

**AGREEMENT**

This Agreement ("Agreement") is made and entered into by and between **Suffolk County Community College ("College")**, having its principal office at 533 College Road, Selden, New York 11784-2899, a community college established pursuant to New York State Education Law, under the sponsorship of the **County of Suffolk ("County")**, a municipal corporation of the State of New York; and

**Austin Interiors, Inc. ("Contractor")**, a New York corporation having its principal place of business at 100 Keyland Court, Bohemia, New York 11716.

The parties hereto desire for Contractor to fabricate and install exterior and interior building signage to update the logo for the Suffolk Credit Union Arena at the Michael J. Grant Campus ("**Services**"), in accordance with the bid terms, conditions and specifications as more fully described in Exhibit A ("Description of Services").

**Term of Agreement:** August 28, 2023 to November 20, 2023

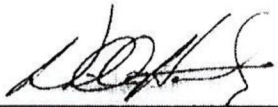
**Total Cost of Agreement:** Not to exceed \$125,470.00, as set forth in Exhibit B, attached hereto.

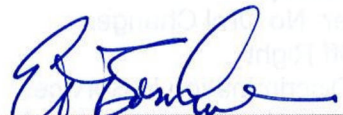
**Terms and Conditions:** Shall be as set forth in Exhibits A through E, attached hereto and made a part hereof.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the latest date written below.

**Austin Interiors, Inc.**  
FID #: 11-3089507  
Tel.: (631) 724-1300

**Suffolk County Community College**

By:   
\_\_\_\_\_  
William Hardy  
President


By:   
\_\_\_\_\_  
Edward T. Bonahue, Ph.D.  
President

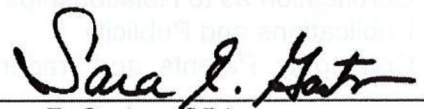
Date: 9/12/2023

Date: 9/12/23

**Approved as to Legality:**  
**Suffolk County Community College**

**Approved:**  
**Suffolk County Community College**

By:   
\_\_\_\_\_  
Ashley C. Pope  
College General Counsel

By:   
\_\_\_\_\_  
Sara E. Gorton, CPA  
Interim Vice President for Business and  
Financial Affairs

Date: 9/12/2023

Date: 9/12/2023

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**EXHIBIT A**  
**Description of Services**

Contractor shall fabricate and install exterior and interior building signage to update the logo for the Suffolk Credit Union Arena at the Michael J. Grant Campus in accordance with the bid terms, conditions and specifications as more fully described herein, under the Base Bid.

All work shall be completed by October 20, 2023.

Contractor shall provide a minimum of two (2)-year parts and labor warranty for the sign assembly and five (5) years for the LED lighting from the project completion date.

**SECTION I**  
**BID TERMS AND CONDITIONS**

1. The following conditions apply to this bid: (a) Late Formal Sealed Bids will NOT be accepted. Bidders are urged to mail bids early to assure delivery on time. (b) Bids must be received by the Procurement Office on or before the specified bid opening date and time. (c) Prices MUST be inserted with typewriter or ink. Entries with white-out or cross-outs MUST be initialed or that entry may be disqualified. (d) Bidders should submit Unit Price in appropriate column on bid pages or forms attached hereto. In the event of a discrepancy between the Unit Price and the Extension Price, the Unit Price shall govern. (e) Bidders should retain one (1) copy of bid forms and applicable attachments. (f) Bidders MUST state Manufacturer's name and catalog number of each item bid on, as appropriate. (g) ABSOLUTELY NO MINIMUM ORDERS shall be applied to this bid. (h) Purchases made by the College are not subject to State or Local Sales Taxes or Federal Excise Taxes. (i) The College is not subject to any existing "FAIR TRADE AGREEMENT" and Bidders should be governed accordingly. (j) Any Manufacturer offering prices for equipment or supplies (disposables), MUST agree to sell parts and service for their equipment currently owned or leased by the College or acquired as a result of this bid, directly to the College. This provision applies even if this bid is for supplies only. (k) When applicable, Vendor shall submit documentation to the College, prior to delivering the product, indicating a "Class A" Fire Rating and New York State Department of State Compliance Numbers, in accordance with "NAPPA 101" and New York State Fire Prevention Code, Part 772 (NYS DOS Number). Products delivered without prior approved certification will be rejected, and the Vendor shall be responsible for all costs associated with their return. (l) Bid must be returned in its entirety. (Every page must be returned). (m) All work performed must be in compliance with all rules and regulations stated by OSHA, Local, State, Federal or any other regulatory agencies. (n) On repair Agreements, Contractor will furnish all labor, materials, transportation, tools, instrumentation, parts and accessories necessary to repair and restore the equipment to optimum operating condition. (o) All Contractor personnel assigned to any requirement of a contract established must be fully qualified and cognizant of the required and applicable Electrical Codes and safety requirements, and must adhere to them. (p) All parts supplied must match the designated equipment, and must be in accordance with the specifications of the Manufacturer of the part to be replaced. (q) Except as otherwise specified, all contractual requirements will be performed at the College site, as required. (r) Any requirement to remove any part of the equipment or system(s) to Contractor's shop must be approved by an authorized College representative. The College shall supply all utilities which are available on location insofar as compatibility requirements permit. (s) All requirements performed by the Contractor will be subject to inspection and approval by an authorized designated representative of the College. (t) Employees of the Contractor while on service call shall carry identification badges or cards and shall be instructed to submit same to scrutiny upon request by the Office of Public Safety or supervisory personnel of the College.
2. Bids on equipment must be on standard new equipment, latest model, except as otherwise specifically stated in proposal or detailed specification. Where any part or nominal appurtenances of equipment is not described, it shall be understood that all equipment and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.
3. Bids on materials and supplies must be for new items except as otherwise specifically stated in bid or detailed specification.
4. Bidder declares that the bid is made without any connection with any other Bidder submitting a bid for the same items, and is in all respects fair and without collusion or fraud.
5. INDEPENDENT CONTRACTOR The Contractor is an independent contractor of the College or County. The Contractor shall not, nor shall any officer, director, employee, servant, agent or independent contractor of the Contractor (a "Contractor Agent"), be (i) deemed a College or County employee, (ii) commit the College or County to any obligation, or (iii) hold itself, himself, or herself out as a College or County employee or Person with the

authority to commit the College or County to any obligation. As used in any Agreement awarded as a result of this bid the word "Person" means any individual person, entity (including partnerships, corporations and limited liability companies), and government or political subdivision thereof (including agencies, bureaus, offices and departments thereof).

6. **BIDDERS' EXCEPTIONS** Bidders may take exception to paragraphs of this bid under a separate cover letter to be attached to this bid, indicating specific bid page, paragraph, and the exception(s). The Director will consider whether or not to accept a Bidder's exception(s). In any event, the decision of the Director will be final.
7. **DETAILED SPECIFICATIONS** Proposals submitted hereunder shall be in accordance with detailed specifications set forth on bid pages or as attached and made part hereof. Such specifications are representative of the type of item(s) required. The Director reserves the right to accept item(s) with different specifications or methodologies if, in his opinion, the item(s) offered can satisfy the needs of the Using Department(s). Furthermore, any alternate item(s) offered can be rejected if they fail to meet the specifications of the item(s) specified in this bid.
8. **PRICES** The provisions of the New York State Fair Trade Law (Feld-Crawford Act) and the federal price discrimination law (Robinson-Patman Act) do not apply to purchases made by the College.
9. **REDUCTION IN PRICES** If an award is made, the Contractor agrees, should prices be reduced to the general trade during the term of the agreement, the College shall receive the benefit of such reduction immediately upon effect. It shall be incumbent upon the Contractor to notify the College of such price reductions.
10. **NEW YORK STATE PRICES** Bidders must represent and warrant that if they are under contract with New York State for items specified herein that the price, per unit, quoted to the College, therefore, is not higher than the price, per unit, quoted to New York State for like quantities.
11. **APPROXIMATE QUANTITIES** The estimated usage quantities or estimated annual dollar value, when indicated, are merely estimates based on experience or anticipated usage and are given for information purposes only. The College will NOT be compelled to order any amount of any respective item. Agreements, however, shall be for the quantities actually ordered by the College during the period specified.
12. **SPECIFICATIONS** If Bidder is offering an "Equal" item, Bidder is to submit complete specifications and illustrations of products offered with the bid. Acceptance of a bid and designation of a Manufacturer's catalog description, brand name or number in any Agreement resulting therefrom shall not be construed as qualification of the specifications of this bid or relief there from except as specifically stated in the Agreement.
13. **EQUIVALENT BIDS** Bidders may offer equipment of the same capability, but of different manufacture and model than that specified in this bid. The use of the name of a Manufacturer, brand, make or catalog designation in specifying items described herein does not restrict Bidders from offering equivalent bids. Such a designation is used to indicate the character, quality and performance equivalence desired. However, acceptance of an equivalent product will be strictly at the discretion of the College. Furthermore, proof and/or demonstration of equivalence, compatibility and performance shall be incumbent upon the Bidder.
14. **PRODUCT IDENTIFICATION** If a product is identified by a BRAND NAME, a substitute of equal quality, construction, finish, composition, size, workmanship and performance characteristics may be acceptable. In submitting a bid, each Bidder warrants that the substitute product being offered is an equal. Bid Sheets shall be so noted with the Manufacturer's name and brand of the product offered as an equal. If, as a result of an award, a delivery is made of a brand or product represented as an equal which is subsequently deemed to be unacceptable, the Vendor shall be required, at his expense, to pick up the rejected item and replace it with brand(s) listed in the bid or an acceptable equal which will have the approval of the Director.

15. **PROTECTION FROM CLAIM AGAINST "OR EQUAL"** In the event of any claim by any unsuccessful Bidder concerning or relating to the issue of "equal or better" or "or equal", the successful Bidder agrees, at his own cost and expense, to defend such claim or claims and agrees to hold the College free and harmless from any and all claims for loss or damage arising out of this transaction for any reason whatsoever.
16. **ALTERNATE BIDS** If the Bidder wishes to offer an alternate to the specified item(s), s/he may do so, provided that s/he clearly indicates that the item(s) offered is an alternate and does not represent the alternate to be an equivalent, and further provided he accompany the alternate offer with full explanation and specification. Consideration of the alternate shall be at the sole discretion of the Director.
17. **SHIPPING CHARGES** All bids must be F.O.B. Destination and include delivery within doors unless otherwise specified. The College acknowledges that if an emergency shipment (overnight, Saturday Delivery, etc.) is required and requested by the Using Department, such shipping charges would be paid by the Using Department on a "Prepay Shipping Charges and Add To Claim" basis.
18. **SURETY** In the event that an award is made hereunder, the Director reserves the right to require Successful Bidder to post, within one week, security for faithful performance, with the understanding that whole or any part thereof may be used by the College/County to rectify any deficiency that may arise from any default on the part of the Successful Bidder. Such security must meet all the requirements of the College General Counsel and must be approved by the College General Counsel.
19. **SAMPLES** Samples, when required, must be submitted strictly in accordance with instructions; otherwise bid may not be considered. If samples are requested subsequent to bid opening, they shall be delivered within five (5) days of request for bid to have consideration. Samples must be furnished free of charge and must be accompanied by descriptive memorandum invoices indicating if the Bidder desires their return; also specifying the address to which they are to be returned, provided they have not been used or made obsolete by tests. Award samples may be held for comparison with deliveries. Samples will be returned at the Bidder's risk and expense.
20. **AWARD** (a) The College reserves the right before making an award to make investigations as to whether or not the items, qualifications or facilities offered by the Bidder meet the requirements set forth herein and are ample and sufficient to insure the proper performance in the event of an award. The Bidder must be prepared, if requested by the College, to present evidence of experience, ability and financial standing, as well as a statement as to plant, machinery, trained personnel and capacity of the manufacturer for the production and distribution of the material on which he is bidding. Upon request of the College, the Successful Bidder shall file certification from the manufacturer relative to authorization, delivery, service and guarantees. If it is found that the conditions of the bids are not complied with or that articles or equipment purposed to be furnished do not meet the requirements called for, or that the qualifications, financial standing or facilities are not satisfactory, the College may reject such bids. It is distinctly understood, however, that nothing in the foregoing shall mean or imply that it is obligatory upon the College to make any examinations before award; and it is further understood that, if such examination is made, it in no way relieves the Bidder from fulfilling all requirements and conditions of the bid. (b) Awards will be made to the lowest responsible Bidder or on the basis of best value, in accordance with the College's Procurement Policy. Cash discounts will not be a factor in determining awards, except in tie bids. Consideration will be given to the reliability of the Bidder, the quantities of the materials, equipment or supplies to be furnished, their conformity with the specifications, the purpose for which required and the terms of delivery. (c) The College reserves the right to reject any and all bids in whole or in part and to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the College will be served. (d) Unless otherwise indicated herein, the College reserves the right to make award by items, by classes, by groups of items, or as a whole, or, in appropriate circumstances, to award to multiple bidders.

21. DELIVERIES Upon failure of the Vendor to deliver within the time specified, or within reasonable time as interpreted by the College, or failure to make replacement of rejected articles when so requested immediately or as directed by the College, the College may purchase from other sources to take the place of the item rejected or not delivered. The College reserves the right to authorize immediate purchase from other sources against rejections on any order when necessary. On all such purchases the Vendor agrees to promptly reimburse the College for excess cost occasioned by such purchases. Should the cost be less, the Vendor shall have no claim to the difference. Such purchases will be deducted from order quantity.
22. An order may be canceled at the Vendor's expense upon nonperformance. Failure of the Vendor to furnish additional surety within ten (10) days from date of request shall be sufficient cause for the cancellation of the order.
23. When in the determination of the College, the articles or equipment delivered fail to meet College specifications or, the Vendor consistently fails to deliver as ordered, the College reserves the right to cancel the order and purchase the balance from other sources at Vendor's expense.
24. Delivery must be made as ordered and in accordance with the bid. If delivery instructions do not appear on order, it will be interpreted to mean prompt delivery. The decision of the director as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of order shall rest with the Vendor.
25. The College will not schedule any deliveries for Saturdays, Sundays or legal holidays, except commodities required for daily consumption or where the delivery is an emergency, a replacement, or is overdue, in which event the convenience of the College will govern.
26. Supplies shall be securely and properly packed for shipment, according to accepted commercial practice, without extra charge for packing cases, reels, bailing or sacks. The containers remain the property of the College unless definitely stated otherwise in the bid.
27. The Vendor shall be responsible for delivery of supplies in good condition at point of destination. The Vendor shall file all claims with carrier for breakage, imperfections and other losses, which will be deducted from invoices. The College will note for the benefit of the Vendor when packages are not received in good condition.
28. All supplies which are customarily labeled or identified must have securely affixed thereto the original un-mutilated label or marking of the manufacturer.
29. WARRANTY (a) Generally. The successful Bidder warrants the equipment furnished and all associated equipment against any defects in design, workmanship and materials against failure to operate satisfactorily for one (1) year from the date of acceptance by the College, other than defects or failure shown by the Vendor that have arisen solely from accident or abuse occurring after delivery to the College, and agrees to replace any parts, which, in the opinion of the user, shall fail from the above reasons. (b) Different Warranty Period. If a company policy or trade practice requires a different warranty period, the Bidder may so state without fear of disqualification. However, the Bidder is cautioned that the length of warranty may, in some cases, be a deciding factor in making an award. (c) OSHA. Equipment furnished hereunder shall meet the standards set forth in the Occupational Safety and Health Act of 1979.
30. REPLACEMENT PARTS If the requirements specified herein represent, for the most part, replacement and/or repair components to existing and presently owned equipment, such components must match and inter-member without modification to the equipment and systems indicated.
31. EXPIRATION DATING All products shipped must have a minimum of one (1) year expiration dating from the date of delivery to the College. For products that have less than one (1) year expiration dating from time of manufacture, the longest possible expiration dating must be supplied to the College.



32. **ADDITIONAL ITEMS** Additional items of the same or similar manufacture or additional services related to the specifications and requirements stated herein may be added by an amendment to the Agreement, provided that such items or services do not or are not expected to exceed the statutory limit of \$2,000.00 in any Agreement period.
33. Deliveries are subject to reweighing at destination by the College and payment will be made on the basis of net weight of materials delivered. Normal shrinkage will be allowed in such instances where shrinkage is possible. Short weight shall be sufficient cause for cancellation of order at Vendor's expense.
34. Reference is made to the Model Agreement attached (set forth in Section VI) for the terms and conditions of the Agreement to be entered into, including indemnification and insurance. The Model Agreement is subject to revision arising out of the terms and conditions imposed by law or deemed appropriate by the College's Office of Legal Affairs.
35. **BIDDER'S SEXUAL HARASSMENT POLICY:** By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.
36. **COLLEGE SEXUAL HARASSMENT POLICY:** Bidder's are advised that the College's Sexual Harassment Policy can be accessed using the following link:

<https://www.sunysuffolk.edu/legalaffairs/documents/equal-opportunity-anti-discrimination-policy.pdf>

**End of Section I**

## **SECTION II**

### **BID REQUIREMENTS**

1. **Intent:**

Suffolk County Community College requires the services of a reliable, experienced, and qualified firm to fabricate and install exterior and interior building signage at the Michael J. Grant Campus in accordance with the specifications and requirements defined herein.

2. **Bid Submission Instructions:**

**Bids must be mailed to the following address, or dropped off in the drop box set up to receive bids.**

Suffolk County Community College  
Procurement Office  
533 College Road  
Selden, NY 11784

Bids are due by the bid submission due date and time of **July 28, 2023 at 11:00 AM**. **The College retains the right to reject late bids.**

- **Bid envelope must reference the Name and Address of Bidder, Bid Number, Title, and Bid Opening Date and Time.**
- **Bids must be received by the Procurement Office on or before the bid submission date and time. Bid must be signed in ink.**

Bids will be publicly opened on **July 28, 2023 at 12:30 PM** in the following location:

Room 115  
Southampton Building  
Ammerman Campus  
533 College Road  
Selden NY 11784

#### **DROP BOX SUBMISSION**

The College has set up a drop box by the Public Safety Booth for the purpose of physically dropping off bid submissions. The Public Safety Booth is located at the College entrance off College Road on Washington Ave. **All bids being physically dropped off to this drop-box shall be submitted by 11:00 AM on the date of the bid opening identified above.** If the Bidder is waiting on line at 11:00 AM to drop off their bid, the Bidder will be allowed to drop off the bid. If Bidder is not on line as of 11:00 AM and a bid is brought for drop-off after this time, it will be strictly rejected without exception.

Upon arrival at the College, Bidder shall approach the Public Safety Officer at the bid drop off checkpoint, and drop the bid in the box.

#### **OVERNIGHT DELIVERY**

Alternatively, Contractors are welcome to send the bid in using overnight mail. Please note that overnight delivery service carriers have different schedules when coming on Campus, as do the College's mailroom services. Below are the timelines in which overnight deliveries are made to the College's mailroom by various carriers:

FedEx: **10:30 AM** for Priority Packages

3:00 PM for Standard Overnight Packages

UPS: There is no scheduled delivery time. However, the carrier offers next day overnight shipping for **10:30 AM** or 12:00 PM.

USPS: The Post Office does not make deliveries to the College. The College's mailroom staff makes two pickups per day, at **7:00 AM** and **3:00 PM**, to collect mail and deliveries from the Post Office.

**Please ensure bids that are mailed, are done so in sufficient time to reach the College's mailroom, undergo processing, and then be delivered to the Procurement Office by the bid submission due date and time. The College will not be responsible for bid packages that are misdirected due to above-indicated information missing from the bid mailing envelope, resulting in bids not being received by the Procurement Office in a timely fashion.**

3. **Award:**

Bidders shall submit bid pricing for **ALL Bid Price line items under the Base Bid and Alternate Bid as** identified in Section III- Bid Prices. Failure to submit pricing for one or more line items will result in the bid being deemed non-responsive. Base Bid shall be for work to be completed by October 20, 2023. Alternate Bid shall be for work to be completed by December 1, 2023.

After the bid opening, the College will evaluate the bids submitted under the Base Bid Price and the Alternate Bid Price, and make a determination to award a contract under one of the bid prices. Award, if any, will be made to the responsive and responsible lowest Bidder, who, in the opinion of the College, meets the specifications and qualifications stated herein, and submits the lowest total Bid for the bid price line items under the bid option selected by the College. The award shall be in the form of a contract.

4. **Term of Agreement:**

The term of the agreement shall begin on the contract execution date and end thirty (30) calendar days after the project completion date under the Base Bid or Alternate Bid, as selected by the College. Contractor shall provide a minimum of two (2)-year parts and labor warranty for the sign assembly and five (5) years for the LED lighting

5. **Prices:**

Not applicable.

6. **Payment Terms:**

Bidders shall submit a payment schedule with the bid response that includes line items for Submittals/Engineering, specific materials and labor, Punch List and Closeout. Bidders may propose a payment schedule that aligns with completion of activities. Payments in advance of a task being completed will not be considered. The proposed payment schedule is subject to approval by the College.

Upon completion of work in accordance with the approved payment schedule, Contractor shall prepare and present an invoice to Suffolk County Community College, Facilities Support Office, Attn: Douglas Dargis, (Room 11, NFL Building, 533 College Road, Selden, NY 11784). Invoice must reference the order number and be itemized in detail so that anyone reading same may readily understand the kind, quantity, quality and prices. Contractor shall include certified payrolls with the invoice. By submitting an invoice, Contractor certifies that all items or services were delivered or rendered as set forth on the invoice; that the prices charged are in accordance with the referenced purchase order and contract; that the claim is just, true and correct; that the balance stated herein is actually due and owing and has not been previously claimed; that no taxes from which the County/College is exempt are included. Incomplete invoices will be returned to the Contractor unpaid.

Once invoices are approved by the College's Facilities Support Office, they will be submitted to the Suffolk Community College Foundation, Inc. for payment. Payments will be processed within thirty (30) days of approval

of payment by the College.

7. **Deficient Service Procedure:**

The Contractor agrees that in the event any of the services provided for under the terms of this contract should in any way be omitted or unsatisfactorily performed by the Contractor and/or his employees, the College shall so notify the Contractor verbally and follow with a written notification of the deficient services for immediate correction. In the event the Contractor does not correct the deficient services after receipt of written notification, the College will deduct a percentage based on the work not performed or performed unsatisfactorily from the Contractor's claim for the period covered. If the Contractor continues to omit or unsatisfactorily perform the required services, the College will arrange for the work to be done by another Contractor and the cost of such work shall be deducted from any monies due or that may become due to the Contractor.

8. **Disclaimer:**

The contract executed as a result of this bid will establish terms and conditions pursuant to which certain materials and/or services are to be supplied or performed for a specified period upon issuance of a Purchase Order by the Suffolk Community College Foundation. The Model Agreement is attached hereto in Section VI and is made part hereof the Solicitation Documents. The contract is non-exclusive and the College and the Suffolk Community College Foundation are not bound to purchase, and no materials are to be delivered or services performed without a Purchase Order.

9. **Specifications:**

Contractor shall, fabricate and install exterior and interior building signage on the Suffolk Federal Credit Union Arena at the Michael J. Grant Campus. The work includes partially remove existing signs, and fabricating and installing signs as identified herein. The Campus location is as follows:

- Michael J. Grant Campus: 1001 Crooked Hill Road, Brentwood NY 11717

**I. Minimum Requirements**

Contractor shall submit the following documentation with its bid to support that the firm meets the following minimum requirements:

- a. Bidder shall have at least seven (7) years of experience in the signage industry, for both fabrication and installation.
- b. Provide at least five (5) sign projects of similar scope, which the Bidder has successfully completed fabrication and installation of signage.
- c. Provide at least five (5) references from clients for which the Bidder has successfully completed projects involving the fabrication and installation of signage.
- d. Present at least three (3) additional signage projects within a higher education environment, in which the Bidder has successfully fabricated and installed the signage. College or university preferred.
- e. Present at least three (3) references from higher education environments, for which the Bidder has successfully fabricated and installed the signage. College or university preferred.

## II. Timeline and Project Completion

Under the Base Bid, Contractor shall fabricate the exterior sign within 3 to 5 weeks of execution of the contract and shall install the exterior sign as well as the lobby signage within one week following fabrication of the exterior sign. Schedule maybe modified based on weather conditions. Scheduling of installation must be coordinated with the College calendar and must be submitted and approved by the College. **All work shall be completed by October 20, 2023.**

Under the Alternate Bid option, Contractor shall complete all work by December 1, 2023.

Bidders shall submit a proposed schedule for both options with the bid submission.

## III. General Requirements

Contractor shall assign a company representative who will work on the College's account under the contract and who will be available on an as-needed basis. Contractor shall provide the College with contact information for the representative and update this information promptly throughout the contract term.

Contractor shall commence work only after the appropriate College representative issues an authorization to proceed with the work.

All work shall be in accordance with the Federal Government, NYSDEC, Suffolk County Health Department, OSHA, New York State Department of Labor, and all local codes.

The Contractor shall keep current all permits, certificates and licenses required by Federal, College or County Regulations, if applicable.

Equipment, supplies and materials may be stored at the site only upon approval of the College and at the Contractor's risk. In general, such on-site storage should be avoided to prevent possible damage or loss of material.

Contractor shall perform all work in the best workmanlike manner and shall clean up and remove all debris and rubbish generated as a result of the work. Upon completion of the work, the premises shall be left in a neat, unobstructed condition, and the work site in satisfactory repair and order.

Contractor shall furnish adequate protection from damage for all work and shall repair damages of any kind for which the Contractor's staff is responsible.

In addition, Contractor shall perform work so as to cause the least inconvenience to the College and with proper consideration to other contractors or workmen. Contractor shall properly supervise the work being performed at the College and shall perform services as promptly and expeditiously as possible.

Contractor shall pay its employees, at a minimum, the prevailing wage rate as defined in Section 220 of the NYS Labor Law, schedule of wage rates, as applicable, for the work being performed. Contractor shall comply with all provisions and procedural requirements included in Section 220 of the NYS Labor Law. Contractor shall submit certified payroll with the invoices which shall clearly state the prevailing wage trade title used when performing the work. Contractor shall comply with all legal provisions and procedural requirements included in Section 220 of the Labor Law.

Bidders shall submit with their bid a list of sub-contractors and associated trades that will be used in this

project. Three (3) references for each proposed sub-contractor must also be submitted with the bid. The Contractor shall submit to the College copies of agreements with all sub-contractors including insurance certificates.

#### IV. Scope of Work

Contractor shall fabricate and install interior and exterior signage at the Suffolk Federal Credit Union Arena on the Michael J. Grant Campus in accordance with the following specifications:

**1. Main Lobby Branding (see attached image for concept and sizes) – all materials must be provided and installed (See Images A-1, A-1A, A-2, A-2A, A-4 & A-5) (Bid Price No. 1 and Bid Price No. 2)**

- a. Remove and dispose of the Top Text - "Suffolk Federal Arena Credit Union - Overall size approximately 24'w x 3'h - 2" thick. Patch existing holes in gypsum board panels, paint to match.
- b. Install Logo & Top Text - "Suffolk Credit Union Arena - Overall size 24'w x 3'h - 2" thick dimensional lettering / MDF or PVC / Pin mounted to wall / High quality painted finish custom PMS color match / drill template provided for install.
- c. Remove Door Graphics for Credit Union only (shark logo to remain) in east and south lobbies. - Overall size approximately 36" w x 24" h. Clean and prepare door to provide smooth surface, paint as needed to match existing.
- d. Door Graphics (east and south lobbies) - Overall size 36" w x 24" h / Printed graphics of SCU logo / CAD cut to shape / 1 printed lot designs / 8 of each / Material spec - 3M- IJC180CV3 / gloss overlaminate #8518 / weeded and paper masked for installation.

**2. Exterior Building Sign (see attached image for concept and size) - all materials must be provided and installed (See Images A-3, A-3A, A-4 & A-5) (Bid Price No. 3)**

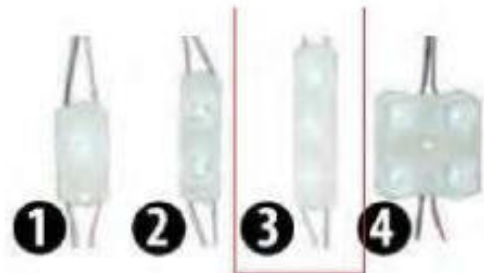
- a. Remove and dispose of existing Suffolk Federal Credit Union Arena sign and logo (approximately 52'w x 7'h ) as shown in the attached layout. (See Image A-3). Contractor shall properly dispose of all lighting bulbs within the existing lighting sign/fixtures and provide manifests and documentation of their disposal. Remove existing fasteners and patch all holes in the exterior surface with silicone-based caulk with color to match panels. Disconnect electrical power within the building back to the disconnect switch located at the base of the sign within the building.
- b. Supply and install a new 35'w x 35'h Suffolk Credit Union Arena sign and logo to the exterior of the Building as shown in the attached layout. (See Image A-3A)
- c. Sign is constructed of 3/16" thk. Clear lexan backs and 3/16" acrylic plexiglass face with translucent vinyl applied to the face to create corporate colors of the SCU logo. All colors to be UV resistant.
- d. Sign includes 1" jewelite trim or metal molding
- e. Sign includes Qwik Mod Series (or equivalent) LED lighting (see section 3. Below for additional requirements).
- f. All components to be UL listed
- g. Sign seams in returns to overlap to prohibit water entry
- h. Sign requires weep holes in all letters
- i. All exposed GTO wire to be enclosed in 1/2" conduit
- j. Structural Connection to Building: Contractor shall submit shop drawings designed, signed and sealed by a licensed NYS Engineer. The sign, its structure, additional structural steel and connections must be designed to meet the current building code of NYS and all of its supplements including but not limited to withstanding 130 mph wind loads. The existing building panels are a 2" thick metal, insulated panel system.
- k. All electrical connections and runs to be completed by a licensed electrician.
- l. Frames to be designed by a lic. NYS, PE Structural Engineer.

- m. Sign designed and fabricated with Front and Halo-Lit Channels with Cloud. Vinyl faces colors to be UV resistant exterior grade ink. College will provide SCU graphic files and colors post bid.
  - Digital Print of SCU logo
  - Trim: White
  - Returns: White
  - Backs: Clear
  - Cloud: White
  - Illumination: White
- n. New sign to be connected to existing electrical disconnect switch located in the gym at the bottom of the metal wall panel system. Existing electrical time clock and electrical panel are located in Lecture Hall Projector room near East Lobby.
- o. Controller: Contractor to provide and install an interior grade, UL listed, electronic timer as manufactured by Intermatic. Timer to be installed in Projector room noted above in **item m.**
- p. Contractor shall provide a minimum of 2-year parts and labor warranty for the sign assembly and 5 years for the LED lighting.

3. LED LIGHTS:

# Qwik Mod™ Series

Better coverage with a wider optic – accomplish more with our NEW Qwik Mod™ Series.



## SPECIFICATIONS

Beam Angle	170° Ultra-Wide Low Dome Batwing Optic with Diamondback Optic Lens Technology
Certifications	UL & cUL Recognized (SAM Manual), CE, RoHS
Dimensions	QM1: 0.69"W x 1.4"L x 0.25"H QM2: 0.69"W x 2.2"L x 0.25"H QM3: 0.69"W x 3.14"L x 0.25"H QM4: 1.7"W x 1.77"L x 0.25"H
Fastening	Peel & Stick / Mechanical Screw Hole
Input	12VDC
Operating Temp	-30° to +60°C
Packaging	QM1: 150 mods (60 ft.) per bag or 1500 mods (600 ft.) per case QM2: 76 mods (44.7 ft.) per bag or 912 mods (536.52 ft.) per case QM3: 50 mods (33.3 ft.) per bag or 750 mods (1500 ft.) per case QM4: 38 mods (25.3 ft.) per bag or 912 mods (608 ft.) per case
Power Supply	P-LED 12VDC
Protection Grade	IP68
Spacing	QM1: 2.5 mods/ft. (fully stretched) QM2: 1.7 mods/ft. (fully stretched) QM3 and QM4: 1.5 mods/ft. (fully stretched)
Warranty	5-Year Product / 5-Year Limited Labor

## FEATURES

- Diamondback 170° Optic Lens
- Integrated aluminum heat sink
- Waterproof IP68
- Snap & Peel Qwik Release Tab
- Four different mod styles to perform in a wide variety of sign applications
- More light diffusion with a wider batwing resulting in better coverage

## WIRING DETAILS

White/Red	Positive
White/Black	Negative

Check mod for polarity.



## PRODUCT OPTIONS

Product	Color	Wavelength	Efficacy	Intensity	Max Mods (Series)	Part Number
QM1	True White	7100K	110 LM/W	44 LM/mod (110 LM/ft.)	75 mods (30 ft.)	PL-QM1-1W110-P (M-QMSX0-71)
QM2	True White	7100K	111 LM/W	89 LM/mod (150 LM/ft.)	38 mods (22.35 ft.)	PL-QM2-1W150-P (M-QM2X0-71)
QM3	True White	7100K	111 LM/W	133.5 LM/mod (200 LM/ft.)	25 mods (16.67 ft.)	PL-QM3-1W200-P (M-QMTX0-71)
QM4	True White	7100K	109 LM/W	174 LM/mod (260 LM/ft.)	19 mods (12.67 ft.)	PL-QM4-1W260-P (M-QM4X0-71)

Principal LED is adopting new Part Numbers as of June 4, 2018. These new numbers are in parenthesis, i.e. (x). We will happily work with either part number to serve our customers until further notice.



### RECOMMENDED COVERAGE CHART

Depth	Max. Stroke	Row Spacing	Product	
	Single Row	Multi-Rows O.C.	True White	Colors
2"	6"	2" at 6 mods/ft.	QM1	
3"	8"	4" at 3 mods/ft.	QM1/QM2/QM3/QM4	QM2/QM3
4"	12"	7"	QM1	
4"	12"	7" at 2 mods/ft.	QM2/QM3/QM4	QM2/QM3
5"	16"	10"	QM2/QM3/QM4	QM2/QM3
6"	18"	10"	QM2	QM2
6"	18"	12"	QM3/QM4	QM3
7"	22"	12"	QM3	
7"	22"	14"	QM4	
8"	24"	18"	QM4	

Note: Product and depth may vary depending on face material and desired brightness.

### POWER SUPPLY OPTIONS

Power Supply	60W		35W		20W		12W	
	Watts/Mod	Max Mods	Watts/Mod	Max Mods	Watts/Mod	Max Mods	Watts/Mod	Max Mods
QM1	0.4	150	0.41	87	0.42	47	0.44	27
QM2	0.8	76	0.81	44	0.84	23	0.88	13
QM3	1.2	50	1.22	29	1.26	15	1.32	9
QM4	1.6	38	1.62	22	1.68	11	1.76	6

Watts per mod may vary depending on run footage.

#### 4. Installation:

- a. Scheduling of installation must be coordinated with the College Calendar and must be submitted to and approved by the College. See section 7d. for specifics.
- b. Exterior sign is located on an existing building approximately 50 feet above grade and 50 feet horizontally from adjacent grade. All work must be completed from a lift or crane and not from the lower adjacent roof top. See Image A-5 building section.
- c. Install all products in accordance with manufacturer's instructions.
- d. Contractor is required to follow all safety standards including but not limited to OSHA standards.
- e. All adjacent surfaces including walls, windows, doors, ceilings, rooves, lawns, landscaping, paving, etc. shall be restored to original conditions after all work is completed.
- f. Install product in locations indicated using mounting methods recommended by sign manufacturer and free from distortion, warp, or defect adversely affecting appearance.
- g. Install product level, plumb, and at heights indicated.
- h. Any work that includes the aid of a crane must file and receive an approved crane permit from the College. The crane permit must be completed by and signed by an Engineer licensed in New York State. The crane operator must be a licensed crane operator.

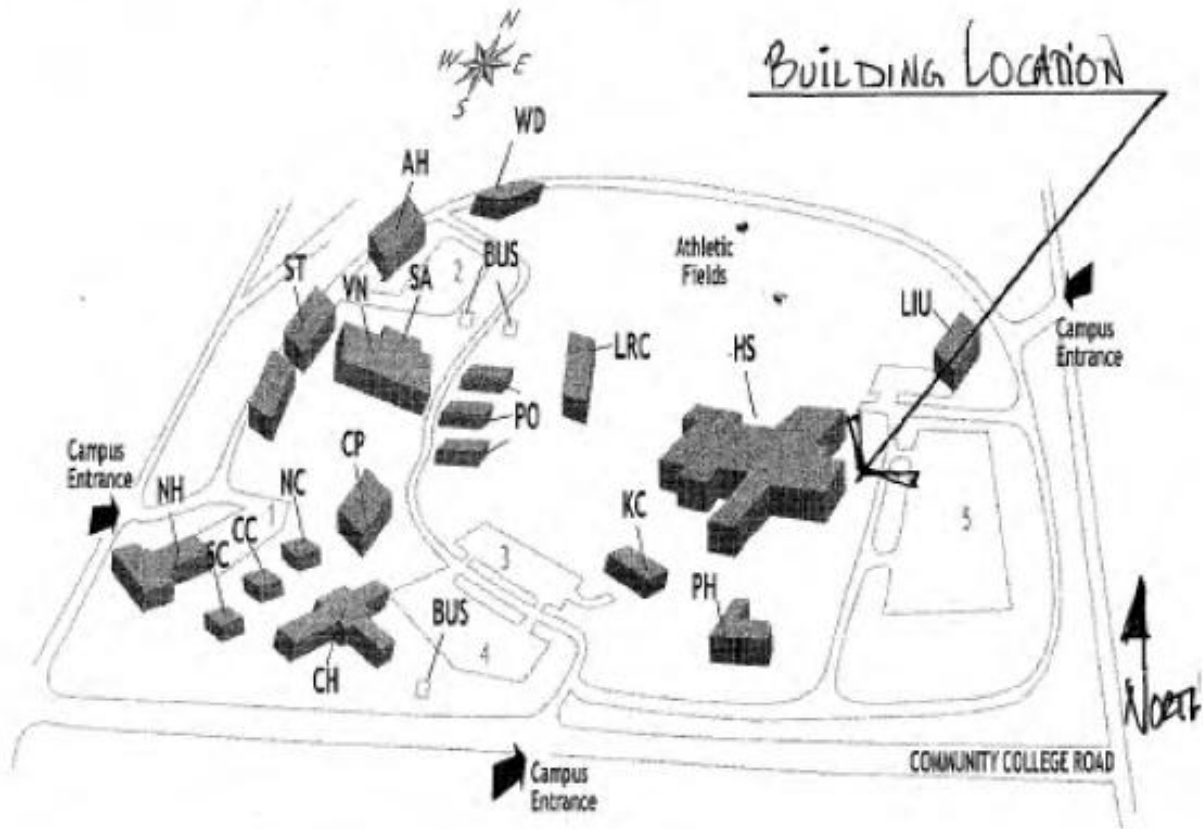
**5. Grand Viewing Ceremony (Bid Price No. 4):**

The sign should be kept covered until the official unveiling which is expected to take place in October 2023 (date to be determined). Contractor is required to provide a covering that can be removed from a person on the ground during the Official Unveiling Ceremony. Bidder shall include in the bid the cost of labor and materials including but not limited to hoists, cranes man-lifts, ropes, pulleys, fabric and manpower to cover the sign and to have the cover removed by a single action, such as, someone pulling the rope on the day of the ceremony.

6. Campus Map and Images of Existing and Proposed Signage:

Site Location Map

**MICHAEL J. GRANT CAMPUS**  
 Crooked Hill Road. Brentwood, NY 11717-1092



AH	ASHROK	Asharoken Hall
CC	CENCOT	Center Cottage
CH	CAUMST	Caumsett Hall
CP	CAPTRE	Captree Commons
HS	HSEC	Health, Sports and Education Center
KC	KIDCOT	Suffolk Kids Cottage Children's Learning Center
LIU	LIUBRT	Long Island University
LRC	LRCG	Learning Resource Center
NC	NTHCOT	North Cottage/Public Safety
NH	NESCON	Nesconset Hall
PH	PMANOK	Paumanok Hall
PO	PLANTG	Plant Operations
SA	SAGTKS	Sagtikos Arts and Sciences
SC	STHCOT	South Cottage
ST	SLACKE	Sally Ann Slacke Corporate Training Center
VN		Van Nostrand Theatre
WD	WFDVTC	Workforce Development Technology Center
BUS	Bus Shelter	
1-5	Parking Fields	

Directions:

Take the Long Island Expressway (I-495) to Exit 53 (Sagtikos Parkway/Wicks Road). Follow signs to Wicks Road. Go south 1/2 mile on Wicks Road to campus entrance on right.

The Grant Campus is served by the following Suffolk County Transit bus routes: 5-33, 5-41, 3A.

**Image A-1**

**Main (East) Lobby Existing**

Remove existing pin mounted letters, patch gypsum board panels and paint to match



**Remove Credit Union Signs and logos at each door.  
Prepare doors with a smooth clean finish.  
Paint to match before installing new graphics.**

**Image A-1A PROPOSED**

**Main (East) Lobby Proposed Work**

New pin mounted Credit Union name and logo



Install new Credit Union Signs and logos at each door.



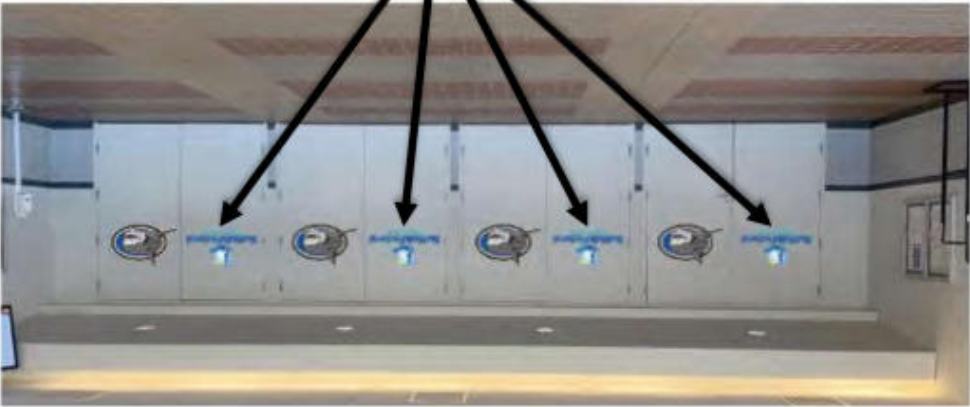
Install new Credit Union Signs and logos at each door.



**Image A-2A Proposed**  
**South Lobby (Proposed)**

Remove Credit Union Signs and logos at each door.  
Prepare doors with a smooth clean finish.  
Paint to match before installing new graphics

Remove Credit Union Signs and logos at each door.



**Image A-2**  
**South Lobby (EXISTING)**

**Image A-3 (Existing)**  
**Exterior Sign (Existing)**



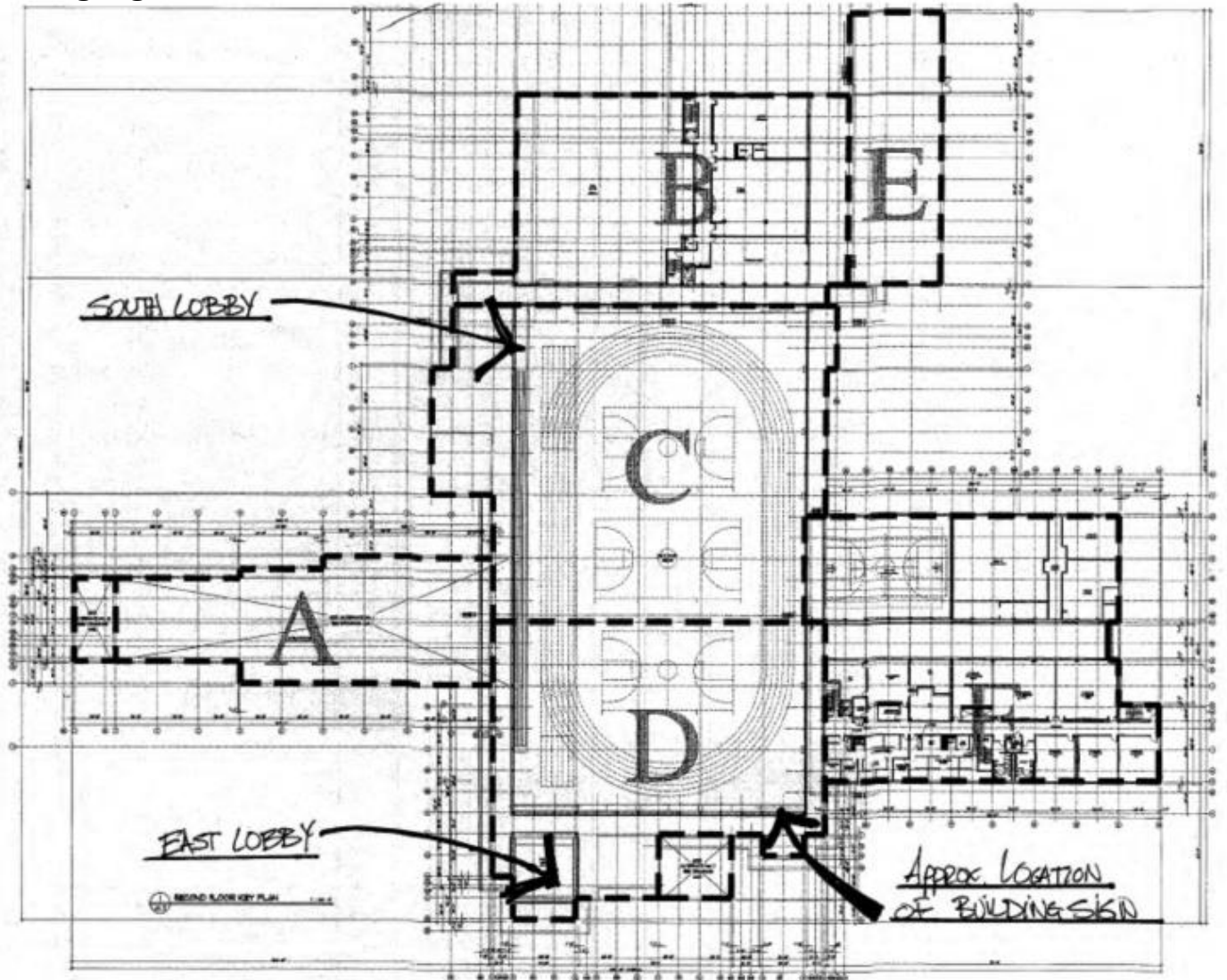
Remove existing sign and logo, patch all holes with sealant that matches panel color (verify in field).

**Image A-3A (Proposed)**  
**Exterior Sign (Proposed)**



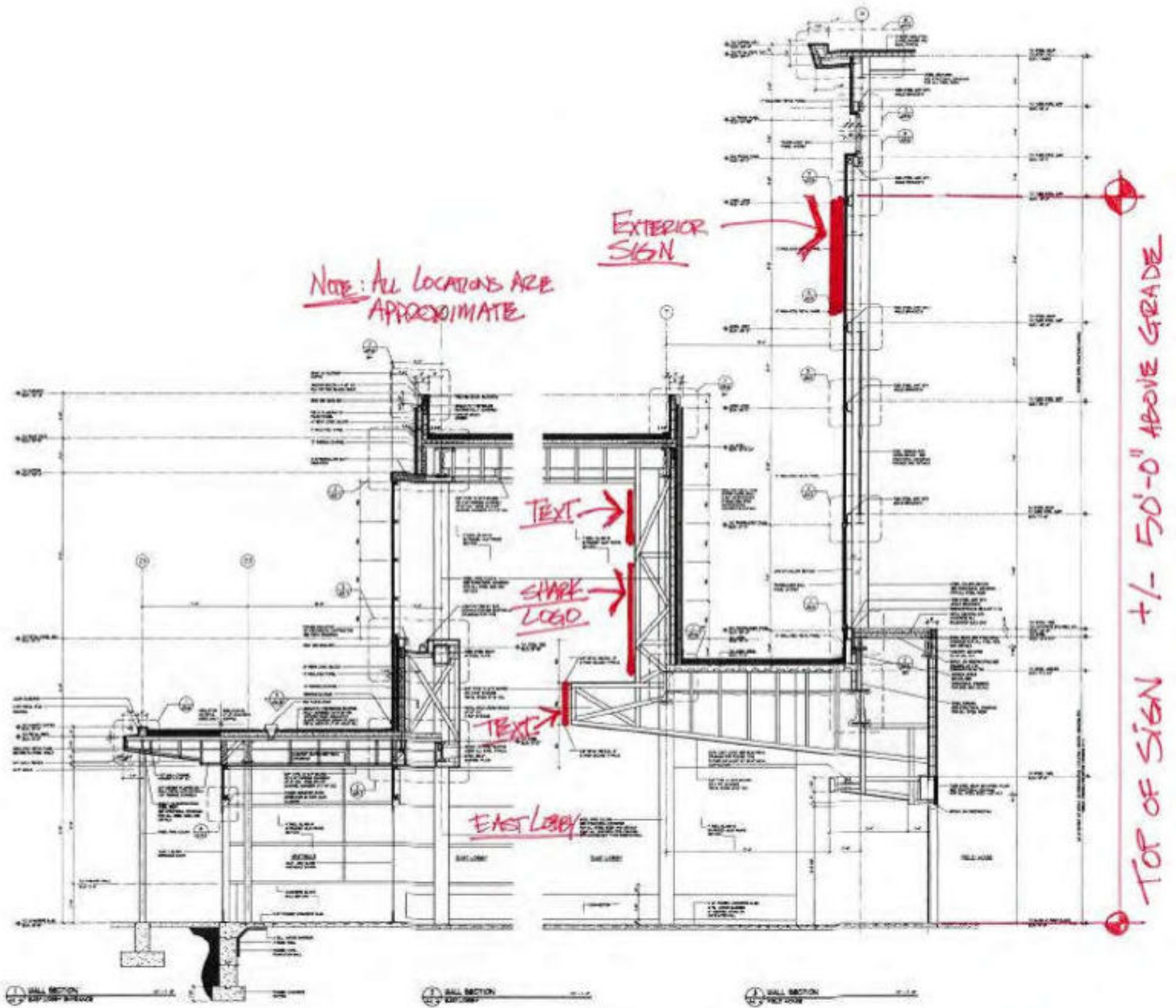
Supply and install new Credit Union sign and logo.

**Image A-4**  
**Building Sign Location Plan**





**Image A-5**  
**Building Section**



10. **Site Visit:**

A site visit has been scheduled for **July 12, 2023 at 1:00 PM at the below location. Bidders are strongly encouraged to attend to visit the site to assess all existing conditions and scope of work requirements prior to submitting a bid.**

East Lobby  
Suffolk Federal Credit Union Arena  
Michael J. Grant Campus  
1001 Crooked Hill Rd, Brentwood NY 11717

**All questions must be sent in writing, to the contact identified in the bid documents.**

11. **COVID-19 Safety Protocols**

The Bidder awarded the contract shall be required to comply with all applicable laws, regulations, mandates, standards, directives, policies and procedures issued or promulgated by the U.S. government, New York State, the County of Suffolk, and Suffolk County Community College in connection with the COVID-19 pandemic, including, but not limited to, Executive Orders, New York State reopening guidelines, and standards and directives issued by the New York State Department of Health, the Centers for Disease Control and Prevention (CDC), the United States Department of Labor's Occupational Safety and Health Administration (OSHA), and/or the New York State Department of Labor's Public Employee Safety & Health Bureau (PESH).

End of Section II



**ADDENDUM NO. 1**  
**FORMAL BID NO. B23-016**

**EXTERIOR AND INTERIOR BUILDING SIGNAGE FABRICATION AND INSTALLATION**

July 18, 2023

**Attention to Bidders:**

This constitutes Addendum No. 1 to the referenced formal bid, and consists of:

- This two (2) page cover letter which provides additional information and clarification regarding the project, and answers questions raised by a prospective bidder;
- Two (2) pages providing revised images A-1 and A-1A which reflects revisions to scope of work on said image A-1 and additional dimensions to Image A-1A.
- Two (2) sheets of new drawings A2.10 – Detail Elevations and A2.6 – Partial Elevations East/West/South/North Block “D” which provides additional information for exterior elevations and sign size.
- Two (2) sheets reflecting the new logo designs.

**QUESTIONS AND ANSWERS:**

**Q1:** We need the vector artwork file for the new logo of Suffolk Credit Union (this typically a .eps or .ai file)

**A1:** Please see attached two sheets with the new logo designs for the inside and outside of the buildings. The design on one line is for the inside of the building and the design with three lines is for the outside of the building. These files were converted from vector files to pdf, and the vector files can be provided to the Contractor awarded the project.

**Q2:** We need the elevation drawing of the building at the location where we are installing the sign so we can scale everything properly.

**A2:** Please see attached new drawings A2.10 and A2.6 provided with this Addendum.

**Q3:** In order to do the interior installation, we need to drive a lift on the rubber surface. We need to know if we can drive there without protection, or we will need any protection.

**A3:** Rubber gym floor surface must be protected at all times when driving a lift on it and working on a lift. The contractor is responsible to restore any surfaces damaged during construction.

**Q4:** Is the labor on this project under NYS Prevailing Wages?

**A4:** Please refer to the bottom of page 11 of the bid document Sections I.II.III.



**ADDENDUM NO. 1**  
**FORMAL BID NO. B23-016**

**EXTERIOR AND INTERIOR BUILDING SIGNAGE FABRICATION AND INSTALLATION**

July 18, 2023

**Q5:** Is it required ATP letters for this project?

**A5:** There will not be any formal ATP letters. However, work can only commence once the Contractor receives a purchase order as indicated in the bid document Sections I.II.III.

---

**The bid submission due date and time of July 28, 2023 at 11:00 AM remains unchanged.**

**Bids will be opened on July 28, 2023 at 12:30 PM.**

All other terms and conditions of the Formal Sealed Bid solicitation remain unchanged.

A copy of this addendum must be signed by the bidder and attached to the bid response.

**Prior to submission of your bid, please confirm you are in receipt of all Addenda that may have been issued under the solicitation.**

*Beatriz Castano*

Beatriz Castaño  
Administrative Director of Business Operations

Acknowledged and Subscribed to:

Austin Interiors Inc

**Firm Name**

**By (Sign in ink)**

William Hardy

**Print Name**

President

**Title**

07/21/23

**Date**



**ADDENDUM NO. 2**  
**FORMAL BID NO. B23-016**

**EXTERIOR AND INTERIOR BUILDING SIGNAGE FABRICATION AND INSTALLATION**

July 18, 2023

**Attention to Bidders:**

This constitutes Addendum No. 2 to the referenced formal bid, and consists of this one (1) page cover letter and the following files referenced, but not attached under Addendum 1.

- Two (2) pages providing revised images A-1 and A-1A which reflects revisions to scope of work on said image A-1 and additional dimensions to Image A-1A.
- Two (2) sheets of new drawings A2.10 – Detail Elevations and A2.6 – Partial Elevations East/West/South/North Block “D” which provides additional information for exterior elevations and sign size.
- Two (2) sheets reflecting the new logo designs.

**The bid submission due date and time of July 28, 2023 at 11:00 AM remains unchanged.**

**Bids will be opened on July 28, 2023 at 12:30 PM.**

All other terms and conditions of the Formal Sealed Bid solicitation remain unchanged.

A copy of this addendum must be signed by the bidder and attached to the bid response.

**Prior to submission of your bid, please confirm you are in receipt of all Addenda that may have been issued under the solicitation.**

*Beatriz Castano*

Beatriz Castaño  
Administrative Director of Business Operations

Acknowledged and Subscribed to:

**Austin Interiors Inc**

Firm Name

By (Sign in ink)

**William Hardy**

Print Name

President

Title

**07/21/23**

Date

**Image A-1**  
**Main (East) Lobby Existing**

Remove existing pin mounted letters, patch gypsum board panels and paint to match.  
Mask off existing logo to remain and paint entire wall color to match existing.



Remove Credit Union Signs and logos at each door.

Prepare doors with a smooth clean finish.

Paint to match before installing new graphics.



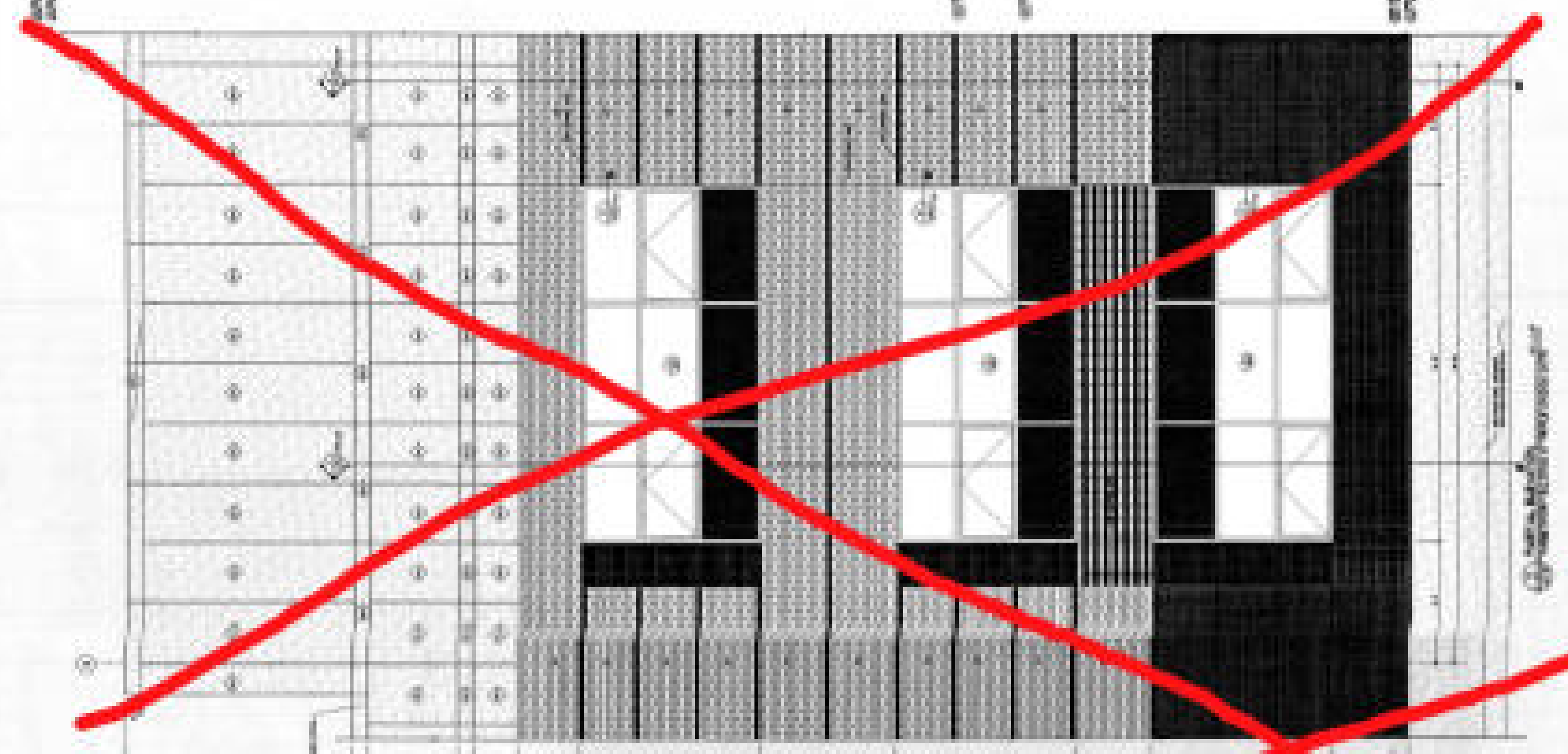
**Image A-1A PROPOSED**

**Main (East) Lobby Proposed Work**

New pin mounted Credit Union name and logo **22'-0" long**



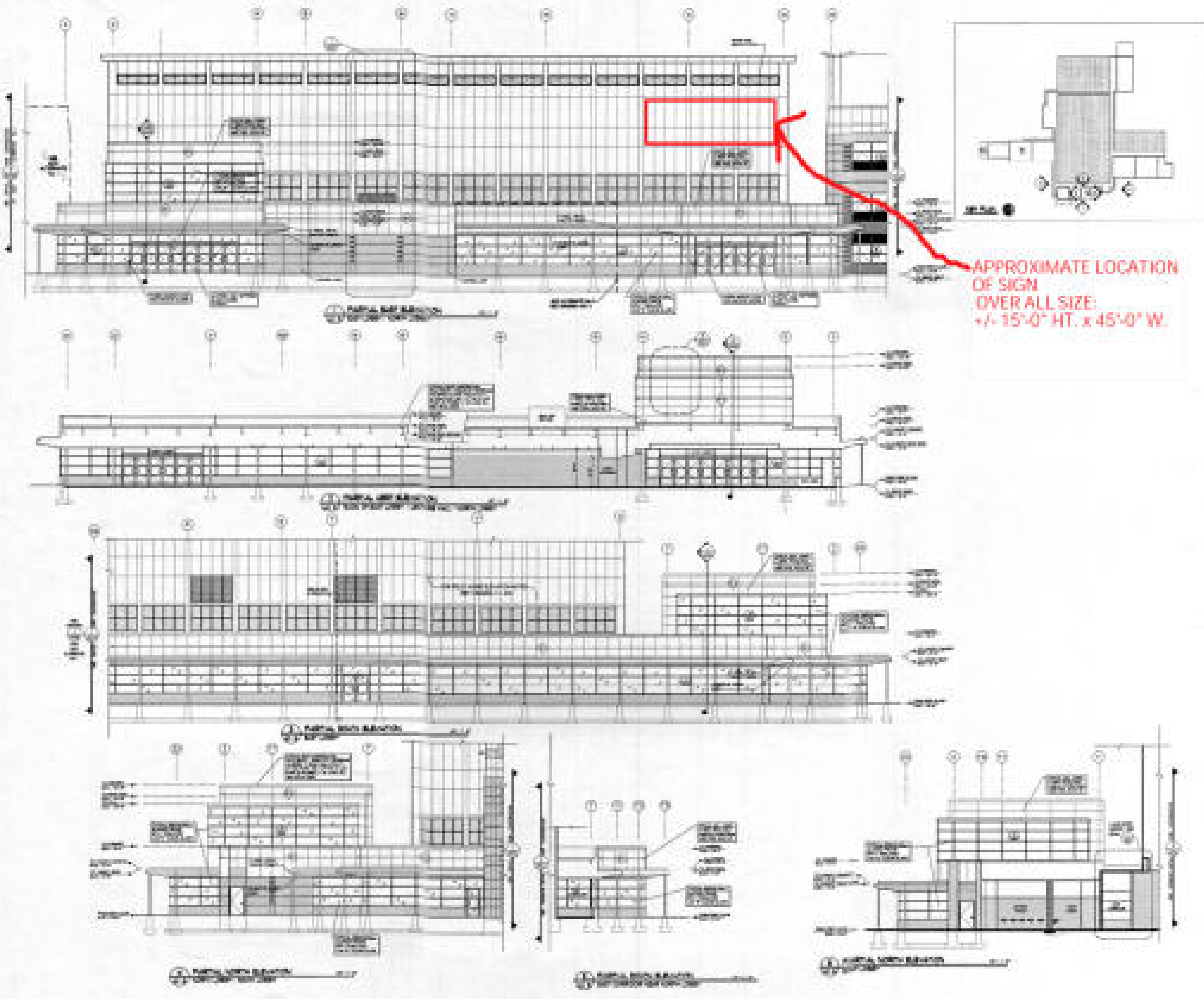
Install new Credit Union Signs and logos at each door.



NO.	DESCRIPTION	DATE
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10		

NO.	DESCRIPTION	DATE
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**BUFFALO COMMUNITY COLLEGE HEALTH TECHNOLOGY BUILDING**

DATE: 11/11/11

PROJECT: HEALTH TECHNOLOGY BUILDING

NO. 102

SCALE: AS SHOWN

**REVISIONS**

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMITTING	11/11/11
2	REVISIONS TO PERMITTING	11/11/11
3	REVISIONS TO PERMITTING	11/11/11
4	REVISIONS TO PERMITTING	11/11/11
5	REVISIONS TO PERMITTING	11/11/11
6	REVISIONS TO PERMITTING	11/11/11
7	REVISIONS TO PERMITTING	11/11/11
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27	REVISIONS TO PERMITTING	11/11/11
28	REVISIONS TO PERMITTING	11/11/11
29	REVISIONS TO PERMITTING	11/11/11
30	REVISIONS TO PERMITTING	11/11/11



**Suffolk Credit Union Arena**



**Suffolk**  
Credit Union  
**Arena**



**ADDENDUM NO. 3**  
**FORMAL BID NO. B23-016**

**EXTERIOR AND INTERIOR BUILDING SIGNAGE FABRICATION AND INSTALLATION**

July 18, 2023

**Attention to Bidders:**

This constitutes Addendum No. 3 to the referenced formal bid, and consists of:

- This one (1) page cover letter; and
- One (1) page providing clarification to the dimensions of the new logo design for the outside of the building.

**The bid submission due date and time of July 28, 2023 at 11:00 AM remains unchanged.**

**Bids will be opened on July 28, 2023 at 12:30 PM.**

All other terms and conditions of the Formal Sealed Bid solicitation remain unchanged.

A copy of this addendum must be signed by the bidder and attached to the bid response.

**Prior to submission of your bid, please confirm you are in receipt of all Addenda that may have been issued under the solicitation.**

*Beatriz Castano*

Beatriz Castaño  
Administrative Director of Business Operations

Acknowledged and Subscribed to:

**Austin Interiors Inc**

Firm Name

By (Sign in ink)

**William Hardy**

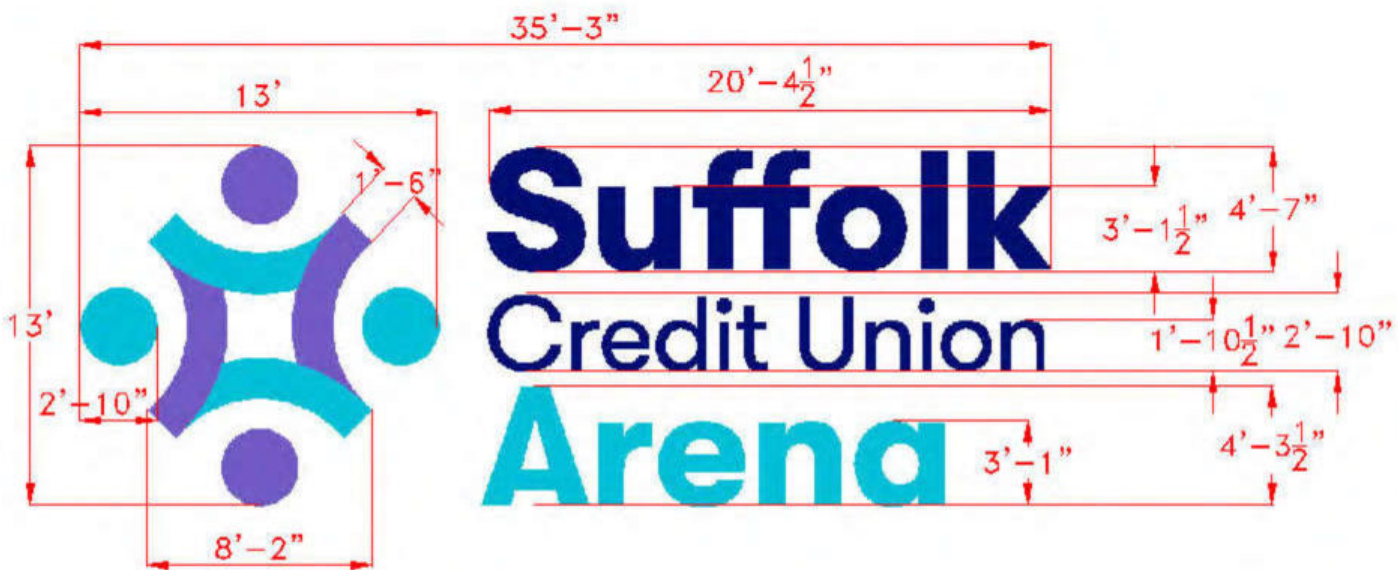
Print Name

**President**

Title

**07/21/23**

Date



The overall dimensions for the exterior sign are 35'-3" long x 13'-0" tall.

See image above for additional dimensions.

**Note:** The dimensions above are approximate.

**Construction Notes:**

The credit union logos, the letters in "Suffolk" & "Arena" shall be trimmed with 1"x1" molding. The word "Credit Union" shall be trimmed with 1" jewelite.



**ADDENDUM NO. 4**  
**FORMAL BID NO. B23-016**

**EXTERIOR AND INTERIOR BUILDING SIGNAGE FABRICATION AND INSTALLATION**

July 21, 2023

**Attention to Bidders:**

This constitutes Addendum No. 4 to the referenced formal bid, and consists of:

- This one (1) page cover letter which addresses a question raised by a prospective bidder; and
- One (1) page drawing which provides the interior graphics with dimensions of the new logo design for the inside of the building.

**Q1:** There seems to be a measurement that is wrong for the interior letters. You call out a 30'' logo with 20'' letters with a 22' spread. Based on the artwork provided, a 30'' logo makes the letters 10'' tall with a 17' spread. We think the logo should be 50'' tall. Can you confirm.

**A1:** Please see attached.

**The bid submission due date and time of July 28, 2023 at 11:00 AM remains unchanged.**

**Bids will be opened on July 28, 2023 at 12:30 PM.**

All other terms and conditions of the Formal Sealed Bid solicitation remain unchanged.

A copy of this addendum must be signed by the bidder and attached to the bid response.

**Prior to submission of your bid, please confirm you are in receipt of all Addenda that may have been issued under the solicitation.**

*Beatriz Castano*

Beatriz Castaño  
Administrative Director of Business Operations

Acknowledged and Subscribed to:

Austin Interiors Inc

Firm Name

Austin Interiors Inc

By (Sign in ink)

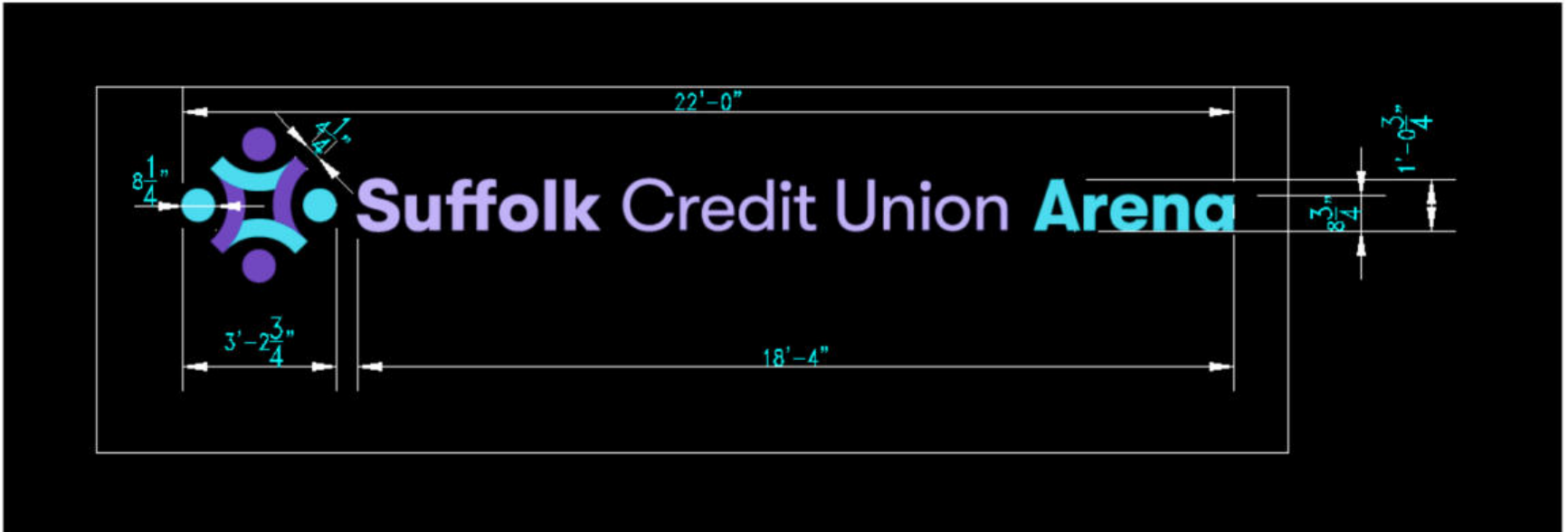
Print Name

President

Title

President

Date



Interior graphics dimensions for Image A-1A Proposed



**ADDENDUM NO. 5**  
**FORMAL BID NO. B23-016**

**EXTERIOR AND INTERIOR BUILDING SIGNAGE FABRICATION AND INSTALLATION**

July 25, 2023

**Attention to Bidders:**

This constitutes Addendum No. 5 to the referenced formal bid, and consists of this one (1) page cover letter which addresses questions raised by a prospective bidder.

---

**Q1:** Do you require any permits from the City for this installation?

**A1:** **The College is self-permitting. Contractor will be required to file with the College and there are no fees associated with this.**

**Q2:** Is the intent for each individual piece to have a cloud backer or could we create four separate cloud backers? Once for the logo, one for "Suffolk", one for "Credit Union" and one for "Arena".

**A2:** **Each individual piece should have a cloud backer.**

---

**The bid submission due date and time of July 28, 2023 at 11:00 AM remains unchanged.**

**Bids will be opened on July 28, 2023 at 12:30 PM.**

All other terms and conditions of the Formal Sealed Bid solicitation remain unchanged.

A copy of this addendum must be signed by the bidder and attached to the bid response.

**Prior to submission of your bid, please confirm you are in receipt of all Addenda that may have been issued under the solicitation.**

*Beatriz Castano*

Beatriz Castaño  
Administrative Director of Business Operations

Acknowledged and Subscribed to:

Austin Interiors Inc

Firm Name

By (Sign in ink)

William Hardy

Print Name

President

Title

07/26/23

Date



**EXHIBIT B**  
**Payment Terms and Conditions**

**1. General Payment Terms**

- a. Contractor shall prepare and present an invoice to the College for payment by the College. Invoices shall be documented by sufficient, competent and evidential matter. Payment by the College will be made within thirty (30) days after approval by the College.
- b. Contractor agrees that it shall be entitled to no more than the fees set forth in this Exhibit E for the completion of all work, labor and services contemplated in this Agreement.
- c. The charges payable to Contractor under this Agreement are exclusive of federal, state and local taxes, the College being exempt from payment of such taxes.
- d. The acceptance by Contractor of full payment of all billings made on the final approved under this Agreement shall operate as and shall be a release to the College and/or County from all claims and liability to Contractor, its successors, legal representatives and assigns, for services rendered under this Agreement.

**2. Agreement Subject to Appropriation of Funds**

This Agreement is subject to the amount of funds appropriated and any subsequent modifications thereof and no liability shall be incurred by the College and/or County under this Agreement beyond the amount of funds appropriated for the Services covered by this Agreement.

**3. Limit of College's Obligations**

The maximum amount to be paid by the College as set forth on the cover page of this Agreement shall constitute the full obligation of the College in connection with this Agreement and any matter arising therefrom.

**4. Specific Payment Terms and Conditions**

See ATTACHMENT 1, annexed hereto (Base Bid)

## ATTACHMENT 1 Specific Payment Terms and Conditions

Bidder shall submit and indicate that the following information has been submitted with its bid:

- (1)  The primary contact who shall be the contract liaison with the College.
- (2)  Documentation demonstrating that the firm has at least seven (7) years of experience in the sign fabrication and installation industry.
- (3)  At least five (5) sign projects of similar scope that the Bidder has successfully fabricated and installed. ✓
- (4)  At least five (5) references from clients showing successful completion of similar projects. ✓
- (5)  At least three (3) sign projects of similar scope, inclusive of project information, at higher education institutions that the Bidder has successfully fabricated and installed.
- (6)  At least three (3) references from sign projects of similar scope at higher education institutions that the Bidder has successfully fabricated and installed.
- (7)  List of subcontractors and associated trades as well as three (3) references for each subcontractor;
- (8)  Payment schedule which shall include line items for Submittals/Engineering, specific materials and labor, Punch List and Close out;
- (9)  Proposed project schedules under the Base Bid option and Alternate Bid option;

Bid amounts for Bid Price No. 1 through Bid Price No. 4. Bid Prices for each Bid Price line item shall include:

- All design and fabrication costs;
- All equipment, tools and materials;
- All labor;
- Profit and overhead;
- Any other incidentals required to complete all the work described herein.

The College will not reimburse the Contractor for any additional costs beyond the amounts indicated in this Section III – Bid Prices.

Bidders shall submit pricing for ALL BID PRICE line items under the Base Bid option, as well as the Alternate Bid option. Failure to submit pricing for ALL BID PRICE line items under both pricing options below will result in the bid being deemed non-responsive.

**Base Bid Option:** Contractor shall complete all work by October 20, 2023  
**Alternate Bid Option:** Contractor shall complete all work by December 1, 2023

After the bid opening, the College will evaluate the bids submitted under the Base Bid Price and the Alternate Bid Price. **Based on bid pricing and project budget, the College will elect the BID PRICE line items that meet the College's needs. Award will be made to the responsive and responsible bidder who, in the opinion of the College, meets the specifications and qualifications stated herein, and submits the lowest total bid for the BID PRICE line items under the Bid Option selected by the College.**

		BASE BID For Completion by October 20, 2023	<del>ALTERNATE BID For Completion by December 1, 2023</del>
BID PRICE NO. 1	MAIN LOBBY TOP TEXT SIGN NON-DIMENSIONAL LETTERING AND LOGO	\$ 18,600 <sup>00</sup>	<del>\$ 18,600<sup>00</sup></del>
BID PRICE NO. 2	EAST AND SOUTH LOBBY DOOR GRAPHICS	\$ 6,045 <sup>00</sup>	<del>\$ 6,045<sup>00</sup></del>
BID PRICE NO. 3	EXTERIOR BUILDING SIGN AND LOGO – PIN MOUNTED INSTALLATION	\$ 97,395 <sup>00</sup>	<del>\$ 104,895<sup>00</sup></del>
BID PRICE NO. 4	GRAND VIEWING CEREMONY	\$ 3,430 <sup>00</sup>	<del>\$ 4,115<sup>00</sup></del>

AIA Document, G702 -1992, Application and Certification for Payment, or G736 -209, Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification attached  
 In tabulation below, amounts are in US dollars.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION No:                      Template  
 APPLICATION DATE:  
 PERIOD TO:  
 BID No:                                 B23-016

**SUFFOLK COMMUNITY COLLEGE - GRANT CAMPUS**

**Exterior and Interior Building Signage Fabrication and Installation**

**Schedule of Values - Base Bid**

A ITEM #	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F Materials Presently Stored (Not in D or E)	G		H Balance to Finish (C-G)	I Retainage (If Variable Rate)
			From previous Application (D+E)	This Period		Total Completed & Store to Date (D+E+F)	% Per Item (G/C)		
1	Main Lobby Top Text Sign Non-Dimensional Lettering & Logo	\$ 15,810.00	\$ -	\$ -		\$ -	0.000%	\$ 15,810.00	\$ -
2	East and South Lobby Door Graphics	\$ 5,138.25	\$ -	\$ -		\$ -	0.000%	\$ 5,138.25	\$ -
3	Exterior Building Sign & Logo - Pin Mounted Installation	\$ 82,785.75	\$ -	\$ -		\$ -	0.000%	\$ 82,785.75	\$ -
4	Grand Viewing Ceremony	\$ 2,915.50	\$ -	\$ -		\$ -	0.000%	\$ 2,915.50	\$ -
5	General Conditions (5%)	\$ 6,273.50	\$ -	\$ -		\$ -	0.000%	\$ 6,273.50	\$ -
6	Insurances (5%)	\$ 6,273.50	\$ -	\$ -		\$ -	0.000%	\$ 6,273.50	\$ -
7	Submittals (1%)	\$ 1,254.70	\$ -	\$ -		\$ -	0.000%	\$ 1,254.70	\$ -
8	Punch List (2%)	\$ 2,509.40	\$ -	\$ -		\$ -	0.000%	\$ 2,509.40	\$ -
9	Close Out (2%)	\$ 2,509.40	\$ -	\$ -		\$ -	0.000%	\$ 2,509.40	\$ -
	<b>GRAND TOTAL</b>	<b>\$ 125,470.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 125,470.00</b>	<b>\$ -</b>

Work Schedule (Base Bid or Alternate) 30 days duration (starting 9/20/23 or 11/01/23)

ITEM #	DESCRIPTION OF WORK	WEEKS																			
		Week 1					Week 2					Week 3					Week 4				
		M	TU	WED	TH	FR	M	TU	WED	TH	FR	M	TU	WED	TH	FR	M	TU	WED	TH	FR
1	Main Lobby Top Text Sign Non-Dimensional Lettering & Logo	■	■	■	■																
2	East and South Lobby Door Graphics						■	■	■	■											
3	Exterior Building Sign & Logo - Pin Mounted Installation											■	■	■	■	■					
4	Grand Viewing Ceremony																■				

End of Text for Exhibit B

**EXHIBIT C**  
**General Terms and Conditions**

**Whereas**, the College issued a formal sealed bid, which was advertised on July 6, 2023, and

**Whereas**, Contractor submitted a proposal in response to such bid on July 28, 2023, and

**Whereas**, the College has selected Contractor to provide the services as set forth herein; and

**Now therefore**, in consideration of the mutual promises and covenants hereafter set forth, the parties hereto agree as follows:

**1. Contractor Responsibilities**

**a. Services**

Contractor shall provide the Services described in Exhibit A, entitled "Description of Services."

**b. Qualifications and Licenses**

To the extent applicable, Contractor specifically represents and warrants that it has and shall possess, and that, to the extent applicable, its employees, agents and subcontractors have and shall possess, the required education, knowledge, experience and character necessary to qualify them individually for the particular duties they perform and that Contractor has and shall have, and, to the extent applicable, its employees, agents and subcontractors have and shall have, all required authorizations, certificates, certifications, registrations, licenses, permits or other approvals required by the State, County or other authorities for the Services provided.

**2. Term and Termination**

**a. Term**

This Agreement shall cover the period set forth on page one of this Agreement, unless sooner terminated as provided below. Upon receipt of a Termination Notice, as that term is defined below, Contractor shall promptly discontinue all Services affected, unless otherwise directed by the Termination Notice.

**b. Termination for Cause**

- i.** A failure to maintain the amount and types of insurance required by this Agreement may result in immediate termination of this Agreement, in the sole discretion of the College.
- ii.** Failure to comply with federal, state or local laws, rules, regulations, or College or County policies or directives may result in immediate termination of this Agreement, in the sole discretion of the College.
- iii.** If Contractor becomes bankrupt or insolvent or falsifies its records or reports, or misuses its funds from whatever source, the College may terminate this Agreement in whole or in part, effective immediately, or, at its option, effective at a later date specified in the notice of such termination to Contractor.



iv. In the event of a failure on the part of Contractor to observe any of the other terms and conditions of this Agreement, this Agreement may be terminated in whole or in part in writing by the College provided that no such termination shall be effective unless Contractor is given five (5) calendar days' (or longer, at the College's option) written notice of intent to terminate (Notice of Intent to Terminate), delivered in accordance with the Exhibit entitled "Notices and Contact Persons." During such five (5) day period, (or longer, at the College's option) Contractor will be given an opportunity for consultation with the College and an opportunity to cure all failures of its obligations prior to termination by the College. In the event that Contractor has not cured all its failures to fulfill its obligations to the satisfaction of the College by the end of the (5) day period (or longer, at the College's option), the College may issue a written termination notice (Termination Notice), effective immediately.

**c. Termination for Emergencies**

An emergency or other condition involving possible loss of life, threat to health and safety, destruction of property or other condition deemed to be dangerous, in the sole discretion of the College, may result in immediate termination of this Agreement, in whole or in part.

**d. Termination for Convenience**

The College shall have the right to terminate this Agreement at any time and for any reason deemed to be in its best interest, provided that no such termination shall be effective unless Contractor is given thirty (30) calendar days' prior written notice ("Termination Notice.") In such event of termination, the College shall pay Contractor for the services rendered through the date of termination.

**e. Payments upon Termination**

- i. Upon receiving a Termination Notice, Contractor shall promptly discontinue all services affected unless otherwise directed by the Termination Notice.
- ii. The College shall be released from any and all responsibilities and obligations arising from the services provided in accordance with this Agreement, effective as of the date of termination, but the College shall be responsible for payment of all claims for services provided and costs incurred by Contractor prior to termination of this Agreement, that are pursuant to, and after Contractor's compliance with, the terms and conditions of this Agreement.
- iii. Upon termination, Contractor agrees to promptly reimburse to the College the balance of any funds advanced to Contractor by the College. Upon termination, any funds paid to Contractor by the College which were used by Contractor in a manner that failed to comply with the terms and conditions of this Agreement must be promptly reimbursed. If there is no response or if satisfactory repayments are not made, the College may recoup such payments from any amounts due or becoming due to Contractor from the College under this Agreement or otherwise. The provisions of this subparagraph shall survive the expiration or termination of the Agreement.

### 3. Indemnification

#### a. General

Contractor agrees that it shall protect, indemnify and hold harmless the College and/or County and their officers, officials, employees, contractors, agents and other persons from and against all liabilities, fines, penalties, actions, damages, claims, demands, judgments, losses, costs, expenses, suits or actions and reasonable attorneys' fees, arising out of the acts or omissions or the negligence of Contractor in connection with the services described or referred to in this Agreement. Contractor shall defend the College and /or County and their officers, officials, employees, contractors, agents and other persons in any suit, including appeals, or at the College and /or County's option, pay reasonable attorney's fees for defense of any such suit arising out of the acts or omissions or negligence of Contractor, its officers, officials, employees, subcontractors or agents, if any, in connection with the services described or referred to in this Agreement.

#### b. Federal Copyright Act

Contractor hereby represents and warrants that it will not infringe upon any copyrighted work or material in accordance with the Federal Copyright Act during the performance of this Contract. Furthermore, Contractor agrees that it shall protect, indemnify and hold harmless the College and/or County and their officers, officials, employees, contractors, agents and other persons from and against all liabilities, fines, penalties, actions, damages, claims, demands, judgments, losses, costs, expenses, suits or actions and reasonable attorney's fees, arising out of the acts or omissions or the negligence of Contractor in connection with the services described or referred to in this Agreement. Contractor shall defend the College and/or County and their officers, officials, employees, contractors, agents and other persons in any suit, including appeals, or, at the College and/or County's option, pay reasonable attorney's fees for defense of any such suit arising out of the acts or omissions or negligence of Contractor, its officers, officials, employees, subcontractors, lessees, licensees, invitees or agents, if any, in connection with the services described or referred to in this Agreement.

### 4. Insurance

a. Contractor agrees to procure, pay the entire premium for and maintain throughout the term of this Agreement, insurance in amounts and types specified by the College and/or County as may be mandated and increased from time to time. Contractor agrees to require that all of its subcontractors, in connection with work performed for Contractor related to this Agreement, procure, pay the entire premium for and maintain throughout the term of this Agreement insurance in amounts and types equal to that specified by the College and/or County for Contractor. Unless otherwise specified by the College and/or County and agreed to by Contractor, in writing, such insurance shall be as follows:

- i. **Commercial General Liability** insurance, including contractual liability coverage, in an amount not less than Two Million Dollars (\$2,000,000.00) per occurrence for bodily injury and Two Million Dollars (\$2,000,000.00) per occurrence for property damage.
- ii. **Automobile Liability** insurance (if any vehicles are used by Contractor in the performance of this Agreement) in an amount not less than Five Hundred Thousand Dollars (\$500,000.00) per person, per accident, for bodily injury and not less than One Hundred Thousand Dollars (\$100,000.00) for property damage per occurrence.



- iii. **Worker's Compensation and Employer's Liability** insurance in compliance with all applicable New York State laws and regulations and **Disability Benefits** insurance, if required by law. Contractor shall furnish to the College, prior to its execution of this Agreement, the documentation required by the State of New York Workers' Compensation Board of coverage or exemption from coverage pursuant to §§57 and 220 of the Workers' Compensation Law. In accordance with General Municipal Law §108, this Agreement shall be void and of no effect unless Contractor shall provide and maintain coverage during the term of this Agreement for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.
- b. All policies providing such coverage shall be issued by insurance companies with an A.M. Best rating of A- or better.
- c. The Contractor shall furnish to the College a certificate of insurance for each such policy of insurance and upon request, a true and certified original copy of each such policy, evidencing compliance with the aforesaid insurance requirements. **In the case of commercial general liability insurance, the College and the County of Suffolk shall be named as additional insureds and the Contractor shall furnish a certificate of insurance evidencing the College's and the County's status as additional insureds on the policy. The Contractor must ensure that the certificate of insurance references the assigned Contract Number and Project Name.**
- d. Any such Declaration Page, certificate of insurance, policy, endorsement page or other evidence of insurance supplied to the College shall provide for the College and the County of Suffolk to be notified in writing thirty (30) days prior to any cancellation, nonrenewal or material change in the policies. Such Declaration Page, certificate of insurance, policy, endorsement page, other evidence of insurance and any notice of nonrenewal or material change shall be mailed to the College and the County at the addresses set forth in this Agreement in Exhibit C entitled "Notices and Contact Persons" or at such other address of which the College and/or County shall have given Contractor notice in writing.
- e. In the event Contractor shall fail to provide the Declaration Page, certificate of insurance, policy, endorsement page or other evidence of insurance, or fails to maintain any insurance required by this Agreement, the College and/or County may, but shall not be required to, obtain such policies and deduct the cost thereof from payments due Contractor under this Agreement or any other agreement between the College and/or County and Contractor.

## 5. Independent Contractor

It is expressly agreed that Contractor's status hereunder is that of an independent contractor. Neither Contractor, nor any person hired by Contractor shall be considered employees of the College and/or County for any purpose.

## 6. Severability

It is expressly agreed that if any term or provision of this Agreement, or the application thereof to any person or circumstance, shall be held invalid or unenforceable to any extent, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and every other term and provision of this Agreement shall be valid and shall be enforced to the fullest extent permitted by law.

**7. Merger; No Oral Changes**

It is expressly agreed that this Agreement represents the entire agreement of the parties and that all previous understandings are merged in this Agreement. No modification of this Agreement shall be valid unless written in the form of an Amendment and executed by both parties.

**8. Set-Off Rights**

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

**9. Non-Discrimination in Services**

During the performance of this Agreement:

- a. Contractor shall not, on the grounds of race, creed, color, national origin, sex, age, disability, sexual orientation, military status or marital status:
  - i. deny any individual any services or other benefits provided pursuant to this Agreement; or
  - ii. provide any services or other benefits to an individual that are different, or are provided in a different manner, from those provided to others pursuant to this Agreement; or
  - iii. subject an individual to segregation or separate treatment in any matter related to the individual's receipt of any service(s) or other benefits provided pursuant to this Agreement; or
  - iv. restrict an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any services or other benefits provided pursuant to this Agreement; or
  - v. treat an individual differently from others in determining whether or not the individual satisfies any eligibility or other requirements or condition which individuals must meet in order to receive any aid, care, service(s) or other benefits provided pursuant to this Agreement.
- b. Contractor shall not utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, creed, color, national origin, sex, age, disability, sexual orientation, military status or marital status, or have the effect of defeating or substantially impairing accomplishment of the objectives of this Agreement in respect to individuals of a particular race, creed, color, national origin, sex, age, disability, sexual orientation, military status or marital status, in determining:

- i. the types of service(s) or other benefits to be provided, or
- ii. the class of individuals to whom, or the situations in which, such service(s) or other benefits will be provided; or
- iii. the class of individuals to be afforded an opportunity to receive services.

**10. College's Non-Discrimination Notice**

Suffolk County Community College does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, equal pay compensation-sex, national origin, military or veteran status, domestic violence victim status, criminal conviction or disability in its admissions, programs and activities, or employment. This applies to all employees, students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting either of the Civil Rights Compliance Officers/Coordinators listed below and are located at [www.sunysuffolk.edu/nondiscrimination](http://www.sunysuffolk.edu/nondiscrimination). Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

The following persons have been designated to handle inquiries regarding the College's non-discrimination policies:

Civil Rights Compliance Officers

Christina Vargas  
Chief Diversity Officer/Title IX Coordinator  
Ammerman Campus, NFL Bldg., Suite 230  
533 College Road, Selden, NY 11784  
[vargasc@sunysuffolk.edu](mailto:vargasc@sunysuffolk.edu)  
(631) 451-4950

or

Dionne Walker-Belgrave  
Affirmative Action Officer/Deputy Title IX Coordinator  
Ammerman Campus, NFL Bldg., Suite 230  
533 College Road, Selden, NY 11784  
[walkerd@sunysuffolk.edu](mailto:walkerd@sunysuffolk.edu)  
(631) 451-4051

**11. Nonsectarian Declaration**

Contractor agrees that all services performed under this Agreement are secular in nature, that no funds received pursuant to this Agreement will be used for sectarian purposes or to further the advancement of any religion, and that no services performed under this program will discriminate on the basis of religious belief.

**12. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of New York, without regard to conflict of laws. Venues shall be designated in Suffolk County, New York or the United States District Court for the Eastern District of New York.

**13. No Implied Waiver**

No waiver shall be inferred from any failure or forbearance of the College and/or County to enforce any provision of this Agreement in any particular instance or instances, but the same shall otherwise remain in full force and effect notwithstanding any such failure or forbearance.

**14. Conflicts of Interest**

- a. Contractor agrees that it will not during the term of this Agreement engage in any activity that is contrary to and/or in conflict with the goals and purposes of the College and/or County.
- b. Contractor is charged with the duty to disclose to the College and/or County the existence of any such adverse interests, whether existing or potential. This duty shall continue so long as Contractor is retained on behalf of the College. The determination as to whether or when a conflict exists or may potentially exist shall ultimately be made by the College General Counsel and the County Attorney after full disclosure is obtained.

**15. Cooperation on Claims**

Each of the parties hereto agrees to render diligently to the other party, without additional compensation, any and all cooperation, that may be required to defend the other party, its employees and designated representatives against any claim, demand or action that may be brought against the other party, its employees or designated representatives in connection with this Agreement.

**16. Confidentiality**

Any records, reports or other documents of the College and/or County or any of its agencies used by Contractor pursuant to this Agreement or any documents created as a part of this Agreement shall remain the property of the College and/or County and shall be kept confidential in accordance with applicable laws, rules and regulations.

**17. Assignment and Subcontracting**

- a. Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of this Agreement, or any of its right, title or interest therein, or its power to execute the Agreement, or assign all or any portion of the monies that may be due or become due hereunder, to any other person or corporation, without the prior consent in writing of the College, and any attempt to do any of the foregoing without such consent shall be of no effect.
- b. Contractor shall not enter into subcontracts for any of the work contemplated under this Agreement without obtaining prior written approval of the College. Such subcontracts shall be subject to all of the provisions of this Agreement and to such other conditions and provisions as the College and/or County may deem necessary, provided, however, that notwithstanding the foregoing, unless otherwise provided in this Agreement, such prior written approval shall not be required for the purchase of articles, supplies, equipment and services which are incidental to, but necessary for, the performance of the work required under this Agreement. No approval by the College of any subcontract shall provide for the incurrence of any obligation by the College and/or County in addition to the total agreed upon price. Contractor shall be responsible for the performance of any subcontractor for the delivery of service.

**18. No Intended Third-Party Beneficiaries**

This Agreement is entered into solely for the benefit of College, County and Contractor. No third party shall be deemed a beneficiary of this Agreement, and no third party shall have the right to make any claim or assert any right under this Agreement.

**19. Certification as to Relationships**

The parties to this Agreement hereby certify that, other than the funds provided in this Agreement and other valid Agreements with the College and/or County, there is no known relationship within the third degree of consanguinity, life partner, or business, commercial, economic, or financial relationship between the parties, the signatories to this Agreement, and any partners, members, directors, or shareholders of five percent (5%) (or more) of any party to this Agreement.

**20. Publications and Publicity**

- a. Contractor shall not issue or publish any book, article, report or other publication related to the Services provided pursuant to this Agreement without first obtaining written prior approval from the College. Any such printed matter or other publication shall contain the following statement in clear and legible print:

“This publication is fully or partially funded by Suffolk County Community College and the County of Suffolk.”

- b. The College shall have the right of prior approval of press releases and any other information provided to the media, in any form, concerning the Services provided pursuant to this Agreement.

**21. Copyrights, Patents and Trademarks**

**a. Copyrights**

If the work of Contractor under this Agreement should result in the production of original books, manuals, films or other materials for which a copyright may be granted, Contractor may secure copyright protection. However, the College reserves, and Contractor hereby gives to the College, and to any other municipality or government agency or body designated by the College, a royalty-free, nonexclusive license to produce, reproduce, publish, translate or otherwise use any such materials.

**b. Patents**

If Contractor under this Agreement makes any discovery or invention in the course of or as a result of work performed under this Agreement, Contractor may apply for and secure for itself patent protection. However, the College reserves, and Contractor hereby gives to the College, and to any other municipality or government agency or body designated by the College, a royalty-free, nonexclusive license to produce or otherwise use any item so discovered or patented.

**c. Trademarks**

Contractor acknowledges that the College name and logo (“trademark property”) are the property of the College and agrees that Contractor shall not use such trademark property without its prior express written consent. Notwithstanding the provisions hereunder, Contractor further agrees that if any work performed shall result in or require the use of trademarked property owned by Contractor, Contractor hereby grants to College a non-exclusive license for use of the same.

**End of Text for Exhibit C**

**EXHIBIT D**  
**Suffolk County Legislative Requirements**

**1. Contractor's/Vendor's Public Disclosure Statement**

Contractor represents and warrants that it has filed with the Comptroller of Suffolk County the verified public disclosure statement required by Suffolk County Administrative Code Article V, Section A5-7 and shall file an update of such statement with the Comptroller on or before the 31st day of January in each year of this Agreement's duration. Contractor acknowledges that such filing is a material, contractual and statutory duty and that the failure to file such statement shall constitute a material breach of this Agreement, for which the College shall be entitled, upon a determination that such breach has occurred, to damages, in addition to all other legal remedies, of fifteen percent (15%) of the amount of the Agreement.

**Required Form:** Suffolk County Form SCEX 22; entitled "Contractor's/Vendor's Public Disclosure Statement"

**2. Living Wage Law**

This Agreement is subject to the Living Wage Law of the County of Suffolk. The law requires that, unless specific exemptions apply, all employers (as defined) under service contracts and recipients of County financial assistance (as defined) shall provide payment of a minimum wage to employees as set forth in the Living Wage Law. Such rate shall be adjusted annually pursuant to the terms of the Suffolk County Living Wage Law of the County of Suffolk. Under the provisions of the Living Wage Law, the County shall have the authority, under appropriate circumstances, to terminate this Agreement and to seek other remedies as set forth therein, for violations of this Law.

Contractor represents and warrants that it has read and shall comply with the requirements of Suffolk County Code Chapter 347, Suffolk County Local Law No. 12-2001, the Living Wage Law.

**Required Forms:** Suffolk County Living Wage Form LW-1; entitled "Suffolk County Department of Labor – Living Wage Unit Notice of Application for County Compensation (Contract)"

Suffolk County Living Wage Form LW-38; entitled "Suffolk County Department of Labor – Living Wage Unit Living Wage Certification/Declaration – Subject To Audit"

**3. Use of County Resources to Interfere with Collective Bargaining Activities  
Local Law No. 26-2003**

Contractor represents and warrants that it has read and is familiar with the requirements of Chapter 466, Article 1 of the Suffolk County Local Laws, "Use of County Resources to Interfere with Collective Bargaining Activities." County Contractors (as defined) shall comply with all requirements of Local Law No. 26-2003 including the following prohibitions:

- a. Contractor shall not use County funds to assist, promote, or deter union organizing.
- b. No County funds shall be used to reimburse Contractor for any costs incurred to assist, promote, or deter union organizing.



- c. The County of Suffolk shall not use County funds to assist, promote, or deter union organizing.
- d. No employer shall use County property to hold a meeting with employees or supervisors if the purpose of such meeting is to assist, promote, or deter union organizing.

If Contractor services are performed on County property, Contractor must adopt a reasonable access agreement, a neutrality agreement, fair communication agreement, nonintimidation agreement and a majority authorization card agreement.

If Contractor services are for the provision of human services and such services are not to be performed on County property, Contractor must adopt, at the least, a neutrality agreement.

Under the provisions of Local Law No. 26-2003, the County shall have the authority, under appropriate circumstances, to terminate this Agreement and to seek other remedies as set forth therein, for violations of this Law.

**Required Form:** Suffolk County Labor Law Form DOL-LO1; entitled "Suffolk County Department of Labor – Labor Mediation Unit Union Organizing Certification/Declaration – Subject to Audit"

#### **4. Lawful Hiring of Employees Law**

This Agreement is subject to the Lawful Hiring of Employees Law of the County of Suffolk (Local Law 52-2006). It provides that all covered employers, (as defined), and the owners thereof, as the case may be, that are recipients of compensation from the County through any grant, loan, subsidy, funding, appropriation, payment, tax incentive, contract, subcontract, license agreement, lease or other financial compensation agreement issued by the County or an awarding agency, where such compensation is one hundred percent (100%) funded by the County, shall submit a completed sworn affidavit (under penalty of perjury) certifying that they have complied, in good faith, with the requirements of Title 8 of the United States Code Section 1324a with respect to the hiring of covered employees (as defined) and with respect to the alien and nationality status of the owners thereof. The affidavit shall be executed by an authorized representative of the covered employer or owner, as the case may be; shall be part of any executed contract, subcontract, license agreement, lease or other financial compensation agreement with the County; and shall be made available to the public upon request.

All contractors and subcontractors (as defined) of covered employers, and the owners thereof, as the case may be, that are assigned to perform work in connection with a County contract, subcontract, license agreement, lease or other financial compensation agreement issued by the County or awarding agency, where such compensation is one hundred percent (100%) funded by the County, shall submit to the covered employer a completed sworn affidavit (under penalty of perjury) certifying that they have complied, in good faith, with the requirements of Title 8 of the United States Code Section 1324a with respect to the hiring of covered employees and with respect to the alien and nationality status of the owners thereof, as the case may be. The affidavit shall be executed by an authorized representative of the contractor, subcontractor, or owner, as the case may be; shall be part of any executed contract, subcontract, license agreement, lease or other financial compensation agreement between the covered employer and the County; and shall be made available to the public upon request.

An updated affidavit shall be submitted by each such employer, owner, contractor and subcontractor no later than January 1 of each year for the duration of any contract and upon the renewal or amendment of the contract, and whenever a new contractor or subcontractor is hired under the terms of the contract.

Contractor acknowledges that such filings are a material, contractual and statutory duty and that the failure to file any such statement shall constitute a material breach of this agreement.

Under the provisions of the Lawful Hiring of Employees Law, the County shall have the authority to terminate this Agreement for violations of this Law and to seek other remedies available under the law.

This Agreement is subject to the Lawful Hiring of Employees Law of the County of Suffolk, Suffolk County Code Chapter 234, as more fully set forth in the Exhibit collectively referred to as the "Suffolk County Legislative Requirements." In accordance with this law, Contractor or employer, as the case may be, and any subcontractor or owner, as the case may be, agree to maintain the documentation mandated to be kept by this law on site at all times. Contractor or employer, as the case may be, and any subcontractor or owner, as the case may be, further agree that employee sign-in sheets and register/log books shall be kept on site at all times during working hours and all covered employees, as defined in the law, shall be required to sign such sign in sheets/register/log books to indicate their presence on the site during such working hours.

Contractor represents and warrants that it has read, is in compliance with, and shall comply with the requirements of Suffolk County Code Chapter 234, Suffolk County Local Law No. 52-2006, the Lawful Hiring of Employees Law.

**Required Forms:** Suffolk County Lawful Hiring of Employees Law Form LHE-1; entitled "Suffolk County Department of Labor –"Notice Of Application To Certify Compliance With Federal Law (8 U.S.C. SECTION 1324a) With Respect To Lawful Hiring of Employees"

"Affidavit Of Compliance With The Requirements Of 8 U.S.C. Section 1324a With Respect To Lawful Hiring Of Employees" Form LHE-2.

**5. Gratuities**

Contractor represents and warrants that it has not offered or given any gratuity to any official, employee or agent of Suffolk County or New York State or of any political party, with the purpose or intent of securing an agreement or securing favorable treatment with respect to the awarding or amending of an agreement or the making of any determinations with respect to the performance of an agreement, and that the signer of this Agreement has read and is familiar with the provisions of Local Law No. 32-1980 of Suffolk County (Chapter 386 of the Suffolk County Code).

**6. Prohibition Against Contracting with Corporations that Reincorporate Overseas**

Contractor represents that it is in compliance with Suffolk County Administrative Code Article IV, §§A4-13 and A4-14, found in Suffolk County Local Law No. 20-2004, entitled "A Local Law To Amend Local Law No. 5-1993, To Prohibit The County of Suffolk From Contracting With Corporations That Reincorporate Overseas." Such law provides that no contract for consulting services or goods and services shall be awarded by the County to a business previously incorporated within the U.S.A. that has reincorporated outside the U.S.A.

**7. Child Sexual Abuse Reporting Policy**

Contractor agrees to comply with Chapter 577, Article IV, of the Suffolk County Code, entitled "Child Sexual Abuse Reporting Policy," as now in effect or amended hereafter or of any other Suffolk County Local Law that may become applicable during the term of this Agreement with regard to child sexual abuse reporting policy.

**8. Non-Responsible Bidder**

Contractor represents and warrants that it has read and is familiar with the provisions of Suffolk County Code Chapter 143, Article II, §§143-5 through 143-9. Upon signing this Agreement, Contractor certifies that he, she, it, or they have not been convicted of a criminal offense within the last ten (10) years. The term "conviction" shall mean a finding of guilty after a trial or a plea of guilty to an offense covered under the provision of Section 143-5 of the Suffolk County Code under "Non-responsible Bidder."

**9. Use of Funds in Prosecution of Civil Actions Prohibited**

Pursuant to the Suffolk County Code Section §590-3, Contractor represents that it shall not use any of the moneys received under this Agreement, either directly or indirectly, in connection with the prosecution of any civil action against the County of Suffolk or any of its programs, funded by the County, in part or in whole, in any jurisdiction or any judicial or administrative forum.

**10. Suffolk County Local Laws**

Suffolk County Local Laws, Rules and Regulations can be found on the Suffolk County website at <https://www.suffolkcountyny.gov/>.

**End of Text for Exhibit D**

**EXHIBIT E**  
**Notices and Contact Persons**

**1. Notices Relating to Payments, Reports, or Other Submissions**

Any communication, notice, claim for payment, report, or other submission necessary or required to be made by the parties regarding this Agreement shall be in writing and shall be given to the College or Contractor or their designated representative at the following addresses or at such other address that may be specified in writing by the parties and must be delivered as follows:

**For the College**

Vice President for Business and Financial Affairs  
Suffolk County Community College  
533 College Road, NFL 232  
Selden, NY 11784-2899

**and For Contractor**

At the address set forth on page one of this Agreement, attention of the person who executed this Agreement or such other designee as the parties may agree in writing.

**2. Notices Relating to Insurance**

Any notice relating to insurance necessary or required to be made by the parties regarding this Agreement shall be in writing and shall be given to the College or Contractor or their designated representative at the following addresses or at such other address that may be specified in writing by the parties and must be delivered as follows:

**For the College**

David T. Schneider  
Executive Director – Risk Mitigation  
Suffolk County Community College  
533 College Road, NFL 125  
Selden, NY 11784-2899

**and For Contractor**

At the address set forth on page one of this Agreement, attention of the person who executed this Agreement or such other designee as the parties may agree in writing.

**3. Notices Relating to Termination and/or Litigation**

In the event Contractor receives a notice or claim or becomes a party (plaintiff, petitioner, defendant, respondent, third party complainant, third party defendant) to a lawsuit or any legal proceeding related to this Agreement, Contractor shall immediately deliver to the College General Counsel and the County Attorney, at the addresses set forth below, copies of all papers filed by or against Contractor.

Any communication or notice regarding termination shall be in writing and shall be given to the College or Contractor or their designated representative at the following addresses or at such other addresses that may be specified in writing by the parties and must be delivered as follows:

**For the College and the County:**

College General Counsel  
Suffolk County Community College  
533 College Road, NFL 230  
Selden, NY 11784-2899

**and**

Suffolk County Attorney  
Suffolk County Department of Law  
H. Lee Dennison Building  
100 Veterans Memorial Highway  
Hauppauge, NY 11788-5402

**For Contractor:**

At the address set forth on page one of this Agreement, attention to the person who executed this Agreement or such other designee as the parties may agree in writing.

Notices for all parties (except those related to termination or litigation) should be delivered by first class and certified mail, return receipt requested, in a postpaid envelope or by courier service, or by fax or by email.

Notices related to termination or litigation should be delivered by first class and certified mail, return receipt requested, in a postpaid envelope or by nationally recognized courier service or personally and by first class mail.

Notices shall be deemed to have been duly delivered: (i) if mailed, upon the seventh business day after the mailing thereof; or (ii) if by nationally recognized overnight courier service, upon the first business day subsequent to the transmittal thereof; or (iii) if personally, pursuant to New York Civil Practice Law and Rules Section 311; or (iv) if by fax or email, upon the transmittal thereof. "Business Day" shall be defined as any day except a Saturday, a Sunday, or any day in which commercial banks are required or authorized to close in Suffolk County, New York.

Each party shall give prompt written notice to the other party of the appointment of successor(s) to the designated contact person(s) or his or her designated successor(s).

**End of Text for Exhibit E**