

AMENDMENT NO. 6

WHEREAS, on June 3, 2019 **Suffolk County Community College ("College")** and **Grafton Data Systems, Inc. ("Contractor")** entered into an Agreement wherein Contractor agreed to provide College-wide ADA and Code Compliant signage for the College's three campus locations, and perform all necessary work to complete the proper installation of those signs at the required locations; and

WHEREAS, the term of the Agreement was from May 20, 2019 to November 15, 2019; and

WHEREAS, on December 4, 2019 the parties executed Amendment No. 1 to the Agreement, extending the term thereof to May 15, 2020; on April 20, 2020 the parties executed Amendment No. 2 to the Agreement, extending the term thereof to December 31, 2020; on March 18, 2021 the parties executed Amendment No. 3 to the Agreement, extending the term thereof to June 30, 2021; on June 9, 2021 the parties executed Amendment No. 4 to the Agreement, extending the term thereof to December 31, 2021; and on January 3, 2022 the parties executed Amendment No. 5 to the Agreement, extending the term thereof to June 30, 2022 (the Agreement and all Amendments are herein collectively referred to as the "Original Agreement"); and

WHEREAS, the College now wishes to update the Payment Terms and further extend the term of the Original Agreement for a continuation of services.

NOW, THEREFORE, it is mutually understood and agreed by and between the parties hereto as follows:

- 1) The term of the Original Agreement shall be extended **through December 31, 2023**;
- 2) The Payment Terms specified in Exhibit E of the Original Agreement, shall be amended, as reflected in Attachment 1 hereto. This Attachment 1 replaces and supersedes Attachment 1 of the Original Agreement. The updated rates will become effective **on May 1, 2023**.
- 3) Exhibit C to the Original Agreement, "Notices and Contact Persons" shall be revised, in part, as follows:

All "Notices Relating to Payments, Reports, or Other Submissions" for the College must be delivered to:

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

All "Notices Relating to Insurance" for the College must be delivered to:

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

All "Notices Relating to Termination and/or Litigation" for the College and the County must be delivered to:

Alla Brodsky, Esq.
College Deputy General Counsel
Suffolk County Community College
533 College Road, NFL 230
Selden, NY 11784

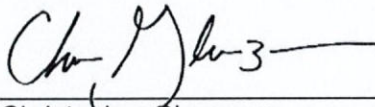
and Suffolk County Attorney
Suffolk County Department of Law
H. Lee Dennison Building
100 Veterans Memorial Highway
Hauppauge, NY 11788

- 4) All other terms and conditions of the Original Agreement, not inconsistent herewith, shall remain in full force and effect for the term of the Amended Agreement.


IN WITNESS WHEREOF, the parties have executed this Amendment No. 6 as of the latest date written below.

Grafton Data Systems, Inc.
FID # 02-0491805

Suffolk County Community College

By: 

Christopher Glanzman
Vice President of Operations General Manager

By: 


Edward T. Bonahue, Ph.D.
President

Date: 5/15/23

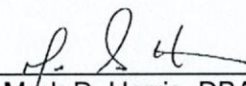
Date: 5/17/23

Approved as to Legality:
Suffolk County Community College

Approved:
Suffolk County Community College

By: 

Alla Brodsky, Esq.
College Deputy General Counsel

By: 

Mark D. Harris, DBA
Vice President for Business and
Financial Affairs

Date: 5.15.2023

Date: 05.16.2023

SCCC - ADA Signage Unit Pricing - UPDATED 3/28/23

Item #	Sign Type	Drawing #	NEW Unit Price
1	ADA Room # Only	1.01	\$36.80
2	ADA Sign Typical Room One Liner	2.01	\$51.12
3	ADA Sign Typical Room Two Liner	2.02	\$51.12
4	ADA Sign Typical Room Three Liner	2.03	\$51.12
5	ADA Sign Typical Room Four Liner	2.04	\$51.12
6	ADA Mini Building Reference Sign	2.05	\$32.72
7	ADA Sign MEN/WOMEN Non-Accessible	3.01	\$51.12
8	ADA Sign MEN/WOMEN Non-Accessible	3.02	\$51.12
9	ADA Sign Neutral Gender Non-Accessible	3.03	\$55.21
10	ADA Sign MEN/WOMEN Three Liner Non-Accessible	3.04	\$59.29
11	ADA Sign MEN/WOMEN Accessible	4.01	\$51.12
12	ADA Sign MEN/WOMEN Staff Accessible	4.02	\$51.12
13	ADA Sign Gender Neutral Accessible	4.03	\$55.21
14	ADA Sign Accessible Three Liner	4.04	\$59.29
15	ADA Sign Mini Directional Accessible Exit	5.01	\$61.63
16	ADA Sign Mini Directional Accessible Entrance	5.02	\$61.63
17	ADA Sign Mini Directional Accessible Restrooms	5.03	\$61.63
18	ADA Sign Mini Directional Accessible Men's Toilet	5.04	\$61.63
19	ADA Sign Mini Directional Accessible Women's Toilet	5.05	\$61.63
20	ADA Sign Mini Directional Area of Refuge	5.06	\$61.63
21	ADA Sign Mini Directional Accessible Elevator	5.07	\$61.63
22	ADA Sign Mini Directional Room Numbers	5.08	\$61.63
23	ADA Sign Mini Directional Stairs	5.09	\$61.63
24	ADA Sign Mini Directional One Liners	5.10	\$61.63
25	ADA Sign Mini Directional Two Liners	5.11	\$61.63
26	ADA Sign Accessible Entrance	6.01	\$51.12
27	ADA Sign Accessible Exit	6.02	\$51.12
28	ADA Sign Area of Refuge	6.03	\$55.21
29	ADA Sign Not an Exit	6.04	\$32.72
30	ADA Sign Exit	6.05	\$32.72
31	ADA Sign Direction to Accessible Entrance	6.06	\$51.12
32	ADA Sign Miscellaneous	6.07	\$32.72
33	ADA Sign Stairs	7.01	\$55.21
34	ADA Sign Mini Building Reference	7.02	\$32.72
35	ADA Sign In Case of Fire Use Stairs	7.03	\$59.29
36	ADA Sign Text Telephone TDD	7.04	\$51.12
37	ADA Sign Assistive Listening Devices	7.05	\$59.29
38	ADA Sign (Wall Hung) Area of Refuge	7.06	\$57.40
39	ADA Sign (Wall Hung) Room Numbers	7.07	\$57.40
40	ADA Sign (Wall Hung) Accessible Restrooms	7.08	\$57.40
41	Directory Signage with Frame Only	8.01 & 8.02	\$304.66

AMENDMENT NO. 5

WHEREAS, Suffolk County Community College ("College") and Grafton Data Systems, Inc. ("Contractor") entered into an Agreement on June 3, 2019 wherein Contractor agreed to provide College-wide ADA and Code Compliant signage for the College's three campus locations, and perform all necessary work to complete the proper installation of those signs at the required locations ("**Services**"); and

WHEREAS, the parties executed Amendments Nos. 1 through 4 which have extended the term of the Agreement to December 31, 2021, and

WHEREAS, the parties hereto wish to further extend the term of the Agreement and supplement certain provisions thereof.

NOW, THEREFORE, it is mutually understood and agreed by and between the parties hereto as follows:

1) The term of the Agreement shall be extended for the period beginning **January 1, 2022 through June 30, 2022;** and

2) **COVID-19 Safety Protocols**

Contractor 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).

3) All other terms and conditions of the original Agreement and Amendments thereto, not inconsistent herewith, shall remain in full force and effect.

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

Grafton Data Systems, Inc.
FID # 02-0491805

Suffolk County Community College

By: Christopher Glanzman
Christopher Glanzman
Vice President of Operations

By: Louis J. Petrizzo
Louis J. Petrizzo
Executive V.P. and College General Counsel

Date: 1/3/22

Date: 01/03/2022

Approved as to Legality:
Suffolk County Community College

Approved:
Suffolk County Community College

By: Alicia S. O'Connor
Alicia S. O'Connor
College Deputy General Counsel

By: Mark D. Harris
Mark D. Harris, DBA
Vice President for Business and Financial Affairs

Date: 1/3/2022

Date: 01/03/2022

AMENDMENT NO. 4

WHEREAS, Suffolk County Community College ("College") and Grafton Data Systems, Inc. ("Contractor") entered into an Agreement on June 3, 2019 wherein Contractor agreed to provide College-wide ADA and Code Compliant signage for the College's three campus locations, and perform all necessary work to complete the proper installation of those signs at the required locations ("**Services**"); and

WHEREAS, on December 4, 2019 the parties executed Amendment No. 1 to the Agreement which extended the term thereof to May 15, 2020, and

WHEREAS, on April 20, 2020 the parties executed Amendment No. 2 to the Agreement which extended the term thereof to December 31, 2020, and

WHEREAS, on March 18, 2021 the parties executed Amendment No. 3 to the Agreement which extended the term thereof to June 30, 2021, and

WHEREAS, the parties hereto wish to further extend the term of the Agreement upon the same terms, conditions and cost as the original Agreement and Amendments thereto.

NOW, THEREFORE, it is mutually understood and agreed by and between the parties hereto as follows:

- 1) The term of the Agreement shall be extended for the period beginning **July 1, 2021 through December 31, 2021**; and
- 2) All other terms and conditions of the original Agreement and Amendments thereto, not inconsistent herewith, shall remain in full force and effect.

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

Grafton Data Systems, Inc.
FID # 02-0491805

Suffolk County Community College

By: Christopher Glanzman 6/9/21
Christopher Glanzman
Vice President of Operations

By: Louis J. Petrizzo
Louis J. Petrizzo
Interim President

Date: _____

Date: 06/09/2021

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

**Approved:
Suffolk County Community College**

By: Alicia S. O'Connor
Alicia S. O'Connor
College Deputy General Counsel

By: Mark D. Harris, DBA
Mark D. Harris, DBA
Vice President, Business and
Financial Affairs

Date: 06/09/2021

Date: 06.09.2021

AMENDMENT NO. 3

WHEREAS, Suffolk County Community College ("College") and Grafton Data Systems, Inc. ("Contractor") entered into an Agreement on June 3, 2019 wherein Contractor agreed to provide College-wide ADA and Code Compliant signage for the College's three campus locations, and perform all necessary work to complete the proper installation of those signs at the required locations, in accordance with the bid terms, conditions and specifications ("Services"); and

WHEREAS, on December 4, 2019 the parties executed Amendment No. 1 to the Agreement which extended the term thereof to May 15, 2020, and

WHEREAS, on April 20, 2020 the parties executed Amendment No. 2 to the Agreement which extended the term thereof to December 31, 2020, and

WHEREAS, the parties hereto wish to further extend the term of the Agreement upon the same terms, conditions and cost as the original Agreement and Amendments thereto.

NOW, THEREFORE, it is mutually understood and agreed by and between the parties hereto as follows:

- 1) The term of the Agreement shall be extended for the period beginning **January 1, 2021 through June 30, 2021**; and
- 2) All other terms and conditions of the original Agreement and Amendments thereto, not inconsistent herewith, shall remain in full force and effect.

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

Grafton Data Systems, Inc.
FID # 02-0491805

Suffolk County Community College

By: Chris Glanzman
Chris Glanzman
Vice President of Operations

By: Louis J. Petrizzo
Louis J. Petrizzo
Interim President

Date: 3/10/2021

Date: 03/18/2021

Approved as to Legality:
Suffolk County Community College

Approved:
Suffolk County Community College

By: Alicia S. O'Connor
Alicia S. O'Connor
College Deputy General Counsel

By: Mark D. Harris
Mark D. Harris, DBA
Vice President, Business and
Financial Affairs

Date: 03/17/2021

Date: 03.18.2021

AMENDMENT NO. 2

WHEREAS, Suffolk County Community College ("College") and Grafton Data Systems, Inc. ("Contractor") entered into an Agreement on June 3, 2019 wherein Contractor agreed to provide College-wide ADA and Code Compliant signage for the College's three campus locations, and perform all necessary work to complete the proper installation of those signs at the required locations, in accordance with the bid terms, conditions and specifications ("Services"); and

WHEREAS, on December 4, 2019 the parties executed Amendment No. 1 to the Agreement which extended the term thereof to May 15, 2020, and

WHEREAS, the parties hereto wish to further extend the term of the Agreement upon the same terms, conditions and cost as the original Agreement and Amendments thereto.

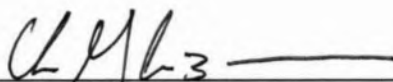
NOW, THEREFORE, it is mutually understood and agreed by and between the parties hereto as follows:

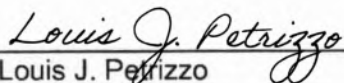
- 1) The term of the Agreement shall be extended for the period beginning **May 16, 2020 through December 31, 2020**; and
- 2) *All other terms and conditions of the original Agreement and Amendments thereto, not inconsistent herewith, shall remain in full force and effect.*

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

Grafton Data Systems, Inc.
FID # 02-0491805

Suffolk County Community College

By: 
Chris Glanzman
Vice President of Operations

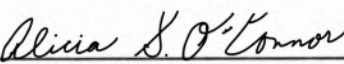
By: 
Louis J. Petrizzo
Interim President

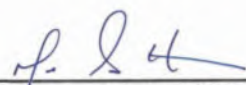
Date: 4/17/20

Date: 04/20/2020

Approved as to Legality:
Suffolk County Community College

Approved:
Suffolk County Community College

By: 
Alicia S. O'Connor
College Deputy General Counsel

By: 
Mark D. Harris, DBA
Vice President, Business and
Financial Affairs

Date: 04/20/2020

Date: 4-20-2020

AMENDMENT NO. 1

WHEREAS, Suffolk County Community College ("College") and Grafton Data Systems, Inc. ("Contractor") entered into an Agreement on June 3, 2019 wherein Contractor agreed to provide College-wide ADA and Code Compliant signage for the College's three campus locations, and perform all necessary work to complete the proper installation of those signs at the required locations, in accordance with the bid terms, conditions, and specifications ("Services"); and

WHEREAS, the College desires to further extend the term of the Agreement for six (6) months upon the same terms, conditions and cost as the original Agreement.

NOW, THEREFORE, it is mutually understood and agreed by and between the parties hereto as follows:

- 1) The term of the Agreement shall be extended for the period beginning **November 16, 2019 through May 15, 2020**; and
- 2) All other terms and conditions of the original Agreement not inconsistent herewith, shall remain in full force and effect.

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

Grafton Data Systems, Inc.
FID # 02-0491805

Suffolk County Community College

By: Stephanie Andriotis
Stephanie Andriotis
Office Manager

By: Louis J. Petruzzo
Louis J. Petruzzo
Interim President

Date: 11/25/19

Date: 12/04/19

Approved as to Legality:
Suffolk County Community College

Approved:
Suffolk County Community College

By: Alicia S. O'Connor
Alicia S. O'Connor
College Deputy General Counsel

By: Mark D. Harris, DBA
Mark D. Harris, DBA
Vice President for Business and Financial Affairs

Date: 12/2/19

Date: DEC 03 2019

AGREEMENT

This Agreement ("Agreement") is 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

Grafton Data Systems, Inc. ("Contractor"), a New Hampshire corporation having its principal place of business at 590 Second Street, Manchester, New Hampshire 03102.

The parties hereto desire for Contractor to provide College-wide ADA and Code Compliant signage for the College's three campus locations, and perform all necessary work to complete the proper installation of those signs at the required locations, in accordance with the bid terms, conditions and specifications, as more fully described in Exhibit D, attached hereto ("Services").

Term of Agreement: May 20, 2019 to November 15, 2019

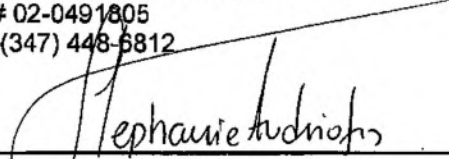
Total Cost of Agreement: Shall not exceed amounts as set forth in Exhibit E, annexed hereto.

Terms and Conditions: Shall be as set forth in Exhibits A through E, annexed hereto.

In Witness Whereof, the parties hereto have executed this Agreement as of the latest date written below.

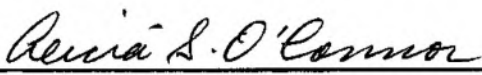
Grafton Data Systems, Inc.

FID # 02-0491805
Tel.: (347) 448-6812

By: 
Stephanie Andriotis
Office Manager


Date: 5/23/19

Approved as to Legality:
Suffolk County Community College

By: 
Alicia S. O'Connor
College Deputy General Counsel

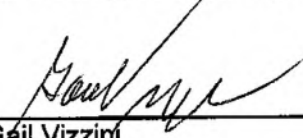
Date: 5/30/19

Suffolk County Community College

By: 
Louis J. Petrizzo
College General Counsel/Executive V.P.

Date: 06/03/19

Approved:
Suffolk County Community College

By: 
Gail Vizzini
Vice President for Business and
Financial Affairs

Date: MAY 31 2019

LIST OF EXHIBITS

Page

Exhibit A

General Terms and Conditions 04

1. Contractor Responsibilities
2. Term and Termination
3. Indemnification
4. Insurance
5. Independent Contractor
6. Severability
7. Merger; No Oral Changes
8. Set-Off Rights
9. Non-Discrimination in Services
10. College's Non-Discrimination Notice
11. Nonsectarian Declaration
12. Governing Law
13. No Implied Waiver
14. Conflicts of Interest
15. Cooperation on Claims
16. Confidentiality
17. Assignment and Subcontracting
18. No Intended Third Party Beneficiaries
19. Certification as to Relationships
20. Publications and Publicity
21. Copyrights and Patents

Exhibit B

Suffolk County Legislative Requirements 13

1. Contractor's/Vendor's Public Disclosure Statement
2. Living Wage Law
3. Use of County Resources to Interfere with Collective Bargaining Activities
Local Law No. 26-2003
4. Lawful Hiring of Employees Law
5. Gratuities
6. Prohibition Against Contracting with Corporations that Reincorporate Overseas
7. Child Sexual Abuse Reporting Policy
8. Non Responsible Bidder
9. Use of Funds in Prosecution of Civil Actions Prohibited
10. Suffolk County Local Laws

Exhibit C

Notices and Contact Persons 17

- 1. Notices Relating to Payments, Reports, or Other Submissions
- 2. Notices Relating to Insurance
- 3. Notices Relating to Termination and/or Litigation

Exhibit D

Description of Services 19

Exhibit E

Payment Terms and Conditions 38

- 1. General Payment Terms
- 2. Agreement Subject to Appropriation of Funds
- 3. Limit of College's Obligations
- 4. Specific Payment Terms and Conditions

**EXHIBIT A
General Terms and Conditions**

Whereas, the College issued a formal sealed bid which was advertised on April 25, 2019; and

Whereas, Contractor submitted a proposal in response to such bid on May 9, 2019; 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 D, 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 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 for Contractor. Unless otherwise specified by the College 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. Contractor shall furnish to the College Declaration Pages 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 Contractor shall furnish a Declaration Page and endorsement page evidencing the College 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 the exhibit entitled "Notices and Contact Persons" or at such other address of which the College and/or the 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 the 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 the 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 the 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 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 with regard to this contract and/or any other contract with the College, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the College for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The College shall exercise its set-off rights in accordance with normal College practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the College, its representatives, and only after legal consultation with the College General Counsel.

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. 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, New York 11784
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, New York 11784
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 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 the County.
- b. Contractor is charged with the duty to disclose to the College and/or the 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 the County 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 the 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 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 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 the 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 and Patents

- 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.

End of Text for Exhibit A

EXHIBIT B
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.

Project Name: College-Wide ADA and Code Compliant Building Signage

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 "Nonresponsible 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 <http://suffolkcountyny.gov/>.

End of Text for Exhibit B

**EXHIBIT C
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

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

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

Louis J. Petrizzo
College General Counsel/Executive V.P.
Office of Legal Affairs
Suffolk County Community College
533 College Road, NFL-230
Selden, NY 11784-2899

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:

Louis J. Petrizzo
College General Counsel/Executive V.P.
Office of Legal Affairs
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 C

EXHIBIT D**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, balling 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 \$1,000.00 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. **Extension of Use:** This Contract may be extended to additional States or Government Jurisdictions upon mutual written agreement between the College and the Vendor. Political Subdivisions and other authorized entities within each participating State or Government Jurisdictions may also participate in this Contract if authorized by applicable law. The College reserves the right to negotiate additional discounts based on any increased volume generated by such extensions. Vendor agrees to honor all orders from State Agencies, Political Subdivisions and others authorized by law to participate in this Contract which are in compliance with the pricing, terms, and conditions contained herein. Any unilateral limitations or restrictions imposed by the Vendor and/or Manufacturer on eligible Authorized Users will be grounds for cancellation of the Contract. If a Contract, or any portion thereof, is cancelled for this reason, any additional costs incurred by the eligible purchaser will be borne by the Vendor.
36. **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 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.
37. **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 reliable, experienced, and qualified firm to provide College-wide ADA and Code Compliant signage.

2. **Award:**
Bidders may submit bids for either Bid 1 or Bid 2, or for both Bids 1 and 2. After the bid opening, the College will evaluate the values submitted under Bid No. 1 and Bid No. 2, along with the project budget and make a determination to award Bid 1 or Bid 2. Award, if any, will be awarded to the lowest responsive and responsible Bidder, who, in the opinion of the College, meets the specifications and qualifications stated herein, and submits the lowest Total Bid Price amount for the bid option selected by the College. The award shall be in the form of a contract which, when issued and executed by both parties, will enable the successful Bidder to perform the services specified herein for the period indicated and at the prices bid upon receipt of a signed Purchase Order.

3. **Term of Agreement:**
The term of the agreement shall cover a period which begins on the contract execution date through November 15, 2019.

4. **Prices:**
Prices shall remain firm for the first year of the contract and no upward escalation will be permitted. Thereafter, increases in labor and/or material costs may be considered, provided they are based on certified labor contracts, uncontrollable material costs which can be verified in national publications or other increases auditable by the College. The burden of proof for such increases shall be upon the Contractor and shall be formally directed to the Director. The decision as to whether or not such increases will be granted shall be made by the Vice President of Business and Financial Affairs and shall be final. In the event an increase is not granted when requested, the Contractor may elect to continue at the bid prices or give written notice of termination, upon receipt of which the Agreement be rebid.

5. **Payment Terms:**
For each month in which Contractor performs work under the contract, Contractor shall prepare and present a monthly invoice to Suffolk County Community College, Facilities Support Office, Attn: Khalid Omari, (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. 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, delivery order or 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.

6. 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.

7. 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, from time to time, for a specified period upon issuance by the College of a Purchase Order. The Model Agreement is attached hereto in Section VI and is made part hereof of the Solicitation Documents. The contract is non-exclusive and the College is not bound to purchase, and no materials are to be delivered or services performed without a Purchase Order. The College shall be under no obligation whatsoever to issue such Purchase Orders.

8. Specifications:

Suffolk County Community College requires the Contractor to provide services in connection with ADA and Code compliant signage College-wide. The College's various Campuses identified below.

- Michael J. Grant Campus – 1001 Crooked Hill Road, Brentwood NY 11717
- Ammerman Campus – 533 College Road, Selden NY 11784
- Eastern Campus – 121 Speonk Riverhead Road, Riverhead NY 11901

This project will include signage for the following buildings over three Campuses:

<u>AMMERMAN CAMPUS</u>	<u>MICHAEL J. GRANT CAMPUS</u>	<u>EASTERN CAMPUS</u>
Southampton Building	Asharoken Hall	Corchaug Building
Smithtown Science Building	Sagtikos and Van Nostrand	Peconic Building
Islip Arts Building and Shea Theatre	Sally Ann Slacke Corporate Training Center	Shinnecock Building
Babylon Student Center	Captree Commons	Orient Building
Ammerman Building	Nesconset Hall	
Riverhead Technology Building	Caumsett Hall	
Huntington Library	Paumanok Hall	
Norman F. Lehtrecker (NFL) Building		
Brookhaven Gymnasium		
Automotive Technology Building		

Upon contract execution, College will do a walkthrough with the Contractor to identify the necessary signage at the locations where the work will take place.

MINIMUM REQUIREMENTS

- The sign manufacturer shall have a minimum of 5 years of experience fabricating similar signage as those required in this bid.

BID STRUCTURE

The bid has been structured as follows:

1. Bid 1 – Contractor shall perform work to remove existing signs, prepare/patch the surface where a sign was removed to receive new sign, fabricate and install replacement ADA and Code Compliant interior and exterior room identification signs, as well as directory signage with frame, in the appropriate location and at the required height placement, in accordance with all applicable codes, specifications, drawings and shop drawings prepared by Contractor and approved by the College for the twenty one (21) buildings over three Campuses. Under the Bid 1 structure, the unit price per sign shall include any and all costs associated with completing these tasks, such as material, supplies, tools, labor, etc. The College may also identify locations and areas where new signs are needed, which don't require the removal of existing signs and associated surface preparation such as patching, resurfacing or painting, but only involves installation. In those instances, Contractor will be compensated based on the applicable Unit Price per Sign with the percentage discount included in Section III – Bid Prices applied to it.
2. Bid 2 – Contractor shall only fabricate the necessary ADA and Code Compliant interior and exterior room identification signs, as well as directory signage with frame, in accordance with all applicable codes, specifications and drawings prepared by Contractor and approved by the College for the twenty one (21) buildings over three Campuses, and deliver those fabricated signs to the College. The unit price per sign shall include any and all costs associated with completing these tasks, such as material, supplies, tools, labor, etc. In this scenario, the College will be responsible for the removal of the existing signs at the applicable locations, as well as the installation of the newly fabricated signs.

Bidders may submit bids for either Bid 1 or Bid 2, or for both Bids 1 and 2. If submitting a bid for Bid 1, Bidder shall also provide a percentage discount off the Unit Price Per Sign which will be used when installing a new sign in a location where there was no previous sign. After the bid opening, the College will evaluate the bids along with the project budget and make a determination to award Bid 1 or Bid 2. A contract will be awarded to the Bidder that provided the lowest bid price for the bid option selected by the College.

The number of each sign type that needs to be fabricated as reflected under Section III – Bid Prices is an approximation that was developed based on a preliminary survey performed by the College. The actual number of signs that need to be fabricated may vary and will be finalized once the Contractor and the College complete the final walkthrough. Based on the actual number of signs required, Contractor shall be compensated for each sign type at the Unit Price Per Sign rate reflected in Section III – Bid Prices of their bid submission.

After award, the College anticipates the walkthrough to consist of two (2) days at Ammerman Campus, two (2) days at Michael J. Grant Campus, and one (1) day at the Eastern Campus. Following the walkthrough at all the buildings included in the scope of the project, Contractor shall provide submittals in accordance with the Technical Specifications. Once submittals are approved, Contractor shall initiate the fabrication of the signs. If Bid 1 is selected by the College, Contractor shall set a schedule in collaboration with the College, for the removal and installation of the fabricated signs for all twenty two buildings spread across all three Campuses.

Section 1.4 Coordination under Exhibit 1 Technical Specifications reflects the requirements for the process necessary to perform the full scope of work.

The Contractor shall complete all work under Bid 1 within twenty one (21) weeks from contract execution or by October 31, 2019, whichever is sooner. Under Bid 2, Contractor shall fabricate and deliver all signs to the College within thirteen (13 weeks) from contract execution or by August 23, 2019, whichever is sooner.

The College will coordinate with the Contractor wherever possible to schedule any necessary work while the College is in session.

- **For BID No. 1**
 - Mobilization One (1) week following contract execution
 - Walk Thru One (1) week
 - Submission of Shop Drawings and submittals for approval Four (4) weeks after walk thru
 - College review of submittals and shop drawings Three (3) weeks
 - Fabrication of all signs Four (4) weeks
 - Installation of all signs Eight (8) weeks

- **For BID No. 2**
 - Mobilization One (1) week following contract execution
 - Walk Thru One (1) week
 - Submission of Shop Drawings and submittals for approval Four (4) weeks
 - College review of submittals and shop drawings Three (3) weeks
 - Fabrication and delivery of all signs to the College Four (4) weeks

All work performed must be in accordance with (i) Department of Justice - Title II regulation (28CFR Part 35) and Title III regulation (28 CFR Part36). (ii) ICC/ANSI A117.1 2003 Standard on Accessible and Useable Buildings and facilities or applicable standards of authorities having jurisdiction. (iii) ADA Accessibility Guidelines for Buildings and Facilities – ADAAG.

Under BID 1 and BID 2 Contractor shall be responsible for:

- Fabricating signs in accordance with the drawings provided as a separate attachment to this bid document, and the technical specifications provided as Exhibit 1 at the end of this Section II – Bid Requirements
- Ensuring that signs are ADA and Code compliant in accordance with the requirements specified herein.

SERVICES UNDER BID 1 ALONE

Contractor will be permitted to perform work during the hours of 7:00 AM and 6:00 PM on weekdays. If needed, College will work with the Contractor to allow for work to take place during the weekends. Such weekend work will require written approval prior to work commencing. For work during the weekends, Contractor shall report to the Public Safety Office prior to entering work site and prior to leaving worksite at the end of the day.

Contractor shall remove existing signs where required. Minimal patching of the surface to match existing surrounding surfaces and localized painting may be required in such instances. Contractor may also be required to install signs in areas where there were no signs previously.

Contractor shall have the necessary service staff, tools, and equipment to perform required work in a timely manner. 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, broom-cleaned, and 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.

Contractor shall be reimbursed in accordance with the rates set forth in Section III – Bid Prices.

Under this contract, subcontracting is not permitted unless authorized in writing by the College. The Contractor shall submit to the College copies of agreements with all sub-contractors including insurance certificates. Sub-contractor(s)'s invoice must be presented to the College at the time of submission of payment request.

When applicable, 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, for the work being performed. Contractor shall comply with all provisions and procedural requirements included in Section 220 of the NYS Labor Law.

REQUESTS FOR PAYMENT

The following supporting documentation shall be submitted with each request for payment:

- The Purchase Order number under which work was being performed
- Reference the Campus and Building where the work was completed
- Certified payrolls as applicable to Bid 1 for the work being performed
- Invoice shall reflect the following information:
 - Sign Type
 - # of signs
 - Unit Price per Sign
 - Total Cost per Sign Type
 - Grand Total

9. Site Visit:

N/A

EXHIBIT 1
TECHNICAL SPECIFICATIONS

Contractor shall adhere to these requirements, unless prior written approvals are granted for any adjustments as requested by the College.

SECTION 10440--SIGNAGE

PART 1 - GENERAL

1.1 TYPES OF SIGNAGE

- A. The following types of signage are included in the final bid:
1. Interior and Exterior Room Identification signs.
 2. Directory Signage with Frame

1.2 REFERENCES

- A. Department of Justice - Title II regulation (28CFR Part 35) and Title III regulation (28 CFR Part 36).
- B. ICC/ANSI A117.1 2003 Standard on Accessible and Useable Buildings and facilities or applicable standards of authorities having jurisdiction.
- C. ADA Accessibility Guidelines for Buildings and Facilities -- ADAAG.

1.3 COORDINATION

- A. Upon contract execution Contractor shall coordinate with the College as follows:
1. The College will provide the Contractor with floor plans for each Building.
 2. The College representative will walk each building with Contractor's representative and call out signs required for each space/room based on signage details that are part of the contract documentation. We expect this may take two days each for the Ammerman and the Michael J. Grant Campus and one day for the Riverhead Campus.
 3. Based on the walk thru, Contractor shall provide shop drawings and submittals for review and approval
 4. Once submittals have been reviewed and approved, the College along with the Contractor will prepare a schedule for sequencing implementation of total scope.

1.4 SUBMITTALS

- A. Submit the following in accordance with the contract documents, inclusive of the drawings.
 - 1. Product Data: Manufacturers descriptive literature for each sign product specified including installation instructions.
 - 2. Shop Drawings: Elevation and plan drawings for each sign type showing: material, thickness, color, design, shape, size, edge, corner; text, Braille and/or pictogram layout, and components.
 - 3. Sample: Provide a sample of each sign product specified to verify compliance with the drawings and specifications
 - 4. Sign Schedule: Should the College choose option for Bid 1, prior to start of work, the Contractor shall prepare a sign schedule based on requirements for each Building, indicating the sequence/order in which the signs will be installed at each building over the three Campuses, and receive approval prior to proceeding with the work.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Store products in protective packaging until ready for installation.

PART 2 – PRODUCTS

2.1 MANUFACTURERS

- A. Provide room identification signage based on Approved Standards
- B. Provide custom signage from a regional or national sign manufacturer proving similar signage for a minimum of 5 years.

2.2 MATERIALS

- A. Acrylic sheet: Cast methyl methacrylate monomer plastic sheet
 - 1. ASTM D790 minimum flexural strength – 16,000 psi.
 - 2. Maximum continuous temperature – 180 – 200 degrees F
- B. Single ply modified acrylic plate.
- C. Lexan: Polycarbonate resin thermoplastic.
- D. Clear Acrylic Sheet: ASTM D 4802, Category A-1 (cell-cast sheet), with Finish 1 smooth, and 6 mm thick unless otherwise indicated; colorless sheet with visible light transmittance of 92 percent measured per ASTM D 1003.
- E. Fasteners must be provided under both Bid 1 and Bid 2: For the Directory Signage with Frame only, Contractor shall provide screws, bolts, and other fastening devices made from same material as the items being fastened, except provide hot-dip galvanized, stainless-steel, or aluminum fasteners for exterior applications. Use security fasteners where exposed to view. For all other interior and exterior room identification signs, Contractor shall provide double sided adhesives as specified herein. Provide types, sizes, and lengths to suit installation conditions.

2.3 ACCESSORIES

- A. Fasteners and Anchors: For Directory Signage with Frame, Contractor shall provide manufacturer's standard as required for secure anchorage of signage, noncorrosive and compatible with each material joined, and complying with the following:
 - 1. Use concealed fasteners and anchors unless sign requirements indicate that it be exposed.
 - 2. Directory Signage with Frame Mounting Fasteners:
 - a. Concealed Studs: Concealed (blind), threaded studs welded or brazed to back of sign material or screwed into back of sign assembly, unless otherwise indicated.
 - b. Projecting Studs: Threaded studs with sleeve spacer, welded or brazed to back of sign material or screwed into back of sign assembly, unless otherwise

indicated.

- c. **Through Fasteners:** Exposed metal fasteners matching sign finish, with type of head indicated, installed in predrilled holes.
- B. **Adhesives:** For interior and exterior room identification signs, Contractor shall provide appropriate adhesives as recommended by sign manufacturer and those that comply with the testing and product requirements of the California Department of Health Services' "Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chambers."
- C. **Two-Face Tape:** For interior and exterior room identification signs, Contractor shall provide manufacturer's standard high-bond, foam-core tape, 0.062 Minimum thickness with adhesive on both sides. For glass, drywall and masonry wall applications.

2.4 FABRICATION

- A. Signs shall comply with the regulations and standards referenced in 10440.B.
- B. Preassemble signs and assemblies in the shop to greatest extent possible
- C. Acrylic sheet shall be CNC cut to specifications with square or radius corners, and/or custom shapes.
- D. 1/32 inch modified acrylic appliqué shall be adhered to the plate with a high bond chemical adhesive and the text and/or symbols shall be CNC cut to specifications.
- E. Domed grade 2 Braille shall be embedded in the surface.
- F. Comply with requirements indicated for material, thickness, color, finish, design, shape, size and details of construction.
- G. Text and symbols shall contrast with their background, i.e. light characters on a dark background or dark characters on a light background.
- H. Background shall be sub-surface silk-screened and/or sub-surface painted

2.5 SIGNS

- A. Provide signs in accordance with this Technical Specification Section 10440 and Drawings provided as a separate attachment to this Bid Document, for the two following types of signs:
 - 1. Interior and Exterior Room-Identification Signs (without frames)
 - 2. Directory Signage with frame
- B. Engraved Signs for Interior Room Identification:
 - 1. Text and graphics color shall be shade as identified by the College
 - 2. Background color to be Pantone "PMS Reflex Color" Blue

3. Sign size: Varies. See associated drawings for requirements.
4. Room Number size: 1 ¼" high raised 1/32 inch, with grade 2 Braille below text.
5. Room Name text size: Varies high raised 1/32 inch, with grade 2 Braille below text.
6. Text style: LuszSans Book
7. Graphics: International symbols for indicated information.
8. Where signage is applied to glass panel adjacent to door, provide plain, un-engraved sign panel at the rear to match finish, color, and size of the face of the sign. Should the College choose the option for Bid 1, during installation, Contractor shall install sign on interior face of glass to conceal back of face sign thru glass.
9. Protective film to be placed on signs that will be removed following installation

C. Directory Signage with Frame:

1. Room Name text size: 1.125 inches
2. Text style: LuszSans Book
3. Text Rows: Include 11 rows of room names per sign face, minimum 11 letters per row.
4. Graphics: International symbols for indicated information.
5. Features: Precision laser cut acrylic construction, 0.375" subsurface single standard border.
Single or double column insert configuration.
Radius or square corners.
Changeable polystyrene inserts.
See drawing 8.01 & 8.02 for size. SCCC to choose from standard colors.
Applied vinyl. Recyclable. Interior rated.
6. Standard Composition: 1/16" non glare clear acrylic lens.
1/8" gloss acrylic backplate with 1/16" thick foam adhesive to create changeable directory insert slots.
0.375" subsurface painted border.
0.020" thick polystyrene insert.
7. Graphics: Surface applied matte vinyl graphics.

PART 3 - EXECUTION

3.1 QUALITY CONTROL FOR BID 1

- A. Verify that substrate has been properly prepared and that surfaces are cured.
- B. Verify that anchor inserts are correctly sized and located to accommodate signs.
- C. Notify the College of any issues found in the area of installation, or with any other aspect of the project that may impede the efficient and proper installation of the signs.

3.2 INSTALLATION (if Bid 1 is selected)

- A. General: Install signs using mounting methods indicated herein and drawings, and in accordance to manufacturer's written instructions.
 - 1. Install signs level, plumb, true to line, and at locations and heights indicated in the contract documents, ensuring that sign surfaces are free of distortion and other defects in appearance.
 - 2. Install signs so they do not protrude or obstruct according to the accessibility standard.
 - 3. Install matching blank sign panel on interior face of glass where room signage is applied to glass.
- B. Mounting:
 - 1. Interior and Exterior Room Identification signs: Contractor shall install these types of signs in accordance with Drawing 1.02.
 - 2. Directory Signage with Frame: Contractor shall install these types of signs in accordance with Drawing 1.03.
- C. Locate in accordance with Floor Plans, specification Section 10440.3.4. and provided Drawings (Floor Plans will be part of the shop drawing prepared by the Contractor after walk thru, reviewed and approved by the College representative).

3.3 SIGN PROTECTION MEASURES FOR BID 1

- A. Protect installed products until all installations are completed.
- B. Remove temporary protective coverings and strippable films.
- C. On completion of installation, clean exposed surfaces of signs according to manufacturer's written instructions, and touch up minor nicks and abrasions in finish.

3.4 DEFICIENCIES IN FABRICATION AND/OR INSTALLATION

In the event deficiencies are identified with any of the signs, Contractor shall fabricate replacement signs to the College's satisfaction at no additional cost. If deficiencies are found with the installation performed in accordance with Bid 1, Contractor shall rectify these deficiencies to the College's satisfaction at no additional cost.

3.5 SCHEDULE

- A. Upon the College's approval of the submittals identified in Section 1.5 herein, the Contractor in consultation with the College, shall establish a sequence of implementation.

End of Section II

End of Text for Exhibit D

EXHIBIT E
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 the 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.

ATTACHMENT 1

BID PRICING							
Item #	Sign Type	Drawing #	Approximate Number Required	BID No. 1 (Remove, Fabricate & install Sign)		BID No. 2 (Fabricate Sign only)	
				Unit Price Per Sign	Extended Bid No 1 Rate	Unit Price Per Sign	Extended Bid No 2 Rate
1	ADA Room # Only	1.01	296	\$ 32.00	\$ 9,472.00	NA	NA
2	ADA Sign Typical Room One Liner	2.01	1084	\$ 44.45	\$ 48,183.80	NA	NA
3	ADA Sign Typical Room Two Liner	2.02	371	\$ 44.45	\$ 16,490.95	NA	NA
4	ADA Sign Typical Room Three Liner	2.03	17	\$ 44.45	\$ 755.65	NA	NA
5	ADA Sign Typical Room Four Liner	2.04	10	\$ 44.45	\$ 444.50	NA	NA
6	ADA Mini Building Reference Sign	2.05	24	\$ 28.45	\$ 682.80	NA	NA
7	ADA Sign MEN/WOMEN Non-Accessible	3.01	12	\$ 44.45	\$ 533.40	NA	NA
8	ADA Sign MEN/WOMEN Non-Accessible	3.02	15	\$ 44.45	\$ 666.75	NA	NA
9	ADA Sign Neutral Gender Non-Accessible	3.03	12	\$ 48.01	\$ 576.12	NA	NA
10	ADA Sign MEN/WOMEN Three Liner Non-Accessible	3.04	6	\$ 51.56	\$ 309.36	NA	NA
11	ADA Sign MEN/WOMEN Accessible	4.01	88	\$ 44.45	\$ 3,911.60	NA	NA
12	ADA Sign MEN/WOMEN STAFF Accessible	4.02	28	\$ 44.45	\$ 1,244.60	NA	NA
13	ADA Sign Gender Neutral Accessible	4.03	8	\$ 48.01	\$ 384.08	NA	NA
14	ADA Sign Accessible Three Liner	4.04	6	\$ 51.56	\$ 309.36	NA	NA
15	ADA Sign Mini Directional Accessible Exit	5.01	103	\$ 53.59	\$ 5,519.77	NA	NA
16	ADA Sign Mini Directional Accessible Entrance	5.02	32	\$ 53.59	\$ 1,714.88	NA	NA

BID PRICING							
Item #	Sign Type	Drawing #	Approximate Number Required	BID No. 1 (Remove, Fabricate & install Sign)		BID No. 2 (Fabricate Sign only)	
				Unit Price Per Sign	Extended Bid No 1 Rate	Unit Price Per Sign	Extended Bid No 2 Rate
17	ADA Sign Mini Directional Accessible Restrooms	5.03	39	\$ 53.59	\$ 2,090.01	NA	NA
18	ADA Sign Mini Directional Accessible Men's Toilet	5.04	27	\$ 53.59	\$ 1,446.93	NA	NA
19	ADA Sign Mini Directional Accessible Women's Toilet	5.05	29	\$ 53.59	\$ 1,554.11	NA	NA
20	ADA Sign Mini Directional Area of Refuge	5.06	56	\$ 53.59	\$ 3,001.04	NA	NA
21	ADA Sign Mini Directional Accessible Elevator	5.07	57	\$ 53.59	\$ 3,054.63	NA	NA
22	ADA Sign Mini Directional Room Numbers	5.08	73	\$ 53.59	\$ 3,912.07	NA	NA
23	ADA Sign Mini Directional Stairs	5.09	74	\$ 53.59	\$ 3,965.66	NA	NA
24	ADA Sign Mini Directional One Liners	5.10	12	\$ 53.59	\$ 643.08	NA	NA
25	ADA Sign Mini Directional Two Liners	5.11	6	\$ 53.59	\$ 321.54	NA	NA
26	ADA Sign Accessible Entrance	6.01	98	\$ 44.45	\$ 4,356.10	NA	NA
27	ADA Sign Accessible Exit	6.02	116	\$ 44.45	\$ 5,156.20	NA	NA
28	ADA Sign Area of Refuge	6.03	45	\$ 48.01	\$ 2,160.45	NA	NA
29	ADA Sign Not an Exit	6.04	7	\$ 28.45	\$ 199.15	NA	NA
30	ADA Sign Exit	6.05	80	\$ 28.45	\$ 2,276.00	NA	NA
31	ADA Sign Direction to Accessible Entrance	6.06	49	\$ 44.45	\$ 2,178.05	NA	NA

BID PRICING							
Item #	Sign Type	Drawing #	Approximate Number Required	BID No. 1 (Remove, Fabricate & Install Sign)		BID No. 2 (Fabricate Sign only)	
				Unit Price Per Sign	Extended Bid No 1 Rate	Unit Price Per Sign	Extended Bid No 2 Rate
32	ADA Sign Miscellaneous	6.07	8	\$ 28.45	\$ 227.60	NA	NA
33	ADA Sign Stairs	7.01	265	\$ 48.01	\$ 12,722.65	NA	NA
34	ADA Sign Mini Building Reference	7.02	118	\$ 28.45	\$ 3,357.10	NA	NA
35	ADA Sign In Case of Fire Use Stairs	7.03	45	\$ 51.56	\$ 2,320.20	NA	NA
36	ADA Sign Text Telephone TDD	7.04	20	\$ 44.45	\$ 889.00	NA	NA
37	ADA Sign Assistive Listening Devices	7.05	30	\$ 51.56	\$ 1,546.80	NA	NA
38	ADA Sign (Wall Hung) Area of Refuge	7.06	34	\$ 49.91	\$ 1,696.94	NA	NA
39	ADA Sign (Wall Hung) Room Numbers	7.07	52	\$ 49.91	\$ 2,595.32	NA	NA
40	ADA Sign (Wall Hung) Accessible Restrooms	7.08	21	\$ 49.91	\$ 1,048.11	NA	NA
41	Directory Signage with Frame Only	8.01 & 8.02	80	\$ 264.92	\$ 21,193.60	NA	NA
TOTAL BID PRICE					\$175,111.96		NA
% Discount Off Unit Price Per Sign					15%		

End of Text for Exhibit E



Architectural
Signage
Solutions

Schedule of Values

Walk Thru ➤ Site investigation ➤ Project Management Support ➤ Master Message Schedule	20% Deposit ***Subject to additional or remitting of charges based on verification of quantity and discount % off unit price per sign applied***
Approval of Shop Drawings ➤ Location Plans ➤ Furnishing of Complete Signage Master Package ➤ Revisions Based on College Suggestion	10% Deposit ***Subject to additional or remitting of charges based on verification of quantity and discount % off unit price per sign applied***
Completion of Fabrication ➤ Fabrication Overhead ➤ Full Production of Signage ➤ Punch List Items	15% Deposit ***Subject to additional or remitting of charges based on verification of quantity and discount % off unit price per sign applied***
Completion of Installation ➤ Patch and Paint Work ➤ Installation Overhead ➤ Full Installation of Signage	40% Deposit ***Subject to additional or remitting of charges based on verification of quantity and discount % off unit price per sign applied***
Close out and Project Completion ➤ Project Retainer ➤ Close Out Documentation ➤ Site Walk Thru for Verification	15% Deposit ***Subject to additional or remitting of charges based on verification of quantity and discount % off unit price per sign applied***

I, Stephanie Andriotis in capacity of GDS, Inc hereby agree to abide by the above as a binding Addendum for the above contract NO.: 19-CC-026, College-wide ADA and Code Compliant Building Signage.

Duly authorized to sign for & on behalf of **GDS Architectural Signage,**

Stephanie Andriotis
Signature

5/28/19
Date

I, Louis J. Petrucci in capacity of Suffolk Co. Community College Executive V.P. hereby agree to abide by the above as a binding Addendum for the above contract NO.: 19-CC-026, College-wide ADA and Code Compliant Building Signage.

Duly authorized to sign for & on behalf of **SUNY Suffolk County Community College,**

Louis J. Petrucci
Signature

06/03/19
Date

New York

32-72 Steinway Street #302
Long Island City, NY 11103

P 347.448.6812 F 347.448.6930

Follow Us @gdssigns



www.gdssigns.com