



PURCHASING DEPARTMENT COUNTY OF STEUBEN

3 EAST PULTENEY SQUARE
BATH, NEW YORK 14810-1510
(607) 664-2484

LEGAL NOTICE:

Notice is hereby given that the Administration Committee of the Steuben County Legislature and the Steuben County Director of Purchasing will receive quarterly sealed bids for White Xerographic Copy Paper per specifications; document #GC-17-029-B.

Bid documents are available at the Purchasing Department, 3 East Pulteney Square, Bath, New York. Telephone number: 607-664-2484. These documents are also available on the Steuben County website at www.steubencony.org.

Interested parties assume all responsibility to acquire bid information and forms.

Quarterly bids will be received at the Purchasing Department until 1:30 P.M. local time on the following dates: July 27, 2017; October 26, 2017; January 25, 2018; April 26, 2018; at which time and place all bids will be publicly opened and read.

To be considered, bids must be submitted on Steuben County bid forms and delivered in a sealed opaque envelope.

Dated: June 13, 2017

Andrew G. Morse
Director of Purchasing

GENERAL TERMS AND CONDITIONS

1. **Objective:**

This bid document is published in order to obtain competitive prices for white xerographic copy paper.

2. **Acquisition of Bid Documents:**

- a) Bid documents are available at the Steuben County Purchasing Department, 3 East Pulteney Square, Bath, New York. The office is open Monday – Friday, 8:30 A.M. – 4:30 P.M., except holidays. Telephone number 607-664-2484. These documents are also available on the internet; Steuben County website at www.steubencony.org.
- b) Each contractor bears sole responsibility for acquisition of bid documents. Request for bid documents to be forwarded is neither a guarantee nor an incurred obligation on the part of Steuben County to ensure contractor's receipt of bid documents; timely or otherwise.
- c) Receipt of these bid documents, unsolicited or otherwise, shall not be construed a pre-determination of contractor's qualifications to receive a contract award. Nor shall said receipt of these bid documents be interpreted an endorsement that the recipient's equipment, materials, products, and/or services are in compliance with the bid specifications.

3. **Document Number:**

- a) This document has been assigned the following number: GC-17-029-B.
- b) Relevant award(s), contract(s), agreement(s), correspondence, etc. shall reference the assigned document number.
- b) It shall be understood by all interested parties that unless amended by, and only to the extent amended by, the Director of Purchasing, this document (as well as all requirements set forth herein) shall become an integral component of any and all relevant contract(s)/purchase order(s)/agreement(s).

4. **Examination, Interpretation, Correction of Bid Documents:**

Each contractor shall examine all bid documents and judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to this bid solicitation shall be in writing and submitted to the Purchasing Department. The County shall not be responsible for oral

interpretations given by any county employee, representative or others. The issuance of written addendum/addenda is the only official method whereby interpretation, clarification or additional information can be given.

5. **Requirements:**

a) **Prevailing Law -**

To all interested parties – any and all requirements specified herein notwithstanding, it is Steuben County’s intent that, in all instances and under any circumstance, the law of the land shall be in force. Steuben County does not knowingly request nor does it knowingly authorize action(s) which are contrary to the laws, regulations, mandates and all such statutes which are in force at any time during the term of any contract awarded as a result of this bid solicitation. Laws, regulations, mandates and all such statutes as promulgated by authorized government entities shall prevail.

b) **Requirements –**

It shall be understood and agreed by all interested parties that, unless amended (specifications modified and/or waived) by Steuben County, and only to the extent amended by the County, any and all information contained in this bid document is to be considered an essential component of the bid document and subsequent contract(s) and that the bid document as published or amended represents the requirements acceptable to Steuben County.

However, any and all requirements specified herein notwithstanding, it shall be understood and agreed by all interested parties that the following shall apply:

Steuben County reserves as its right, the right to amend (modify and/or waive) specifications where such amendment;

- 1) does not alter the essential nature and/or performance (the form, function, and utility) of the equipment, product, or service.
- 2) encourages the proffer of equivalent equipment, product, or service from interested contractors and manufacturers.

c) Unless amended (specifications modified and/or waived) by the County, and only to the extent amended by the County, this document (all information, terms and conditions, requirements, specifications, and addendum/addenda) shall prevail. If amended, said document as amended shall prevail.

- 1) Award of a bid shall not be construed as approval, by the County, for the contractor to deviate from this document; regardless of whether said deviation(s) is stated in the contractor's attachment(s) to its bid.
- 2) Further, the County shall not be bound by the contents and language expressed in the contractor's bid attachment(s) to its bid; including any attachment(s) submitted to the contractor by manufacturers, sub-contractors, suppliers, and other parties.

6. **Preparation of Bid Documents:**

Bids must be submitted on the forms provided in the bid documents and prepared in the following manner:

- a) All bid forms shall be legibly completed using a permanent medium (e.g. ink, typewriter, laser printer, etc.).
 - 1) If the submittal of unit price(s) is a requirement, said unit price(s) shall prevail.
 - 2) All mathematical functions (extensions, additions, etc.) are subject to audit.
 - 3) In the event of a discrepancy between the price in words and that in figures, the lower price shall be considered the price bid.
 - 4) Each price bid shall be expressed as a numerical dollar value; indicators such as ditto marks, arrows, etc. are not acceptable.
- b) All forms requiring the contractor's signature shall be signed by the contractor or the contractor's authorized representative. Erasures and/or alterations shall be initialed by the individual whose signature appears on the bid forms.
- c) The contractor shall submit the bid in accordance with the bid documents and shall not make any changes in the wording of the bid forms or make any stipulations or qualify the bid in any manner.
- d) Unless otherwise specified by Steuben County, all bids are required to be: FOB Destination, freight allowed. Destination to be designated by the County.
- e) All bids shall be firm for a period of forty-five (45) days from the bid opening date; during which time the County shall render its decision.

7. **Non-Collusive Bidding Clause and Certificate:**

a) Clause –

“By submission of this bid, each contractor and each person signing on behalf of any contractor 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 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 contractor 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 contractor and will not knowingly be disclosed by the contractor 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 contractor to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.”

b. The contractor shall submit a signed and dated Non-Collusive Bidding Certificate with its bid. Said certificate is mandated by Chapter 956 of the Laws of New York State, pursuant to Section 103-D of the General Municipal Law. Reference the “NON-COLLUSIVE BIDDING CERTIFICATE” form included in this bid document.

8. **Hold Harmless Clause and Form:**

a) Clause –

“The contractor agrees that it shall at all times save harmless the County of Steuben from all claims, damages or judgements or for the defense or payment thereof, based on any claim, action or cause of action whatsoever, including any action for libel, slander, or personal injury, or any affiliated claims, by reason of any act or failure to properly act on the part of the contractor and in particular as may arise from the performance under this contract. In the event of an injury by the subcontractor or its employees, they shall cause notice to be served upon the County within twenty-four (24) hours of any such injury.”

b) The contractor shall submit a signed and dated Hold Harmless Clause form with its bid. Reference the “HOLD HARMLESS CLAUSE” form included in this bid document.

9. **Iranian Energy Sector Divestment Certification:**

Contractor hereby represents that said contractor is in compliance with New York State General Municipal Law Section 103-g entitled "Iranian Energy Sector Divestment".

By submission of this bid, each contractor and each person signing on behalf of any contractor 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 its knowledge and belief, that each bidder is not on the list created pursuant to NYS Finance Law Section 165-a(3)(b).

The contractor shall submit a signed, notarized and dated Iranian Energy Sector Divestment Certification with its bid.

Said certificate is mandated by Section 103-g of the General Municipal Law. Reference the Iranian Energy Sector Divestment Certificate form included in this bid document.

10. **Insurance:**

a) This quote document includes an information sheet entitled: STEUBEN COUNTY STANDARD INSURANCE REQUIREMENTS. These requirements establish the minimum insurance(s) which the contractor(s) shall have in effect prior to entering into a contract to do business with Steuben County. Said insurance(s) are required to remain in effect throughout the term of the contract(s).

In the event that the contractor's insurance lapses during the term of the contract, the County reserves, as its right, the right to cancel the contractor's contract(s) and to purchase the contracted product(s)/service(s) on the open market; with any increase in cost(s) to Steuben County being charged to the contractor. Credit shall not be issued to the contractor where open market cost(s) to the County are less than the cost(s) contracted with the contractor.

b) Steuben County shall be named as an additional insured in the contractor's policy for all intents and purposes of contract(s) issued as a result of an award of this quote. The quote document number and quote title shall be referenced in the description/additional comments section of the certificate of insurance form.

Additional insured and certificate holder must only read: Steuben County, 3 East Pulteney Square, Bath, N.Y. 14810.

- c) Each contractor shall submit an original of its Certificate of Insurance (which indicates the contractor's compliance with the above sections a) and b) to Steuben County Purchasing Department, 3 East Pulteney Square, Bath, New York 14810.
- d) The Certificate of Insurance must be approved by the County Risk Manager prior to the contractor's acting on and/or performing any of the obligations it incurred as a result of the award and/or contract.
- e) Self-employed persons must carry Worker's Compensation coverage as directed by the Steuben County Risk Manager. Contractor shall submit an original Certificate of NYS Worker's Compensation Insurance Coverage form WC 88 31 21 C, which indicates the contractor's compliance, to be approved by the County Risk Manager prior to the contractor's acting on and/or performing any of the obligations it incurred as a result of the award and/or contract.
- f) Worker's Compensation Insurance Exemption: Contractors claiming to be exempt from the requirement to carry/provide Workers' Compensation Insurance shall submit a fully executed CE-200 form; the form to be complete, notarized, and stamped as received by the New York State Workers' Compensation Board.
- g) OSHA Training: Wherein a contractor and Steuben County are both parties to a contract involving a public works project with an aggregate dollar value of two hundred fifty thousand dollars (\$250,000.00) or more; said contract shall be understood, by all parties, to include "the provisions that all of the contractor's and sub-contractor's laborers, workers, and mechanics shall be certified as having successfully completed a ten (10) hour OSHA approved course in construction safety and health." Such requirement having been mandated by the New York State Laws of 2007, chapter 282.

In those instances where a quote submittal is required, said certification(s) shall be included with the contractor's submittal. The contractor shall not allow participation in the contracted work by its non-certified staff; i.e. all of the contractor's non-certified laborers, workers, and mechanics.

11. Sales Tax Exemption:

The County is exempt from payment of sales and compensating use taxes of the State of New York and of cities and counties within the State of New York.

12. **NYS Labor Law; Prevailing Wage and Supplements:**

- a) The attention of each and all contractors is directed to Articles 8 and 9 of the New York State Labor Law in general, but also specifically with regard to – Prevailing Wage and Supplements. Steuben County does, in good faith, identify those projects/services it believes to be – Prevailing Wage and Supplements projects/services. The failure of Steuben County to accurately assess the wage status of a particular project/service shall not relieve the contractor of its responsibility to perform in accordance with the above referenced articles. Interested parties are directed to contact the NYS Department of Labor, Binghamton District Office at (607) 721-8005 for a determination of project/service status.
- b) All interested parties (including, but not limited to, contractors and sub-contractors) shall note, understand and comply with the following: In the event the New York State Department of Labor amends the Prevailing Wage Rate Schedule applicable to contracts entered into as a result of an award of this bid solicitation document, said interested party(ies) that are required to pay Prevailing Wages and Supplements shall be required to pay said Prevailing Wages and Supplements in accordance with the most current, applicable Prevailing Wage Rate Schedule in effect at the time the work is performed.
- c) The General Provisions of Laws Covering Workers; NYS-DOL requires as follows: “Every contractor and subcontractor shall submit to the Department of Jurisdiction (i.e. Steuben County), within thirty (30) days after issuance of its first payroll and every thirty (30) days thereafter, a transcript of the original payrolls, subscribed and affirmed as true under penalty of perjury. The Department of Jurisdiction (i.e. Steuben County) shall receive and maintain such payrolls.” As provided for, by the above referenced provisions, Steuben County is authorized to withhold payment(s) to contractors who are not in compliance with all NYS Department of Labor Law(s); with specific attention to Articles 8 and 9. Therefore, Steuben County shall withhold payment(s) to contractors who have not submitted the initial Certified Payroll and the periodic Certified Payroll(s) as required herein.
- d) The contractor shall be required to pay prevailing wage and supplements in accordance with NYS Labor Law Articles 8 and 9.

13. **Equivalents:**

Where, in the bid documents, one certain kind, type, brand, technology or product manufacturer is named, it shall be regarded as the required standard of quality. It is not meant to exclude competition in any way. Similar equipment, products, or service, which are equal in quality, performance, compatibility and

equally adaptable for the intended purposes, as determined by the County, and are submitted as specified in the bid documents, will be considered and may be accepted. The decision of the County as to equal will be final.

14. **Supportive Documentation:**

In addition to specifications stated herein, all equipment/material/products/services shall meet or exceed current standards of the industry. All technical tolerances, ratings, power outputs or any technically specified criteria contained within these specifications are considered to be within the current state of the art and are currently being met by commercially available equipment/material/products/services. The fact that a manufacturer chooses not to produce equipment/material/products to meet these specifications shall not be considered sufficient cause to adjourn these specifications as restrictive. Contractor shall offer the equipment/material/products/services which comes closest to meeting these specifications.

Where deviation(s) from the specifications contained herein is necessary, the contractor shall note such deviation(s). Contractor shall include supportive documentation that clearly indicates the equipment/material/products/services they bid is equivalent to that specified herein. Failure to detail all such deviations will comprise sufficient grounds for rejection of the entire bid.

15. **Protection from Claim Against "Or Equal":**

In the event of any claim concerning or relating to the issue of "equal or better" or "equal", the contractor agrees to hold the County of Steuben free and harmless from any and all claims for loss or damage arising out of this transaction for any reason whatsoever. The County is to be free and harmless for any and all legal fees and court costs.

16. **Addendum/Addenda:**

- a) If an addendum has been issued prior to the County's receipt of bids; Steuben County shall attempt to notify potential contractors known to have received the bid documents and whose contact information is on file with the County. Steuben County does not ensure the potential contractors receipt of addendum. It shall be the responsibility of each contractor, prior to submitting its bid, to contact the Director of Purchasing (607) 664-2484, to determine if an addendum has been issued.
- b) Addendum shall be available for review and/or copy at the Purchasing Department, Room No. 217 of the Steuben County Office Building located in Bath, New York.

- c) It is a requirement that the contractor sign, date, and include the addendum with its bid submittal.

17. **Multiple/Alternate Bid Submittal(s):**

For those contractors intending to submit multiple/alternate bids in response to this bid solicitation; the contractor is required and shall submit a completed bid documents packet for each bid submitted. Note: However, if there is a bid surety requirement, one (1) bid surety instrument, written for the highest required amount, shall suffice.

18. **Submittal of Bid(s):**

- a) For each bid it submits, the contractor shall submit two (2) sets of its bid; including all required documents (e.g. signed clauses, statements, forms, bonds, insurance, manufacturer's specifications, etc.)
 - 1) One (1) set shall be stamped (or otherwise indicated) as being the "ORIGINAL."
 - 2) One (1) set shall be stamped (or otherwise indicated) as being the "DUPLICATE" or "COPY."
 - 3) Information presented in the "ORIGINAL" set of the bid submittal shall prevail.
- b) Requirements for addressing the bid submittal envelope:
 - 1) The bid shall be submitted in a sealed opaque envelope marked on the outside with: the contractor's name and address and the designation: "Sealed Bid – White Xerographic Copy Paper"
 - 2) The envelope shall be addressed to Andrew G. Morse, Director of Purchasing, Steuben County Office Building, 3 East Pulteney Square, Bath, New York 14810.
- c) Bids shall be received at the Purchasing Department, Room #217 of the Steuben County Office Building, at the designated date and time; and at that time bids shall be opened and read publicly.
- d) Facsimile transmitted bids are not acceptable and shall be rejected.
- e) Security procedures are in effect at the Steuben County Office Building. Interested parties, especially contractors who intend to hand deliver bids and/or conduct business with the Steuben County Purchasing Department should allow sufficient time for any delay which may arise as a result of security procedures. To be considered "delivered on time," a bid

submittal must be received at the Purchasing Department by the appointed hour.

19. **Late Bids:**

Contractors shall bear sole responsibility for the delivery of their bid in a timely manner. Reliance upon the U.S. Postal Service or other carriers is at the contractor's risk. Late bids shall not be considered and shall be returned unopened.

20. **Right of County to Seek Clarification, Accept or Reject Bid(s), etc.:**

a) Steuben County reserves as its right, the right to require clarification from contractors for the purpose of assuring a full understanding of the contractor's responsiveness to the solicitation requirements.

b) Steuben County reserves as its right; the right to accept or reject any and all bids (or separable portions thereof), the right to waive irregularities and technicalities, and the right to request resubmittal of bids (re-bid).

21. **Civil Rights:**

The County of Steuben, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and New York State Labor Law; Article 8 - Public Work, Section 220e hereby notifies all contractors that it will affirmatively ensure that any contract awarded as a result of this bid solicitation will be awarded without discrimination on the grounds of race, color, sex or natural origin.

22. **Award of Bid:**

For the purposes of this bid and subsequent award(s), it is intended that award(s) be made to the lowest responsible contractor.

a) Award(s) shall only be made to bids submitted by qualified, responsive, and responsible contractors who sufficiently meet the terms, conditions, and specifications stated herein. However, under all circumstances and all statements to the contrary notwithstanding, Steuben County reserves as its right, the right to determine award(s)/contractor(s) in accordance with the best interest of Steuben County.

b) Award of bid is not made at the bid opening. All bids are subject to final review and acceptance by the appropriate committee(s) of the Steuben County Legislature before any award may be made. Receipt of bids by the County shall not be construed as authority to bind the County.

23. **Executory Clause:**

In accordance with Section 41 of the New York State Finance Law, Steuben County shall have no liability under any contract or contracts to any contractor or

to anyone else beyond funds appropriated and available for the purposes of this bid document and resultant contract(s).

24. **Assignability:**

The contractor shall not assign, transfer, convey, sub-contract, sublet or otherwise dispose of all or portions of the contract (and/or work to be performed as a result of the contract) or its right, title or interest therein, or its power to execute such contract, or its responsibility therein to any other person, company or corporation, without the prior written consent of the Director of Purchasing and the Steuben County Administration Committee.

25. **Term Contract(s):**

a) Commencement of Contract Term –

In the event a contract is in place at the time of award of this bid solicitation, the award shall not become effective until the current contract has expired. In the event a contract is not in place at the time of award of this bid solicitation, the award shall become effective as of the date of award.

b) Short Term Contract Extension –

Steuben County reserves as its right, the right to unilaterally extend any contract(s) awarded as a result of this bid solicitation. Contract(s) may be extended for a period of time not to exceed forty-five (45) days. All terms, specifications, responsibilities, requirements and price(s) shall remain unchanged from the original contract. A written notification to extend contract shall be issued by the Director of Purchasing to the contract holder(s). Note: A contract and/or contracts may not be extended when a succedent award has been made.

c) Long Term Contract Extension -

Steuben County reserves as its right, the right to renew any contract(s) resulting from this bid solicitation for a definite stated period of time not to exceed one (1) year in length, where:

- 1) Said renewal is in the form of written consent by all parties to the contract.
- 2) All terms, specifications, responsibilities, requirements, and price(s) remain unchanged from the original contract.
- 3) Said renewal is approved by the appropriate representative(s) and/or committee(s) of the Steuben County Legislature.

26. **Authorized Purchase(s):**

The County's assumption of responsibility for any and all purchases made on its behalf is in the form of a purchase order which is numbered, dated, complete, and bears the signature of the Director of Purchasing or other official; as designated by the Steuben County Legislature. Steuben County shall not be responsible for unauthorized purchases.

27. **Contractor's Failure to Comply:**

The contractor's failure to perform in compliance with the bid award shall result in a withholding of payment. The payment shall be withheld until such time as the contractor fulfills its responsibilities. Compliance shall be determined by and to the satisfaction of Steuben County. Such action would not necessarily preclude further initiatives on the part of Steuben County to protect and preserve its interests.

28. **Sufficient Inventory, Equipment, and Staff:**

Contractor is required to have sufficient inventory, equipment and staff available and/or have guaranteed access to sufficient inventory, equipment and staff to fulfill its responsibility as a result of receiving the bid award.

Failure of the contractor to fulfill its responsibility shall be sufficient cause for and entitle Steuben County to:

a) Damages

and/or

b) Purchase the contracted product(s)/service(s) on the open market; with any increase in cost(s) to Steuben County being charged to the contractor. Credit shall not be issued to the contractor where open market cost(s) to the County are less than the cost(s) contracted with the contractor.

29. **Cancellation of Contract:**

Steuben County reserves, as its right, the right to cancel the contract(s) resulting from an award of this bid solicitation at any time during the contract period, without penalty to Steuben County and without stated reason, by delivering a written ten (10) day notice of intent to the contractor(s) or its representative(s). Said notification mailed to the contractor or its representative via the US Postal Service; First Class Mail shall be considered sufficient and delivered.

30. **Standard(s):**

It shall be understood by all parties that;

a) Where in this bid document, compliance with at certain standard (or standards) is required, the contractor shall be required to comply with said standard(s) in its most recent revised form; i.e. the most current revision. The term "standard(s)" shall include, but is not limited to, all laws,

mandates, regulations, etc. established by government bodies, as well as established industry and professional standards.

The following are by way of example only and shall not be considered "all-encompassing":

<u>Standard:</u>	<u>Established By:</u>
ASTM	American Society for Testing Materials
ANSI	American National Standards Institute
US-EPA/Federal EPA	United States Environmental Protection Agency
NYS DOT	New York State Department of Transportation

- b) Regardless of whether or not standards are specified herein, it shall be deemed a requirement that all contractors adhere to the most current Government, Industry and Professional standards; regardless of whether those standards are established via dictum or "common practice".

31. **Interchangeable Terminology:**

For the purpose(s) of this bid solicitation, the following terms are used interchangeably:

- a) Steuben County, county and owner.
- b) Steuben County Director of Purchasing and Director.
- c) Bid documents, bid solicitation, and bid specifications.

32. **Contractor's List:**

A contractor's list shall not be made available prior to the bid opening.

33. **Contact Personnel:**

Questions, concerns, and/or requests for clarification should be directed to: Andrew G. Morse, Director of Purchasing, telephone (607) 664-2484.

34. **Purchases by Other Local Government and School Districts.**

New York State General Municipal Law allows all political subdivisions of New York State to make purchases through the resulting contract(s). Services subject to Article 9 of the NYS Labor Law are excluded from this participation.

- a. **The County of Steuben shall make all contract award information available to other political subdivisions through our website: www.steubencony.org.**
- b. Any other political subdivision will issue purchase orders directly to vendors within the specified contract period referencing the County's contract and shall be liable for any payments due on such purchase orders; and shall accept sole responsibility for any payment due.

c. All purchases shall be subject to audit and inspection by the other political subdivisions for which the purchase was made.

d. No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.

e. All bidders shall be on notice that as a condition of the award of a County contract, the successful bidder shall accept the award of a similar contract with any other political subdivision in New York State, if called upon to do so. The County, however, will not be responsible for any debts incurred by the participants pursuant to this or any other agreement.

f. Necessary deviations from the County's specifications in the award of a participant contract, whether such deviations relate to quantities, color or delivery points shall be resolved between the successful bidder and the other political subdivisions.

g. At no time shall any change to price and product specification be permitted, except where an item has been replaced by another item due to obsolescence. In this instance, the County must approve a change of product in WRITING in order for it to be valid. In the event a product substitution is approved, no change in price will be permitted except when the price will be lower than the originally awarded price.

GENERAL INFORMATION AND REQUIREMENTS

Scope:

It is the intent of this bid specification to obtain competitive prices for a continuous supply of white xerographic copy paper. It is anticipated the Steuben County Purchasing Department will order 120 cases per month of 8.5" x 11" white xerographic copy paper, dock delivery Steuben County Office Building, 3 East Pulteney Square, Bath, N.Y. 14810.

Contract Term:

Bid prices shall be firm for a period of ninety (90) days. Prior to the end of each ninety (90) day term, a new bid solicitation will be issued according to the bid schedule published in this bid document.

Bid Schedule:

Bid opening dates will be: July 27, 2017 for quarterly bid for August, September and October; October 26, 2017 for quarterly bid for November, December 2017 and January 2018; January 25, 2018 for quarterly bid for February, March and April; and April 26, 2018 for quarterly bid for May, June and July 2018.

Qualifications:

Each contractor is required to include the following information with its bid submittal:

1. General History: Name, address, telephone number, contact person, hours of operation, relevant information.
2. Manufacturer's Authorization: Document its manufacturer's authorization to sell/sell and install the manufacturer's product(s), sell/sell and install OEM replacement parts, perform warranty work, and make repairs to the manufacturer's product(s).
3. References: Reference owners or managers of sites where contractor has successfully completed projects of a similar nature.
4. Equipment: List major equipment which will be utilized to successfully complete this project.

The County shall be free to make any inquiry(ies) it deems necessary to ascertain the qualification(s) of the contractor and/or the accuracy of statements made by the contractor as to its qualification(s).

Quantity(ties):

Steuben County intends, but does not guarantee, to purchase a quantity of white xerographic copy paper as specified in this bid document. Quantities shall be as specified herein and delivered to the site(s) specified herein.

A "requirements contract" shall not be established as a result of an award of this bid. Quantities are not guaranteed. A minimum and/or maximum quantity shall not be established. All purchases, and therefore the cumulative annual purchase quantity shall be "as required" by Steuben County.

Steuben County reserves as its right, the right to bid specific project(s) and/or unusually large, single purchase quantities requiring the "same or like" material(s) as the material(s) solicited herein. Contract(s) and/or award(s) in place as a result of this bid solicitation shall not impinge upon contract(s) and/or award(s) issued by Steuben County as a result of a project specific bid(s) and/or bid(s) for unusually large, single purchase quantities.

If this bid document specifies estimated quantities, said quantities are specified for bid purposes only. These quantities are not intended, nor should they be construed, to reflect the actual purchase requirements of Steuben County.

Price Bid:

The contractor shall submit an *in toto* price bid. The term "*in toto* price bid" shall be understood to mean – the aggregate of all costs billable to Steuben County, as a whole cost, lump sum.

Standards, Codes, and Laws:

The item proposed for sale to Steuben County shall comply with all applicable standards, codes, laws, rules, and regulations.

Manufacturer(s):

The manufacturer shall be a company recognized within the industry as an experienced, reliable, and competent producer of the category specified herein.

Product Information and Literature:

The bid shall include:

- a) One package (ream) of paper bid for evaluation.

- b) Manufacturers' literature and specification sheets; supporting documentation which clearly indicates the proposed paper is in compliance with bid specifications.

Delivery:

- a) Delivery Time – The paper purchased as a result of an award of this bid solicitation shall be delivered to the Steuben County site on or within five (5) calendar days of the County's issuance of a purchase order.

- b) Delivery Site – The paper shall be delivered to the Steuben County Purchasing Department or where specified.

- c) Delivery Notification – The contractor shall notify the County of its intent to deliver the paper at least seventy-two (72) hours prior to delivery.
- d) All responsibility, liability, and cost associated with the delivery of the paper shall be borne by the contractor.
- e) Reference: General Information and Requirements section; Liquidated Damages clause.

Invoicing:

Invoices shall be predicated upon quantities ordered, delivered and accepted.

Contact Person:

Questions, concerns, and/or requests for clarification which are specific to the technical requirements stated in this bid document should be directed to Andrew Morse, Director of Purchasing, 3 East Pulteney Square, Bath, N.Y. 14810, telephone number: 607-664-2484.

SPECIFICATIONS

1. **Item:**
White xerographic bond multi purpose office paper, sub 20 for use on all xerographic type copiers, laser and inkjet printers, plain paper faxes and offset duplicators.
2. **Estimated Usage:**
Estimated quarterly usage of 8.5" x 11" white xerographic copy paper is 360 cases.
3. **Delivery Site:**
Dock – Steuben County Purchasing Department, 3 East Pulteney Square, Bath, N.Y. 14810.
4. **Delivery Time:**
Guaranteed delivery of five (5) calendar days after receipt of order.
5. **Minimum Acceptable Standards:**
 - a) Brand: Hammermill Great White, Boise, Georgia Pacific, International Paper Co., Domtar, Husky.
 - b) Color: white.
 - c) Weight: sub. 20 +/- 5%.
 - d) Grain: long.
 - e) Opacity: 85 minimum.
 - f) Caliper: minimum of 3.6 mils to maximum of 4.3 mils.
 - g) Brightness: minimum of 92.
 - h) Size: 8.5" x 11". The paper must be flat, precision trimmed-square on four sides with clean smooth edges evenly jogged with a tolerance of +/- 1/32 inch allowed. Successive sheets of paper within any ream must not differ from each other by more than 1/64 inch.
 - i) Curl: Paper must lie flat before and after processing through copiers, printers or fax machines without curl or minimum curl that does not affect working conditions.

- j) Physical Surface Characteristics: Xerographic paper must be free from the following irregularities—lint, fuzz, wrinkles, waviness, folds, holes, tears, slime spots, wrapper glue, turned over corners, damaged edges, foreign material and any other defects.

6. **Test:**

Steuben County reserves as its right the right to conduct tests to determine quality, informality, workmanship and economy of work performed by the paper bid.

7. **Guarantee:**

All xerographic paper must be unconditionally guaranteed to provide trouble free economic operation in all types of copiers (regular or high speed), laser and inkjet printers, plain paper faxes and duplicators.

It will be the responsibility of the contractor to issue appropriate credits to the County and be responsible for any costs associated with the return of any paper not meeting the terms and conditions of this specification.

8. **Samples:**

For evaluation purposes, at the time of bid submittal each brand of paper bid must include as a minimum a ream of the brand of paper bid. Failure to do so will result in rejection of bid.

9. **Packing:**

All paper must be packaged in by the ream, in moisture resistant packaging, individually labeled to indicate brand, size, color, number of sheets, substance weight and grain.

Each ream must indicate direction paper must be loaded into the copier. This requirement may be waived if paper bid is universal feed.

Reams must be packed in corrugated cartons—5,000 sheets per carton, 8.5" x 11".

Cartons must meet ICC standards and preferably lid type cartons. Each carton must be labeled to indicate size, quantity and color. Cartons shall be free from defects, loose strapping, sealing, bulges or distortion.

- 10. The County will accept and consider bid submittals proposing paper with performance characteristics which exceed those specified herein. However, no additional merit (no increased benefit in consideration) shall be given to proposed paper simply on the basis of characteristics which exceed the specifications stated herein; an exception to this would be allowed in the evaluation of tie bids.

BID: White Xerographic Copy Paper
Document #GC-17-029-B

FILE DAY, DATE & TIME: Thursday, July 27, 2017; 1:30 P.M. local time

SUBMIT TO: Andrew G. Morse, Director of Purchasing
Steuben County Purchasing Department
3 East Pulteney Square
Bath, New York 14810

PROPOSAL PAGE: The undersigned, having an integral understanding of the objective/scope, terms and conditions, specifications and contractor's responsibility as stated in the bid documents, does hereby bid to provide items and/or services as stated below and pursuant to the bid documents.

Proposal cost: <i>in toto</i> price bid per case for 8.5" x 11" white xerographic copy paper per bid specifications. Estimated quarterly usage: 8.5" x 11", 360 cases.	
Case Cost: \$	Case Cost written in words:

PLEASE PRINT OR TYPE:	
Company Name:	Federal Employee ID:
Company Address:	
Name:	Title:
Signature:	Date:
Telephone Number:	Fax Number:

Attachment "D"
Certification Pursuant to Section 103-g
Of the New York State
General Municipal Law

IRANIAN ENERGY SECTOR DIVESTMENT

1. Contractor/proposer hereby represents that said contractor/ proposer is in compliance with New York State General Municipal Law Section 103-g entitled "Iranian Energy Sector Divestment", in that said contractor/proposer has not:
 - a) Provided goods or services of \$20 million or more in the energy sector of Iran including but not limited to the provision of 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) Acted as a financial institution and extended \$20 million or more in credit to another person for forty-five (45) days or more, if that person's intent was to use the credit to provide goods or services in the energy sector in Iran.
2. Any contractor/proposer who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3) (b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible bidder pursuant to Section 103 of the New York State General Municipal Law.
3. Except as otherwise specifically provided herein, every contractor/ proposer submitting a bid/proposal in response to this request for bids/request for proposals must certify and affirm the following under penalties of perjury:
 - 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 its knowledge and belief, that each bidder is not on the list created pursuant to NYS Finance Law Section 165-a (3) (b)."

Steuben County will accept this statement electronically in accordance with the provisions of Section 103 of the General Municipal Law.
4. Except as otherwise specifically provided herein, any bid/proposal that is submitted without having complied with subdivision (a) above, shall not be considered for award. In any case where the bidder/proposer cannot make the certification as set forth in subdivision (a) above, the bidder/proposer shall so state and shall furnish with the bid a signed statement setting forth in detail the reasons therefore. The County reserves its rights, in accordance with General Municipal Law Section 103-g to award the bid/proposal to any bidder/proposer who cannot make the certification, on a case-by-case basis under the following circumstances:
 - a) The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012 and the bidder/proposer has adopted, publicized and is implementing a

Attachment "D"
Certification Pursuant to Section 103-g
Of the New York State
General Municipal Law

IRANIAN ENERGY SECTOR DIVESTMENT
Page 2

formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or

- b) The County of Steuben has made a determination that the goods or services are necessary for the County to perform its functions and that, absent such an exemption, the County of Steuben would be unable to obtain the goods or services for which the bid/proposal is offered. Such determination shall be made by the County in writing and shall be a public document.

Signature

Title

Company Name

Date

STATE OF NEW YORK)
COUNTY OF STEUBEN) ss:

On the _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies) and that by his/her/their signature(s) on the instrument, the individual(s) or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

NON-COLLUSIVE CERTIFICATE

By submission of this bid, each contractor and each person signing on behalf of any contractor 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 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 contractor 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 contractor and will not knowingly be disclosed by the contractor prior to opening, directly or indirectly, to any other contractor or to any competitor; and
3. No attempt has been made or will be made by the contractor to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

PLEASE PRINT OR TYPE:

Company Name: _____

Company Address: _____

Name: _____

Title: _____

Signature: _____

Federal Employee ID #: _____ Date: _____

Telephone No.: _____ FAX No.: _____

Bid Title: _____

HOLD HARMLESS CLAUSE

The Agent shall at all times defend, indemnify and hold harmless the County of Steuben and its employees from any and all claims, damages or judgments or for the defense or payment thereof, based on any claim, action or cause of action whatsoever, including any action for libel, slander, or personal injury, or any affiliated claims, by reason of any act or failure to properly act on the part of Agent and in particular as may arise from the performance under this contract. Such obligation to the County shall not be construed to negate, abridge or reduce other rights of indemnity which would otherwise exist. This provision shall supersede any other provision in this Agreement deemed to be in conflict, unless specifically stated otherwise. In the event of an injury by the subcontractor or its employees, they shall cause notice to be served upon the County within twenty-four (24) hours of any such injury."

PLEASE PRINT OR TYPE:

Company Name: _____

Company Address: _____

Name: _____

Title: _____

Signature: _____

Federal Employee ID #: _____ Date: _____

Telephone No.: _____ FAX No.: _____

Bid Title: _____

Appendix A

STEUBEN COUNTY STANDARD INSURANCE REQUIREMENTS

Prior to commencement of work, delivery of services, acquisition of merchandise or equipment a Certificate of Insurance and a policy endorsement covering items A, B & C must be delivered to the County Department responsible for the agreement, and to the County Risk Manager. A Certificate of insurance may be used to show coverage only.

ITEMS:

- A. Steuben County, 3 East Pulteney Square, Bath, N.Y., 14810 shall be named as an additional insured (for the purposes of coverage but not the payment of premium).
- B. **ACKNOWLEDGEMENT:** The insurance companies providing coverage acknowledge that the named insured is entering into a contract with Steuben County in which the named insured agrees to defend, hold harmless, and indemnify the County, its officials, employees and agents against all claims resulting from work performed, material handled and services rendered. The contractual liability coverage evidenced will cover the liability assumed under the County-Contractor agreement.
- C. Prior to non-renewal, cancellation or a change of coverage on this policy, at least thirty (30) days advance written notice shall be given to Steuben County Risk Manager at Steuben County Offices, 3 Pulteney Square East, Bath, N.Y. 14810

Workers' Compensation Coverage will be required for anyone doing any kind of work for Steuben County. This includes self-employed individuals. The Steuben County Risk Manager may waive this requirement. Proof of Workers' Compensation Coverage must be submitted on NYS Workers' Compensation Board Approved Forms.

MINIMUM COVERAGES AND LIMITS ARE

TYPE OF CONTRACT	COVERAGES REQUIRED	LIMITS REQUIRED
PROFESSIONAL SERVICES	PROFESSIONAL LIABILITY	MINIMUM \$1,000,000
	AUTO LIABILITY TO INCLUDE: OWNED, HIRED & NON OWNED	MINIMUM \$1,000,000
	WORKERS COMPENSATION	STATUTORY
	EMPLOYERS LIABILITY	STATUTORY
	DISABILITY BENEFITS	STATUTORY
CONSTRUCTION & MAINTENANCE	COMPREHENSIVE GENERAL LIABILITY TO INCLUDE: PREMISES & OPERATIONS, PRODUCTS & COMPLETED OPERATIONS, INDEPENDENT CONTRACTOR, CONTRACTUAL, BROAD FORM PROPERTY DAMAGE, (XCU HAZARDS)	MINIMUM \$1,000,000
	AUTO LIABILITY TO INCLUDE: OWNED, HIRED, & NON OWNED	MINIMUM \$1,000,000
	WORKERS' COMPENSATION	STATUTORY
	EMPLOYERS LIABILITY	STATUTORY
	DISABILITY BENEFITS	STATUTORY
ACQUISITION OF SUPPLIES OR EQUIPMENT	COMPREHENSIVE GENERAL LIABILITY TO INCLUDE: PRODUCTS & COMPLETED OPERATIONS, CONTRACTUAL, BROAD FORM PROPERTY	MINIMUM \$1,000,000
	WORKERS' COMPENSATION	STATUTORY
	EMPLOYERS LIABILITY	STATUTORY
	DISABILITY BENEFITS	STATUTORY
COUNTY PROPERTY USED BY OTHERS	COMPREHENSIVE GENERAL LIABILITY TO INCLUDE: PREMISES & OPERATIONS, PRODUCTS & COMPLETED OPERATIONS, INDEPENDENT CONTRACTOR, CONTRACTUAL, PERSONAL INJURY, LIQUOR LEGAL LIABILITY	MINIMUM \$1,000,000
	AUTO LIABILITY TO INCLUDE: OWNED, HIRED, & NON OWNED	MINIMUM \$1,000,000
	WORKERS' COMPENSATION	STATUTORY
	EMPLOYERS LIABILITY	STATUTORY
	DISABILITY BENEFITS	STATUTORY
CONCESSIONAIRE SERVICES LIVERY SERVICES MUNICIPAL AGREEMENTS	COMPREHENSIVE GENERAL LIABILITY TO INCLUDE: PREMISES & OPERATIONS, PRODUCTS & COMPLETED OPERATIONS, INDEPENDENT CONTRACTOR, CONTRACTUAL, PERSONAL INJURY, LIQUOR	MINIMUM \$1,000,000
	AUTO LIABILITY TO INCLUDE: OWNED, HIRED, & NON OWNED	MINIMUM \$1,000,000
	WORKERS' COMPENSATION	STATUTORY
	EMPLOYERS LIABILITY	STATUTORY
	DISABILITY BENEFITS	STATUTORY

Bid specifications, particular contracts, leases or agreements may require increased limits and/or additional coverage. If there are questions please contact the Steuben County Risk Manager 607-664-2104