14.1.2. Professional qualifications of the staff and consultants as it pertains to the RFP.

14.1.3. Professional capacity of the firm to accomplish the work in the required time.

14.1.4. Familiarity with work at Oneida County DPW, the locality of Oneida County and its local laws and regulations, as well as its ability to respond to the project site(s) for time-sensitive matters.

14.1.5. Specialized experience and technical competence in the scope of the work being performed.

14.1.6. Proposed Consulting Fees.

14.2. The County reserves the right to adjust weighting or consider additional factors as deemed to be in the County's best interest.

Appendix A
Non-Collusion Certification

The following section is an excerpt from the General Municipal Law.

103-d Statement of Non-Collusion in Bids and Proposals to Political Subdivision of the State

1. Every bid or proposal hereafter made to a political subdivision of the State or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the Bidder and affirmed by such Bidder as true under the penalties of perjury: Non-collusive Bidding Certification.

a) 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 to the best of their 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; and

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 restricting competition.

b) A Bid shall not be considered for award nor shall any award be made where (a), (1), (2) and (3) above have not been complied with; provided however, that if in any case the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where

(a), (1), (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the Purchasing unit of the political subdivision, public department, agency or official thereof, to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a Bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

2. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate Bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, shall be deemed to have been authorized by the Board of Directors of the Bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

This is to certify that we have not been disqualified to contract with any municipality and we are in a position to accept any contract subject to the provisions of Section 103-d of General Municipal Law.

Submitted By

(Legal Name of Person, Firm or Corporation)

Name: _____

Title: _____

Signature: _____

Date: _____

(SIGN AND RETURN WITH PROPOSAL)

**Appendix B
Iran Divestment Act - Certification**

Pursuant to New York State Finance Law §165–a, Iran Divestment Act of 2012, the Office of General Services is required to post on its web site

<http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> a list of persons who have been determined to engage in investment activities in Iran (“the List”), as defined in that Act. Under Public Authorities Law § 2879-c, Iranian Energy Sector Divestment, the Authority, may not enter into or award a Contract unless it obtains a certification from a Bidder, who shall check the box and make the certification in Subparagraph a, below, that they are not on the List. If that certification cannot be made, the Authority may consider entering into a Contract, on a case by case basis if the Bidder checks the box and makes the certification in Subparagraph b, below, that their Iran investment is ceasing.

For purposes of this provision, a person engages in investment activities in Iran if: (A) the person provides goods or services of twenty million dollars or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or (B) the person is a financial institution that extends twenty million dollars or more in credit to another person, for forty-five days or more, if that person will use the credit to provide goods or services in the energy sector in Iran.

The Certification is as follows:

Certification that the Bidder is not on the List: Each person, where person means natural person, corporation, company, limited liability company, business association, partnership society, trust, or any other nongovernmental entity, organization, or group, and each person signing on behalf of any other party, certifies, and in the case of a joint bid or proposal or partnership each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each person is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law.

By submission of this bid, each Bidder and each person signing on behalf of any Bidder certify, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law.

I certify under penalty of perjury that the foregoing is true.

Submitted By

(Legal Name of Person, Firm or Corporation)

Name: _____

Title: _____

Signature: _____

Date: _____

(SIGN AND RETURN WITH PROPOSAL)

Appendix C

Recycling and Solid Waste Management Certification Form for Oneida County Contracts

The Oneida County Board of Legislators at its May 26, 1999, meeting passed Resolution #249 dealing with the inclusion of recycling and solid waste management provision in Oneida County contract. All waste and recyclables generated by the contracting party shall be delivered to the facilities of the Oneida-Herkimer Solid Waste Authority.

REGULATORY COMPLIANCE

- (a) The Contractor agrees to comply with all applicable Federal, State and Local Statutes, rules and regulations as some may from time to time be amended pursuant to law.

- (b) Pursuant to Oneida County Board of Legislator Resolution No. 249 of May 26, 1999, the Contractor agrees to deliver exclusively to the facilities of the Oneida-Herkimer Solid Waste Authority, all wastes and recyclables generated within the Authority's service area by performance of this contract by Contractor and any subcontractors. Upon awarding of this contract, and before work commences, the Contractor will be required to provide Oneida County with proof that Resolution No. 249 of 1999 has been complied with, and that all wastes and recyclables in the Oneida-Herkimer Solid Waste Authority's service area which are generated by the Contractor and any subcontractors in performance of this contract will be delivered exclusively to Oneida-Herkimer Solid Waste Authority facilities.

CERTIFICATION STATEMENT

"I certify that I understand and agree to comply with the terms and conditions of the Oneida County Recycling and Solid Waste Management Program (R-249). I further agree to provide Oneida County proof of such compliance.

Submitted By

(Legal Name of Person, Firm or Corporation)

Name: _____

Title: _____

Signature: _____

Date: _____

(SIGN AND RETURN WITH PROPOSAL)

Appendix D
Statement on Sexual Harassment in Accordance with New York State Law

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 its employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the Labor Law.

Submitted By

(Legal Name of Person, Firm or Corporation)

Name: _____

Title: _____

Signature: _____

Date: _____

(SIGN AND RETURN WITH PROPOSAL)

Appendix E
STANDARD ONEIDA COUNTY CONDITIONS

The County of Oneida ("County") and _____ ("Contractor"), for good consideration, agree to be bound by the following clauses which are hereby made a part of the foregoing Agreement:

1. EXECUTORY OR NON-APPROPRIATION CLAUSE.

The County shall have no liability or obligation under this Contract to the Contractor or to anyone else beyond the annual funds being appropriated and available for this Contract.

2. ONEIDA COUNTY BOARD OF LEGISLATORS: RESOLUTION #249 SOLID WASTE DISPOSAL REQUIREMENTS.

Pursuant to Oneida County Board of Legislator Resolution No. 249 of May 26, 1999, the Contractor agrees to deliver exclusively to the facilities of the Oneida-Herkimer Solid Waste Authority, all waste and recyclables generated within the Authority's service area by performance of this Contract by the Contractor and any subcontractors. Upon awarding of this Contract, and before work commences, the Contractor will be required to provide Oneida County with proof that Resolution No. 249 of 1999 has been complied with, and that all wastes and recyclables in the Oneida-Herkimer Solid Waste Authority's service area which are generated by the Contractor and any subcontractors in performance of this Contract will be delivered exclusively to Oneida-Herkimer Solid Waste Authority facilities.

3. CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, AND DRUG-FREE WORKPLACE REQUIREMENTS.

- a. Lobbying. As required by Section 1352, Title 31 of the U.S. Code and implemented at 34 CFR Part 82 for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Section 82.105 and 82.110, the Contractor certifies that:
 - i. No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
 - ii. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any

agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the Contractor shall complete and submit Standard Form 111 "Disclosure Form to Report Lobbying," in accordance with its instructions.

- iii. The Contractor shall require that the language of this certification be included in the award documents for all subcontracts and that all subcontractors shall certify and disclose accordingly.
- b. Debarment, Suspension and other Responsibility Matters. As required by Executive Order 12549, Debarments and Suspension, and implemented at 2 CFR Part 180, for prospective participants in primary covered transactions, as defined at 13 CFR 400.109.
 - i. The Contractor certifies that it and its principals:
 - A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - B. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - C. Are not presently indicted or otherwise criminally or civilly charged by a Government entity (federal, state or local) with commission of any of the offenses enumerated in subparagraph (B), above, of this certification; and
 - D. Have not within a three-year period preceding this Contract had one or more public transactions (federal, state, or local) for cause or default;
 - ii. Where the Contractor is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this Contract.
- c. Drug-Free Workplace (Contractors other than individuals). As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR Part 182, Subpart B, for Contractors other than individuals.
 - i. The Contractor will or will continue to provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing an ongoing drug-free awareness program to inform employees about:
 - 1) The dangers of drug abuse in the workplace;
 - 2) The Contractor's policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation, and employee assistance program; and
 - 4) The penalties that may be imposed upon an employee for drug abuse violation occurring in the workplace;
- C. Making it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph (A), above;
- D. Notifying the employee in the statement required by paragraph (A), above, that as a condition of employment under the Contract, the employee will:
 - 1) Abide by the terms of the statement; and
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
- E. Notifying the County, in writing within ten (10) calendar days after having received notice under subparagraph (D)(2), above, from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position and title, to:

Director, Grants Management Bureau, State Office Building Campus, Albany, New York 12240. Notice shall include the identification number(s) of each affected contract.

- F. Taking one of the following actions, within thirty (30) calendar days of receiving notice under paragraph (D)(2), above, with respect to any employee who is so convicted;

- 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E) and (F), above.

- ii. The Contractor may insert in the space provided below the site(s) for the performance of work done in connection with the specific contract.

Place of Performance (street, address, city, county, state, zip code).

d. Drug-Free Workplace (Contractors who are individuals). As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR Part 182, Subpart C, for Contractors that are individuals.

- i. As a condition of the contract, the Contractor certifies that he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the Contract; and
- ii. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any contract activity, the Contractor will report the conviction, in writing, within ten (10) calendar days of the conviction, to:

Director, Grants Management Bureau, State Office Building Campus, Albany, NY 12240.
 Notice shall include the identification number(s) of each affected Contract.

4. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA).

When applicable to the services provided pursuant to the Contract:

- a. The Contractor, as a Business Associate of the County, shall comply with the Health Insurance Portability and Accountability Act of 1996, hereinafter referred to as "HIPAA,"

as well as all regulations promulgated by the Federal Government in furtherance thereof, to assure the privacy and security of all protected health information exchanged between the Contractor and the County. In order to assure such privacy and security, the Contractor agrees to enact the following safeguards for protected health information:

- i. Establish policies and procedures, in written or electronic form, that are reasonably designed, taking into consideration the size of, and the type of activities undertaken by, the Contractor, to comply with the Standards for Privacy of Individual Identifiable Health Information, commonly referred to as the Privacy Rule;
 - ii. Utilize a combination of electronic hardware and computer software in order to securely store, maintain, transmit, and access, protected health information electronically; and
 - iii. Utilize an adequate amount of physical hardware, including but not limited to, locking filing cabinets, locks on drawers, other cabinets and office doors, in order to prevent unwarranted and illegal access to computers and paper files that contain protected health information of the County's clients.
- b. This agreement does not authorize the Contractor to use or further disclose the protected health information that the Contractor handles in treating patients of the County in any manner that would violate the requirements of 45 CFR § 164.504(e), if that same use or disclosure were done by the County, except that:
- i. The Contractor may use and disclose protected health information for the Contractor's own proper management and administration; and
 - ii. The Contractor may provide data aggregation services relating to the health care operations of the County.
- c. The Contractor shall:
- i. Not use or further disclose protected health information other than as permitted or required by this contract or as required by law;
 - ii. Use appropriate safeguards to prevent the use or disclosure of protected health information other than as provided for in this Contract;
 - iii. Report to the County any use or disclosure of the information not provided for by this Contract of which the Contractor becomes aware;

- iv. Ensure that any agents, including a subcontractor, to whom the Contractor provides protected health information received from, or created or received by the Contractor on behalf of the County, agrees to the same restrictions and conditions that apply to the Contractor with respect to such protected health information;
 - v. Make available protected health information in accordance with 45 CFR §164.524;
 - vi. Make available protected health information for amendment and incorporate any amendments to protected health information in accordance with 45 CFR §164.528;
 - vii. Make available the information required to provide an accounting of disclosures in accordance with 45 CFR § 164.528;
 - viii. Make its internal practices, books, and records relating to the use and disclosure of protected health information received from, or created or received by, the Contractor on behalf of the County available to the Secretary of Health and Human Services for purposes of determining the County's compliance with 45 CFR § 164.504(e)(2)(ii); and
 - ix. At the termination of this Contract, if feasible, return or destroy all protected health information received from, or created or received by, the Contractor on behalf of the County that the Contractor still maintains, in any form, and retain no copies of such information; or, if such return or destruction is not feasible, extend the protections of this Contract permanently to such information and limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible.
- d. The Contractor agrees that this contract may be amended if any of the following events occurs:
- i. HIPAA, or any of the regulations promulgated in furtherance thereof, is modified by Congress or the Department of Health and Human Services;
 - ii. HIPAA, or any of the regulations promulgated in furtherance thereof, is interpreted by a court in a manner impacting the County's HIPAA compliance; or
 - iii. There is a material change in the business practices and procedures of the County.
- e. Pursuant to 45 CFR § 164.504(e)(2)(iii), the County is authorized to unilaterally terminate this Contract if the County determines that the Contractor has violated a material term of this Contract.

5. NON-ASSIGNMENT CLAUSE.

In accordance with Section 109 of the General Municipal 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 County's previous written consent, and any attempts to do so are null and void. The Contractor may, however, assign its right to receive payments without the County's prior written consent unless this Contract concerns Certificates of Participation pursuant to Section 109-b of the General Municipal Law.

6. WORKER'S COMPENSATION BENEFITS.

In accordance with Section 108 of the General Municipal 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.

7. NON-DISCRIMINATION REQUIREMENTS.

To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other state and federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a Contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this Contract shall be performed within the State of New York, the 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 of the Labor Law, the 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. The 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 monies due hereunder for a second or subsequent violation.

8. 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 of the Labor Law, neither the 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 Articles, 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, the 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 County of any County-approved sums due and owing for work done upon the project.

9. NON-COLLUSIVE BIDDING CERTIFICATION.

In accordance with Section 103-d of the General Municipal Law, if this Contract is awarded based upon the submission of bids, the Contractor certifies and affirms, under penalty of perjury, as to its own organization, under penalty of perjury, that to the best of its 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; and (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; and (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. The Contractor further affirms that, at the time the Contractor submitted its bid, an authorized and responsible person executed and delivered to the County a non-collusive bidding certification on the Contractor's behalf.

10. RECORDS.

The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertaining to performance under this Contract (hereinafter, collectively, "the Records"). The Records shall include, but not be limited to, reports, statements, examinations, letters, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or discs, electronic files, e-mails (and all attachments thereto), rules, regulations and codes. 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 County Comptroller, the County Attorney and any other person or entity authorized to conduct an audit or 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 County or, if no such office is available, at a mutually agreeable and reasonable venue within the County, for the term specified above, for the purposes of inspection, auditing and copying. The County 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: (a) the Contractor shall timely inform an appropriate County official, in writing, that said records should not be disclosed; (b) said records shall be sufficiently identified; and (c) in the sole discretion of the County, designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the County's right to discovery in any pending or future litigation. Notwithstanding any other language, the Records may be subject to disclosure under the New York Freedom of Information Law, for other applicable state or federal law, rule or regulation.

11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.

- a. Identification Number(s). Every invoice or claim for payment submitted to a County agency by a payee, for payment for the sale of goods or service or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property must include the payee's identification number. This number includes 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. Where the payee does not have such number or numbers, the payee, on its invoice or claim for payment, must state with specificity the reason or reasons why the payee does not have such number or numbers.
- b. Privacy Notification. (i) 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 County 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 liabilities and to generally identify persons affected by the taxes administered by the New York State Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (ii) The personal information is requested by the County's purchasing unit contracting to purchase goods or services or lease the real or personal property covered by this Contract.

12. 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 Addendum, the terms of this Addendum shall control.

13. GOVERNING LAW.

This Contract shall be governed by the laws of the State of New York except where the Federal Supremacy Clause requires otherwise.

14. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS.

The Contractor certifies and warrants that all wood products to be used under this Contract award will be acquired 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 sole responsibility of the Contractor to establish to meet with the approval of the County.

In addition, when any portion of this Contract involving the use of woods, whether for supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in Section 165 of the State Finance Law. Any such use must meet with approval of the County; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the sole responsibility of the Contractor to establish to meet with the approval of the County.

15. COMPLIANCE WITH NEW YORK STATE INFORMATION SECURITY BREACH AND NOTIFICATION ACT.

The Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa).

16. GRATUITIES AND KICKBACKS.

- a. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee or former County employee, or for any County employee or former County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request; influencing the content of any specification or procurement standard; rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application; request for ruling, determination, claim, or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor.
- b. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime Contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

17. AUDIT.

The County, the State of New York, and the United States shall have the right at any time during the term of this agreement and for the period limited by the applicable statute of limitations to audit the payment of monies hereunder. The Contractor shall comply with any demands made by the County to provide information with respect to the payment of monies made hereunder during the period covered by this paragraph. The Contractor shall maintain its books and records in accordance with generally accepted accounting principles or such other method of account which is approved in writing by the County prior to the date of this agreement. The revenues and expenditures of the Contractor in connection with this agreement shall be separately identifiable. Each expenditure or claim for payment shall be fully documented. Expenditures or claims for payment which are not fully documented may be disallowed. The Contractor agrees to provide to or permit the County to examine or obtain copies of any documents relating to the payment of money to the Contractor or expenditures made by the Contractor for which reimbursement is requested to be made or has been made to the Contractor by the County. The Contractor shall maintain all records required by this paragraph for 7 years after the date this agreement is terminated or ends.

If the Contractor has expended, in any fiscal year, \$300,000.00 or more in funds provided by a federal financial assistance program from a federal agency pursuant to this agreement and all other contracts with the County, the Contractor shall provide the County with an audit prepared by an independent auditor in accordance with the Single Audit Act of 1984, 31 U.S.C. §§ 7501, et seq., as amended, and the regulations adopted pursuant to such Act.

18. CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT.

Pursuant to Section 103-g of the General Municipal Law, by submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each bidder or Contractor, or any person signing on behalf of any bidder or 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 Office of General Services (hereinafter "OGS") website, that to the best of its knowledge and belief, that each bidder or Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to State Finance Law § 165-a(3)(b).

Additionally, the bidder or Contractor is advised that once the Prohibited Entities List is posted on the OGS website, any bidder or Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation 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 Contract, should the County receive information that a bidder or Contractor is in violation of the above-referenced certification, the County will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he, she or it has ceased engagement in the investment which is in violation of the Iran Divestment Act of 2012 within ninety (90) days after the determination of such violation, then the County shall take such action as may be appropriate, including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the bidder or Contractor in default.

The County reserves the right to reject any bid or request for assignment for a bidder or 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 bidder or Contractor that is awarded a Contract and subsequently appears on the Prohibited Entities List.

19. PROHIBITION ON TOBACCO AND E-CIGARETTE USE ON COUNTY PROPERTY.

Pursuant to Local Law No. 3 of 2016, the use of tobacco and e-cigarettes are prohibited on Oneida County property, as follows:

- a. For the purposes of this provision, the “use of tobacco” shall include:
 - i. The burning of a lighted cigarette, pipe, cigar or other lighted instrument for the purpose of smoking tobacco or a tobacco substitute;
 - ii. The use of tobacco and/or a substance containing tobacco or a tobacco substitute by means other than smoking, including: chewing; holding in the mouth; or expectoration of chewing tobacco.
- b. For the purposes of this provision, “e-cigarette” shall mean an electronic device composed of a mouthpiece, heating element, battery and electronic circuit that delivers vapor which is inhaled by an individual user as he or she simulates smoking.
- c. For the purposes of this provision, “on Oneida County property” shall be defined as:
 - i. Upon all real property owned or leased by the County of Oneida; and
 - ii. Within all County of Oneida-owned vehicles or within private vehicles when being used for a County of Oneida purpose, except that a driver may smoke in a privately-owned vehicle being used for a County of Oneida Purpose if the driver is the sole occupant of the vehicle.

- d. Each violation of this Local Law No. 3 of 2016 shall constitute a separate and distinct offense and may be punishable by a fine of up to \$200.00 for a first offense and up to \$1,000.00 for subsequent offenses.

20. COMPLIANCE WITH NEW YORK STATE LABOR LAW § 201-G.

The Contractor shall comply with the provisions of New York State Labor Law § 201-g.

21. COMPLIANCE WITH NEW YORK STATE LABOR LAW § 220-i.

If this contract is for a public work and is a covered project as set forth in Labor Law § 220-i, the Contractor shall at all times comply with, and shall require its subcontractors (if any) to comply with, Labor Law § 220-i. The Contractor and its subcontractors (if any) shall at all times be registered by the Department of Labor as set forth in Labor Law § 220-i. Should the registration of the Contractor or its subcontractors (if any) lapse during the term of the contract or subcontract, the Contractor and its subcontractors shall be subject to Labor Law § 220-i(5). Should a Contractor or subcontractor be determined by the Department of Labor to be unfit to be registered by the Department of Labor during the term of the contract or subcontract, then its work may continue only if a monitor is appointed to oversee the work completed at the sole expense of the Contractor or its subcontractor, as applicable. Such monitor must be approved by the Department of Labor.

**Appendix F
Proposals Form**

The county will add the contingency funds to each of the 11 projects (as described in section 3.11.7.1). In case of conflict between the prices, the prices written in words will control.

We submit the following fee proposal for Engineering Design Services for:

- 1. Replacement of Structure C2410040 (C9-67), West Ava Road over Tributary of East Branch Fish Creek, Town of Ava.
Lat. 43.40123 Lon. -75.53347**

Total Price Written in Numbers	Total Price Written in Words
--------------------------------	------------------------------

- 2. Replacement of Structure C3610020 (C1-58), Koenig Road over Tributary of Nine Mile Creek, Town of Floyd.
Lat. 43.21750 Lon. -75.33556**

Total Price Written in Numbers	Total Price Written in Words
--------------------------------	------------------------------

- 3. Replacement of Structure C4210010 (C8-53), Stokes-Westernville Road over Tributary of Potash Creek, Town of Lee.
Lat. 43.30361 Lon. -75.46333**

Total Price Written in Numbers	Total Price Written in Words
--------------------------------	------------------------------

- 4. Replacement of Structure C5210010 (C1-55), Fairchild Road over Mud Brook, Town of Remsen.
Lat. 43.34194 Lon. -75.18333**

Total Price Written in Numbers	Total Price Written in Words
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- 5. Replacement of Structure C5610020 (C1C-53), Fuller Road over Tributary of Steuben Creek, Town of Steuben.
Lat. 43.31556 Lon. -75.26056**

Total Price Written in Numbers	Total Price Written in Words
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- 6. Replacement of Structure C6010020 (C3-13), College Hill Road over Tributary of Deans Creek, Town of Vernon.
Lat. 43.05583 Lon. -75.47056**

Total Price Written in Numbers	Total Price Written in Words
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7. Replacement of Structure C6610100 (C3-76), Webster Hill Road over Tributary of Mohawk River, Town of Western.

Lat. 43.38930 Lon. -75.41668

Total Price Written in Numbers

Total Price Written in Words

8. Replacement of Structure C6810040 (C3-42), Bartlett Road over Tributary of Mohawk River, Town of Westmoreland.

Lat. 43.16601 Lon. -75.43416

Total Price Written in Numbers

Total Price Written in Words

9. Rehabilitation of Structure C1310070 (C1-83), Old Oneida Road over Tributary of Wood Creek, City of Rome.

Lat. 43.18397 Lon. -75.48953

Total Price Written in Numbers

Total Price Written in Words

10. Rehabilitation of Structure C4210070 (C9-53), Stokes-Westernville Road over Potash Creek, Town of Lee.

Lat. 43.30389 Lon. -75.46639

Total Price Written in Numbers

Total Price Written in Words

11. A. Rehabilitation of Structure C3410060 (C4-68), Osceola Road over Smith Brook, Town of Florence.

Lat. 43.44167 Lon. -75.74278

B. Rehabilitation of Structure C3410070 (C3-68), Osceola Road over Little River, Town of Florence.

Lat. 43.44528 Lon. -75.73667

C. Rehabilitation of Structure C3410090 (C2-68), Osceola Road over Little River, Town of Florence.

Lat. 43.45000 Lon. -75.73472

Total Price Written in Numbers

Total Price Written in Words

By signing below, I hereby certify that I have the authority to offer this Proposal to the County of Oneida for the above listed individual or company, upon the terms contained in the RFP. I certify that I have the authority to bind myself/this company in an Agreement should I be successful in my proposal.

Legal Name of Persons, Firm or Corporation

Address

Signature

Name and Title

Date