

**AMENDMENT NO. 2**

**WHEREAS**, on July 30, 2021 **Suffolk County Community College ("College")** and **Pure Process USA, Inc. ("Contractor")** entered into an Agreement wherein Contractor agreed to assist the College with the operation of wastewater treatment plants (WWTP) located at the College's Ammerman Campus in Selden and Eastern Campus in Riverhead on an as-needed basis ("**Services**"); and

**WHEREAS**, the term of the Agreement commenced on **August 1, 2021** and expired on **July 31, 2022**; and

**WHEREAS**, on August 5, 2022 the parties executed Amendment No. 1 to the Agreement, extending the term thereof to **January 31, 2023** (the Agreement and Amendment, herein collectively referred to as the "**Original Agreement**"), are incorporated herein and a made a part hereof); and

**WHEREAS**, the College now wishes to 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 hereby be extended for the period beginning **February 1, 2023 through July 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 Payments, Reports or Other Submissions" for the College must be delivered to:

Sara E. Gorton, CPA  
Interim 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 I. 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 must be delivered to:

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

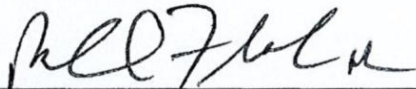
and Suffolk County Attorney  
Suffolk County Department of Law  
H. Lee Dennison Building  
100 Veterans Memorial Highway  
Hauppauge, NY 11788

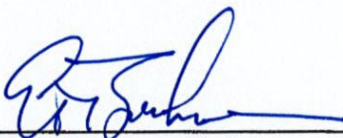
- 3) All other terms and conditions of the Original Agreement and Amendment thereto, not inconsistent herewith, shall remain in full force and effect for the term of the Amended Agreement.
- 4) No modification of this Amendment shall be valid unless mutually agreed to in writing and fully executed by the parties.

**IN WITNESS WHEREOF**, the parties have executed this Amendment No. 2 as of the latest date written below.

**Pure Process USA, Inc.**  
FID #: 65-1169285  
Tel.: (631) 680-8667

**Suffolk County Community College**

By:   
Richard Flohr, Jr.  
President

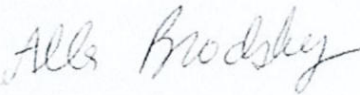
By:   
Edward T. Bonahue, Ph.D.  
President

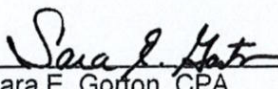
Date: 7-10-23

Date: 7/7/23

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

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

By:   
Alla Brodsky, Esq.  
College Deputy General Counsel

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

Date: 07/07/2023

Date: 7/5/2023

**AMENDMENT NO. 1**

**WHEREAS**, Suffolk County Community College ("College") and Pure Process USA, Inc. ("Contractor") entered into an Agreement on July 30, 2021 wherein Contractor agreed to assist the College with the operation of wastewater treatment plants (WWTP) located at the College's Ammerman Campus in Selden and Eastern Campus in Riverhead on an as-needed basis ("Services"); and

**WHEREAS**, the College desires to extend the term of the Agreement for an additional six (6) months upon the same terms, conditions and cost as the original Agreement, and to 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 **August 1, 2022 through January 31, 2023**; 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); and
- 3) 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.

**Pure Process USA, Inc.**

FID #: 65-1169285  
Tel.: (631) 680-8667

By: 

Richard Flohr, Jr.  
President

Date: 8-4-2022

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

By: 

Alicia S. O'Connor  
College Deputy General Counsel

Date: 8/4/2022

**Suffolk County Community College**

By: 

Edward T. Bonahue, Ph.D.  
President

Date: 8/5/22

**Approved:  
Suffolk County Community College**

By: 

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

Date: 08.04.2022



**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

**Pure Process USA, Inc. ("Contractor" or "Pure Process")**, a New York corporation having its principal place of business at P.O. Box 1508, Selden, New York 11784.

The parties hereto desire for Contractor to assist the College with the operation of wastewater treatment plants (WWTP) located at the College's Ammerman Campus in Selden and Eastern Campus in Riverhead on an as-needed basis, in accordance with the bid terms, conditions and specifications, as more fully described in Exhibit D ("**Services**").

**Term of Agreement:** August 1, 2021 to July 31, 2022, with four (4) one-year options to renew at the sole and absolute discretion of the College.

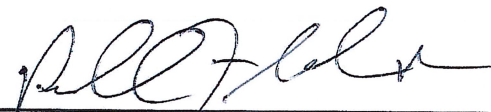
**Total Cost of Agreement:** Shall not exceed amounts as set forth in Exhibit E, attached hereto.


**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.

**Pure Process USA, Inc.**  
FID #: 65-1169285  
Tel.: (631) 680-8667

**Suffolk County Community College**

By:   
Richard Flohr, Jr.  
President

By:   
Dr. Edward Bonahue  
President

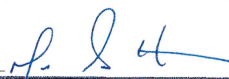
Date: 07/29/21

Date: 7/30/21

**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  
Vice President for Business  
and Financial Affairs

Date: 07/29/2021

Date: 07.29.2021

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**EXHIBIT A**  
**General Terms and Conditions**

**Whereas**, the College issued a formal sealed bid, which was advertised on June 3, 2021, and

**Whereas**, Pure Process submitted the sole proposal in response to such bid on June 21, 2021, and

**Whereas**, the parties hereto acknowledge that Pure Process is owned by College employee Richard Flohr, and

**Whereas**, the College is compelled to select Contractor to provide the services as set forth herein due to its operational needs and in order to meet certain legal and regulatory requirements; and

**Whereas**, Mr. Flohr is obligated to adhere at all times to applicable College policies, including the Code of Professional Ethics.

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

**1. Contractor Responsibilities**

**a. Services and Adherence to College Policies**

Contractor shall provide the Services described in Exhibit D, entitled "Description of Services." Contractor shall adhere at all times to applicable College policies, including, but not limited to, the Code of Professional Ethics.

**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](http://www.sunysuffolk.edu/nondiscrimination). Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

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

**Civil Rights Compliance Officers**

**Christina Vargas**

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

or

**Dionne Walker-Belgrave**

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

**11. Nonsectarian Declaration**

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

**12. Governing Law**

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

**13. No Implied Waiver**

No waiver shall be inferred from any failure or forbearance of the College 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.

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**

Mark D. Harris, DBA  
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**

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

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

**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 College are not subject to State or Local Sales Taxes or Federal Excise Taxes. (i) The College is not subject to any existing "FAIR TRADE AGREEMENT" and Bidders should be governed accordingly. (j) Any Manufacturer offering prices for equipment or supplies (disposables), **MUST** agree to sell parts and service for their equipment currently owned or leased by the College or acquired as a result of this bid, directly to the College. This provision applies even if this bid is for supplies only. (k) When applicable, Vendor shall submit documentation to the College, prior to delivering the product, indicating a "Class A" Fire Rating and New York State Department of State Compliance Numbers, in accordance with "NAPPA 101" and New York State Fire Prevention Code, Part 772 (NYS DOS Number). Products delivered without prior approved certification will be rejected, and the Vendor shall be responsible for all costs associated with their return. (l) Bid must be returned in its entirety. (Every page must be returned). (m) All work performed must be in compliance with all rules and regulations stated by OSHA, Local, State, Federal or any other regulatory agencies. (n) On repair Agreements, Contractor will furnish all labor, materials, transportation, tools, instrumentation, parts and accessories necessary to repair and restore the equipment to optimum operating condition. (o) All Contractor personnel assigned to any requirement of a contract established must be fully qualified and cognizant of the required and applicable Electrical Codes and safety requirements, and must adhere to them. (p) All parts supplied must match the designated equipment, and must be in accordance with the specifications of the Manufacturer of the part to be replaced. (q) Except as otherwise specified, all contractual requirements will be performed at the College site, as required. (r) Any requirement to remove any part of the equipment or system(s) to Contractor's shop must be approved by an authorized College representative. The College shall supply all utilities which are available on location insofar as compatibility requirements permit. (s) All requirements performed by the Contractor will be subject to inspection and approval by an authorized designated representative of the College. (t) Employees of the Contractor while on service call shall carry identification badges or cards and shall be instructed to submit same to scrutiny upon request by the Office of Public Safety or supervisory personnel of the College.
2. Bids on equipment must be on standard new equipment, latest model, except as otherwise specifically stated in proposal or detailed specification. Where any part or nominal appurtenances of equipment is not described, it shall be understood that all equipment and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.
3. Bids on materials and supplies must be for new items except as otherwise specifically stated in bid or detailed specification.
4. Bidder declares that the bid is made without any connection with any other Bidder submitting a bid for the same items, and is in all respects fair and without collusion or fraud.
5. **INDEPENDENT CONTRACTOR** The Contractor is an independent contractor of the College or County. The Contractor shall not, nor shall any officer, director, employee, servant, agent or independent contractor of the Contractor (a "Contractor Agent"), be (i) deemed a College or County employee, (ii) commit the College or County to any obligation, or (iii) hold itself, himself, or herself out as a College or County employee or Person with the

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

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

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



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

32. ADDITIONAL ITEMS Additional items of the same or similar manufacture or additional services related to the specifications and requirements stated herein may be added by an amendment to the Agreement, provided that such items or services do not or are not expected to exceed the statutory limit of \$2,000.00 in any Agreement period.
33. Deliveries are subject to reweighing at destination by the College and payment will be made on the basis of net weight of materials delivered. Normal shrinkage will be allowed in such instances where shrinkage is possible. Short weight shall be sufficient cause for cancellation of order at Vendor's expense.
34. Reference is made to the Model Agreement attached (set forth in Section VI) for the terms and conditions of the Agreement to be entered into, including indemnification and insurance. The Model Agreement is subject to revision arising out of the terms and conditions imposed by law or deemed appropriate by the College's Office of Legal Affairs.
35. 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 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.
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 (the College) requires an experienced, qualified Contractor to provide services on an as-needed basis to assist the College with the operation of wastewater treatment plants (WWTP) on the College's Ammerman Campus in Selden and Eastern Campus in Riverhead.

2. **Bid Submission Instructions:**

In order to meet the directive from New York Governor Andrew Cuomo to reduce workforce density in light of the COVID-19 health emergency, entry onto all campuses remains restricted at this time.

**Bids must be mailed to the following address. Bids attempted to be delivered in person will be rejected.**

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

Bids are due by **June 21, 2021 at 1:00 PM**. The College retains the right to reject late bids. Bids must be signed in ink and received at the above address on or before the bid opening date and time.

**OVERNIGHT DELIVERY**

Please note that overnight delivery service carriers have different schedules when coming on Campus, as do the College's mailroom services due to the Governor's reduced workforce density requirements. 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 that the bids are mailed 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. Bid envelope must reference the Name and Address of Bidder, Bid Number, Title, and Bid Opening Date and Time. The College will not be responsible for bid packages that are misdirected due to information missing from the bid mailing envelope, resulting in bids not being received by the Procurement Office in a timely fashion.** Bidder must complete and include with its bid, the forms provided in Section V – Forms and Legal Appendices.

**In accordance with NY Executive Orders 202.11, 202.14, 202.28, 202.38, 202.48, 202.55, 202.60, 202.67, 202.72, 202.79, 202.87, 202.91, 202.92, 202.96, 202.98 and 202.108, the opening and reading aloud of bids received by the College will not be open to the public. However, the public may view the bid-opening remotely via a live stream, accessible at:**

<https://sunysuffolk.webex.com/sunysuffolk/j.php?MTID=m7691faeb5255ad12fbdb23d98740a0c0>

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 submit the lowest Billable Hourly Rate for Repair Work. The award shall be in the form of 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:**

Period covered shall be for one (1) year from the date of an award with four (4) one-year renewal options to be exercised at the College'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, at the time of contract renewal, increases in labor and/or material costs may be considered, provided that they are based on certified labor contracts, uncontrollable material costs which can be verified in national publications or other increases auditable by the College. Rate increases will only be reviewed and considered once per contract year at the time of renewal. 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.

6. **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,  
Accounts Payable Department  
PO Box 2280  
Selden, NY 11784

Invoices can also be emailed to [cboap@sunysuffolk.edu](mailto:cboap@sunysuffolk.edu). Payment will be made within thirty (30) days after approval of invoice by the College. 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 County/College 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 College shall so notify the Contractor verbally and follow with a written notification of the deficient services for immediate correction. In the event the Contractor does not correct the deficient services after receipt of written notification, the College will deduct a percentage based on the work not performed or performed unsatisfactorily from the Contractor's claim for the period covered. If the Contractor continues to omit or unsatisfactorily perform the required services, the College will arrange for the work to be done by another Contractor and the cost of such work shall be deducted from any monies due or that may become due to the Contractor.

8. **Disclaimer:**

The contract executed as a result of this bid will establish terms and conditions pursuant to which certain materials and/or services are to be supplied or performed, 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 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.

9. **E-Procurement:**

The College has implemented an e-Procurement solution, named SharkMart, with the objective of streamlining processes and gaining operational efficiencies.

Bidders identified for a contract award will be required to register in SharkMart. The Procurement office will send an email to the Bidder's contact that will include a SharkMart link to start the registration process. This process involves the completion of a company and tax profile (W9). The registration process must be completed before any purchase orders are issued.

Registering is completely free of charge and will enable your firm to benefit from the following functionality:

1. Receive orders electronically
2. Manage your company profile electronically and provide timely updates as needed
3. Ability to receive, send and respond to order emails
4. Submit electronic invoices with the "order to invoice" functionality
5. Ability to view all on-line orders, invoices and the invoice status

10. **Specifications:**

I. **MINIMUM REQUIREMENTS**

1. Contractor shall have been in business under the same name for the past 5 years.
2. Operators assigned to the College's account must be NYSDEC licensed.

The Contractor shall provide services on an as-needed basis to assist the College with the operation of wastewater treatment plants (WWTP) on the College's Ammerman Campus in Selden and Eastern Campus in Riverhead. The work will be performed as directed by the College, and in accordance with the requirements and scope of services reflected herein.

The Contractor shall manage the operation and perform all associated services as described herein, for one or more sewage treatment plants on an as-needed basis as required by the College. The services may be required, at a minimum, two days per week and include but not be limited to weekdays, weekends, holidays as well as emergency calls. The operation of the facility shall meet NYS SPDES permit requirements, and shall conform to NYSDEC operating standards, as well as the operating criteria stipulated by the Suffolk County Department of Health Services and the requirements listed in this document.

All discharges to the service area are covered by Suffolk County Code, Chapter 424, Sewers.

The Contractor shall comply with all licensing requirements set by the Federal Government, New York State Department of Health, NYSDEC and New York State Department of Labor.

The Contractor's staff shall perform the required services as required by the College, and shall be compensated in accordance with Section III – Bid Prices. Contractor is required to submit timesheets with the invoice for all time billed on an hourly rate basis.

When submitting requests for payment, any and all invoices must be accompanied by the information identified below.

- The Purchase Order number under which work was being performed
- Provide a summary for the labor spent which includes the following:
  - Name of Employee(s)
  - Date(s) each employee was on site
  - Start and end times for each day(s) for each employee
- Billable Hourly Labor Rate
- Description of the actual work that was completed
- Manufacturer's invoice for materials/parts
- Sub-contractors' invoices
- Receipts for shipping, if applicable and paid outside of the manufacturer's invoice

II. DESCRIPTION OF WASTEWATER PLANTS:

A. AMMERMAN CAMPUS PLANT

The plant is a contact stabilization wastewater treatment facility, which includes nitrogen removal. The plant treats an average daily flow of 35,000 gpd. The treated effluent is required to meet a total nitrogen limit of 10 mg/1 (as N) prior to recharge to the groundwater. The plant and recharge beds are located on the northwest corner of the campus. The process flow train consists of the following:

1. Bar Screens – located adjacent to the plant building
2. Meter pit – located west of the bar screens
3. Equalization Tank
4. Contact tank
5. Settling tanks:
  - a) reaeration tank
  - b) aerobic digesters
6. Sodium hydroxide injection system
7. Rotating biological disk
8. Methanol injection system
9. Denitrification filter
10. Leaching fields
11. Monitoring wells

B. EASTERN CAMPUS PLANT

The plant is an Intermittent Cycle Extended Aeration (S.B.R.) System which includes nitrogen removal. The plant treats an average of 12,000 gpd. Treated effluent is required to meet a total nitrogen limit of 10 mg/l (as N) prior to recharge into the groundwater. Treatment occurs during a three-step cycle. Each cycle is controlled automatically by a programmable logic controller (PLC). The first step is a 240 minute period, which consists of alternating phases of aeration (air on) and anoxic mixing (air off). Each phase is 24 minutes long. The second step is a settling period during which the solids settle, leaving clear supernatant on top. In the third step, the supernatant is decanted. The normal cycle time is 6 hours with 4 hours of aeration/mixing, 1.0 hours of settlement, and 1.0 hours of decant.

The process flow train consists of the following:

1. Influent pumping station located on the campus
2. Influent Bauer screen in screenings building
3. Influent splitter box for flow adjustment
4. Equalization Tank
5. Aeration/mixing basin
6. Effluent – metering chamber
7. Leaching fields
8. Monitoring well

III. OPERATIONAL DETAILS

The Contractor shall provide all necessary services to operate, manage, and maintain the Wastewater Treatment Plants referenced in conjunction with operators of record and/or College personnel. This includes process control, repairs and maintenance of all plant equipment and service as alternate emergency response upon any failure of equipment at the plant site, within the collection systems boundaries and remote pumping station.

The following is a minimum of the services required:

- A. All normal routine and corrective maintenance procedures for the equipment and building.
- B. Operation of the College's 2 wastewater treatment plants when College staff has scheduled regular days off (i.e. weekends), vacations, and be available within 24 hours' notice for sick days. During such times, Contractor shall work at a minimum three (3) hours on the Eastern Campus, and at a minimum three (3) hours on the Ammerman Campus each day.
- C. Ensure safe practices at the plant site so as to be in conformance with established safety procedures as they pertain to the WWTP.
- D. Conduct on-going influent and effluent testing in accordance with SPDES permit requirements.
- E. Alert College personnel of any significant events including equipment failure and non-compliance. Work with College personnel to correct these events as soon as possible.
- F. Respond to emergencies 24/7.

IV. STAFFING

- A. The plant operator must be a NYSDEC licensed operator with the license appropriate to the facilities. The plant operator must be experienced with operating conventional activated sludge systems, Sequencing Batch Reactors (SBRs) and programmable logic controllers (PLCs).
- B. The operator must have sufficient training and experience to address the following:
  - 1. Process control
  - 2. Chemical management and addition
  - 3. All chemical bulk storage regulations and inspection requirements
  - 4. Sludge return and wasting
  - 5. All SPDES requirements for daily testing
  - 6. Proper technique for sampling and maintenance of samples for pick up by laboratory for off-site testing
  - 7. Confined space training and certification for SCBA, Right to Know Training
  - 8. Must have training in the programming of automatic composite samplers
- C. Each plant shall have, at all times, an operator on record at the plant in writing and filed with College personnel. Notice of change of operator shall be made to the College personnel in writing at least two weeks prior to the change.
- D. Plant shall be visited by the operator to establish the satisfactory operation of the plant on weekends, holidays or vacations of the regularly scheduled College operator/personnel as directed by the College.
- E. The schedule of operations must be submitted to the College and any change from this shall be submitted to the College for approval.
- F. Each plant shall be staffed by the operator a minimum of three hours per day to accomplish proper maintenance and operation. Operator will be required to sign in and out in the plant log book for each day they are required to cover. Daily effluent results shall be emailed to the appropriate College personnel.
- G. Spill prevention inspections and reports are to be performed on a scheduled basis as well as any other requirements associated with the applicable chemical bulk storage regulations.
- H. The Contractor shall be available to attend meetings with College personnel and County personnel from the Health Department and/or NYSDEC if deemed necessary by College personnel.
- I. It is understood that the following tasks are for normal O & M and the tasks listed are not all inclusive and may have to be performed more frequently in order to provide the services necessary to ensure proper operation and maintenance, meet regulatory requirements and to minimize potential nuisance conditions to the community.



- J. Daily requirements as set out by operator of record or College personnel:
1. The manual operation of each pump shall be checked
  2. Observe equipment during normal operation: filter bump cycle, and filter backwash cycle
  3. Clean sanitary headworks: remove debris, hose down area
  4. Clean intermediate wet well, hose down to remove debris accumulating on weirs, bauer screen, splitter box
  5. Check leaching pool depths
  6. Check and record chemical feed tank levels and document
  7. Maintain a log book listing the lab samples, results of all samples taken and sludge wasting and decanting
  8. Email effluent results to the appropriate College personnel
- K. Weekly requirements as set out by operator of record or College personnel:
1. Check oil levels: blowers, clarifier drives, bio disc
  2. Drain any existing condensate traps on above equipment
  3. Replace oil as necessary
  4. If grease lubricated bearings are present on bio disc, blowers, clarifier drives, grease monthly
  5. Hose secondary clarifier overflow weirs, troughs, center wells, decanter, splitter box at least once per week
  6. Inspect emergency generators as per College policy
- L. Monthly requirements as set out by operator of record or College personnel:
1. Check electrical condition of each pump once per month
  2. Check amperage draw versus manufacturer's design data
  3. Must maintain a minimum of a 30-day reserve of chemicals. Chemical deliveries are to be witnessed by the Contractor. College approved vendors must be used for chemical deliveries unless those vendors are unresponsive.
  4. Completed spill prevention inspection and reports
  5. Operate emergency generators under load as per College policy
  6. Prepare and submit discharge monitoring reports for College review and approval utilizing NetDNR as well as associated report summaries as required by the current NYSDEC issued discharge permits.
- M. Semi-annual requirements as set out by operator of record or College personnel:
1. Change oil on blowers, bio disc and collector drive motors
  2. Grease motor bearings per manufacturer's recommendations
- N. As needed basis as set out by operator of record or College personnel:
1. Supervise removal of sludge from sludge storage basins
  2. Supervise groundwater leaching pool maintenance
  3. Provide for maintenance of the leaching beds to keep at least one dry, while the others are either being used or in the process of drying out. Each bed must be raked by hand to remove all sludge and these must be disposed of off the site.
  4. Perform additional maintenance procedures to protect the basic capital investment of the College
  5. In addition to the scheduled activities, any emergency maintenance should be recorded in detail and maintained with daily maintenance records
  6. Respond to alarm conditions

V. LABORATORY EQUIPMENT

The Contractor may utilize equipment provided by the College, including a pH meter, dissolved oxygen meter and any additional kits required to provide indication of alkalinity, nitrate-nitrogen and ammonia nitrogen and any additional equipment as may be needed to maintain proper WWTP operations. Should the Contractor damage any equipment provided by the College, Contractor shall replace in kind. If any of the equipment provided by the College is found to be in inoperable or unsatisfactory condition prior to use, the Contractor shall immediately notify the College.

VI. EMERGENCY CONTACT

The Contractor shall provide phone numbers or other means of reaching a licensed operator on a 24-hour per day basis to cover any emergencies, both at the Sewage Treatment Plant and throughout the collection system.

VII. RECORDKEEPING

- A. The Contractor will maintain on-going records for the College's review at any time with the following criteria:
  - 1. The NYSDEC BMW 88 form
  - 2. All laboratory work performed in-house and by a licensed outside laboratory
  - 3. All maintenance performed on plant equipment
  - 4. The monthly DMR completed utilizing NetDMR ready to send to NYSDEC (without the signatures) and listing of all sludge removal from the facility, vendor removing the sludge and ultimate disposal site
  - 5. College provided spreadsheets for daily data.

VIII. GROUNDKEEPING

Since the facilities are located in or near established communities, the grounds must be kept in a manner that would enable residents to be given plant tours and have inspection walk-through.

- A. Screenings and other waste materials from the plant must be disposed of promptly into covered containers and these must be emptied at least two times per week in the summer (May-October) and once per week for the balance.
- B. No practice can be employed that would cause odors, vector or other nuisance present or provide unsightly or disruptive (from public areas) situations.
- C. All undesirable material must be disposed of in an environmentally safe manner. This expense is to be borne by the Contractor for the removal of all undesirable material, including screenings, damaged equipment parts and similar wastes.
- D. The limits of the grounds keeping apply to the area within the fence lines and surrounding building.

IX. EQUIPMENT/PLANT MAINTENANCE

The Contractor shall perform all routine maintenance of the equipment provided at the plant, including but not limited to pumps, compressors, instrumentation components, gear reducers, clarifier drives, electrical motors and electrical control equipment in accordance with manufacturer's maintenance guidelines.

For those specific pieces of equipment where manufacturer's literature is not available, industry standard practice will dictate routines and timelines, but this must be established and entered in the plant maintenance procedure program. This will be referred to as the Maintenance Program. All routine P.M. must be performed by the Contractor in accordance with the established guidelines discussed above.

The College reserves the right to routinely inspect the equipment to ensure proper maintenance is being performed. If, in the opinion of the College, this is not being done, a written notice will be delivered to the Contractor to establish this fact.

The College maintains spare parts at its facilities. These parts may be used by the Contractor with prior approval of the College. If spare parts are not available or cannot be made available in a timely manner, the Contractor shall provide all necessary parts. College will reimburse the Contractor at certified cost plus ten percent (10%) mark-up. Contractor certified cost will be the actual cost paid to the manufacturer and must be backed by a copy of the manufacturer's invoice. When submitting a request for payment, the Contractor will be required to submit the manufacturer's invoice to validate the cost.

The Contractor may perform minor repairs where the repair or replacement is approved by the College.

The College has contracts with vendors to perform repairs. In the event the College assigns a repair to one of these vendors, the Contractor may be required to coordinate activities and ensure work is completed appropriately.

X. SLUDGE REMOVAL

College personnel or the Contractor will schedule for sludge removal whenever the digesters are filled to the level that it would cause a problem to the plant operations to decant this tank or to not waste sludge. Sludge removal must be witnessed by the Contractor and College approved vendors must be used unless those vendors are unresponsive.

Bills of lading showing the trucking vendor, amount removed and disposal points must be submitted with the monthly invoices for payment.

XI. CHEMICAL STORAGE AND USAGE

The College requires the use of certain chemicals to maintain the efficient functioning of the wastewater treatment plant. The proper amount of chemicals must be maintained at the sites at all times to ensure the availability of adequate supply. The Contractor shall notify the College should these levels approach the minimum levels required, and request that the College place an order to replenish the chemicals to maintain satisfactory levels.

XII. RESPONSIBILITY FOR FINES

The Contractor may be responsible for fines or any similar legal actions due to failure to comply with the required permit.

XIII. TERMINATION

Should such notice be given the Contractor due to failure to comply with the terms of this contract, the Contractor is to remove only the equipment furnished by that firm and remove all personnel on the day the termination notice takes effect. Any additional plant equipment found missing, sabotaged or improper operation of the facility so as to cause process difficulties shall be corrected by the College and billed to the Contractor. Any vandalism or deliberate damage to the facility or equipment shall be dealt with as a criminal matter.

11. **Site Visit:**

A site visit has been scheduled for **June 11, 2021** as indicated below. Bidders are strongly encouraged to attend.

- A. Bidders interested in a site visit shall email Seema Menon at [menons@sunsysuffolk.edu](mailto:menons@sunsysuffolk.edu) to request an appointment to access to the site. Bidders are required to submit their appointment requests by **June 8, 2021 at 12:00 PM**. Only one representative from each firm will be allowed on the Campus.
- B. Ms. Menon will reply to the bidders by to confirm the appointment, and notify Public Safety of the firm’s appointment so that the firm representative will be permitted to enter the Campus.
- C. **On the day of the scheduled site visit, bidder is required to wear a face mask while on Campus.**
- D. **Bidder shall report to the Campus Entrances as identified below.**
- E. The Public Safety Officer at the checkpoint for the first site visit location will request that bidder open their driver’s-side window 2 inches and place their driver’s license against the window, and submit the completed COVID-19 Screening Questionnaire Form, which will be provided to the site visit attendees by the Public Safety Officer. Once you receive clearance at the first site, you will be provided with a sticker that will allow you to enter the following campus site(s).
- F. The Public Safety Officer will direct bidder to an area where they will park and wait inside their vehicle, until the representative from the College escorts them to the location where the site visit will be conducted.
- G. Bidders will be required to maintain social distancing of a minimum of 6’ during the site visit to the extent possible.
- H. Once the site walk/drive through is complete, bidders are required to immediately leave the Campus.

Based on the site visit, should bidders have any questions, those questions must be emailed to Seema Menon at [menons@sunsysuffolk.edu](mailto:menons@sunsysuffolk.edu).

**All questions must be sent in writing, to the contact identified in the bid documents. Questions will not be answered during the walkthrough.**

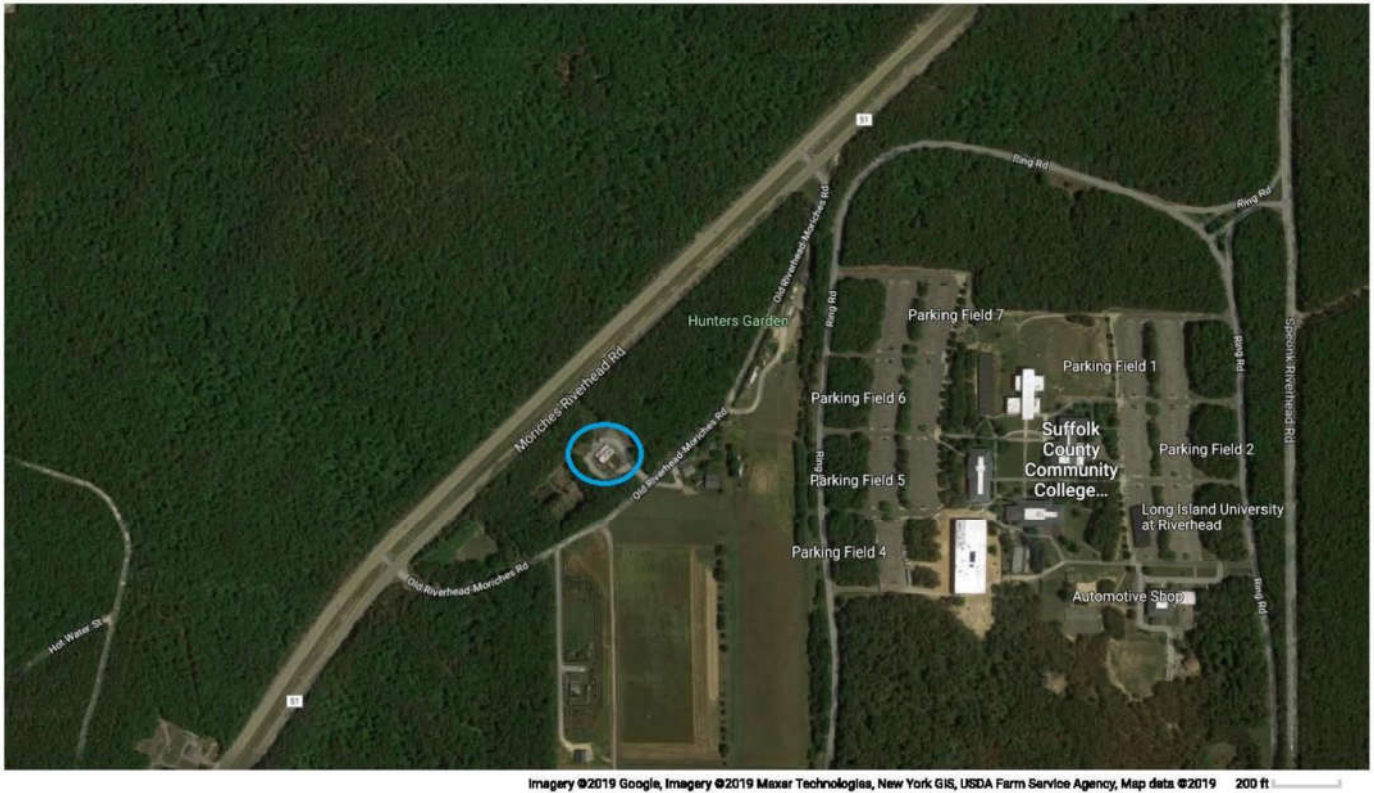
**If additional directions to reach the sites are needed, please contact Richard at 631-680-8667.**

Ammerman Campus:           **June 11, 2021 at 10:00 AM**  
Maintenance Building – Sewage Wastewater Treatment Office  
(Adjacent to the Plant Operations Building)  
533 College Road  
Selden, NY 11784

Eastern Campus:           **June 11, 2021 at 11:30 AM**  
The Eastern Campus is located at:  
121 Speonk-Riverhead Road  
Riverhead, NY 11901  
  
The Wastewater Treatment plant is located on:  
Old Riverhead-Moriches Road (dirt road)  
Riverhead, NY 11901

Below is the link mapping the location, as well as the map image with the Plant circled in blue.

<https://www.google.com/maps/place/Riverhead,+NY+11901/@40.8776115,-72.705753,932m/data=!3m1!1e3!4m5!3m4!1s0x89e85ed0f0668cff:0x159d8aa2bb09cabc!8m2!3d40.9170435!4d-72.6620402>



End of Section II



**ADDENDUM NO. 1**  
**FORMAL BID NO. B21-025**  
**OPERATION OF WASTEWATER TREATMENT PLANTS**

June 7, 2021

**Attention to Proposers:**

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

- This one (1) page cover letter; and
- Revised page 8 of Section II – Bid Requirements to correct the language under 1. Intent.

**The bid submission due date and time of June 21, 2021 at 1:00 PM remains unchanged.**

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 check the College’s website to confirm 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:

Pure Process USA INC  
Firm Name

*Richard Flohr*  
By (Sign in ink)

Richard Flohr JR  
Print Name

President  
Title

06/14/21  
Date

**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  
 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 primary contact who shall be the contract liaison with the College.
- (3)  Copies of licenses of NYSDEC licensed operators assigned to the College’s account.

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 Billable Hourly Rate for Weekends and Holidays. The College will not reimburse the Contractor for any additional costs beyond the amounts indicated in this Section III – Bid Prices.

Pricing is all-inclusive and shall include all necessary clerical support. There are no additional charges allowed under this contract (i.e., mileage, tolls, telephone calls, etc.). Travel time will not be compensated.

The College will typically require services to be performed in accordance with the Billable Hourly Rate for Weekends and Holidays identified in the Table set forth in this Section III – Bid Prices. The College may, have rare instances when it requires work performed during normal working hours Monday through Friday, or as an Emergency Call-In, and will need to use the Billable Hourly Rates for those categories, as identified herein. The College will review and evaluate bid prices provided under these categories to ensure that bidder submitted a fair and reasonable pricing structure. If the College determines that the bid prices submitted for the Billable Hourly Rate (Monday – Friday) and/or Billable Hourly Rate (Emergency “Call-In”) are unbalanced, the College reserves the right to deem the bidder non-responsive.

Billable Hourly Rates to operate the WWTPs in accordance with the scope of services and requirements defined herein:

<u>Billable Hourly Rate (Monday – Friday)</u>	<u>Billable Hourly Rate (Weekends and Holidays)</u>	<u>Billable Hourly Rate (Emergency “Call In”)</u>
\$75. <sup>00</sup>	\$85. <sup>00</sup>	\$85. <sup>00</sup>

**Materials:** shall be billed at the Contractor’s certified cost plus ten percent (10%). Contractor certified cost will be the actual cost paid to the manufacturer and must be backed by a copy of the manufacturer’s invoice. Receipts for any shipping must be provided if paid outside of the manufacturer’s invoice.

**End of Text for Exhibit E**