

AMENDMENT NO. 1

WHEREAS, on September 14, 2022 **Suffolk Community College Association, Inc. ("Association")** and **Hampton Jitney, Inc. ("Contractor")** entered into an Agreement wherein Contractor agreed to provide charter bus services for trips in connection with events attended by the Athletics Department, and other various trips as needed ("**Services**"); and

WHEREAS, the initial term of the Agreement commenced **September 1, 2022** and expired **August 31, 2023** (the "**Original Agreement**"); and

WHEREAS, the Association wishes to 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 hereby be extended for an additional one (1) year for the period through **August 31, 2024**; and
- 2) Exhibit C to the Original Agreement, "Notices and Contact Persons" shall be revised, in part, as follows:

All "Notices Relating to Insurance" must be delivered to:

Barbara Hurst, Director, Business Affairs
Suffolk Community College Association, Inc.
533 College Road
Selden, NY 11784

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

Barbara Hurst, Director, Business Affairs
Suffolk Community College Association, Inc.
533 College Road
Selden, NY 11784

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

- 4) No modification of this Amendment shall be valid unless mutually agreed to in writing and fully executed by the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 1 as of the latest date written below.

Hampton Jitney, Inc.

FID #: 11-2330835
Tel.: (631) 283-4600 x 7704

Suffolk Community College Association, Inc.

By: *Tina Vaccaro*
Tina Vaccaro
Charter Manager

By: *Patricia Munsch Elbeck*
Patricia Munsch, Ph.D.
Vice President for Student Affairs

Date: 08/02/2023

Date: 8/10/23

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

**Approved:
Suffolk Community College Association, Inc.**

By: *Alla Brodsky*
Alla Brodsky, Esq.
College Deputy General Counsel

By: *BARBARA HURST*
Barbara Hurst
Director, Business Affairs

Date: 8/4/2023

Date: 8/8/2023

AGREEMENT

This Agreement ("Agreement") is between **Suffolk Community College Association, Inc.** ("Association"), a domestic not-for-profit corporation having its principal office at 533 College Road, Selden, New York 11784-2899; and

Hampton Jitney, Inc. ("Contractor"), a New York corporation having its principal place of business at 253 Edwards Avenue, Calverton, New York 11933.

The parties hereto desire for Contractor to provide charter bus services for trips in connection with events attended by the Athletics Department, and other various trips as needed, in accordance with the bid terms, conditions and specifications, as more fully described in Exhibit D ("**Services**").

Term of Agreement: **September 1, 2022 to August 31, 2023**, with four (4) additional one-year options to renew at the sole and absolute discretion of the Association.

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

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

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

Hampton Jitney, Inc.
FID #: 11-2330836
Tel.: (631) 283-4600 x 7704

Suffolk Community College Association, Inc.

By: Tina Vaccaro
Tina Vaccaro
Charter Manager

By: Patricia Munsch Elbeck
Patricia Munsch, Ph.D.
Interim Vice President for Student Affairs

Date: 09/12/2022

Date: 09/14/2022

Approved as to Legality:
Suffolk County Community College

Approved:
Suffolk Community College Association, Inc.

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

By: Barbara Hurst
Barbara Hurst
Director, Business Affairs

Date: 9/13/2022

Date: 9/14/2022

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EXHIBIT A
General Terms and Conditions

Whereas, the Association issued a formal sealed bid, which was advertised on July 7, 2022, and

Whereas, Contractor submitted a proposal in response to such bid on July 21, 2022, and

Whereas, the Association 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 Association.
- ii.** Failure to comply with federal, state or local laws, rules, regulations, or Association or College policies or directives may result in immediate termination of this Agreement, in the sole discretion of the Association.
- iii.** If Contractor becomes bankrupt or insolvent or falsifies its records or reports, or misuses its funds from whatever source, the Association 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 Association provided that no such termination shall be effective unless Contractor is given five (5) calendar days' (or longer, at the Association'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 Association's option) Contractor will be given an opportunity for consultation with the Association and an opportunity to cure all failures of its obligations prior to termination by the Association. In the event that Contractor has not cured all its failures to fulfill its obligations to the satisfaction of the Association by the end of the (5) day period (or longer, at the Association's option), the Association 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 Association, may result in immediate termination of this Agreement, in whole or in part.

d. Termination for Convenience

The Association 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 Association 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 Association 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 Association 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 Association the balance of any funds advanced to Contractor by the Association. Upon termination, any funds paid to Contractor by the Association 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 Association may recoup such payments from any amounts due or becoming due to Contractor from the Association 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 Association and Suffolk College Community College (College) 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, caused solely by the negligent acts or omissions of Contractor in connection with the services described or referred to in this Agreement. Contractor shall defend the Association and the College and their officers, officials, employees, contractors, agents and other persons in any suit, including appeals, or at the Association's or College'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. Intentionally Omitted

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 Association 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 Association for Contractor. Unless otherwise specified by the Association 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 Association, 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 Association a certificate of insurance, evidencing compliance with the aforesaid insurance requirements. **In the case of commercial general liability insurance, the Association and College shall be named as additional insureds and Contractor shall furnish a Certificate of Insurance evidencing the Association's and College'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 certificate of insurance, policy, endorsement page or other evidence of insurance supplied to the Association shall provide for the Association to be notified in writing thirty (30) days prior to any cancellation of the policies. Such notice of cancellation shall be mailed to the Association and the College at the addresses set forth in this Agreement in Exhibit C entitled "Notices and Contact Persons" or at such other address of which the Association and/or College shall have given Contractor notice in writing.
- e. If the Contractor fails to maintain any insurance required by this Agreement, such circumstance shall provide grounds for immediate termination of this Agreement, as provided in paragraph 2(b)(i).

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 Association and/or College 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 Association and/or 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 Association'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 Association and/or College with regard to this contract and/or any other contract with the Association, or any College department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the Association and/or College for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The Association and/or College shall exercise its set-off rights in accordance with normal Association and College practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the Association and/or College, its representatives, or the College Comptroller 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

The 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 Association and/or 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 Association and/or College.
- b. Contractor is charged with the duty to disclose to the Association and/or College 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 Association. 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 Association and/or College or any of its agencies used by Contractor pursuant to this Agreement or any documents created as a part of this Agreement shall remain the property of the Association and/or College 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 Association, 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 Association. Such subcontracts shall be subject to all of the provisions of this Agreement and to such other conditions and provisions as the Association and/or 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 Association of any subcontract shall provide for the incurrence of any obligation by the Association and/or 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 the Association, College 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 Association and/or College, 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 Association. 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 Community College Association and the County of Suffolk."

- b. The Association 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 Association and/or College reserves, and Contractor hereby gives to the Association and/or College, and to any other municipality or government agency or body designated by the Association and/or 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 Association reserves, and Contractor hereby gives to the Association, and to any other municipality or government agency or body designated by the Association, a royalty-free, nonexclusive license to produce or otherwise use any item so discovered or patented.

22. 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).

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 Association shall be entitled, upon a determination that such breach has occurred, to damages, in addition to all other legal remedies, of fifteen percent (15%) of the amount of the Agreement.

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

2. Living Wage Law

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

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

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

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

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

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

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

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

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

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

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

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

4. Lawful Hiring of Employees Law

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

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

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

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

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

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

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

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

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

5. Gratuities

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

6. Prohibition Against Contracting with Corporations that Reincorporate Overseas

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

7. Child Sexual Abuse Reporting Policy

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

8. Non-Responsible Bidder

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

Barbara Hurst
Director, Business Affairs
Suffolk Community College Association, Inc.
533 College Road
Selden, NY 11784-2899

and For Contractor

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

2. Notices Relating to Insurance

Any notice relating to insurance necessary or required to be made by the parties regarding this Agreement shall be in writing and shall be given to the Association 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 Association

Alicia S. O'Connor
College Deputy General Counsel
Suffolk County Community College
533 College Road, NFL 230
Selden, NY 11784-2899

and For Contractor

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

3. Notices Relating to Termination and/or Litigation

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

Any communication or notice regarding termination shall be in writing and shall be given to the Association 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 Association and the College:

Alicia S. O'Connor
College Deputy General Counsel
Suffolk County Community College
533 College Road, NFL 230
Selden, NY 11784-2899

and

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

For Contractor:

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

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

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

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

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

End of Text for Exhibit C

EXHIBIT D
Description of Services

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 Suffolk Community College Association, Inc. (Association) are not subject to State or Local Sales Taxes. (k) When applicable, Vendor shall submit documentation to the Association, 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 Association 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 Association representative. The Association 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 Association. (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 Suffolk County Community College (College) or supervisory personnel of the College or Association.
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 Association. The Contractor shall not, nor shall any officer, director, employee, servant, agent or independent contractor of the Contractor (a "Contractor Agent"), be (i) deemed an Association, College or County of Suffolk (County) employee, (ii) commit the Association, College or County to any obligation, or (iii) hold itself, himself, or herself out as an Association, College or County employee or Person with the authority to commit the Association, 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. **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 Association shall receive the benefit of such reduction immediately upon effect. It shall be incumbent upon the Contractor to notify the Association of such price reductions.
9. **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 Association, therefore, is not higher than the price, per unit, quoted to New York State for like quantities.
10. **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 Association will NOT be compelled to order any amount of any respective item. Agreements, however, shall be for the quantities actually ordered by the Association during the period specified.
11. **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.
12. **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 Association. Furthermore, proof and/or demonstration of equivalence, compatibility and performance shall be incumbent upon the Bidder.
13. **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.
14. **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 Association free and harmless from any and all claims for

loss or damage arising out of this transaction for any reason whatsoever.

15. **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.
16. **SHIPPING CHARGES** All bids must be F.O.B. Destination and include delivery within doors unless otherwise specified. The Association 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.
17. **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 Association 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.
18. **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.
19. **AWARD** (a) The Association 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 Association, 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 Association, 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 Association may reject such bids. It is distinctly understood, however, that nothing in the foregoing shall mean or imply that it is obligatory upon the Association 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 Association'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 Association 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 Association will be served. (d) Unless otherwise indicated herein, the Association 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.
20. **DELIVERIES** Upon failure of the Vendor to deliver within the time specified, or within reasonable time as interpreted by the Association, or failure to make replacement of rejected articles when so requested immediately or as directed by the Association, the Association may purchase from other sources to take the place of the item rejected or not delivered. The Association 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 Association 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.

21. 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.
22. When in the determination of the Association, the articles or equipment delivered fail to meet College specifications or, the Vendor consistently fails to deliver as ordered, the Association reserves the right to cancel the order and purchase the balance from other sources at Vendor's expense.
23. 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.
24. The Association 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 Association will govern.
25. Supplies shall be securely and properly packed for shipment, according to accepted commercial practice, without extra charge for packing cases, reels, bailing or sacks. The containers remain the property of the Association unless definitely stated otherwise in the bid.
26. 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 Association will note for the benefit of the Vendor when packages are not received in good condition.
27. All supplies which are customarily labeled or identified must have securely affixed thereto the original un-mutilated label or marking of the manufacturer.
28. 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 Association, other than defects or failure shown by the Vendor that have arisen solely from accident or abuse occurring after delivery to the Association, 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.
29. 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.
30. EXPIRATION DATING All products shipped must have a minimum of one (1) year expiration dating from the date of delivery to the Association. 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 Association.
31. ADDITIONAL ITEMS Additional items of the same or similar manufacture or additional services related to the specifications and requirements stated herein may be added by an amendment to the Agreement, provided that such items or services do not or are not expected to exceed the statutory limit of \$2,000.00 in any Agreement

period.

32. Deliveries are subject to reweighing at destination by the Association 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.
33. 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.
34. BIDDER'S SEXUAL HARASSMENT POLICY: By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.
35. 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 Community College Association, Inc. (Association), an auxiliary service corporation affiliated with Suffolk County Community College (College), requires the services of a qualified, reliable, and experienced Contractor to provide charter bus services for the Athletics Department on trips to various athletic events, as well as for other trips as needed.
2. **Bid Submission Instructions:**
Bids must be mailed or delivered to the following address.

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

Bids are due by **July 21, 2022 at 11:00 AM.** The Association retains the right to reject late bids.

Bids will be publicly opened on **July 21, 2022 at 11:30 AM** in the following location:

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

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

Bidders are required to wear masks on campus, and if attending the bid opening, bidders are required to socially distance in the room where the bid opening will be held.

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

- **Bid envelope must reference the Name & Address of Bidder, Bid Number, Title, and Bid Opening Date and Time.**
- **Bid must be received at the above address on or before the bid opening date and time. Bid must be signed in ink.**

OVERNIGHT DELIVERY

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

FedEx: **10:30 AM** for Priority Packages
3:00 PM for Standard Overnight Packages

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

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

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

3. **Award:**

Award, if any, will be made to the lowest responsible Bidder, who, in the opinion of the College, meets the specifications and qualifications stated herein, and submits the lowest Grand Total Bid Price. The award will 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.

4. **Term of Agreement:**

Initial period covered shall be for one (1) year from the date of an award. The contract shall include four (4) one-year renewal options to be exercised at the Association’s sole and absolute discretion. The term of each option shall be as mutually agreed upon by both parties.

5. **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 during the renewal process, provided they are based on certified labor contracts, uncontrollable material costs which can be verified in national publications or other increases auditable by the Association. 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 Director of Business Affairs for the Association, 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.

6. **Payment Terms:**

For services provided by the Contractor under the contract, Contractor shall prepare and present invoices as follows:

- For services provided to the **Association and Athletics Department:**

Suffolk Community College Association, Inc.	Suffolk Community College Association, Inc.
Athletics Department	Athletics Department
Attn: Gina Caputo (Ammerman Campus)	Attn: Elissa DeRogatis (Michael J. Grant Campus)
533 College Road Selden, NY 11784	533 College Road Selden, NY 11784

- For services provided to **other departments/areas**, please prepare and present invoices to the individual who requested the service and issued the PO for the specific trip(s) for their review and submission for payment.

Payment will be made within thirty (30) days after approval of invoice by the Association or requesting department/area. Invoice must reference the purchase order number and be itemized in detail so that anyone reading same may readily understand the kind, quantity, quality and prices. Cash discount terms, where applicable, must be indicated on the invoice. By submitting an invoice, Contractor certifies that all items or services were delivered or rendered as set forth on the invoice; that the prices charged are in accordance with the referenced purchase order, 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 Association is exempt are included. Incomplete invoices will be returned to the Contractor unpaid.

7. **Deficient Service Procedure:**

The Contractor agrees that in the event any of the services provided for under the terms of this contract should in any way be omitted or unsatisfactorily performed by the Contractor and/or his employees, the Association 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 Association 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 Association will arrange for the work to be done by another Contractor and the cost of such work shall be deducted from any monies due or that may become due to the Contractor.

8. **Disclaimer:**

The Model Agreement is attached hereto in Section IV and is made part hereof the Solicitation Documents. The contract is non-exclusive and the Association is not bound to purchase, and no materials are to be delivered or work performed without a Purchase Order. The Association shall be under no obligation whatsoever to issue such Purchase Orders.

9. **Specifications:**

Contractor shall, on an as-needed basis, provide charter bus services to the Athletics Department for their trips to various athletic events, as well as for other trips as needed. Trips will typically start at either of the Campus locations identified below.

- Ammerman Campus: 533 College Road, Selden NY 11784
- Michael J. Grant Campus: 1001 Crooked Hill Road, Brentwood NY 11717

The Association has averaged approximately twenty-five (25) to thirty (30) trips per year during a normal season, and those trips have predominantly taken place during the Spring semester. However, during the COVID pandemic, these trips were much less.

Typically, in a normal season, the College has had a maximum of 3 buses travel on the same day. The regions to which trips were made include: Connecticut, Maryland; Massachusetts; New Jersey; Pennsylvania; Rhode Island; and Upstate New York. However, the number of trips to these regions may change, and trips to additional regions may also be required based on the results of various events.

I. **Minimum Requirements**

- a. The Contractor must be licensed by Suffolk County and must provide a photocopy of the license.
- b. Contractor shall have a minimum of five (5) years' experience of continuous relevant service.
- c. Contractor must have a sufficient number of appropriately trained and licensed drivers, as well as buses in their fleet to ensure that there will be the necessary drivers and buses available to provide the

required services to the College. At a minimum, Contractor shall have thirty (30) buses in their fleet, and sixty (60) trained and licensed drivers. Contractor shall submit with their bid, a list of personnel along with their relevant experience, licenses, and years working with the company.

- d. Contractor shall meet the bus requirements identified herein, and submit a completed Bus Requirements Checklist provided at the end of this Section III – Bid Prices with their bid submission.
- e. Shall have a 24-Hour Dispatch/Operating Center.
- f. Have a minimum of two (2) Full-Time Safety Managers on staff at any given time
- g. Have On-Site, Full-Service, 24-Hour Maintenance Facility

II. Requirements

The Contractor shall provide drivers who are in possession of a valid driver's license qualifying them to operate the vehicles. In addition, Contractor shall be compliant with Federally Regulated Driver's Hours of Service.

Contractor shall fingerprint and clear any criminal history of the drivers who are assigned to the Association's account, pursuant to Article 19-A of the New York State Vehicle and Traffic Law. Upon contract award, the Contractor shall provide the Association with documentation demonstrating that all drivers have completed fingerprinting and background checks and have a clear criminal history. If any new drivers are assigned to the account after the execution of the contract, Contractor shall provide the required documentation to the Association regarding fingerprinting and background checks, and clear criminal history.

Bus trips are not permitted to be subcontracted to another bus company or individual. Contractor shall use only their company-owned or leased buses. Contractor shall ensure that their trips and drivers comply with NYS Transportation Laws as well as any applicable transportation laws outside the New York State area to where trips will be required.

A. Driver Requirements

Driver skills and safety are crucial in the performance of the services under this contract. All drivers shall be appropriately licensed, trained and regularly evaluated for conformance with safety regulations and skills in conformance with all applicable Local, State and Federal regulations.

The drivers must stay with the buses and transport students, faculty and staff only. The driver must be available for contact at any time during the trip.

Each driver is required to have a cell phone at all times and the cell phone number must be made available to Association/College staff at a minimum of two days prior to each trip. The Contractor shall provide the Association with a list of primary and secondary points of contact names and phone numbers for emergency situations.

Drivers are to be professional, courteous, and provide a high level of customer service. In addition, all drivers utilized by the Contractor in the performance of this contract must be capable of fluently speaking, reading, writing, and understanding the English language.

B. Bus Requirements

All buses must meet the following requirements:

- a) Coaches that have a minimum of 51-seats, with no more than three (3) years in service.
- b) Fleet of buses is to be 2014 or newer.
- c) All buses must have storage/baggage compartments with locks under the bus.
- d) All charter buses provided for the scheduled trip MUST be in good condition and meet all Safety Ratings by Federal DOT and Federal Highway Administration (FHWA) <http://safer.fmcsa.dot.gov/CompanySnapshot.aspx>. All maintenance records for buses to be provided must be available to Association for inspection.
- e) Have a functioning Global Positioning System (GPS)
- f) Be seatbelt equipped motor coaches
- g) Be Green Energy motor coaches
- h) Have functioning Drive Cam Technology Installed in the vehicles
- i) Have functioning DVD Video capability
- j) Have a functioning PA system
- k) Have a clean and functioning restroom on board.
- l) Have a fully functioning HVAC on Board
- m) Be Wi-Fi equipped coaches
- n) Have outlets in seats

C. Basic Services

All trips will start from the Ammerman Campus in Selden, NY or from the Michael J. Grant Campus in Brentwood, NY, as requested by the Association.

The Association will typically provide the destinations and schedule to the Contractor one to two weeks prior to the departure date. The Association will also provide anticipated durations of trips at the time of notification. Towards the end of teams' season, notification may be provided one week prior to an event. Contractor shall have the necessary number of buses and drivers available to meet all the needs of the Association. Contractor shall be flexible in providing services, including the ability to change itinerary, if necessary.

The College's Athletics Department schedules may change due to inclement weather or other unforeseen circumstances, or due to event changes. In such instances, the Association may be required to reduce or increase of the mileage of the trip, or reschedule or cancel the trips. For trips that have to be canceled,

rescheduled, or have a reduction or increase in mileage, the Association will provide the Contractor with no less than forty-eight hours' notice. The Contractor shall, at no cost to the Association, accommodate such changes. In the event of inclement weather and medical emergency situations with the athletes or staff where the forty-eight hours' notice is not possible, the Contractor will be compensated in accordance with the agreed to cancellation policy.

Some trips may require two (2) drivers and overnight stays. The Association will provide lodging and meals for overnight trips for bus drivers when necessary, and will make the bookings and payments as appropriate. In most cases, teams will stop for a meal when traveling to and from the destinations listed.

In the event of mechanical malfunctions or breakdowns, the Contractor shall be responsible for providing replacement transportation for students, faculty and staff so that they arrive at the scheduled event in a timely manner. The cost of the replacement transportation, mechanical repairs, or towing service will be borne solely by the Contractor.

Any backup or replacement buses used must meet the same criteria identified herein.

III. GENERAL REQUIREMENTS

The Contractor shall assign to the Association a company representative who will work on the Association's account and who will be available on an as-needed basis 24 hours a day, 7 days a week. The Contractor shall provide the Association with contact information for the representative and update this information promptly throughout the contract term.

Prior to all trips, the Association will require the Contractor to provide a cost estimate for each specific trip. The Association will pay only the amount submitted under the original estimate for each specific trip. In the event there is a mileage change (increase or decrease) prior to the departure date, the Contractor shall submit a revised cost estimate to the Association for that specific trip.

Cost estimates shall be provided by the Contractor at no cost to the Association. Cost estimates must be provided within 2 business days. Cost estimates shall be prepared in a manner consistent with the pricing structure of the contract which includes the following:

- # of Miles
- Rate for the mileage as established under the contract
- # of drivers required

When submitting requests for payment, any and all invoices must be accompanied by the information identified below, and must be submitted to the Association directly, as indicated under Section II – Bid Requirements, F-Payments.

- The Purchase Order number under which work was being performed
- Mileage of the trip
- Rate for the specified mileage as specified under the contract
- # of drivers required

Under this contract, subcontracting is not permitted.

The award of the contract to the successful bidder does not grant the contractor exclusive rights to all jobs. The Association reserves the right to bid separately any trip if it is determined to be in the Association's best interest. If such a situation arises, the contracted vendor has the right to bid on all such jobs.

10. Site Visit:

NA

11. COVID-19 Safety Protocols

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

End of Section II



ADDENDUM NO. 1
FORMAL BID NO. B22-020
CHARTER BUS SERVICES

July 12, 2022

Attention to Proposers:

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

1. This one (1) page cover letter; and
2. Two (2) sheets providing revised pages 16 and 17 of Section III – Bid Prices, which revise and replace said page numbers issued with the original bid documents. **Bidders are instructed to submit their bid pricing in the attached pages 16 and 17 of Section III – Bid Prices (Revised 07-12-2022 via this Addendum#1). Failure to submit the bid pricing in the revised pages 16 and 17 of Section III – Bid Prices may result in the bid being deemed non-responsive.**

The bid submission due date and time of July 21, 2022 at 11:00 AM remains unchanged.

Bids will be opened on July 21, 2022 at 11:30 AM

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

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

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

Beatriz Castano

Beatriz Castaño
Administrative Director of Business Operations

Acknowledged and Subscribed to:

 Firm Name *Hampton Jitney, Inc.*

 By (Sign in ink) *Andrew Lynch* Title *UP*

 Print Name *Andrew Lynch* Date *7/26/22*



ADDENDUM NO. 2
FORMAL BID NO. B22-020
CHARTER BUS SERVICES

July 15, 2022

Attention to Proposers:

This constitutes Addendum No. 2 to the referenced formal bid, and consists of:

1. This one (1) page cover letter; and
2. Two (2) sheets providing revised pages 16 and 17 of Section III – Bid Prices, which revise and replace said page numbers issued with the original bid documents. **Bidders are instructed to submit their bid pricing in the attached pages 16 and 17 of Section III – Bid Prices (Revised 07-15-2022 via this Addendum#2). Failure to submit the bid pricing in the revised pages 16 and 17 of Section III – Bid Prices may result in the bid being deemed non-responsive.**

The bid submission due date and time of July 21, 2022 at 11:00 AM remains unchanged.

Bids will be opened on July 21, 2022 at 11:30 AM

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

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

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

Beatriz Castano

Beatriz Castaño
Administrative Director of Business Operations

Acknowledged and Subscribed to:

Hampton Jitney, INC.

Firm Name

Tina Vaccaro

By (Sign in ink)

Tina Vaccaro

Print Name

Charter Manager

Title

07/15/2022

Date

EXHIBIT E
Payment Terms and Conditions

1. General Payment Terms

- a. Contractor shall prepare and present an invoice to the Association for payment by the Association. Invoices shall be documented by sufficient, competent and evidential matter. Payment by the Association will be made within thirty (30) days after approval by the Association.
- 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 Association 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 Association and/or College 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 Association and/or College under this Agreement beyond the amount of funds appropriated for the Services covered by this Agreement.

3. Limit of Association's Obligations

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

4. Specific Payment Terms and Conditions

See ATTACHMENT 1, annexed hereto

ATTACHMENT 1 Specific Payment Terms and Conditions

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

- (1) Copy of documentation demonstrating bidder's relevant experience for a minimum of five (5) years.
- (2) The name and contact information of the primary contact who shall be the contract liaison with the Association.
- (3) The name(s) and contact information of individuals to contact at the 24-Hour Dispatch/Operating Center
- (4) Documentation demonstrating that that Contractor and Contractor's facilities meet the following requirements:
 - i. Has a minimum of two (2) Full-Time Safety Managers on staff
 - ii. Has On-Site, Full-Service, 24-Hour Maintenance Facility
- (5) Submit a list of drivers on the Contractor's staff to demonstrate that the Contractor has a minimum of sixty (60) trained and licensed drivers. Of the drivers listed, identify the drivers who will be assigned to the Association's account, summary of their relevant experience and years working with the company, copy of their licenses.
- (6) Provide documentation demonstrating that the Contractor has a minimum of thirty (30) buses in their fleet.
- (7) Provide Contractor's Cancellation/Rescheduling Policy
- (8) Completed Bus Requirements Checklist provided at the end of this Section III – Bid Prices.

Bidders shall submit pricing for all items as identified and required in this section. Failure to do so may deem the bid invalid and ineligible for award. If the Association determines that any of the bid prices submitted under any of the categories below are unbalanced, the Association reserves the right to deem the bid non-responsive.

Upon verification of all calculations, award, if any, will be made to the lowest responsible Bidder, who, in the opinion of the Association, meets the specifications and qualifications stated herein, and submits the lowest Grand Total Bid Price under the section II-Rates for Trips below.

All prices must be all inclusive, and include all labor, materials, tools, equipment, fuel and tolls, any administrative tasks such as billing, as well as the Contractor's profit and overhead, necessary to complete the required services. The Association will not reimburse the Contractor for any additional costs beyond the amounts indicated in this Section III – Bid Prices.

Bid No.: B22-020 – REVISED 07-15-2022 via Addendum #2
Bid Title: Charter Bus Services

I. The Association reserves the right to reschedule or cancel trips within 48 hours of the departure date and time at no cost. Bidder shall provide any additional cancellation notice requirements and associated fees in the section below:

- a. Cancellation Notice Requirement (in hours): 48
- b. Cancellation Fee if Notice is Less Than Time Above, if any: \$ 215.00 per coach
- c. Rescheduling Notice Requirement (in hours): 24
- d. Rescheduling Fee if Notice is Less Than Time Above, if any: \$ 215.00 per coach

Should the Contractor be provided with notice less than the hours identified above, but is able to reassign the driver that was designated for that specific trip, the Association and/or College shall not be charged a fee for the cancellation or rescheduling.

II. Rates for Trips In the table provided herein, Bidders shall multiply the "Estimated # of Annual Trips" by the "Billable Rate Per Day" to calculate the respective "Extended Cost" for each line under each of the two categories below. The "Extended Cost" for the Same Day Trip shall be added to calculate the Subtotal Price for Same Day Trips, and "Extended Cost" for the Multi-day Trip shall be added to calculate the Subtotal Price for the Multi-day Trips. The Grand Total Bid Price shall be the sum of the Subtotal Price for Same Day Trips and Subtotal Price for Multi-day Trips.

The "Estimated # of Annual Trips" reflected in the following table are estimates based on historical information. The actual number may be greater or lower than the annual estimated quantity indicated and the Association does not guarantee that the annual estimated quantity will be requested under the agreement. The actual number may be higher or lower depending on the needs of the Association.

Upon execution of the contract, Contractor will be compensated based on the Billable Rate Per Day for the appropriate mileage, and based on whether it is a same day trip or multi-day trip. The billable rate per day for the multi-day trip includes only one driver. In the event there is a multi-day trip that requires a relief driver, Contractor will be compensated based on the billable rate per day plus the billable rate per day for the relief driver. In the event that the trip is more than two days, the billable rate per day will be applied to the first day and the last day, and the layover rate shall be applied to the days in between.

a. Same Day Trip

<u>Round Trip Mileage</u>	<u>Estimated # of Annual Trips</u>	<u>Billable Rate Per Day</u>	<u>Extended Cost</u> (estimated # of annual trips X billable rate per day)
0-160	2	\$1,703.00	\$3,406.00
161-200	2	\$1,791.00	\$3,582.00
201-300	18	\$1,996.00	\$35,928.00
301-325	6	\$2,061.00	\$12,366.00
326-350	1	\$2,162.00	\$2,162.00
351-425	3	\$2,326.00	\$6,978.00
426-450	1	\$2,391.00	\$2,391.00
451-500	1	\$2,522.00	\$2,522.00
501-625	1	\$2,796.00	\$2,796.00
SUBTOTAL PRICE FOR SAME DAY TRIPS			\$72,131.00

Bid No.: B22-020 – REVISED 07-15-2022 via Addendum #2
Bid Title: Charter Bus Services

b. Multi-day Trip

The below Billable Rate Per Day is based on one (1) driver.

<u>Round Trip Mileage</u>	<u>Estimated # of Annual Trips</u>	<u>Billable Rate Per Day</u>	<u>Extended Cost</u> (estimated # of annual trips X billable rate per day)
0-160	1	\$1,703.00	\$1,703.00
161-200	1	\$1,791.00	\$1,791.00
201-300	2	\$1,996.00	\$3,992.00
301-325	2	\$2,061.00	\$4,122.00
326-350	1	\$2,162.00	\$2,162.00
351-425	3	\$2,326.00	\$6,978.00
426-450	6	\$2,391.00	\$14,346.00
451-500	1	\$2,522.00	\$2,522.00
501-625	2	\$2,796.00	\$5,592.00
SUBTOTAL PRICE FOR MULTI-DAY TRIPS			\$43,208.00

GRAND TOTAL BID PRICE: \$ 115,339.00
(Subtotal for Same Day Trips + Subtotal for Multi-Day Trips)

Billable Rate Per Day for Relief Driver: \$ 450.00
Layover Rate Per Day: \$ 1240.00



Hampton Jitney cancellation and rescheduling policy for Suffolk County Community College

Cancellation notice 48 hours or more: No charge to contract

Less than 48 hours: \$215.00 per coach to cover driver's pay

This fee shall be waived in the event that the driver(s) assigned to the trip are reassigned

Rescheduling notice 24 hours or more: No charge to contract

Less than 24 hours: \$215.00 per coach to cover driver's pay

This fee shall be waived in the event that the driver(s) assigned to the trip are reassigned

End of Text for Exhibit E