

BROOME COUNTY

RFP-2012-002

DIVISION OF PURCHASING

REQUEST FOR PROPOSAL
FOR

**VENDING EQUIPMENT & SERVICES
FOR VARIOUS BROOME COUNTY DEPARTMENTS**

IMPORTANT NOTICE – DISTRIBUTION

The County of Broome officially distributes RFP documents from the Division of Purchasing. Copies from any other source are not considered official copies. Only those vendors who obtain RFP documents from the Division of Purchasing are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Broome County Division of Purchasing, it is recommended that you obtain an official copy.

1. **Invitation** - Broome County, New York is inviting sealed proposals from qualified firms for vending equipment & services for various Broome County Departments. The requests for proposals will be received until **2:00 p.m.** local time on **Wednesday, January 18, 2012.**

Any proposal received after the time and date specified will not be considered.

The contract shall commence following approval by the Broome County Board of Acquisition and Contract and receipt of a satisfactory certificate of insurance. Broome County further reserves the right, at its sole discretion, to renew the contract.

BASE CONTRACT:	March 1, 2012 through February 28, 2013
1 st Renewal Option:	March 1, 2013 through February 28, 2014
2 nd Renewal Option:	March 1, 2014 through February 28, 2015
3 rd Renewal Option:	March 1, 2015 through February 29, 2016
4 th Renewal Option:	March 1, 2016 through February 28, 2017
5 th Renewal Option:	March 1, 2017 through February 28, 2018

2. **Submittal of Proposals** – *One (1) complete original and one (1) complete copy* with any required data, in a sealed envelope, which shall be properly identified with the name and address of the proposer, title of the RFP and the RFP Number. Submit proposals to:

**BROOME COUNTY DIVISION OF PURCHASING
60 HAWLEY STREET, FOURTH FLOOR - P.O. BOX 1766
EDWIN L. CRAWFORD COUNTY OFFICE BUILDING
BINGHAMTON, NEW YORK 13902-1766**

3. **Form of Proposals** - Proposals should be prepared in the format set forth in the accompanying documents, including a full description of the proposers experience and plan of service for Broome County. A non-responsive or incomplete proposal will be removed from consideration.

4. **COUNTY'S PREROGATIVES** - THE COUNTY RESERVES THE RIGHT TO NEGOTIATE WITH ANY OR ALL PROPOSERS; TO REJECT ANY OR ALL PROPOSALS, IN WHOLE OR ANY PART THEREOF; TO RE-SOLICIT FOR PROPOSALS; AND TO WAIVE ANY MINOR NON-CONFORMITIES IN ACCORDANCE WITH THE COUNTY'S DETERMINATION OF ITS OWN BEST INTERESTS.
5. **Fees** - The proposer's response must clearly present the basis for the proposer's compensation or fee structure for all services described in the proposal, if applicable.
6. **Tax Exempt Entity** - The County of Broome is a tax-exempt municipality; taxes are not to be included in any fee calculations.
7. **Proposal Longevity** - A proposal may be withdrawn at any time prior to the date specified as the closing date for acceptance; however, no proposer may withdraw or cancel a proposal for a period of forty-five (45) days following the closing date for acceptance, nor shall the successful proposer withdraw, cancel or modify the proposal, after having been notified that the proposal has been accepted by the County, except at the request of the County or with the County's written consent.
8. **Evaluation of Proposals** - Proposals will be judged upon the proposer's ability to provide services, which meet the requirements set forth in the accompanying documents. The County reserves the right to make such investigations as it deems necessary to determine the ability of the proposer to provide services meeting a satisfactory level of performance in accordance with the County's requirements.
9. **Interviews** - Interviews or presentations by one, several or all of the proposers may be requested by evaluators if deemed necessary to fully understand and compare the proposers' capabilities. Site visits by the evaluators may be conducted if deemed necessary by the County. Under Broome County rules and regulations, the County Board of Acquisition and Contract or the County Legislature may be the awarding authority for this type of service, depending on the amount of the accepted proposal:

BOARD OF ACQUISITION & CONTRACT - UP TO \$14,999.99
COUNTY LEGISLATURE - \$15,000.00 AND OVER

However, the Legislature may be utilized for consideration of an award under \$2,500 if it is deemed in the best interests of the County

A presentation by the proposer to committees of the Legislature and/or selected County Officials may be required prior to the recommendation and consideration of an award.

10. **Scope of Work** - It is the intent of the County to secure proposals from reputable vendors to provide County employees and visitors with a diversified menu of hot and cold food, beverages, snacks and healthy alternatives, of the highest quality and at reasonable prices. Broome County intends for this Request for Proposal to result in the selection of one provider of vending machine services for the operation of vending machines, as a concession, to be placed in various government buildings located within Broome County. The sale of products will generate a reasonable commission to defray County cost outlays and contract supervision. **The awarded vendor must supply food, snacks and beverages for all user County Departments.**

In addition to County Employees, vending machines would also be made available to individuals who may be attending training programs at the various locations.

11. **Contract Terms** - At the time of the award by the County, the apparent successful proposer must agree to a contract memorializing the terms and conditions which will govern the relationship and establish the obligations of each party. All proposers shall be aware that the contents of a successful proposal will be construed in favor of Broome County and that the final contract between the successful proposer and Broome County may incorporate by reference the County's Request For Proposal documents and the successful proposals and supporting submittals.
12. **Proposers Conditions** - Any conditions or expectations on the part of the proposer for performance by the County must be set forth in the Proposal. The County is not obliged to consider the proposers post-submittal terms and conditions. ***** If any service is not included, or is available for an additional cost, the submittal shall clearly so state. *****
13. **Choice of Law & Venue** - The resulting agreement will contain language stating that the contract is performable in Broome County, New York, and shall be construed in accordance with the laws of the State of New York. If any legal action is brought in connection with the enforcement of the contract, exclusive revenue shall lie in County of Broome, New York.
14. **Proposers Preparation Costs** - Any costs incurred by the proposer in responding to the Request for Proposal is at the proposer's own risk and expense as a cost of doing business. All materials submitted with a proposal shall become property of Broome County and will not be returned to the proposer. **The proposer is hereby notified that all submitted materials are subject to disclosure pursuant to the New York State Freedom of Information Law (New York Public Officer's Law section 86 et seq.).**
15. **Inquiry & documents** - Any inquiries regarding this Request for Proposal must be received, no later than 4:00 p.m. local time, **Wednesday, January 11, 2012** and directed to **Karl Bergmann**, Senior Buyer at **607-778-6551** or by e-mail to kbergmann@co.broome.ny.us.
16. **Ex parte contact** --Proposers shall not contact any other county officials other than those referenced in this RFP or in accordance with the procedure outlined herein. **Any proposer that violates the foregoing provision may be disqualified from consideration.** Proposals shall be based solely on information provided in the RFP and any addenda thereto.
17. **Minimum Qualifications** - The County acknowledges that this is a Concession Service Contract and therefore not subject to conventional public bidding. However, the County has directed this RFP to several preselected firms and has placed a "Legal Notice" in the Press & Sun-Bulletin concerning this RFP.
18. **Standard Assurances** - By submitting this proposal, the proposer agrees to comply with all of the Standard Assurances that may be attached.
19. **CONTRIBUTION STATEMENT & GIFT STATEMENT**
 - A. Election law signed statements. The county shall require a signed statement for any contract or agreement that requires formal bidding under the New York State General Municipal Law, the Broome County Charter or Local Law of Broome County that the professional business entity has not made a contribution within one calendar year immediately preceding the date of the contract or agreement which exceeded the permitted thresholds set forth in article 14 of the Election Law of the State of New York.

- B. Gifts signed statement. The county shall require a signed statement for any contract or agreement that requires formal bidding under the New York State General Municipal Law, the Broome County Charter or Local Law of Broome County that discloses all gifts given, if any, by the bidding professional business entity to any officer or employee of the County of Broome.

ATTACHMENTS:

Specific Requirements

Proposal Sheet

Non-Collusive Bidding Certificate

Insurance Requirements

Election Law State

Gifts Statement

W-9

BROOME COUNTY
DIVISION OF PURCHASING
SPECIFICATIONS
FOR A

REQUEST FOR PROPOSAL

**VENDING EQUIPMENT & SERVICES
FOR VARIOUS BROOME COUNTY DEPARTMENTS**

DETAILED MINIMUM SPECIFICATIONS - The County expects the contractor to:

1. Supply reliable equipment and to maintain it in good operating condition.
2. Furnish a fresh, high quality menu and dispense attractive, uniform and proper portions of foods and beverages and other products. **No less than 50% of the food and beverages sold shall meet the following nutrition standards:** Beverages shall be 100% fruit/vegetable juice, water, fruit based drinks containing at least 50% juice and no added caloric sweeteners, non-caloric beverages such as diet sodas and sports drinks with less than or equal to 100 calories, no greater than 12 ounces except for water and with a preference for juices in small portions (6 ounces). Snacks and foods shall be not more than 250 calories per individual packages, no more than 35% of calories from total fat excluding nuts, nut butters and seeds, no more than 10% of calories from saturated fats and not contain trans fats added during processing (hydrogenated oils and partially hydrogenated oils), gluten free and peanut free; no more than 35% of weight from total sugars excluding whole fruit products or ingredients with no added sweeteners and no more than 360mg sodium per serving. Some Departments may choose to have a larger percentage of healthy items in their vending machines that meet these requirements. Please include detailed literature on these healthy products.
3. Supply items that may include (but not be limited to): milk, soda - can and plastic bottle; candy, chips, pastry, coffee, popcorn, gum and mints. Healthy choices could include fruits, yogurts, juices, cold foods, hot soups. Beverages must include Coca-Cola and/or Pepsi products. All products shall be nationally known or well recognized.

No tobacco products or alcohol of any type are to be offered within the scope of the bidder's RFP.

Sheriff's Department requirement: Various soda machines throughout the Public Safety Facility shall contain no cans or glass bottles - **PLASTIC ONLY.**

4. Furnish prompt service, repair, and personnel as necessary.
5. Maintain all equipment in a clean and properly sanitized condition.
6. Be responsive to County desires and preferences and to be courteous to requests and complaints.
7. Maintain the highest standards in personal appearance, conduct of service personnel, and other employees.
8. Comply with all applicable laws and regulations.
9. In cases of machine malfunctions, refunds will be made promptly to the customer and all reasonable efforts shall be undertaken to restore the equipment quickly to proper working order. The name of your company and service telephone number will be posted on each machine or at the location to assure prompt reporting and action.

- 10. Maintain proper insurance coverage in force at all times with the County as an additional insured.
- 11. Abide by Security regulations. The County reserves the right to reject employees who can reasonably be presumed to be security risks. Any unauthorized persons may be removed from the County facility at the discretion of the Broome County Division of Security. The County reserves the right to search Contractor employees and materials leaving any building being served under this contract and the Contractor agrees to terminate an employee's assignment to any County building when unauthorized or stolen materials are found in a Contractor employee's possession. Exceptions to this policy may only be granted by the Director of Security. All employees, including substitutes, when working in County facilities, will wear a common/corporate uniform or some type of reasonable identification acceptable to Broome County Security which will clearly identify the name of the company.

The contractor will furnish the following information which will be used in the evaluation of the Request for Proposal:

- A. RESPONSIBILITY: 3%
 - 1. Company offices and locations; time in business.
 - 2. Officers of the company.
 - 3. Number of employees.
 - 4. Partial client list.
 - 5. Information on the number and types of Food Service Management Degrees and other certifications.
- B. MENU VARIETY/COMMISSION PAYABLE/SELLING PRICE: 85%

- 1. Furnish an alphabetical list of all vending machine products, a brief description with size of product, and the selling price. Healthy foods must have detailed nutrition information. National brands of "highest quality" and "full weight" are desired. An exhibit of vending machine products may be required for examination and evaluation by Broome County.

Provide detailed information on the following:

- | | |
|-------------------------------|-------------------------|
| a. Coffee | f. Cold Milk |
| b. Candy, Snacks, Pastry | g. Cold Food |
| c. Canned/Plastic Soft Drinks | h. Salads |
| d. Fruit/ vegetable juices | i. Low calorie snacks |
| e. Fruit based drinks | j. Healthy Alternatives |

- 2. On the proposal sheets please indicate the commission percentage to be paid for each type of product available to Broome County Departments.

The types of products could include, but not be limited to:

- Cold Drinks - Can sodas, plastic bottle sodas, can juice, plastic bottle juice, plastic bottle water,
- Hot Drinks – Coffee, Cappuccino, Soup
- Snacks – Chips, crackers, candy, pastry, popcorn, gum
- Nutritious Snacks – Yogurt, can fruits, fruits
- Sandwiches

Commissions will be paid to each separate user department on a quarterly basis. The check will be made out to the “Broome County OMB” and sent to the departmental contact. The commission will be based on the total net sales which will be gross sales less sales tax. When the vendor sends the check to the appropriate department they will also include a listing of each machine’s sales, percent of commission and total net sales.

C. STAFFING/SERVICE: 2%

In detail list the duties of your personnel and frequency of contact with Broome County:

- | | |
|----------------------------------|-------------------------|
| 1. Service for Cold Food Machine | 4. Area Supervisor |
| 2. Service Personnel | 5. Principal of Company |
| 3. Mechanics | |

D. REFUND POLICY AND PROCEDURE: 2%

Explain in detail.

E. VENDING MACHINE MAINTENANCE:..... 2%

Explain in detail procedures for regular machine maintenance and inspection noting time intervals.

F. SPECIAL SALES/PROMOTIONS: 6%

Explain in detail sales/promotions.

G. INSURANCE REQUIRED:

See attached Contract Insurance Requirements. Proof of in force insurance certificate must be furnished.

H. MACHINES, EQUIPMENT, PRICE INCREASES, TAXES, PAYMENT, TERMINATION, RESPONSIBILITIES, ETC.

The Contractor agrees to install the latest and newest model vending machines and supporting equipment that may be reasonably required to adequately and properly service the employees and visitors at the various County Departments. Necessary outlets for water and electricity will be made available by Broome County at County expense. The Contractor agrees to repair at its expense, or pay for, the repair of outlets and connections to vending machines and equipment if such repair becomes necessary due to negligence of its agents or employees.

The Contractor agrees to furnish as many coin operated vending machines and related equipment, as necessary, to properly and adequately supply and service the employees and visitors at the Broome County locations listed. Related equipment could include, but not be limited to a dollar bill changer, a microwave, and a condiment stand.

The contractor shall be permitted to increase sale prices to defray increased costs only after presentation, verification, and approval by the Broome County Board of Acquisition and Contract. Broome County may require an increase in the annual fee paid to the County by the vendor, should this occur.

The contractor shall pay all local, county, state and federal sales and other taxes, if any, imposed on the sale of vending machine products, and agrees to and shall hold the County harmless there from.

I. INSPECTION OF LOCATION:

Contractors responding to this Request for Proposal may contact the following County personnel to inspect the premises: (Please call for an appointment)

Sheriff's Department – Public Safety Facility	24 hr. Usage See notations concerning no cans and no glass; only plastic. Usage by employees and the public. Contact: Pam Memos Phone: (607) 778-2401
Department of Social Services	Daytime working hours. Usage by up to 400 employees plus approximately 30 guests/visitors/work experience personnel. Contact: Chris Jones Phone: (607) 778-2518
Willow Point Nursing Home	24 hr. Usage by a staff of approx. 500 plus between 10-15 guests/visitors per day. Contact: Maria Wolf Phone: (607) 763-4219
Department of Motor Vehicles (Clinton Street)	Open Monday thru Friday: 8:00 a.m. to 5:00 p.m. and Saturday 8:00 a.m. to 1:00 p.m. Possible usage by 300-500 customers per day. Contact: Laurie Tracy Phone: (607) 778-6511
Library	Open Monday thru Thursday, 9:00 a.m. to 8:00 p.m. and Friday thru Saturday, 9:00 a.m. to 5:00 p.m. The Library has 40 employees and machines will be available to approximately 1400 patrons per day. Contact: Jackie Nabinger Phone: (607) 778-3568
Health Department	Open Monday thru Friday, 8:00 a.m. to 5:00 p.m., with clinics in the evenings and one Saturday morning a month. Machines will be available to 100 employees and no visitors during regular business hours. Contact: Linda Mohr Phone: (607) 778-2865

Transit Department / Bus Terminal

The office is open Monday thru Friday, 8:00 a.m. to 5:00 p.m. with 40 employees. Machines are also available to 75 bus drivers who come in the morning and later in the evening (Monday thru Sunday). The bus terminal is open to the public daily.

Contact: Dan Ewing

Phone: (607) 778-6511

Public Defender

This account is in the George Harvey Justice Building and also services the District Attorney and Probation Departments' employees. Open Monday thru Friday 8:00 a.m. to 5:00 p.m.

Contact: Yvonne LaViola

Phone: (607) 778-2030

J. BASIS FOR THE AWARD:

It is the responsibility of each department to choose the products required for that department.

The award will be based on each department's needs.

Then a recommendation of award will be made to the Broome County Board of Acquisition and Contract. After BAC approval, the Vendor will enter into a contract.

K. BID BOND:

All Bidders will furnish, with their proposal/s, one (1) Cashier's Check, Certified Check or Bid Bond payable without condition to the Broome County OMB, in the amount of **\$1,000.00**. Failure of a bidder to furnish a Cashier's Check, Certified Check or Bid Bond with a bid before the bid receiving deadline, will result in the Bidder being indicative of non-responsibility and any bid/s submitted will not be given consideration. The proposal security may be held by Broome County for a period no longer than forty-five (45) days after which the proposal security will be returned to all proponents except the successful proponent, whose security will be held until an agreement has been executed.

The Company, whose proposal is accepted, will be required to execute the contract and to comply in all respects with the statutory provisions relating to the contract within ten days of the date of notification of the award of contract by the Division of Purchase or Broome County Board of Acquisition and Contract (BAC). In case of failure or refusal on the part of the Bidder to enter into a contract within the ten day period herein mentioned, the amount of deposit (or bid bond) will be forfeited by the Bidder.

BROOME COUNTY
DIVISION OF PURCHASING
PROPOSAL SHEET
FOR
REQUEST FOR PROPOSAL
VENDING EQUIPMENT & SERVICES
FOR VARIOUS BROOME COUNTY DEPARTMENTS

The undersigned proposes and offers to furnish, deliver and install for the various Broome County Departments, VENDING MACHINES and SERVICES, the specifications for which are attached. This proposal and offer is guaranteed to fulfill the minimum specifications as prepared by Broome County.

NAME OF COMPANY: _____

ADDRESS OF COMPANY: _____

NAME & TITLE OF
OFFICER OR PERSON
SIGNING THIS BID: _____

SIGNATURE:  _____ 

DATE: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

800 NUMBER: _____

E-MAIL ADDRESS: _____

FEDERAL I.D. NO.: _____

Attached, please find our **Bid Bond or certified check in the amount of \$1,000.**

NOTE: *By signing and submitting this bid for consideration by Broome County, the vendor acknowledges that they have read, understand and agree to all aspects of the specifications as presented without reservation or alteration. The signer acknowledges that he/she is authorized to submit this bid.*

BIDDERS MUST SUBMIT THE ORIGINAL PROPOSAL SHEETS AND AN EXACT, CLEAR DUPLICATE.

BROOME COUNTY
DIVISION OF PURCHASING
PROPOSAL SHEET
FOR

**REQUEST FOR PROPOSAL
VENDING EQUIPMENT AND SERVICES
FOR VARIOUS BROOME COUNTY DEPARTMENTS**

NAME OF COMPANY: _____

- | | | | |
|-----|-------------------|---------------------------|---------|
| 1. | Cold Drinks | Percent (%) of Commission | _____ % |
| 2. | Hot Drinks | Percent (%) of Commission | _____ % |
| 3. | Snacks | Percent (%) of Commission | _____ % |
| 4. | Nutritious Snacks | Percent (%) of Commission | _____ % |
| 5. | Sandwiches | Percent (%) of Commission | _____ % |
| 6. | Juices | Percent (%) of Commission | _____ % |
| 7. | Other: _____ | Percent (%) of Commission | _____ % |
| 8. | Other: _____ | Percent (%) of Commission | _____ % |
| 9. | Other: _____ | Percent (%) of Commission | _____ % |
| 10. | Other: _____ | Percent (%) of Commission | _____ % |

BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.

NON-COLLUSION BIDDING CERTIFICATE

**RFP - VENDING EQUIPMENT & SERVICES
FOR VARIOUS BROOME COUNTY DEPARTMENTS**

NON-COLLUSIVE BIDDING CERTIFICATION:

"(a) By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition."

NAME OF COMPANY



SIGNATURE & TITLE OF SIGNER

NOTE:

A proposal shall not be considered for award nor shall any award be made where (a) (1), (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reason therefore. Where (a) (1), (2) and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being proposed, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.

ELECTION LAW STATEMENT:

I, _____ state that I am the _____ of
(Type or print name of individual) (Position)

_____. In the calendar year immediately preceding the date of this
(Vendor)

Statement, _____ has not made a contribution which exceeded
(Vendor)

the permitted thresholds (thresholds limits are available at the Broome County Board of

Elections) set forth in Article 14 of the Election Law of the State of New York.

Dated: _____

By: _____
(Signature of individual)

BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR COPY.

GIFTS STATEMENT

Gifts signed statement: The County shall require a signed statement for any contact or agreement that requires formal bidding under the New York State General Municipal Law, the Broome County Charter or Local Law of Broome county that discloses all gifts given, if any, by the bidding professional business entity (the bidder) to any officer or employee of the County of Broome.

CERTIFICATION

I, _____ state that I am the _____ of
(Print or type name of individual) (Position)

_____. In the calendar year immediately preceding
(Vendor)

the date of this Statement, _____ has made the following gifts
(Vendor)

to Officers and / or Employees of the County of Broome:

Name of County Officer / Employee and item description	Value of Gift
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

(add additional sheets if necessary)

Dated: _____

By: _____
(Signature of individual)

BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR COPY.

BROOME COUNTY
DIVISION OF PURCHASING
BIDDERS' CHECK LIST

	YES	NO
1. I have read ALL of the instructions and specifications.	_____	_____
2. I have filled in ALL of the blank spaces.	_____	_____
3. I have furnished, IN DUPLICATE , all required information, if applicable (e.g. descriptive literature, MSDS, specifications.)	_____	_____
4. I am an officer of the company.	_____	_____
5. I have the <u>authority</u> to obligate my company under the laws of the State of New York.	_____	_____
6. I am returning the signed ORIGINAL and a duplicate of the following:		
a.) Proposal Sheet;	_____	_____
b.) Non-Collusive Bidding Certificate;	_____	_____
c.) Insurance Requirements;	_____	_____
d.) Bidders' Checklist;	_____	_____
e.) W-9;	_____	_____
f.) Election Law Statement;	_____	_____
g.) Gifts Statement;	_____	_____
h.) Bid Bond; (\$1,000.00)	_____	_____
7. I have made copies for my records.	_____	_____
8. I have indicated the bid title and date on the sealed envelope.	_____	_____
9. If successful, the " insurance requirements certificate ", from an insurance company licensed to do business by New York State, will be <u>provided within ten working days after notification of the award.</u>	_____	_____
10. I have provided the necessary information for responsibility questions, if applicable (IN DUPLICATE)	_____	_____
11. Since I have refrained from bidding, I am returning the Proposal Sheets marked " NO BID " in order to remain on the bidders list. I have indicated the title of the bid on the sealed envelope.	_____	_____



SIGNATURE



DATE

NAME (TYPED OR PRINTED)

TITLE

COMPANY

NOTICE: All bids received that lack 1) a signed Proposal; 2) a Non-Collusive Bidding Certificate; or 3) a Bid Bond / Check, when required, will be rejected as being non-responsive at the formal public bid opening. The County procurement officer/s or employees conducting the bid opening will document the non-responsiveness orally and in writing. The non-responsive bid will not be publicly read and will not be returned to the bidder.

BIDDERS MUST RETURN THIS SHEET WITH THE PROPOSAL FORMS.