



PROPOSAL

SIGN FACES AND SIGN BLANKS

The Tioga County Commissioner of Public Works will receive sealed proposals at the Tioga County Public Works Department, 477 Route 96, Owego, New York, until 11:00 A.M. Thursday, April 2, 2026.

All bids shall be submitted in accordance with the attached instruction sheets.

All bids shall be made on the attached proposal sheets. Exceptions may be rejected. All bids shall be submitted in a sealed envelope marked:

“SIGN FACES AND SIGN BLANKS BID”

“DO NOT OPEN UNTIL 4-2-26 AT 11:00 AM”

All bidders shall submit signed copies of the required NON-COLLUSION CERTIFICATES with their bid proposals. Failure to do so may constitute grounds for rejection.

The County Commissioner of Public Works or his agents reserves the right to reject any or all proposals.

Tioga County reserves the right to reject or accept all or any part of any bid solely as it deems in the best interest of Tioga County.

The successful bid contract may be extended for a period of one (1) year if it is mutually agreeable to both the Commissioner and the low bid contractor.

Any Town, Village, or School District in Tioga County may participate in the bid.

The award of this contract shall be based on the lowest responsible bid. Bidders must bid on all components of each section and all items bid must be from a single manufacturer to be eligible for award. An award will be based on all products meeting Tioga County’s specifications as outlined in the bid document. A no bid on any item within a group may disqualify the bidder from the group award. Considerations will be made to availability of material, delivery, and past history as well as the current standing of the supplier within the industry.

There shall be no assignment of this contract to any other party by the successful bidder without County authorization.

Tioga County shall place their orders directly with the vendor by fax, telephone, or e-mail. Invoicing shall be done on the basis of each order completed. Invoices shall clearly indicate the quantity, description, packaging, date of delivery, and contract price.

CONTRACT TERM:

The term of this contract will extend through March 30, 2027.

DETAILED SPECIFICATIONS:**Certifications:**

All bids submitted must certify that all products meet the requirements of the specifications of the bid. All sheeting must meet ASTM D-4956 as outlined in the latest edition or supplement as well as all additions and/or revisions as outlined in this specification. Bidders should read this bid carefully to insure that they submit with their bid all the required information and certifications.

Materials Supplied:

Materials supplied under the submitted specifications shall not deviate from those originally approved and contracted for without written approval of Tioga County. Tioga County reserves the right to be the sole judge of the quality of the material and performance.

Fabrication Qualifications:

Tioga County reserves the right prior to, or within six (6) months after an award, to qualify the processing abilities of a manufacturer whose materials has been pre-approved by Tioga County. Tioga County may purchase, before or after an award, up to 465 square meters of qualified retroreflective sheeting and process colors for evaluation from each bidder at the herein specified bid prices. Each bidder will be required to provide the necessary technical service, training, and support in order to have their products fully evaluated during the fabrication process. The qualification process for fabrication should not exceed 120 days.

Tioga County will evaluate to ensure that submitted materials are compatible with current fabrication equipment and methods of processing. Bidders/Manufacturers shall declare with their bid any proposed changes to current equipment or process methods required by their materials. The purchasing agency shall be notified by the successful bidder of any changes in the manufacturing process or in raw materials used in the manufacture of the sheeting or imaging systems that are made by the manufacturer over the course of the contract. The specified warranty shall apply to any material purchased for evaluation and testing.

Delivery:

All items shall be delivered F.O.B. destination to the location specified by Tioga County. Delivery time must be within 15 days of receipt of the order for roll goods and inks and within 30 days for processed goods, such as cut sheets. Delivery times in excess of these outlined are grounds for disqualification and or cancellation of this contract.

Technical Assistance Requirements:

Vendors must comply with the instruction and training requirements as outlined in the specifications.

Imaging systems:

The sheeting manufacturer shall be held responsible for any defects resulting from any and all imaging systems that are recommended or given by the manufacturer. All imaging systems (inks, overlay films, graffiti films) must comply with the requirements as outlined in the standard specifications, and will not lessen the warranty.

GENERAL:

1. All signs must conform to New York State Department of Transportation Specification Section 730 – Signs and Delineators.
2. Sign Panels shall be .080 inch aluminum alloy #50-52 H38, cleaned, etched, and standard hole punched or as ordered.
3. Blanks ordered may be for any sign specified in N.Y.S. Manual of Uniform Traffic Control Devices.
4. Blanks may be ordered with any N.Y.S. Manual of Uniform Traffic Control Devices sign face affixed.
5. Sign Faces shall be complete with Legends and/or symbols.
6. Sign order may include any sign specified in the N.Y.S. “M.U.T.C.D.”
7. Sign Faces and Sign Blanks may be ordered separately.
8. When the need arises for a small amount of signs in an emergency **(20 signs or less)** an order must be filled in **ten (10) working days**.
9. All orders for Sign Faces, Sign Blanks or Sign Faces bonded to aluminum panels shall be filled in **30 working days** after order.
10. Sign Faces shall be screen printed using 3M materials and processes or equivalent.
11. It is understood that the Towns, Villages, and school districts in Tioga County may also participate in the awarded bid prices by dealing directly with the proposer.
12. All proposals must be accompanied by a signed Non-Collusion form.
13. The successful bid contract may be extended for a period of one year if it is mutually agreeable to both the Commissioner and the low bid contractor.
14. All prices are F.O.B. destination.
15. Delivery charges may be utilized to determine the “Best Price” for Tioga County.
16. All sign faces must meet current retro reflectivity standards.

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Item # Group 1 – Rolls

1. Engineer Grade Reflective Sheeting – Rolls
2. High Intensity Prismatic Reflective Sheeting – Rolls
3. Diamond Grade Cubed Reflective Sheeting – Rolls
4. Fluorescent Diamond Grade Reflective Sheeting – Rolls
5. Application/Pre-Spacing Tapes – Rolls
6. Graphic Film

Item # Group 2 – Pre-Printed Sign Faces

7. Diamond Grade Cubed (Affixed to Sign Blank) – Pre-Printed Sign Faces
8. Two-Sided Diamond Grade Cubed (Affixed to Sign Blank) – Pre-Printed Sign Faces
9. Fluorescent Diamond Grade (Affixed to Sign Blank) – Pre-Printed Sign Faces
10. Aluminum Sign Panels

Group 1 – Rolls (Specifications/Descriptions/Requirements)

Item 1 – Engineer Grade Reflective Sheeting – Rolls

ASTM Type 1. Comparable to 3M 3270 or Approved Equal

Usage: Traffic Signs

Field Performance: 7 Years

Application Surface: Aluminum

Adhesive: Pressure Sensitive

Specifications: Meet or Exceed ASTM Type I

Colors: All Standard/Available

Roll Size: Length: 50 yards
 Widths: 12 inches to 30 inches

Item 2 – High Intensity Prismatic Reflective Sheeting – Rolls

ASTM Type III. Comparable to 3M 3930 or Approved Equal

Usage: Traffic Signs
Field Performance: 10 Years
Application Surface: Aluminum
Adhesive: Pressure Sensitive
Specifications: Prismatic Sheeting to Meet or Exceed ASTM Type III
Colors: All Standard/Available
Roll Size: Length: 50 yards
Widths: 12 inches to 30 inches

Item 3 – Diamond Grade Cubed Reflective Sheeting – Rolls

ASTM Type XI. Fluorescent Comparable to 3M 4081, 3M 4083, and 3M 4084 or Approved Equal

Usage: Traffic Signs
Field Performance: 12 Years
Application Surface: Aluminum
Adhesive: Pressure Sensitive
Specifications: Meet or Exceed ASTM Type XI, Fluorescent
Colors: Fluorescent, Yellow, Yellow-Green, and Orange
Roll Size: Length: 50 yards
Widths: 12 inches to 30 inches

Item 4 – Fluorescent Diamond Grade Reflective Sheeting – Rolls

ASTM Type XI Fluorescent. Comparable to 3M 4080 or Approved Equal

Usage: Traffic Signs
Field Performance: 12 Years
Application Surface: Aluminum
Adhesive: Pressure Sensitive
Specifications: Meet or Exceed ASTM Type IX, Fluorescent
Colors: All Standard/Available
Roll Size: Length: 50 yards
Widths: 12 inches to 30 inches

Item 5 – Application/Pre-Spacing Tapes – Rolls

Pre-Spacing and Transfer Tapes. Comparable to 3M TPM-5 and 3M SCPS-2 or Approved Equal

Usage: Sign Making
Field Performance: Sign Shop Use Only
Application Surface: Signs
Adhesive: Pressure Sensitive
Specifications: 3M TPM-5, 3M SCPS-2, or Approved Equal
Colors: None
Roll Size: Length: 100 yards
Widths: 4 inches to 6 inches

Item 6 – Graphic Film – Rolls

3M Controltac Graphic Film 180C-12 or Approved Equal

Usage: Traffic Signs

Field Performance: 10 Years

Application Surface: Aluminum

Adhesive: Pressure Sensitive

Specifications: 3M Controltac Graphic Film 180C-12 or Approved Equal

Colors: Black

Roll Size: Length: 50 yards

Widths: 3 inches to 6 inches

Group 2 – Pre-Printed Sign Faces (Specifications, Descriptions, Requirements)

Item 7 – Diamond Grade Cubed (Affixed to Sign Blank) – Pre-Printed Sign Faces

ASTM Type XI Reflective Sheeting. Comparable to 3M DG3 Series 3930 or Approved Equal –

Symbols in Conformance with MUTCD Standards

Usage: Traffic Signs

Field Performance: 12 Years

Application Surface: Aluminum (Included)

Adhesive: Pressure Sensitive

Specifications: ASTM Type XI, MUTCD Standards, Comparable to 3M DG3 Series 3930 or Approved Equal

Colors: Red Regulatory Screened Face

One Color Screened Face

Two Color Screened Face

Three Color Screened Face

Sizes: 8 inches to 48 inches

0 to 1 square feet

1 to 4 square feet

4+ square feet

Item 8 – Two-Sided Diamond Grade Cubed (Affixed to Sign Blank) – Pre-Printed Sign Faces

ASTM Type XI Reflective Sheeting. Comparable to 3M DG3 Series 3930 or Approved Equal –

Symbols in Conformance with MUTCD Standards, Two-Sided

Usage: Traffic Signs

Field Performance: 12 Years

Application Surface: Aluminum (Included)

Adhesive: Pressure Sensitive

Specifications: ASTM Type XI, MUTCD Standards, Comparable to 3M DG3 Series 3930 or Approved Equal, Two-Sided

Colors: Red Regulatory Screened Face

One Color Screened Face

Two Color Screened Face

Three Color Screened Face

Sizes: 8 inches to 48 inches

0 to 1 square feet

1 to 4 square feet

4+ square feet

Item 9 – Fluorescent Diamond Grade (Affixed to Sign Blank) – Pre-Printed Sign Faces

ASTM Type XI Fluorescent. Comparable to 3M DG3 Series 4081, 4083, and 4084 or Approved Equal – Symbols in Conformance with MUTCD Standards

Usage: Traffic Signs

Field Performance: 12 Years

Application Surface: Aluminum (Included)

Adhesive: Pressure Sensitive

Specifications: ASTM Type XI Fluorescent, MUTCD Standards, Comparable to 3M DG3 Series 4081, 4083, and 4084 or Approved Equal

Colors: One Color Screened Sign Face

Sizes: 8 inches to 48 inches

0 to 1 square feet

1 to 4 square feet

4+ square feet

Item 10 – Aluminum Sign Panels - Sign panels shall be 0.080 inch aluminum alloy #50-52 H38, cleaned, etched, and standard hole punched or as ordered.

CANCELLATION:

Tioga County reserves the right to cancel the contract for unsatisfactory workmanship or unsatisfactory service at any point in the contract year, upon issuance of ten (10) days written notice to that effect.

AWARD:

The award of this contract shall be based on the lowest responsible bid. Bidders must bid on all components of each section and all items bid must be from a single manufacturer to be eligible for award. An award will be based on all products meeting Tioga County's specifications as outlined in the bid document. All products must be compatible with the materials that will be used in the production of traffic signs and graphic markings. A no bid on any item within a group, may disqualify the bidder from the group award. Considerations will be made to availability of material, delivery and past history as well as the current standing of the supplier within the industry.

The bidder agrees to comply with the relevant provisions of Standard Clauses for Tioga County Contracts, attached hereto, which will be made a term and condition of any agreement, sale or provision of services between Tioga and the successful bidder.

PREFERENCE:

A 5% preference will be provided for all materials that are 100% produced in the U.S., offered by a U.S. bidder, and technical service personnel located in the U.S.

WARRANTY:

All materials supplied by the contractor shall carry the standard manufacturer's warranty.

The warranty must be from the major component (optical layer and top-films) manufacturer of the sheeting material. Manufacturer's warranty for all materials shall start on the date the sheeting is applied. The warranty shall be supplied in writing and included with the bid package. Any warranty that does not conform to the warranty and replacement obligations as outlined in the standard specifications (80% reflectivity retention of Type III and 70% retention for Type IX at all angles after 10 years, 70% retention of Type I after 7 years), imaging system failures & contract ratio deficiencies that do not require total sign replacement, will disqualify the bid.

SIGN FACES AND SIGN BLANKS BID PRICES:

Group 1 – Roll Goods

The bidder is to refer to the specifications, descriptions, and requirements for each item.

Item #1

Engineer Grade Reflective Sheeting – Rolls \$ _____ per sq. ft.

Item #2

High Intensity Prismatic Reflective Sheeting – Rolls \$ _____ per sq. ft.

Item #3

Diamond Grade Cubed Reflective Sheeting – Rolls \$ _____ per sq. ft.

Item #4

Fluorescent Diamond Grade Reflective Sheeting – Rolls \$ _____ per sq. ft.

Item #5

Application/Pre-Spacing Tapes – Rolls \$ _____ per sq. ft.

Item #6

Graphic Film – Rolls \$ _____ per sq. ft.

Group 2 – Pre-Printed Sign Faces

Item #7

Diamond Grade Cubed (Affixed to Sign Blank) – Pre-Printed Sign Faces \$ _____ per sq. ft.

Item #8

Two-Sided Diamond Grade Cubed
(Affixed to Sign Blank) – Pre-Printed Sign Faces \$ _____ per sq. ft.

Item #9

Fluorescent Diamond Grade
(Affixed to Sign Blank) – Pre-Printed Sign Faces \$ _____ per sq. ft.

Item #10

Aluminum Sign Panels \$ _____ per sq. ft.

The undersigned proposes and offers to furnish, to Tioga County, Carpeting, Installed, the Specifications for which are attached. This proposal and offer is fully guaranteed to fulfill, in all respects, the minimum specifications as prepared by Tioga County. It is hereby certified that, in accordance with Section 103-D of the General Municipal Law, THERE HAS BEEN NO COLLUSION IN THIS BIDDING.

Name of Company: _____

Address of Company: _____

Telephone Number: _____

Name of Officer: _____

Signature: _____

Date: _____

Municipalities should not use the county bid for any items involving labor.

THE REQUIRED NON-COLLUSION FORM MUST ACCOMPANY BID.

Gary Hammond, P.E.

Commissioner

Tioga County Public Works

TO ALL BIDDERS

In accordance with the New York State General Municipal Law the following Non-Collusion form must accompany each proposal.

NON-COLLUSIVE BIDDING CERTIFICATE

By submission of this bid or proposal, the bidder certifies that:

- (A) this bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor;
- (B) or proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor;
- (C) no attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- (D) the person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalty of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf;
- (E) that attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signature of this bid or proposal in behalf of the corporate bidder.

(Authorized Representative)

(Signature)

STANDARD CLAUSES FOR TIOGA COUNTY CONTRACTS

PLEASE RETAIN THIS DOCUMENT FOR FUTURE REFERENCE.

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STANDARD CLAUSES FOR TIOGA COUNTY

CONTRACTS

The parties to the attached contract, license, lease, amendment, renewal or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the County of Tioga ("the County"), whether a contractor, vendor, licensor, licensee, lessor, lessee or any other party):

- 1. RELATIONSHIP OF PARTIES.** Contractor shall have the status of an independent contractor, and in accordance with such status, agrees that it will conduct itself in a manner consistent with such status, and that it will neither hold itself out as, nor claim that any of its officers or employees are officers or employees of the County by reason of this Agreement. Contractor further agrees that it will not make against the County any claim, demand or application to or for any right or privilege applicable to an officer or employee of the County, including but not limited to workers' compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.
- 2. EXECUTORY CLAUSE. (A) All Contracts.** In accordance with § 362 of the County Law, the County shall have no liability under this contract to Contractor or to anyone else beyond funds appropriated and available for this contract. **(B) Certain Installment Purchase Contracts.** Further, in the case of an installment purchase contract, pursuant to General Municipal Law § 109-b, any such installment purchase contract is not a general obligation of the County. Neither the full faith and credit nor the taxing power of the County of Tioga are pledged to the payment of any amount due or to become due under such installment purchase contract. It is understood that neither this contract nor any representation by any public employee or officer creates any legal or moral obligation to appropriate or make monies available for the purpose of the contract. Further, no liability on account thereof shall be incurred by the state of New York municipal bond bank agency beyond the amount of such monies. It is understood that neither this contract nor any representation by any employee or officer of such agency creates any legal or moral obligation to appropriate or make state monies available for the purpose of the contract.
- 3. EXTENSIONS, RENEWALS, MODIFICATIONS.** Extensions or renewals to the Agreement or any modification including new products, terms, or price changes to the Agreement shall be submitted by the Contractor to the County for approval by the County Legislature of the County in order to be effective. No provision of a contract which states that the term of the contract shall be deemed renewed for a specified

additional period shall be effective against the County, absent a subsequent resolution of the County legislature, specifically authorizing such renewal.

- 4. NON-ASSIGNMENT CLAUSE.** In accordance with § 109 of the General Municipal Law, this contract may not be assigned by Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the County's previous written consent, and attempts to do so without such consent are null and void.
- 5. INSURANCE AND INDEMNIFICATION, HOLD HARMLESS. (A) Insurance.** (i) (a) Contractor covenants and agrees to maintain in full force and effect during the term of this Agreement, and any subsequent term, comprehensive insurance in form, term and content satisfactory to the annexed standards of the County, which are incorporated herein (*Appendix B: General Contract and Insurance Specifications*) and, to prove as evidence of such compliance, insurance certificate(s) which shall be annexed to and made part of this Agreement and shall name the County of Tioga Attention: Law Department, as Additional Insured and certificate holder (not simply "certificate holder") (except Worker's Compensation/Disability Benefits) in connection with the work being performed. (b) Said certificate(s) shall be annexed hereto prior to or at the time of execution of this Agreement by the County. (c) Contractor acknowledges that failure to obtain or maintain such insurance on behalf of the County constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the municipality. The County shall, if it deems it necessary, have the right to ask for additional certification at different points throughout the life of the contract.
(B) Indemnification, Hold Harmless. The Contractor agrees to indemnify and hold the County of Tioga and any officer, employee and/or agent thereof free and harmless from any and all loss(es), penalty(ies), damages, settlement(s), cost(s), charge(s), professional fee(s) or other expense(s) or liability(ies) of every kind arising from or relating to any and all claim(s), lien(s), demand(s), obligation(s), action(s), proceedings or causes of action of any kind caused by the negligent error(s) and/or omission(s) and/or act(s) of the Contractor (including Contractor's employees, agents and/or subcontractors) in the performance of this agreement. Without limiting the generality of the preceding paragraphs, the following shall be included in the indemnity hereunder: any and all such claims, etc., relating to personal injury, death, damage to property, or any actual or alleged violation of any applicable statute (including specifically but not limited to New York State Labor Law §§ 200; 202; 240 & 241), ordinance, administrative order, executive order, rule or regulation, or decree of any court of competent jurisdiction in connection with, or arising directly or indirectly from, errors and/or negligent acts by the Contractor, as aforesaid.

These provisions concerning indemnification shall not be construed to indemnify the County for damages arising from bodily injury to persons or property contributed to, caused by or resulting from the sole negligence of the County or its employees.

6. WORKERS' COMPENSATION BENEFITS. This contract shall be void and of no force and effect unless Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law (WCL). Contractor understands and agrees that pursuant to WCL § 57 (workers' compensation requirements), Contractor must provide one of the following forms to the government entity issuing the permit or entering into a contract: (A) Form CE-200, Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage; (B) Form C-105.2, Certificate of Workers' Compensation Insurance; or (C) Form SI-12, Certificate of Workers' Compensation Self-Insurance, or GSI-105.2, Certificate of Participation in Worker's Compensation Group Self-Insurance. Pursuant to WCL § 220(8) (disability benefits requirements), Contractor must provide one of the following forms to the entity issuing the permit or entering into a contract: (A) CE-200, Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage (see above); (B) DB-120.1, Certificate of Disability Benefits Insurance; or (C) DB-155, Certificate of Disability Benefits Self-Insurance. (In the case of NYS Agencies acceptable proof consists of a letter from the NYS Department of Civil Service indicating the applicant is a New York State government agency covered for workers' compensation). Contractor acknowledges and agrees that, pursuant to the New York State Workers' Compensation Board, ACORD forms are not acceptable proof of such coverage.

7. NON-DISCRIMINATION REQUIREMENTS. To the extent required by Art. 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex (including gender identity or expression), national origin, sexual orientation, military status, age, disability, predisposing genetic characteristics, marital status or domestic violence victim status. Furthermore, in accordance with § 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b)

discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in § 230 of the Labor Law, then, in accordance with § 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of § 220-e or § 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation. It is the sole responsibility of Contractor to determine if Contractor is subject to this contract provision and to ensure compliance with same.

8. WAGE AND HOURS PROVISIONS FOR CERTAIN CONTRACTS. If this is a public work contract covered by Art. 8 of the Labor Law or a building service contract covered by Art. 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Art. 8 of the Labor Law, Contractor understands and agrees that the filing of payrolls in a manner consistent with Subd. 3-a of § 220 of the Labor Law shall be a condition precedent to payment by the County of any State approved sums due and owing for work done upon the project. It is the sole responsibility of Contractor to determine if Contractor is subject to this contract provision and to ensure compliance with same.

9. SET-OFF RIGHTS. The County shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the County'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 County with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the County for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The County shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the County agency, its representatives, or the County Treasurer.

10. RECORDS. Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, "the Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The County Legislature, County Treasurer and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The County shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under § 87 of the Public Officers Law (the "Statute") provided that: (i) Contractor shall timely inform an appropriate County official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the County's right to discovery in any pending or future litigation.

11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION. (A) Pursuant to Tax Law § 5, Contractor understands and agrees that, notwithstanding any other provision of law, the County shall, at the time the County contracts to purchase or purchases goods or services or leases real or personal property from any person, require that each such person provide to the County such person's federal social security account number or federal employer identification number, or both such numbers when such person has both such numbers, or, where such person does not have such number or numbers, the reason or reasons why such person does not have such number or numbers. Such numbers or reasons shall be obtained by the County as part of the administration of the taxes administered by the New York State Tax Commissioner for establishing the identification of persons affected by such taxes. (B) Contractor further understands and agrees that, notwithstanding any other provision of law, the County shall, upon request of the commissioner, furnish to the commissioner the following information with respect to each person covered by this section: (1) business name or the name under which the applicant for a license or licensee will be licensed or is licensed; (2) business address or whatever type of address the County requires the applicant for a license or the licensee to furnish to it; and (3) federal social security account number or federal employer identification number, or both such numbers where such person has both such numbers, or the reason or reasons, furnished by such person, why such person does not have such number or numbers. Notwithstanding

Art. 6 of the Public Officers Law or any other provision of law, the report to be furnished by the County to the commissioner pursuant to this section shall not be open to the public for inspection. (C) For the purposes of this section, "Person" shall mean an individual, partnership, limited liability company, society, association, joint stock company, corporation, estate, receiver, trustee, assignee, referee, or any other person acting in a fiduciary or representative capacity, whether appointed by a court or otherwise, or any combination of the foregoing. However, such term shall not include any public corporation, corporation formed other than for profit or unincorporated not-for-profit entity, except such term shall include an education corporation of the type dealt with in § 221 of the Education Law, an education corporation subject to Art. 101 of the Education Law and a cooperative corporation.

12. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS. Contractor certifies and warrants that any and all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of § 165 of the State Finance Law (Use of Tropical Hardwoods), which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subd. (including the County) or public benefit corporation. In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in §165 State Finance Law. Except as might be specifically authorized by State Finance Law § 165, any bid, proposal or other response to a solicitation for bid or proposal which proposes or calls for the use of any tropical hardwood or wood product in performance of the contract shall be deemed non-responsive.

13. COMPLIANCE WITH NEW YORK STATE INFORMATION SECURITY BREACH AND NOTIFICATION ACT. In the event Contractor conducts business in New York state, and owns or licenses computerized data which includes private information, Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law § 899-aa) as applicable.

14. NON-COLLUSIVE BIDDING CERTIFICATION FOR CERTAIN CONTRACTS. In accordance with General Municipal Law § 103-d(1), if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury: (a) 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 to the best of knowledge and belief: (1) The prices in this bid 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 bidder and will not knowingly be disclosed by the bidder 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 bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

15. IRAN DIVESTMENT ACT REQUIREMENTS FOR CERTAIN CONTRACTS. In accordance with General Municipal Law § 103-g, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury: 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 to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of Subd. 3 of § 165-a of the State Finance Law.

16. HIPAA REQUIREMENTS FOR CERTAIN CONTRACTS. In the event that Protected Health Information is used or disclosed in connection with or in the course of the performance of the Agreement, a “Business Associate Agreement” (“*Business Associate Agreement*”), shall be attached to and incorporated by reference in the contract, in a form and content approved by the County and shall apply in the event that Protected Health Information is used or disclosed in connection with or in the course of the performance of the Agreement by the party signing this Agreement as Business Associate, and pursuant to which Business Associate may be considered a “business associate” of the County as such term is defined in the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) including all pertinent regulations issued by the U.S. Department of Health and Human Services, as amended.

17. PROMPT AUDITING OF VOUCHERS AND LATE PAYMENT PROVISIONS. Consistent with accepted business practices and with sound principles of fiscal management, the County shall audit vouchers and make payments expeditiously and subject to proper and reasonable financial oversight activities designed to ensure that the County receives the quality of goods and services to which it is entitled and to ensure that public funds are spent in a prudent and responsible manner. Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by General Municipal Law § 3-a and General Municipal Law Art. 5-a, to the extent required by law.

18. CONFLICTING TERMS. In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.

19. GOVERNING LAW. This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise. Pursuant to Civil Practice Law and Rules 504(1), the place of trial of all actions related to this contract by or against the County or any of its officers, boards or departments shall be in such county.

20. NO ARBITRATION. Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily directed), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

21. GIVING OF NOTICES. Any notice, request, or other communication required to be given pursuant to the provisions of this agreement shall be in writing and shall be deemed to have been given when delivered in person or five days after being deposited in the United States mail, certified or registered, postage prepaid, return receipt requested, and addressed to the address listed on the face sheet of this contract. The address of either party to this agreement may be changed by notice in writing to the other party served in accordance with this provision.

22. COUNTY ATTORNEY'S APPROVAL. Contractor understands and agrees that the Tioga County Attorney's office may approve and make or require modifications, other than price and dates, prior to execution by the County to ensure compliance with applicable federal, state and local laws and with all provisions of the county's contract policy manual and insurance standards.

23. DESCRIPTIVE HEADINGS FOR CONVENIENCE ONLY. Descriptive headings are for convenience only and shall not control or affect the meaning or construction of any provision of this Contract.

24. ACCURACY OF CONTRACTOR REPRESENTATIONS. Contractor understands, acknowledges and agrees that this Contract will be relied upon by, and filed with, registered or recorded in or otherwise become a part of the records of, the County of Tioga. Contractor affirms, under penalty of perjury, to the best of his/her/its knowledge, information and belief, that the representations, agreements and promises made by Contractor in this Contract, and all attachments thereto, including any and all exhibits or appendices, is true, complete and accurate.

25. SEXUAL HARASSMENT POLICY VENDOR ACKNOWLEDGEMENT

1. Vendor represents and warrants that:
 - a) It has received and understands Tioga County's Sexual Harassment Prevention Policy ("Policy"), which is also available on the Tioga County website at <https://www.tiogacountyny.com>
 - b) It has provided each employee who provides a service to Tioga County with a copy of the Policy;
 - c) All Vendor employees have received training on the Policy, including how to file a complaint of sexual harassment against Tioga County under the Policy;
 - d) A Vendor employee who has not received a copy of the Policy and/or received training on the Policy shall not be assigned to work at a Tioga County facility or with Tioga County employees; and
 - e) Vendor shall not retaliate against a Vendor employee who exercises a right protected under the Policy or law. Upon request, Vendor shall provide Tioga County with a Vendor employee's written acknowledgement of the Policy and training received.
2. To the fullest extent provided by law, and without prejudice to any rights Tioga County may have against Vendor, Vendor shall fully cooperate with Tioga County's investigation into any claim(s) of sexual harassment by a Vendor employee against Tioga County and shall further indemnify and hold Tioga County harmless from any (a breach of this provision, to include the representations and warranties made in paragraph 1 above; and b) the cost and expense of any investigation undertaken by Tioga County which pertains to or arises from the filing of a Vendor employee's claim against Tioga County under this policy.

26. CLAUSES FOR NYSDOT FUNDED CONTRACTS

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when

the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by Recipient Federal Highway Administration and Federal Transportation Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or Federal Highway Administration and Federal Transportation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration and Federal Transportation Administration may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration and Federal Transportation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

27. INTERNATIONAL BOYCOTT PROHIBITION. In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract

exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2 NYCRR § 105.4).

28. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.

In accordance with Section 312 of the Executive Law and 5 NYCRR Part 143, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor's equal employment opportunity policy that:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer,

layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "a," "b," and "c" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this clause. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

29. OMNIBUS PROCUREMENT ACT OF 1992. It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development
Division for Small Business
Albany, New York 12245
Telephone: 518-292-5100
Fax: 518-292-5884
email: opa@esd.ny.gov

A directory of certified minority- and women-owned business enterprises is available from:

NYS Department of Economic Development
Division of Minority and Women's Business
Development
633 Third Avenue
New York, NY 10017
212-803-2414
email: mwbecertification@esd.ny.gov
<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>

The Omnibus Procurement Act of 1992 (Chapter 844 of the Laws of 1992, codified in State Finance Law § 139-i and Public Authorities Law § 2879(3)(n)-(p)) requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority- and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

(b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts

30. MACBRIDE FAIR EMPLOYMENT PRINCIPLES. In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.