# AGREEMENT FOR
# DIESEL FUEL, ULTRA-LOW SULFUR AND BIODIESEL
# (ON-ROAD USE ONLY) (STATEWIDE)

**BY AND BETWEEN**

**NEW YORK STATE**

**OFFICE OF GENERAL SERVICES**

**AND**

**HERITAGENERGY, INC**

**CONTRACT NUMBER PC66159**

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ATTACHMENT 5 – REPORT OF CONTRACT USAGE

**STATE OF NEW YORK**
**OFFICE OF GENERAL SERVICES**
**AGREEMENT #PC66159**
**CENTRALIZED CONTRACT FOR THE ACQUISITION OF**
**DIESEL FUEL, ULTRA-LOW SULFUR AND BIODIESEL (ON-ROAD USE ONLY) (STATEWIDE)**

THIS AGREEMENT (hereinafter the "Contract" or the "Agreement") is made this ___ day of _____**, 2013**, by and between the People of the State of New York, acting by and through the **Commissioner of the Office of General Services** (OGS), whose office is on the 41st Floor, Tower Building, Governor Nelson A. Rockefeller Empire State Plaza, Albany, New York 12242 (hereinafter referred to as the "State" or "OGS") and Heritagenergy, Inc having its principal place of business at 625 Sawkill Road, Kingston, NY 12401 (hereinafter referred to as the "Contractor"). OGS and the Contractor are collectively referred to as the "Parties."

WHEREAS, OGS is statutorily authorized to enter into centralized procurement contracts for commodities for use by New York State agencies, departments, public authorities, political subdivisions and any other entities authorized by statute to utilize its centralized contracts (hereinafter "Authorized Users"); and

WHEREAS, OGS has identified a need by New York State agencies and other Authorized Users for Diesel Fuel, Ultra-Low Sulfur and BioDiesel, as further described herein; and

WHEREAS, since taking office, Governor Andrew Cuomo has committed his administration to implementing enterprise-wide changes that will utilize modern business practices in running New York State government; and

WHEREAS, New Yorkers need a government in which they can take pride, and this comprehensive overhaul of operations will help accomplish that goal; and

WHEREAS, as part of Governor Cuomo's Procurement Transformation, OGS issued a procurement for Diesel Fuel, Ultra-Low Sulfur and BioDiesel to create centralized contracts for use by New York State agencies and Authorized Users, that focuses on implementing best practices and identifying opportunities for savings; and

WHEREAS, OGS conducted a competitive procurement to identify the bidder(s) which could provide the Diesel Fuel, Ultra-Low Sulfur and BioDiesel at the lowest cost, referred to as IFB #22684 (hereinafter the "IFB"), which was advertised on April 30, 2013 in the New York State Contract Reporter, as required by New York State Economic Development Law; and

WHEREAS, the IFB permitted bidders to bid on any combination of five (5) Lots and 18 geographic Regions of New York State, and awards were made to a single Contractor per Lot/Region combination to the bidder who submitted the lowest cost responsive proposal in each Lot/Region combination; and

WHEREAS, the State has determined: that the Contractor submitted the lowest cost responsive proposal for the applicable Lot/Region combination as described herein; that the Contractor is a responsible vendor; and that the Contractor is willing to provide the commodities set forth herein under the terms and conditions contained herein,

NOW THEREFORE, in consideration of the terms hereinafter mentioned and also the mutual covenants and obligations moving to each party hereto from the other, the Parties hereby agree as follows:

# 1. OVERVIEW

## 1.1. SCOPE

This Contract sets forth the terms and conditions for the provision of Diesel Fuel, Ultra-Low Sulfur and BioDiesel from Contractor to Authorized Users of the Contract. The various types of Diesel Fuel, Ultra-Low Sulfur and BioDiesel included within the scope of this Contract are for on-road use only. The product shall be Contractor furnished, delivered and unloaded as specified herein.

This Contract contains a total of 5 Lots, each representing a different type of Diesel Fuel (Regular, Premium, B5 BioDiesel, B10 BioDiesel and B20 BioDiesel) which are specified in the table below and described in further detail in Section 1.2 – Detailed Scope.

| LOT | DIESEL FUEL TYPE | NUMBER OF CONTRACTORS |
|---|---|---|
| **1.** | Regular | One per Region |
| **2.** | Premium | One per Region |
| **3.** | B5 BioDiesel | One per Region |
| **4.** | B10 BioDiesel | One per Region |
| **5.** | B20 BioDiesel | One per Region |

In addition, for purposes of this Contract, New York State has been divided into 18 geographic Regions, as specified in the table below and corresponding map in Attachment 1 – Price Pages.

| REGION | NEW YORK STATE COUNTIES INCLUDED |
|---|---|
| **1.** | Erie, Niagara |
| **2.** | Genesee, Livingston, Monroe, Ontario, Orleans, Wayne, Wyoming |
| **3.** | Allegany, Cattaraugus, Chautauqua |
| **4.** | Cayuga, Seneca, Yates |
| **5.** | Schuyler, Steuben, Tompkins |
| **6.** | Jefferson, Lewis, Oswego |
| **7.** | Herkimer, Oneida |
| **8.** | Chenango, Madison, Onondaga |
| **9.** | Broome, Chemung, Cortland, Tioga |
| **10.** | Clinton, Essex, Franklin, St. Lawrence |
| **11.** | Fulton, Hamilton, Montgomery, Saratoga, Warren, Washington |
| **12.** | Albany, Rensselaer, Schenectady |
| **13.** | Delaware, Otsego, Schoharie |
| **14.** | Columbia, Greene, Sullivan, Ulster |
| **15.** | Dutchess, Orange, Putnam, Rockland |
| **16.** | Nassau, Suffolk |
| **17.** | NYC (Bronx, Kings, New York, Queens, Richmond) |
| **18.** | Westchester |

The Lots and Regions awarded to Contractor are specified in Attachment 2 – Awarded Lots and Regions.

## 1.2. DETAILED SCOPE

All products provided under the Contract shall be homogenous fuel oil, suitable for diesel engines, and shall conform to the requirements of ASTM D975-08, Table 1, or latest revision thereof, except as provided otherwise herein.

The scope of each Lot is detailed below.

Lot 1 – Regular
The symbols 2D and/or 2-D shall be used as a grade designation for middle distillate diesel fuel oils used in vehicular diesel engines and in non-vehicular applications having frequently varying loads and speeds. Shall also be known as Regular.

Lot 2 – Premium
The symbols 2PD and/or 2-PD shall be used as a grade designation for premium distillate diesel fuel oils used in vehicular diesel engines & in non-vehicular applications having frequently varying loads & speeds along with requirements for higher cetanes, special enhancers & inhibitors. Shall also be known as Premium.

Lot 3 – B5 BioDiesel
Lot 3 contains fuel blends containing 5% BioDiesel fuel with 95% Ultra-Low Sulfur Diesel Fuel. This blend will be known as B5 BioDiesel. The intended use of the B5 BioDiesel fuel blend is for use in all diesel fuel consuming vehicles and equipment systems suitable for such fuel and provided that the fuel is consumed within a period of six months.

Lot 4 – B10 BioDiesel
Lot 4 contains fuel blends containing 10% BioDiesel fuel with 90% Ultra-Low Sulfur Diesel Fuel. This blend will be known as B10 BioDiesel. The intended use of the B10 BioDiesel fuel blend is for use in all diesel fuel consuming vehicles and equipment systems suitable for such fuel and provided that the fuel is consumed within a period of six months.

Lot 5 – B20 BioDiesel
Lot 3 contains fuel blends containing 20% BioDiesel fuel with 80% Ultra-Low Sulfur Diesel Fuel. This blend will be known as B20 BioDiesel. The intended use of the B20 BioDiesel fuel blend is for use in all diesel fuel consuming vehicles and equipment systems suitable for such fuel and provided that the fuel is consumed within a period of six months.

NOTE: Prospective users of these materials are cautioned to carefully read and understand the section titled "BioDiesel Usage Considerations" before deciding to purchase and use these fuels.

## 1.3. ESTIMATED QUANTITIES

All quantities and/or dollar values quoted are based on Authorized User's filed requirements for the Contract period. The filed requirements by Lot and Region are specified in Attachment 1 – Price Pages. The filed requirements by Authorized User are detailed in Delivery Schedules which are available upon request.

This Contract shall be for the quantities or dollar values actually ordered during the Contract period. The individual value of each Contract is indeterminate. See Appendix B, OGS General Specifications, § 42, *Estimated/Specific Quantity Contracts* and § 39, *Participation in Centralized Contracts*.

## 1.4. CONTRACT PERIOD AND RENEWALS

This Contract shall commence after receipt of all necessary approvals, and shall become effective upon mailing of final Contract Award Notice by OGS in accordance with Appendix B § 38(i), *Contract Creation/Execution*. The Contract shall be in effect for a term of one (1) year. If mutually agreed between OGS and the Contractor, the Contract may be renewed, under the same terms and conditions, for an additional one (1) year period or until a replacement contract has been executed.

Authorized Users may engage the Contractor for services pursuant to this Contract at any time during the term of the Contract. If at any time the Contract is cancelled, terminated or expires, the Contractor has the affirmative obligation to extend appropriate and reasonable cooperation to assure the orderly transition of Contract services to the subsequent Contractor.

## 1.5. DEFINITIONS

**ASTM**: The acronym "ASTM" shall be used as a designation for the American Society for Testing and Materials.

**Authorized User(s):** As defined in Appendix B.

**BioDiesel (B100)**: BioDiesel fuel is composed of mono-alkyl esters of long chain fatty acids derived from vegetable oils or animal fats, designated B100 or 100% BioDiesel fuel, as defined in ASTM D6751-07b. ASTM D6751-07b covers low sulfur BioDiesel (B100) for use as a blend component with diesel oil fuels.

**B5**: A blend of 5% bio product and 95% petro diesel product.

**B10**: A blend of 10% bio product and 90% petro diesel product.

**B20**: A blend of 20% bio product and 80% petro diesel product.

**CFPP**: The acronym "CFPP" shall be used as a designation for the Cold Filter Plugging Point of the fuel.

**IP**: The acronym "IP" shall be used as a designation for the Institute of Petroleum.

**Invitation for Bids (IFB):** shall refer to the solicitation document #22684 released by New York State for Diesel Fuel, Ultra-Low Sulfur and BioDiesel (On-Road Use Only), and all Appendices and Attachments thereto.

**Lot:** shall refer to each distinct grade of Diesel fuel solicited in IFB #22684; Lot 1 is Regular, Lot 2 is Premium, Lot 3 is B5 BioDiesel, Lot 4 is B10 BioDiesel, Lot 5 is B20 BioDiesel.

**May:** denotes the permissive in a Contract clause or specification. "May" does not mean "required." Also see "Shall" and "Must."

**Must:** denotes the imperative in a Contract clause or specification. "Must" is synonymous with "required." Also see "Shall" and "May."

**MWBE:** shall refer to a business certified with the New York State Empire State Development (ESD) as a Minority and/or Women-owned Business Enterprise

**New York State Procurement (NYSPro):** shall refer to the division of the New York State Office of General Services which is authorized by law to issue centralized, statewide Contracts for use by New York agencies, political subdivisions, schools, libraries and others authorized by law to participate in such Contracts.

**NYS Vendor File:** A centralized repository to maintain timely and reliable information on all Contractors registered to do business with the State. The Office of the State Comptroller's Bureau of State Expenditures created the Vendor Management Unit (VMU) to manage this file.

**NYS Vendor ID:** shall refer to the ten-character identifier issued by New York State when a vendor is registered on the Vendor File.

**N/A:** is a common abbreviation for *not applicable* or *not available*, used to indicate when information in a certain field on a table is not provided, either because it does not apply to a particular case in question or because it is not available.

**Shall:** denotes the imperative in a Contract clause or specification. "Shall" is synonymous with "required." Also see "Must" and "May."

**Volume Discount**: shall refer to the Cents Per Gallon Discount for Orders 5,500 Gallons or Greater, if any, entered by Contractor in Attachment 1 – Price Pages of IFB#22684. The Volume Discount bid by Contractor, if any, will apply to all orders of 5,500 Gallons or Greater under the Contract for the applicable Lot/Region combination.

**1D (1-D):** The symbols 1D and/or 1-D shall be used as a grade designation for light distillate diesel fuel oils used in vehicular diesel engines and in higher volatility applications than provided by grade 2-D fuel oils.

**2D (2-D):** The symbols 2D and/or 2-D shall be used as a grade designation for middle distillate diesel fuel oils used in vehicular diesel engines and in non-vehicular applications having a frequently varying loads and speeds. Shall also be known as Regular.

**2PD (2-PD):** The symbols 2PD and/or 2-PD shall be used as a grade designation for premium distillate diesel fuel oils used in vehicular diesel engines & in non-vehicular applications having frequently varying loads & speeds along with requirements for higher cetanes, special enhancers & inhibitors. Shall also be known as Premium.

## 2. CONTRACT TERMS AND CONDITIONS

This section sets forth the terms and conditions of the Contract.

## 2.1. APPENDIX A

Appendix A, Standard Clauses for New York State Contracts, dated December 2012, attached hereto, is hereby expressly made a part of this Contract as fully as if set forth at length herein.

## 2.2. APPENDIX B

Appendix B, Office of General Services General Specifications, dated July 2006, attached hereto, is hereby expressly made a part of this Contract as fully as if set forth at length herein.

### 2.2.1. Appendix B Amendments

The following Appendix B clauses are hereby amended as follows:

A. Section 4 (Conflict of Terms) is deleted and replaced with the following language:

Conflict of Terms and Conditions. The following shall be incorporated into the resulting Contract. Other documents may be identified for inclusion during the course of the IFB process. Conflicts among the documents shall be resolved in the following order of precedence:

1. Appendix A, Standard Clauses for New York State Contracts;
2. The resulting Contract;
3. Appendix B, General Specifications; and
4. Other Appendices and Attachments as deemed necessary.

C. Section 62 (Contract Billings) is deleted and replaced with the following:

a. Billings. Contractor and the dealers/distributors/resellers designated by the Contractor, if any, shall provide complete and accurate billing invoices to each Authorized User in order to receive payment. Billing invoices submitted to an Authorized User must contain all information required by the Contract and the State Comptroller or other appropriate fiscal officer. Submission of an invoice and payment thereof shall not preclude the Commissioner from requesting reimbursement or demanding a price adjustment in any case where the Product delivered is found to deviate from the terms and conditions of the Contract or where the billing was inaccurate.

Contractor shall provide, upon request of the Commissioner, any and all information necessary to verify the accuracy of the billings. Such information shall be provided in the format requested by the Commissioner and in a media commercially available from the Contractor. The Commissioner may direct the Contractor to provide the information to the State Comptroller or to any Authorized User of the Contract.

b. Payment of Contract purchases made by an Authorized User when the State Comptroller is responsible for issuing such payment. The Authorized User and Contractor agree that payments for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payments shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller website at http://www.osc.state.ny.us/epay/index.htm or by e-mail at epayments@osc.state.ny.us. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract that are payable by the State Comptroller if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above. Inquiries relating to OSC's Electronic Payments program should be directed to:

NYS Office of the State Comptroller
Vendor Management Unit
110 State Street Mail Drop 10-4
Albany, NY 12236
Telephone: (855) 233-8363
E-Mail: helpdesk@sfs.ny.gov

c. Payment of Contract purchases made by an Authorized User when the State Comptroller is not responsible for issuing such payment. The Authorized User and Contractor agree that payments for such Contract purchases shall be billed directly by Contractor on invoices/vouchers, together with complete and accurate supporting documentation as required by the Authorized User. Such payments shall be as mandated by the appropriate governing law from the receipt of a proper invoice. Such Authorized User and Contractor are strongly encouraged to establish electronic payments.

## 2.3. APPENDIX C

Contractor's Executive Law, Article 15-A (M/WBE) Requirements, Minority and Women-Owned Business Enterprises Equal Employment Opportunity Policy Statement, is hereby expressly made a part of this Contract as fully as if set forth herein.

## 2.4. MWBE REQUIREMENTS AND PROCEDURES

I. General Provisions

A. OGS is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144 ("MWBE Regulations") for all State contracts as defined therein, with a value (1) in excess of $25,000 for labor, services, equipment, materials, or any combination of the foregoing or (2) in excess of $100,000 for real property renovations and construction.

B. The Contractor agrees, in addition to any other nondiscrimination provision of the Contract and at no additional cost to OGS, to fully comply and cooperate with OGS in the implementation of New York State Executive Law Article 15-A. These requirements include equal employment opportunities for minority group members and women ("EEO") and contracting opportunities for New York State Certified minority and women-owned business enterprises ("MWBEs"). Contractor's demonstration of "good faith efforts" pursuant to 5 NYCRR §142.8 shall be a part of these requirements. These provisions shall be deemed supplementary to, and not in lieu of, the nondiscrimination provisions required by New York State Executive Law Article 15 (the "Human Rights Law") or other applicable federal, state or local laws.

C. Failure to comply with all of the requirements herein may result in a finding of non-responsiveness, non-responsibility and/or a breach of contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

II. Contract Goals

For purposes of this procurement, OGS conducted a comprehensive search and determined that this Contract does not offer sufficient opportunities to set goals for participation by MWBEs as subcontractors, service providers and suppliers to Contractor. Contractor is however encouraged to make every good faith effort to promote and assist the participation of MWBEs on this Contract for the provision of services and materials. To locate MWBEs, the Directory of Certified Businesses can be viewed at: http://www.esd.ny.gov/MWBE/directorySearch.html

III. Equal Employment Opportunity (EEO)

A. Contractor agrees to be bound by the provisions of New York State Executive Law Article 15-A and the MWBE Regulations promulgated by the Division of Minority and Women's Business Development of the Department of Economic Development (the "Division"). If any of these terms or provisions conflict with applicable law or regulations, such laws and regulations shall supersede these requirements.

B. Contractor shall comply with the following provisions of Article 15-A:

1. Contractor and Subcontractors shall undertake or continue existing EEO programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, EEO shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.

2. The Contractor shall:

a. Submit an EEO policy statement to OGS with the bid, or

b. If Contractor does not have an existing EEO policy statement, the Contractor shall sign and submit Appendix C, Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement annexed hereto; or
c. Contractor shall certify and affirm that the text set forth in clause 12 of Appendix A, attached hereto and made a part hereof, is Contractor's equal employment opportunity policy.

3. The Contractor's EEO policy statement shall include the following language:

a. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status, will undertake or continue existing EEO programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force.
b. The Contractor shall state in all solicitations or advertisements for employees that, in the performance of the 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.
c. 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.
d. The Contractor will include the provisions of Subdivisions (a) through (c) of this Subsection 3 and Paragraph "E" of this Section II, which provides for relevant provisions of the Human Rights Law, in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the Contract.

C. To ensure compliance with this Section, the Contractor shall submit Form EEO 100- Staffing Plan to document the composition of the proposed workforce to be utilized in the performance of the Contract by the specified categories listed, including ethnic background, gender, and Federal occupational categories. Contractor shall complete the Staffing plan form and submit it as part of their Contract.

D. Form EEO 101 - Workforce Employment Utilization Report ("Workforce Report")
Contractor and OGS agree that Contractor is unable to separate out the workforce utilized in the performance of the Contract from Contractor's and/or subcontractor's total workforce and that the information provided on the previously submitted Staffing Plan is Contractor's total workforce during the subject time frame, not limited to work specifically under the Contract.

E. Contractor shall comply with the provisions of the Human Rights Law, all other State and Federal statutory and constitutional non-discrimination provisions. Contractor and subcontractors shall not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

## 2.5. SHORT TERM EXTENSION

In the event a replacement contract has not been issued, this Contract may be extended unilaterally by the State for an additional period of up to three months upon notice to the Contractor with the same terms and conditions as the original Contract. With the concurrence of the Contractor, the extension may be for a period of up to six months. However, this extension terminates should the replacement contract be issued in the interim.

## 2.6. EXTENSION OF USE

This Contract may be extended to additional States or governmental jurisdictions upon mutual written agreement between New York State (the lead contracting State) and the Contractor. Political subdivisions and other authorized entities within each participating State or governmental jurisdiction may also participate in this Contract if such State normally allows participation by such entities. New York State reserves the right to negotiate additional discounts based on any increased volume generated by such extensions.

## 2.7. CONTRACT AMENDMENT PROCESS

During the term of the Contract, this Contract may be amended as changes occur within the industry. OGS reserves the right to consider amendments which are not specifically covered by the terms of the Contract but are judged to be in the best interest of the State. Contract amendments shall take effect upon written notification by OGS.

## 2.8. PERFORMANCE AND BID BONDS

There are no bonds for this Contract. In accordance with Appendix B, §58 *Performance/Bid Bond*, the Commissioner of OGS has determined that no performance, payment or Bid bond, or negotiable irrevocable letter of credit or other form of security for the faithful performance of the Contract shall be required at any time during the term of the Contract.

## 2.9. NON-STATE AGENCIES PARTICIPATION IN CENTRALIZED CONTRACTS

New York State political subdivisions and others authorized by New York State law may participate in Centralized Contracts. These include, but are not limited to local governments, public authorities, public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations. See Appendix B, §39, *Participation in Centralized Contracts*. For purchase orders issued by the Port Authority of New York and New Jersey (or any other authorized entity that may have delivery locations adjacent to New York State), the terms of the "Price" clause shall be modified to include delivery to locations adjacent to New York State.

Upon request, all eligible non-State agencies must furnish Contractor with the proper tax exemption certificates and documentation certifying eligibility to use State contracts. A list of categories of eligible entities is available on the OGS web site http://ogs.ny.gov/purchase/snt/othersuse.asp. Questions regarding an organization's eligibility to purchase from New York State Contracts may also be directed to NYS Procurement Customer Services at 518-474-6717.

## 2.10. NEW YORK STATE VENDOR RESPONSIBILITY

The Contractor shall at all times during the Contract term remain responsible. The Contractor agrees, if requested by the Commissioner of OGS or her designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.

The Commissioner of OGS or her designee, in his or her sole discretion, reserves the right to suspend any or all activities under this Contract, at any time, when he or she discovers information that calls into question the responsibility of the Contractor. In the event of such suspension, the Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the Commissioner of OGS or her designee issues a written notice authorizing a resumption of performance under the Contract.

Upon written notice to the Contractor, and a reasonable opportunity to be heard with appropriate OGS officials or staff, the Contract may be terminated by the Commissioner of OGS or her designee at the Contractor's expense where the Contractor is determined by the Commissioner of OGS or her designee to be non-responsible. In such event, the Commissioner of OGS or her designee may complete the contractual requirements in any manner he or she may deem advisable and pursue available legal or equitable remedies for breach.

In no case shall such termination of the Contract by the State be deemed a breach thereof, nor shall the State be liable for any damages for lost profits or otherwise, which may be sustained by the Contractor as a result of such termination.

## 2.11. NEW ACCOUNTS

Contractor may ask State agencies and other Authorized Users to provide information in order to facilitate the opening of a customer account, including documentation of eligibility to use New York State contracts, agency code, name, address, and contact person. Authorized Users shall not be required to provide credit references.

## 2.12. WEBSITES AND ONLINE ORDERING

The State recommends that Contractor have a designated NYS contract website for direct access by an Authorized User. This website will be listed under the Contractor information on the OGS website. The

Contractor's website will be the responsibility of the Contractor to maintain and keep updated. Changes in product line or pricing must be approved by NYS Procurement in accordance with any terms and conditions contained herein prior to addition to the website.

## 2.13. NEW YORK STATE STATEWIDE FINANCIAL SYSTEM

The New York State Statewide Financial System (SFS) went live for NYS agencies in April 2012. Future SFS procurement functionality envisions the ability to fully host Contract catalogs or to integrate Contractor-hosted punch-out catalogs. OGS reserves the right to integrate either of these future catalog functions with a Contractor during the Contract period, and Contractor agrees to coordinate with SFS for integration if OGS exercises its right to do so. No costs or expenses associated with providing information and integration shall be charged to NYS. Technical Requirements for the data elements, such as data types, maximum field lengths, and cXML element names shall be provided by SFS during integration. Upon completion of integration and activation of an SFS-based catalog ordering system, State agencies utilizing SFS shall process their orders through the SFS functionality and the other Authorized Users shall continue to process orders in accordance with Contract terms and conditions, including through any Contractor-hosted web-based ordering system. For more information on SFS, its use, and its capabilities please visit the SFS website here: http://www.sfs.ny.gov/.

## 2.14. MINIMUM ORDER SIZE

Minimum delivery shall be not less than 250 gallons to each tank at each delivery location (site) as determined by the delivery schedule.

Purchases of less than the minimum order size qualify for contract pricing at Contractor's discretion, including tank top-offs for tank testing. However, in no case shall pricing exceed Contractor's normal retail pricing for purchase of less than 250 gallons, regardless of delivery circumstances.

## 2.15. UNANTICIPATED EXCESSIVE PURCHASE

The State reserves the right to negotiate lower pricing, or to advertise for bids any unanticipated excessive purchase. For purposes of this Contract, an "unanticipated excessive purchase" is defined as an unexpected order for a Contract product(s) totaling more than $50,000.

## 2.16. SHIPPING CHARGES

Prices bid for all Lots and Regions shall include all customs duties and charges for delivery, and be net F.O.B. destination for delivery to any location designated by the Authorized User within a given Region in New York State. In addition, upon mutual agreement, delivery locations may be expanded per the "*Extension of Use"* clause herein.

## 2.17. DELIVERY

After receipt of a purchase order from an Authorized User, delivery shall be expressed by Contractor in number of calendar days required to make delivery. Product is required as soon as possible. Delivery shall be made in accordance with instructions on the purchase order from each Authorized User. If there is a discrepancy between the purchase order and what is listed on the Contract, it is the Contractor's obligation to seek clarification from the ordering Authorized User and, if applicable, from OGS, NYS Procurement. Upon mutual agreement, delivery locations may be expanded per the "*Extension of Use*" clause herein.

## 2.18. DELIVERY SCHEDULES

In accordance with the "*Non-State Agencies Participation in Centralized Contracts*" and "*Extension of Use*" clauses herein, this Contract is extended to local governments, political subdivisions and others authorized by law as well as State agencies. The Delivery Schedules (based on Requirement Letter RL182) are available as a guide to indicate proposed delivery points and estimated annual requirements. Delivery Schedules may be revised or clarified as necessary. Any specific questions regarding the site conditions should be directed to the end-user at the telephone number shown on the Delivery Schedule. The Delivery Schedules are available upon request.

Contractors shall be obligated to deliver under the Contract to any State agency which places a purchase order under the Contract, whether or not such delivery location is identified in the Delivery Schedules.

Any political subdivision or other non-State entity which has not filed a requirement with OGS as of the date of the bid opening shall be eligible to receive deliveries at Contractor's option only, upon placement of a valid purchase order to the Contractor's address as indicated in the award.

Contracts created by OGS in response to receipt of Filed Requirements are considered to be binding. At Contractor's request, Contractor will be advised in writing regarding political subdivisions or other Non-State entities which have filed on a timely basis but do not appear on the Delivery Schedule.

## 2.19. PRICE

Prices quoted shall be net per gallon, F.O.B. agency storage tanks, including all applicable customs, duties, taxes, including lust, license fees and surcharges, and as designated by the ordering Authorized User.

It shall be the Contractor's responsibility to satisfy Authorized User requirements by furnishing blended product when called for during the time period indicated in the IFB.

Any special allowances should not be included in the bid price as they cannot be considered in evaluating bids. However, if the bidder extends such allowances during the term of the Contract to Federal, State, Local Governments or to commercial users in the normal course of doing business, New York State requires that such allowances will also be available to the State in the maximum amount extended to others who contract to purchase diesel fuel under similar contractual terms and conditions. Bid prices shall be firm except that price revisions shall be permitted in accordance with the "*Price Revisions*" clause and with respect to certain taxes and duties as follows:

"After-imposed tax" means any new or increased Federal, State and local excise tax or duty, except social security or other employment taxes, on diesel fuel purchased under any contract to be awarded hereunder which the Contractor is required to pay or bear the burden of as the result of legislative, judicial, or administrative action taking effect after the date of contract award.

"After-relieved tax" means any amount of Federal, State and local excise tax or duty, except social security or other employment taxes, that would otherwise have been payable on diesel fuel purchased under any contract to be awarded hereunder which the Contractor is not required to pay or bear the burden of, or for which the Contractor obtains a refund or drawback, as the result of legislative, judicial or administrative action taking effect after the date of contract award.

The bid price shall include all applicable Federal, State and local taxes including lust and duties as stated in Appendix B §18, *Taxes*.

NOTE: The State of New York and its political subdivisions are exempt from New York State and local sales taxes and federal excise taxes.

The price for diesel fuel under the Contract shall be increased by the amount of any after-imposed tax, unless the legislative, judicial or administrative act says otherwise, if the Contractor states in writing that such contract price does not include any contingency for such after-imposed tax. Such increase shall be prospective only and becomes effective upon such written notice and on the effective date of the next scheduled price revision.

The price for diesel fuel under the Contract shall be decreased by the amount of any after-relieved tax. Such decrease shall be effective when realized or by no later than the next scheduled price revision.

The contract price shall also be decreased by the amount of any excise tax or duty, except social security or other employment taxes that the Contractor is required to pay or bear the burden of or does not obtain a refund of through the Contractor's fault or negligence.

The Contractor shall promptly notify NYSPro of all matters relating to any excise tax or duty that reasonably may be expected to result in either an increase or decrease in the contract price for diesel fuel.

## 2.20. PRICE REVISIONS

Bid prices shall be firm except that price revisions will be permitted in accordance with the following procedure: Separate revisions to the original Contract price shall be based on the average of prices in the OPIS Oil Price Daily for Kerosene and Diesel, under the heading, "Daily Petroleum Prices", Rack prices only, which are

designated for Ultra-Low Sulfur products. 1D and 2D Prices will fluctuate according to the "Ultra Low Sulfur Kero" and "Ultra Low Sulfur Diesel" postings selected.

The simple average of the high and low prices shown in the OPIS Oil Price Daily postings will be used to compute price revisions during the Contract period. NYSPro will compute any price revisions by determining the difference between the Posted Price on March 14, 2013 and the Posted Price on every Thursday during the contract period beginning with the OPIS Oil Price Daily of August 15, 2013. The aforementioned mechanism for weekly price revisions would then be applied to the Contract prices throughout the Contract period. Price revisions will be rounded at four (4) decimal places. Applicable price changes will be effective as of the start of business on the following Friday. If the prices are not posted on Thursday, the previous business day on which the specified prices are posted will be utilized. The average published prices on March 14, 2013 for 1D (ultra low sulfur kero) and 2D (ultra low-sulfur) are shown in the table below, by posting location. Calculated base prices for B5, B10, and B20 BioDiesel are also shown below.

| Posting Location | KEROSENE (1D) | ULS DIESEL (2D) | B5 | B10 | B20 |
|---|---|---|---|---|---|
| Albany, NY | 3.5326 | 3.1530 | $3.1785 | $3.2040 | $3.2549 |
| Buffalo, NY | 3.8505 | 3.2283 | $3.2500 | $3.2717 | $3.3152 |
| Long Island, NY | 3.5537 | 3.1903 | $3.2139 | $3.2375 | $3.2848 |
| Newburgh, NY | 3.6463 | 3.2757 | $3.2950 | $3.3144 | $3.3531 |
| Syracuse, NY | 3.7268 | 3.1918 | $3.2153 | $3.2389 | $3.2860 |
| Utica, NY | 3.6943 | 3.2998 | $3.3179 | $3.3361 | $3.3724 |

The terms "Posting Day" or "Posted Price" as used throughout this Contract refer to the actual day the prices are posted.

Should the weekly price revision cycle not provide adequate price adjustments, because of rapid changes in worldwide petroleum prices, the State reserves the right to increase the frequency of the price revisions to a daily basis. The daily basis will utilize postings Monday through Friday with applicable price changes to be effective as of the start of business on the following day. Weekend prices will be based on Friday's posting. The Friday posting will also stay in effect on Monday holidays. Prices in effect for mid week or Friday holidays will be the same as for the preceding day. Also, refer to "NOTE" concerning "Posting Day" below.

NOTE: In the event postings are not posted on a specified "Posting Day", the "Posting Day" for that week will be the day previous when postings are available. If on any "Posting Day" only a single price is posted, negating the averaging process, the State normally uses the single posting as both the high and low prices, however, the State reserves the right to utilize the last posting immediately preceding said OPIS Oil Price Daily in which the missing price was posted until such time as both entries are again posted. Should postings differ from current description and/or format, a posting determined, by the Commissioner in his or her sole discretion; to be most reflective of market conditions will be used.

Corrections to posted prices previously posted in the OPIS Oil Price Daily will be considered only when caused by a typographical or clerical error on the part of said service provider.

The following clauses shall apply to all price adjustments under the Contract:

1) Price adjustments are limited to changes in the OPIS Postings as noted above. Increases in Contract costs or prices to compensate for other increases in the cost of doing business, regardless of the cause or nature of such costs of the Contractor, will not be allowed during the Contract period.

2) Should the price structure utilized by the parties become unworkable for the State, detrimental or injurious to the State, or result in prices which are not truly reflective of current market conditions and the price is deemed unreasonable or excessive by the Commissioner, and no adjustment in price is mutually agreeable, the Commissioner reserves the sole right upon 10 days written notice mailed to

the Contractor to terminate the Contract. If the Contractor is unable or unwilling to meet contractual requirements in whole or in part, it shall immediately notify the State of that fact in order that the State may take appropriate action. Such notification shall be in writing and shall be directed to the Office of General Services, NYS Procurement.

3) Price adjustments will continue using the same method if the Contract is extended.

## 2.21. PRICE REVISIONS FOR BIODIESEL

The price revision procedure for 1D to be used for winter mixes with B5 BioDiesel, B10 BioDiesel and B20 BioDiesel shall be the same as described above in "*Price Revisions*" and "NOTE". The price revision procedure for B5, B10 and B20 BioDiesel will be as follows:

The B5 BioDiesel pricing shall be based on 95% of the low-sulfur diesel average as described above plus 5% of the soybean oil price based on the price of soybean oil per pound as shown in The Wall Street Journal's "Cash Prices - Fats and Oils" for each Thursday's Posted Prices, using a multiplier of 7.6465 to convert to gallons.

The B10 BioDiesel pricing shall be based on 90% of the low-sulfur diesel average as described above plus 10% of the soybean oil price based on the price of soybean oil per pound as shown in the Wall Street Journal's "Cash Prices –Fats and Oils" for each Thursday's Posted Prices, using a multiplier of 7.6465 to convert to gallons.

The B20 BioDiesel pricing shall be based on 80% of the low-sulfur diesel average as described above plus 20% of the soybean oil price based on the price of soybean oil per pound as shown in The Wall Street Journal's "Cash Prices - Fats and Oils" for each Thursday's Posted Prices, using a multiplier of 7.6465 to convert to gallons.

NYS Procurement will compute any price revisions by determining the difference between the combined posted prices on Thursday, March 14, 2013 and the combined posted prices on every Thursday during the Contract period beginning with the publication of August 15, 2013. Applicable price changes will be effective as of the start of business on the following Friday. If the prices are not posted on Thursday, the previous business day on which the specified prices are posted will be utilized.

The following is an example of B5, B10, and B20 BioDiesel Price Revisions utilizing pricing from the Albany OPIS Posting Location. Price revisions will actually be based on the OPIS Posting Location designated in Attachment 1 – Price Pages.

<u>B5</u>:
The average posted price for Albany on Thursday, March 14, 2013 for soy bean oil is $.4790/lb. Using the multiplier of 7.6465, the adjusted price per gallon is $3.6626 for soybean oil. Five percent (5%) of that figure ($.1831) plus 95% of the 2D base of $3.1530 ($2.9954) yields a March 14, 2013 base price for B5 fuel of $3.1785/gal. In order to arrive at the adjustment for B5 fuel for a future week, subtract the current base price for Thursday March 14, 2013 ($3.1785/gal) from the current week's combined average weighted price (for example $3.2084/gal.), which yields a price change of +$.0300/gal. for B5 Biodiesel.

<u>B10</u>:
The average posted price for Albany on Thursday, March 14, 2013 for soy bean oil is $.4790/lb. Using the multiplier of 7.6465, the adjusted price per gallon is $3.6626 for soybean oil. Ten percent (10%) of that figure ($.3663) plus 90% of the 2D base of $3.1530 ($2.8377) yields a March 14, 2013 base price for B10 fuel of $3.2040/gal. In order to arrive at the adjustment for B10 fuel for a future week, subtract the current base price for Thursday March 14, 2013 ($3.2040/gal) from the current week's combined average weighted price (for example $3.2084/gal.), which yields a price change of +$.0044/gal. for B10 Biodiesel.

<u>B20</u>:
The average posted price for Albany on Thursday, March 14, 2013 for soy bean oil is $.4790/lb. Using the multiplier of 7.6465, the adjusted price per gallon is $3.6626 for soybean oil. Twenty percent (20%) of that figure ($.7325) plus 80% of the 2D base of $3.1530 ($2.5224) yields a March 14, 2013 base price for B20 fuel of $3.2549/gal. In order to arrive at the adjustment for B20 fuel for a future week, subtract the current base price for Thursday March 14, 2013 ($3.2549/gal) from the current week's combined average weighted price (for example $3.2084/gal.), which yields a price change of -$.0465/gal. for B20 Biodiesel.

All other terms and conditions stated above in "*Price Revisions*" and "NOTE" will apply to BioDiesel also.

## 2.22. METHOD OF PAYMENT

Invoicing and payment shall be made in accordance with the terms set forth in Section **Error! Reference source not found.** (Appendix B amendments – 62. Contract Billings and Payments).

## 2.23. INVOICES

In billing for winter mixes, invoices will include current Contract price for each grade, type mixture furnished and computation of total price.

EXAMPLE - Delivery of 4000 gallons of 2D/1D winter mix at a 1/1 ratio:

2,000 gals. x Adjusted 2D price = total cost of 2D product
+2,000 gals. x Adjusted 1D price = total cost of 1D product

Invoice Total = total cost for delivery

NOTE: If additives rather than kerosene is used to provide winter protection, the Contractor is allowed to charge market price for the additive, and as with kerosene, list the price as a separate line item on the invoice.

## 2.24. BEST PRICING OFFER

Price decreases or discount increases are permitted and encouraged at any time during the term of the Contract. In the event of price decreases, the decreases shall take effect automatically during the Contract term and apply to orders submitted subsequent to the effective dates of applicable price decreases.

## 2.25. VOLUME DISCOUNT

Contractor may provide a Volume Discount within a given Lot/Region combination for all individual orders 5,500 gallons or greater. If applicable, the Volume Discount for a given Lot/Region combination shall be applied to the invoice for each individual order placed by an Authorized User in such Lot/Region which results in a single delivery of 5,500 gallons or greater. Applicable Volume Discounts are identified in Attachment 1 – Price Pages.

## 2.26. GUARANTEED ANALYSIS

Contractor has provided a Guaranteed Analysis of Diesel Fuel and/or BioDiesel offered (Attachment 3 – Guaranteed Analysis). If the Guarantee exceeds specifications, it will become the Contract standard in the event of Contract award.

## 2.27. OPIS POSTING LOCATIONS

OPIS Posting Locations have been established for all Regions. Pricing for each location can be found in the tab titled “OPIS Posting Location Pricing” in Attachment 1 – Price Pages. Upon Contract award, Contractor’s pricing will be based on the established OPIS Posting Locations identified below.

| Established OPIS Posting Locations | | | | | |
|---|---|---|---|---|---|
| **Buffalo** | **Syracuse** | **Utica** | **Albany** | **Newburgh** | **Long Island** |
| Region 1 | Region 4 | Region 7 | Region 10 | Region 14 | Region 16 |
| Region 2 | Region 5 | Region 6 | Region 11 | Region 15 | Region 17 |
| Region 3 | Region 8 | Region 13 | Region 12 | Region 18 | |
| | Region 9 | | | | |

## 2.28. BILLING/ORDERING SYSTEMS

Cost centers or branch offices within an Authorized User may require separate invoicing as specified by each Authorized User. The Contractor's billing system shall be flexible enough to meet the needs of varying ordering systems in use by different Authorized Users.

## 2.29. SAMPLES

At any time prior to or after award of a Contract, a Contractor may be required to submit samples. See "Samples" in Appendix B, OGS General Specifications.

## 2.30. DISCREPANCIES

The Contractor shall resolve all order and invoice discrepancies (e.g., shortages, breakages, etc.) within five (5) business days from notification.

## 2.31. EMERGENCY PURCHASING

In the event that a disaster emergency is declared by Executive Order under Section 28 of Article 2-B of the Executive Law, or that the Commissioner determines pursuant to his/her authority under Section 163(10)(b) of the State Finance Law that an emergency exists requiring the prompt and immediate delivery of products or services, the Commissioner reserves the right to obtain such products or services from any source, including but not limited to a contract, as the Commissioner in his/her sole discretion determines will meet the needs of such emergency. Contractor shall not be entitled to any claim or lost profits for products or services procured from other sources pursuant to this paragraph.

In any emergency, Contractor shall be prepared to provide continuous twenty-four hour service as directed by the State. For the purpose of maintaining necessary communications and services, Contractor has designated a primary and, if available, a secondary contact person or title. The contractor guarantees that the persons so designated will be available throughout the emergency.

## 2.32. ADMINISTRATIVE AND REPORTING REQUIREMENTS

Contractor shall furnish a report of all services provided under the Contract during each quarterly period, no later than the 15th of the month following the close of each quarter. Purchases by Non-State agencies, political subdivisions and others authorized by law shall be reported in the same report and indicated as required. A template for such report is included herein as Attachment 5 – Report of Contract Usage. The report must be submitted electronically via electronic mail utilizing the template provided. All fields of information shall be accurate and complete. The report is to be submitted electronically in Microsoft Excel 2007 or 2003 (or as otherwise directed by OGS), via electronic mail to the attention of the individual identified on the front page of the Contract Award Notification and shall reference the Group Number, the Award Number, Contract Number, sales period, and Contractor's (or other authorized agent) name, and all other fields required, using the report template provided. OGS reserves the right to amend the report template.

Additional related sales information and/or detailed Authorized User purchases may be required by OGS and must be supplied within 30 days upon request.

In addition to Contractor direct sales, Contractor shall submit information regarding any subcontractors used. A Contractor shall verify if each subcontractor is a NYS Certified Minority (MBE) or Women (WBE) Owned Business. A Contractor shall verify such status through the Empire State Development Minority and Women Owned Businesses Database web site at: http://www.nylovesmwbe.ny.gov/cf/search.cfm

## 2.33. PERFORMANCE SURVEYS

Contractor shall be required, upon request, to provide performance surveys to Authorized Users. Contract performance measures may include, but not be limited to, the following: delivery time, fill rate, response time to inquiries, resolution of problems, employee courtesy, staff knowledge and overall performance.

## 2.34. GUARANTEE

The Contractor guarantees to furnish adequate protection from damage to Authorized User's buildings, grounds and/or equipment occurring on account of or in connection with, or occasioned by, or resulting from the furnishing and delivering of Diesel engine fuel under the resultant Contract and shall be liable for any damages for which he or his employees are responsible.

This liability includes but is not limited to oil spills occurring during delivery. The Contractor shall provide constant surveillance during delivery by having a person in attendance at all times at the point of transfer. Oil spills shall

be immediately reported to the agency Business Office to effect contact with a representative of the Department of Environmental Conservation.

A call can be placed twenty-four hours a day with the New York State Oil Spill Hotline at 1-800-457-7362.

## 2.35. ENGINEERING SERVICE

Contractor must be prepared at all times to furnish engineering service when so requested and/or to investigate and report to the Authorized User and OGS on any complaint that might arise in connection with the use of Contractor's Diesel Fuel in State equipment. This engineering service will include but not be limited to the diagnosis of fuel related engine problems in the Authorized User's equipment.

## 2.36. POOR PERFORMANCE

Authorized Users should notify NYSPro Customer Services promptly if the Contractor fails to meet the requirements of this Contract. Performance which does not comply with requirements or is otherwise unsatisfactory to the Authorized User should also be reported to Customer Services:

Office of General Services
Procurement Services Group
38th Floor Corning Tower
Empire State Plaza
Albany, NY 12242
Customer Services Coordination E-mail: customer.services@ogs.ny.gov
Telephone: (518) 474-6717 / Fax: (518) 474-2437

## 2.37. CONTRACTOR INSURANCE REQUIREMENTS

The Contractor shall procure at its sole cost and expense, and shall maintain in force at all times during the term of this Contract, policies of insurance in accordance with the requirements of Attachment 4 – Insurance Requirements.

## 2.38. TAX LAW SECTION 5-A

Section 5-a of the Tax Law, as amended, effective April 26, 2006, requires certain Contractors awarded State Contracts for commodities, services and technology valued at more than $100,000 to certify to the Department of Taxation and Finance (DTF) that they are registered to collect New York State and local sales and compensating use taxes. The law applies to Contracts where the total amount of such Contractors' sales delivered into New York State are in excess of $300,000 for the four quarterly periods immediately preceding the quarterly period in which the certification is made, and with respect to any affiliates and subcontractors whose sales delivered into New York State exceeded $300,000 for the four quarterly periods immediately preceding the quarterly period in which the certification is made. This law imposes upon certain Contractors the obligation to certify whether or not the Contractor, its affiliates, and its subcontractors are required to register to collect State sales and compensating use tax and Contractors must certify to DTF that each affiliate and subcontractor exceeding such sales threshold is registered with DTF to collect New York State and local sales and compensating use taxes. The law prohibits the State Comptroller, or other approving Agency, from approving a Contract awarded to a Contractor meeting the registration requirements but who is not so registered in accordance with the law. Contractor is required to file the completed and notarized Form ST-220-CA with OGS certifying that the Contractor has filed the ST- 220-TD with the NYS Department of Taxation and Finance (DTF). Please note that the NYS Department of Taxation and Finance should receive the completed Form ST-220-TD, not OGS. OGS should only receive the Form ST-220-CA.

Proposed Contractors should complete and return the certification forms within five (5) business days of request (if the forms are not completed and returned with bid submission). Failure to make either of these filings may render a Bidder non-responsive. Each Bidder shall take the necessary steps to provide properly certified forms within a timely manner to ensure compliance with the law. Website links to the Contractor certification forms and instructions are provided below.

Form No. ST-220-TD must be filed with and returned directly to DTF and can be found at http://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf. Unless the information upon which the ST-220-TD is based changes, this form only needs to be filed once with DTF. If the information changes for the Contractor, its affiliate(s), or its subcontractor(s), a new Form No. ST-220-TD must be filed with DTF.

Form ST-220-CA must be submitted to OGS. This form provides the required certification that the Contractor filed the ST- 220-TD with DTF. This form can be found at http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf.

Vendors may call DTF at 518-485-2889 for any and all questions relating to Section 5-a of the Tax Law and relating to a company's registration status with DTF. For additional information and frequently asked questions, please refer to the DTF web site: http://www.tax.ny.gov.

## 2.39. USE OF RECYCLED OR REMANUFACTURED MATERIALS

New York State, as a member of the Council of Great Lakes Governors, supports and encourages vendors to use recycled, remanufactured or recovered materials in the manufacture of products and packaging to the maximum extent practicable without jeopardizing the performance or intended end use of the product or packaging unless such use is precluded due to health or safety requirements or product specifications contained herein. Refurbished or remanufactured components or products are required to be restored to original performance and regulatory standards and functions and are required to meet all other requirements of this bid solicitation. Warranties on refurbished or remanufactured components or products must be identical to the manufacturer's new equipment warranty or industry's normal warranty when remanufacturer does not offer new equipment. See Appendix B, § 22, *Remanufactured, Recycled, Recyclable or Recovered Materials*.

## 2.40. MERCURY-ADDED CONSUMER PRODUCTS

Contractors are advised that in accordance with Article 27, Title 21 of the Environmental Conservation Law, manufacturers are required to label mercury-added consumer products that are sold or offered for sale in New York State by a distributor or retailer. The label is intended to inform consumers of the presence of mercury in such products and of the proper disposal or recycling of mercury-added consumer products. Bidders are encouraged to contact the Department of Environmental Conservation, Bureau of Solid Waste, Reduction & Recycling at (518) 402-8705 or the Bureau of Hazardous Waste Regulation at 1-800-462-6553 for questions relating to the law. Bidders may also visit the Department's web site for additional information: http://www.dec.ny.gov/chemical/8512.html.

## 2.41. IRAN DIVESTMENT ACT

By entering into this Contract, Contractor certifies that it is not on the “Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012” list (“Prohibited Entities List”) posted on the OGS website at: http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of the Contract will be required to certify that it is not on the Prohibited Entities List before OGS may approve a request for Assignment of Contract.

During the term of the Contract, should OGS receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, OGS will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then OGS shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

OGS reserves the right to reject any request for renewal, extension, or assignment for an entity that appears on the Prohibited Entities List prior to the renewal, extension, or assignment of the Contract, and to pursue a responsibility review with Contractor should it appear on the Prohibited Entities List hereafter.

## 2.42. ENVIRONMENTAL ATTRIBUTES AND NYS EXECUTIVE ORDER 4

New York State is committed to environmental sustainability and endeavors to procure products with reduced environmental impact. One example of this commitment may be found in Executive Order No. 4 (Establishing a State Green Procurement and Agency Sustainability Program) (EO4), which imposes certain requirements on state agencies, authorities, and public benefit corporations when procuring commodities, services, and technology. More information on Executive Order No. 4, including specifications for offerings covered by this Contract, may be found at http://www.ogs.ny.gov/EO/4/Default.asp. State entities subject to Executive Order No.

4 are advised to become familiar with the specifications that have been developed in accordance with the Order, and to incorporate them, as applicable, when making purchases under this Contract.

### 2.43. DIESEL EMISSION REDUCTION ACT OF 2006

On February 12, 2007 the Diesel Emissions Reduction Act took effect as law (the "Law"). Pursuant to new §19-0323 of the N.Y. Environmental Conservation Law ("NYECL") it is now a requirement that heavy duty diesel vehicles in excess of 8,500 pounds use the best available retrofit technology ("BART") and ultra low sulfur diesel fuel ("ULSD"). The requirement of the Law applies to all vehicles owned, operated by or on behalf of, or leased by State agencies and State or regional public authorities. They need to be operated exclusively on ULSD by February 12, 2007. It also requires that such vehicles owned, operated by or on behalf of, or leased by State agencies and State or regional public authorities with more than half of its governing body appointed by the Governor utilize BART.

As a contract vendor the Law may be applicable to vehicles used by contract vendors "on behalf of" State agencies and public authorities. All heavy duty diesel vehicles must have BART by December 31, 2012. The Law also provides a list of exempted vehicles. Regulations currently being drafted will provide further guidance as to the effects of the Law on contract vendors using heavy duty diesel vehicles on behalf of the State. The Law also permits waivers of ULSD and BART under limited circumstances at the discretion of the Commissioner of Environmental Conservation. The Law will also require reporting from State agencies and from contract vendors in affected contracts.

Therefore, Contractor hereby certifies and warrants that all heavy duty vehicles, as defined in NYECL §19-0323, to be used under this contract, will comply with the specifications and provisions of NYECL §19-0323, and any regulations promulgated pursuant thereto, which requires the use of BART and ULSD, unless specifically waived by NYSDEC. Qualification and application for a waiver under this Law will be the responsibility of the Contractor.

## 3. FUEL SPECIFICATIONS

### 3.1. FILL AND VENT REQUIREMENTS

Agencies must ensure that fill and vent equipment adequately meet NYS Standards. Contractors have the responsibility of reporting faulty equipment to the end users and the appropriate NYS regulatory agencies.

NOTE: Bidder's delivery trucks WILL BE EQUIPPED WITH METERS, with the exception of motor transports, to accurately measure quantities delivered. Metered deliveries must be accompanied by a delivery ticket showing brand or grade and number of gallons delivered.

Supplementing Articles 45 and 46 of Appendix B, General Specifications for Procurement Contracts, orders will call for delivery within a specified number of days after date of order. As much time as possible will be allowed the Contractor for making deliveries; however, the Contractor shall be in a position to make bulk deliveries within 24 hours after receipt of order.

Contractor must be prepared, at all times, to make prompt delivery as ordered. In emergencies, fuel must be delivered within twenty-four (24) hours of notification. Contractors must be prepared to deliver in a timely manner, on a one time basis per Agency tank, that amount of fuel oil necessary to fill subject tanks for the purpose of tank testing conducted by OGS at various locations providing minimum order requirements are met. (See "MINIMUM ORDER SIZE" clause).

Normal deliveries are considered to be Monday through Friday. Saturday/Sunday deliveries are to be made on an emergency basis (and not a regular basis) ONLY.

Agencies are responsible for making certain that the delivery site is made ready for proper delivery by the Contractor. Failure of the agency to make appropriate arrangements preventing delivery of product upon Contractor's arrival at delivery site may result in a charge to the agency for the Contractor's transportation costs for that particular trip. Agencies should also make certain that receiving personnel are available at time of delivery.

Agencies should also refer to CL-782 dated March 29, 2013 as they are responsible for the implementation of monitoring programs to insure compliance by supplier with these specification requirements.

## 3.2. TOPPING OFF TANKS

Agency requests to top-off tanks for testing purposes must be honored as described elsewhere herein. The requesting agency may be required to sign a waiver of liability and responsibility on behalf of the Contractor.

Bidder must maintain service facilities and have trained personnel qualified to service the product furnished at the using agency within 48 hours.

## 3.3. TRADE NAMES

For the convenience of ordering Diesel Fuel under the contract, Bidder shall state the trade name for the fuel offered under each item. Such trade name, however, shall not in any way set aside the requirement of compliance with IFB specifications.

## 3.4. AUTOMATIC REPLENISHMENT

After having received a written request from the purchaser for “automatic replenishment” the Contractor will comply at its option and shall notify agency accordingly.

## 3.5. GRADE – TEMPERATURE SCHEDULE

The Contractor will be responsible for delivery of straight 1D, straight 2D or straight BioDiesel, or any blend of 1D and 2D or BioDiesel as listed in the IFB specifications. Agencies desiring a mix other than normally required under these specifications must notify the Office of General Services and the Contractor in writing of the specific mix desired. Also, unless the agency specified otherwise when ordering, the Contractor will adhere to the following schedule:

| Grade/Mix | Temperatures | Costing Formula |
|---|---|---|
| #2D/BioDiesel | Spring/Summer/Early Fall*<br>(above 20°F ambient).<br>*Early Fall - used up to October | Current Contract Price |
| #1D | Winter (coldest areas)<br>(sub zero ambient to -40°F) | Current Contract Price |
| #2D/BioDiesel/1D | Winter Mix:<br>See Low Temperature Operability/Performance Characteristics under Detailed Specifications section | Current Contract Price for respective gallon-age of each grade supplied |

## 3.6. SAMPLING OF DIESEL FUEL

Fuel oil delivered shall be subject to sampling and testing at the discretion of the purchasing Agency and/or OGS NYS Procurement. Normally, all samples collected for testing should be taken from delivery truck at the time of delivery.

The samples shall be collected in accordance with ASTM D4057-06 [IP #MPMS (Chapter 8.1)], or latest revision thereof. The usual method of sampling is a three-way bottle/container sampling taken at an upper, middle, and a lower sample point from the delivery vehicle. The sample container is a normally closed stopper type and operator opens it at each point to obtain a proportional amount of the sample.

Product samples taken at the Agency’s dispensing pump shall be considered representative of a disputed fuel oil delivery, when the Contractor has delivered one or more consecutive loads of fuel oil to the tank’s content which is in dispute.

Additionally, when the purchasing Agency’s documentation indicates that previously delivered fuel oil is less than five percent of the tank’s fuel oil volume following any disputed delivery, and the previously delivered fuel oil performed and/or tested satisfactorily, then a sample taken from the pump shall be considered representative of the fuel oil delivered.

## 3.7. NON-COMPLYING PRODUCT – DELIVERY

Deliveries of fuel oil may be sampled at the Contractor's loading point or at the point of delivery by a representative of the Office of General Services, NYS Procurement and/or the purchasing Agency's personnel. The methods of sampling and testing will be as listed elsewhere herein.

When it is found that fuel oil delivered does not comply with the specification requirements, the Contractor, at its own cost and expense, may be required to remove all such sub-standard fuel oil from the purchaser's tank(s) and replace it with fuel oil meeting the specifications, if such removal is so instructed by the Office of General Services, NYS Procurement within a maximum time period of twenty-four (24 hrs) hours.

When an inspection of the tank(s) after the removal of the sub-standard product indicates that the delivered product has rendered the tank(s) unsuitable for use, then the Contractor may be responsible for cleaning of the tank(s) so affected, if such cleaning is so instructed by the Office of General Services, NYS Procurement.

The State may cancel the contract and may purchase the balance of the contract quantities in the open market at the Contractor's expense, if, in the opinion of the Commissioner of General Services, the fuel delivered fails to meet the specific requirements; or, if the fuel is found to contain objectionable dirt, water or excess sediment; and/or an excessively high cold filter plugging point.

## 3.8. NON-COMPLYING PRODUCT – DELIVERY – OPERABILITY DEDUCTION

Deductions shown hereafter will be made from the invoice price, or subsequent agency invoices, for delivering fuel oil that does not comply with the detailed specifications, whether or not the fuel oil in question has been consumed by the purchasing Agency. These deductions shall be a flat rate per fill incident, adjusted for the number of non-complying delivery incidents at an individual tank.

Equipment shall be operable (regardless of weather conditions) when fueled from a delivery made within the last (preceding) thirty days. A deduction shall be assessed for each tank fill incidence which causes inoperability of equipment using that delivered fuel. This inoperability deduction shall be in addition to the "PRICE DEDUCTION" assessed for not complying to one (or more) of the NON-COMPLYING PRODUCT characteristics stated hereinafter.

## 3.9. NON-COMPLYING PRODUCT – FLASH POINT – PRICE DEDUCTION

When the delivered fuel oil's flash point is found to be greater than four (4°F) degrees Fahrenheit lower than the specified requirement, a deduction from the contracted invoice price shall be taken as stated in the "PRICE DEDUCTION TABLE" found elsewhere within this solicitation's documents.

## 3.10. NON-COMPLYING PRODUCT – WATER & SEDIMENT CONTENT – PRICE DEDUCTION

When the delivered fuel oil's water and sediment content is found to be greater than five hundredths (0.05%) of a percent above the specified requirement, a deduction from the contracted invoiced price shall be taken as stated in the "PRICE DEDUCTION TABLE" found elsewhere within this solicitation's documents.

## 3.11. NON-COMPLYING PRODUCT – VISCOSITY – PRICE DEDUCTION

When the delivered fuel oil's viscosity is found to be greater than two (2) seconds above the specified maximum requirement, a deduction from the contracted invoiced price shall be taken as stated in the "PRICE DEDUCTION TABLE" found elsewhere within this solicitation's documents.

NON-COMPLYING PRODUCT – SULFUR CONTENT – PRICE DEDUCTION
When the delivered fuel oil's sulfur content is found to be greater than 0.0018% a deduction from the contracted invoiced price shall be taken as stated in the "PRICE DEDUCTION TABLE" found elsewhere within this solicitation's documents.

If any delivered product is found to contain incorrect dye, then all fuel in the tank shall be removed and replaced with an equal quantity of (clear or red dyed, tax exempt) complying product.

The deduction shall be assessed regardless of whether the non-complying fuel oil delivery is removed or not removed.

### 3.12. NON-COMPLYING PRODUCT – CETANE INDEX – PRICE DEDUCTION

When the delivered fuel oil's cetane index is found to be greater than two (2) cetane below the specified minimum requirement/s (i.e., 40 and/or 43.5), a deduction from the contracted invoiced price shall be taken as stated in the "PRICE DEDUCTION TABLE" found elsewhere within this solicitation's documents.

The deduction shall be applied to Calculated Cetane Index deficiencies and/or Engine Cetane Index deficiencies. The State may consider waiving these deductions (or adjusting them) if certified documentation of fuel quality is provided for fuel containing adequate additives. The State reserves the right to require engine Cetane testing at the Contractor's expense when calculated Cetane is lower than the specified Cetane Index.

### 3.13. NON-COMPLYING PRODUCT – ASH CONTENT – PRICE DEDUCTION

When the delivered fuel oil's ash content is greater than fifteen thousandths of a percent (0.015%), a deduction from the contracted invoiced price shall be taken as stated in the "PRICE DEDUCTION TABLE" found elsewhere within this solicitations document.

### 3.14. NON-COMPLYING PRODUCT – COLD FILTER PLUGGING POINT (CFPP) TEMPERATURE – PRICE DEDUCTION

When the delivered fuel oil's Cold Filter Plugging Point (CFPP) temperature is found to be greater than one (1°C) degree Centigrade above the specified maximum requirement for the respective delivery area and delivery period, a deduction from the contracted invoiced price shall be taken as stated in the "PRICE DEDUCTION TABLE" found elsewhere within this solicitation's documents.

The deduction shall be assessed regardless of whether the non-complying fuel oil delivery is removed or not removed and regardless of equipment operability. If equipment is not operable because of failure of the supplier/Contractor to adjust fuel and additive mix to ensure proper operation in a respective temperature period/zone, then a deduction shall be charged in addition to the preceding CFPP deduction and/or regardless of whether or not the preceding CFPP deduction is assessed.

## 3.15. PRICE DEDUCTION TABLE

| (NON-COMPLYING PRODUCT & OPERABILITY TABLE FOR PRICE DEDUCTIONS) | | | | |
|---|---|---|---|---|
| Description of Non-Complying Characteristic | Limiting Value | Respective Amount of Deduction | Equipment Operability | Respective Amount of Deduction |
| FLASH POINT<br>Type: #1D<br>#2PD/1D&2D/1D<br>#2D & 2PD | LESS THAN<br>116°F<br>118°F<br>121°F | 1st incident charged at $250.00 per tank fill*; | WHENEVER<br><br>USE OF<br><br>DELIVERED | 1st incident charged at $250.00 per tank fill*; |
| WATER AND SEDIMENT | greater than 0.07% | | | |
| VISCOSITY (max)<br>SUS at 100°F:<br>Type: #1D:<br>#2D & 2PD | greater than<br>35 S<br>40 S | 2nd incident charged at $500.00 per tank fill*; | DIESEL<br><br>FUEL | 2nd incident charged at $500.00 per tank fill*; |
| SULFUR CONTENT (.0018%, Max) | greater than 0.0018% | | CAUSES | |
| CETANE INDEX NO.<br>Calculated:<br>Engine: | less than<br>40 CCI<br>43.5 CI | | EQUIPMENT<br><br>ENGINE(S) | |
| ASH, % mass<br>0.01% (max): | greater than 0.015% | | TO NOT | |
| COLD FILTER PLUGGING POINT<br>For OCTOBER Use<br>For NOVEMBER Use<br>For DECEMBER Use<br>For JANUARY Use<br>For FEBRUARY Use<br>For MARCH Use | greater than<br>**North/South<br>-12°C/-10°C<br>-17°C/-14°C<br>-30°C/-23°C<br>-33°C/-25°C<br>-33°C/-24°C<br>-25°C/-18°C | Three or more incidences, charged at $750.00 per tank fill*. | OPERATE<br><br>(SHUTDOWN),<br><br>DEDUCT THE<br><br>FOLLOWING: | Three or more incidences, charged at $750.00 per tank fill*. |

"Tank fill", as used in this Table, shall be an individual (drop) fuel delivery into a purchasing facility's fuel storage tank by the Contractor's authorized delivery vehicle.

**"North/South", as used in this Table, shall respectively designate the temperature limits for facilities which are located north of 42° latitude and others which are located south of 42° latitude.

## 3.16. DYE MARKER CONTENT

All product provided shall be free of visible evidence of the blue dye 1.4-diakylamino-anthraquinone. This requirement shall be in full compliance with Federal Clean Air Act, Part 80, Section 80.29 & State NYCRR, or latest revisions thereof.

EXCEPTION: Federally tax exempt fuel may be dyed red using solvent red dye 164. RED-DYED FUEL MUST BE PROVIDED FOR CUSTOMERS REQUESTING IT, AT CONTRACT PRICE!

## 3.17. FLASH POINT

The specified minimum Flash Point for Fuel Oils provided under this contract shall be: 120°F for 1D; 122°F for 2PD/1D and 2D/1D (50/50 blend); and 125°F for 2D and 2PD. Delivered product having a flash point below the

respective requirement given above, shall be adjusted in price as stated elsewhere herein for NON-COMPLYING PRODUCT. Delivered product having a flash point greater than ten (10°F) degrees Fahrenheit below the specified minimum shall be removed from the purchasing agency's tank and replaced with product conforming to specifications. The Flash Point shall be determined using ASTM Test Method D93-11 (IP #34/85), or latest revision thereof, Flash Point by Pensky-Martens Closed Tester.

### 3.18. WATER AND SEDIMENT

The intended Water & Sediment (W & S) content for Fuel Oils provided under this contract shall be two hundredths (0.02% V/V) of a percent.

Delivered product having a water & sediment content greater than five hundredths (0.05% V/V) of a percent shall be adjusted in price as stated elsewhere herein for NON-COMPLYING PRODUCT.

Delivered product having a water & sediment greater than five hundredths (0.05% V/V) of a percent shall be removed from the purchasing agency's tank and replaced with product conforming to specifications, at purchasing agency's discretion based on excessive filter maintenance and/or poor vehicle performance. The Water & Sediment content shall be determined using - ASTM Test Method D1796-04 (IP #75/82), or latest revision thereof. Product with W & S over 0.02% V/V but not over 0.05% V/V shall have additives ensuring smooth engine combustion and may be considered for this solicitation. A haze rating @ 25°C (77F) shall be a maximum of 2 using ASTM Method D4176-04 (2009) (Procedure 2) or latest revision thereof.

### 3.19. VISCOSITY

The specified maximum Viscosity for Fuel Oils provided under this contract shall be: thirty three (33 SUS @100°F) Saybolt Universal Seconds at one hundred degrees Fahrenheit, maximum, for 1-D fuel oil; and thirty eight (38 SUS @100°F) Saybolt Universal Seconds at one hundred degrees Fahrenheit, maximum, for 2-D and 2-PD fuel oils. Delivered product having a viscosity greater than 33 SUS @ 100°F or 38 SUS @ 100°F, respectively, shall be adjusted in price as stated elsewhere herein for NON-COMPLYING PRODUCT.

Delivered product having a viscosity greater than 35 SUS @ 100°F for 1-D; or 40 SUS @ 100°F for 2-D or 2-PD shall be removed from the purchasing agency's tank and replaced with product conforming to specifications, at purchasing agency's discretion based on excessive filter maintenance and/or poor vehicle performance. The viscosity shall be determined using ASTM Test Method D445-12 (IP #71/84), or latest revision thereof; and ASTM D2161-10, 1999e2, conversion of Kinematic Viscosity to Saybolt Universal Seconds (Table 1), or latest revision thereof relative to the individual characteristics of the product being tested.

### 3.20. CLOUD POINT

The maximum cloud point temperature shall be equal to the tenth percentile minimum ambient temperature listed elsewhere herein under the heading LOW TEMPERATURE OPERABILITY PERFORMANCE. The maximum cloud point temperature for product, delivered from APRIL through the Summer use period, shall be thirty one (31°F) degrees Fahrenheit [minus five tenths (-0.5°C) of a degree Centigrade]. The Cloud Point shall be determined using ASTM Test Method D2500-11 (IP #219/82), or latest revision thereof; or ASTM D3117-03, alternate method in accordance with ASTM D975-12 procedures, or latest revision thereof.

### 3.21. COLD FILTER PLUGGING POINT (CFPP)

The specified maximum CFPP for low temperature operability/performance of fuel oils provided under this contract shall be twenty seven (27°F) degrees Fahrenheit [fifteen (15°C) degrees Centigrade] below the specified cloud point. The CFPP shall be determined using Institute of Petroleum Test Method IP #309/83, or latest revision thereof relative to the individual characteristics of the product being tested. This method is technically equivalent to the British Standard BS6188 and European Standard EN116.

Delivered product having a CFPP temperature greater than one (1°C) degree Centigrade above the maximum but less than seven and one-half (7.5°C) degrees Centigrade above the maximum shall be adjusted in price as stated elsewhere herein for NON-COMPLYING PRODUCT. Delivered product having a CFPP temperature of seven and one-half (7.5°C) degrees Centigrade, or greater, above the maximum shall be removed from the site upon the State's request and the Contractor shall pay a price penalty as stated elsewhere herein regardless of whether the fuel oil delivery is removed or not removed. Respective CFPP temperatures shall be listed elsewhere herein.

## 3.22. SULFUR

The specified maximum Sulfur content for Fuel Oils provided under this contract shall be fifteen ten thousandths of a percent, per table which follows. Delivered product having sulfur content greater than fifteen ten thousandths of a percent (.0015%) shall be adjusted in price as stated elsewhere herein for NON-COMPLYING PRODUCT. Delivered product having a sulfur content greater than that allowed by NYCRR, Title 6 Environmental Conservation Law, Chapter III Air Resources, Subchapter A, Subpart 225-1.2.(d) Table 2 shall be removed from the purchasing agency's tank and replaced with product conforming to specifications. The Sulfur content shall be determined using ASTM D2622-10, or ASTM D4294-10; or latest revisions thereof relative to the individual characteristics of the product being tested.

SUMMARY OF SULFUR CONTENT (REQUIREMENTS):

| Geographical Area of the State | Percent of Sulfur by Weight (Maximum) |
|---|---|
| Statewide Highway Vehicles: | 0.0015% (fifteen ten thousandths of a percent). |

## 3.23. TYPE OF USE REQUIREMENTS

Effective 15 October 2006 the maximum sulfur content shall be .0015% (fifteen ten thousandths of a percent) for all diesel fuel used in highway vehicle motors. This shall apply to all highway vehicles (diesel engine) Statewide. All off-highway equipment motors shall comply with the prior geographical area requirements for sulfur content, or engine manufacturer's recommendation whichever is stricter.

## 3.24. CETANE RATING

The specified minimum cetane value for Fuel Oils provided under this contract shall be a forty-two (42.0 CCI) Calculated Cetane Index. Delivered product having a calculated cetane index below forty two (42.0) CCI shall be adjusted in price as stated elsewhere herein for NON-COMPLYING PRODUCT.

Delivered product having a calculated cetane index below forty (40.0) CCI shall be removed from the purchasing agency's tank and replaced with product conforming to specifications. The Calculated Cetane Index value shall be determined using ASTM Test Method D976-06-2011 (IP #364/84), or latest revision thereof; or ASTM D4737-09a, or latest revision thereof; relative to the individual characteristics of the product being tested.

When a given sample is determined to be in non-compliance of either or both (Calculated & Engine) Cetane Index requirements, then the greater deviation shall be the figure used for the price deduction requirements; except when the Engine Cetane Index exceeds its specified requirement, the "Non-Complying Product - Cetane Content/Price Deduction" shall be waived.

## 3.25. ASH

The specified maximum ASH content for Fuel Oils provided under this contract shall be one hundredth (0.01%) of a percent, maximum by weight. Additionally, a product having excessive ash content shall be removed and/or adjusted in price as specified elsewhere herein. The Ash content shall be determined using ASTM Test Method D482-07 (IP #4/81), or latest revisions thereof - relative to the individual characteristics of the product being tested.

Delivered product having an ash content above the maximum by greater than two thousandths (0.002%) of a percent above the maximum but less than one tenth (0.10%) of a percent above the maximum shall be adjusted in price as stated elsewhere herein for NON-COMPLYING PRODUCT. Delivered product having an ash content of one tenth (0.10%) of a percent by weight, or greater, above the maximum specified shall be removed from the site upon the State's request and the Contractor shall pay a price penalty as stated elsewhere herein regardless of whether the fuel oil delivery is removed or not removed. Respective ash contents shall be listed elsewhere herein.

## 3.26. DIESEL FUEL OIL REQUIREMENTS

The fuel oil supplied under this contract shall meet the universal details listed previously, the seasonal and other listed requirements which follow:

The fuel oil supplied shall be visually free of undissolved water, sediment, suspended matter, and shall be clear & bright at the ambient temperature, or seventy (70°F) degrees Fahrenheit, whichever is higher. Fuel oil supplied shall NOT contain any alcohol.

The winter mix diesel fuel oil, regular, premium, and biodiesel supplied shall meet their respective requirements as listed elsewhere herein. In addition, these grades of fuel oil shall conform to the "LOW TEMPERATURE OPERABILITY PERFORMANCE" requirements listed later herein.

**3.27. GRADE 2D (2-D) DIESEL (REGULAR) FUEL OIL**

Grade 2D fuel oil shall meet specifications listed previously herein & it shall be suitable for use in spring/summer/fall climate conditions.

**3.28. GRADE 1D (1-D) DIESEL FUEL OIL**

The Grade 1D fuel oil shall meet the specifications listed previously herein and it shall be suitable for use during winter (sub zero) climate conditions. Kerosene (1- K) meeting and/or exceeding the parameters stated herein for 1D will be considered in lieu of 1D as part of this specification/solicitation.

**3.29. GRADE 2D/1D WINTER MIX (REGULAR DIESEL/KERO) DIESEL FUEL OIL**

The Grade 2D/1D, Winter Mix, fuel oil shall meet the specifications listed previously herein and it shall be suitable for use during winter (purchasing Agency's local ambient temperature) climate conditions.

It shall be proportioned to provide a cloud point equal to the tenth (10th) percentile minimum ambient temperature expected for the region and period of use.

**3.30. GRADE 2D/1D WINTER MIX (PREMIUM) DIESEL FUEL OIL**

The Winter Mix Premium Grade Diesel Fuel Oil shall be a homogenous mixture of the base diesel fuel oils (1D & 2D) and specific purpose additives formulated to improve overall product performance. The additives shall be comparable to those stated for 2PD hereinafter and the aforementioned heading, ADDITIVE (MULTI-PURPOSE DIESEL FUEL WINTERIZATION).

**3.31. GRADE 2PD PREMIUM DIESEL FUEL OIL**

The Premium Grade Diesel Fuel Oil shall be a homogenous mixture of 2D base diesel fuel oil and specific purpose additives formulated to improve overall product performance. The additives are as follows:

Detergents - shall be included to remove gum and/or varnish build-up on fuel system components. They shall carry removed substances to the fuel filter where the substances are separated from the product. At the injectors they shall dissolve and remove combustion deposits from the orifice tip, maintaining required spray patterns for proper combustion. Detergents shall meet the parameters of CRC L-10 Superior Maximum Demerit Rating requirements (10 max.)

Corrosion/Rust Inhibitors - shall be included to prevent the rusting and/or corroding of the cleansed surfaces in the fuel system. The presence of the required corrosion inhibitors in the fuel oil shall be determined using NACE (National Association of Corrosion Engineers) standard test method number TM0172-01. This method is an "A" - spindle test having a grading range from "A" through "E"; "A" indicating no corrosion and "E" indicating extreme corrosion. The Premium Diesel Fuel Oil supplied shall have a rating of B5++0, or better, when tested by this method.

Stabilizer - shall inhibit oxidation of the fuel oil, reducing darkening & sludge formation in the fuel oil as it ages (during prolonged storage periods). The presence of the required stabilizer (degradation inhibitors) in the fuel oil shall be determined using Dupont's standard test method number F21-61. This method is a thermally accelerated degradation process which measures stability based on substance accumulation on a ten micron filter which is compared to a standardized chart. The Premium Diesel Fuel Oil supplied shall have a rating of seven (7), or lower, when tested by this method.

De-hazer - shall remove any traces of moisture that might be suspended in the fuel oil mixture and/or any ambient moisture which might condense in the product. it shall disperse/separate such moisture (water) from the fuel and result in fuel oil clarity.

Visual Indicator - should be included in all premium diesel fuel oil. The indicator shall be a fluorescent dye which is clearly distinguishable from the standard base fuel oil's color with the use of a black light, etc. Red dye - visible (daylight) to the naked eye indicates Federal Tax Exempt.

Premium grade diesel fuel oil which does not conform to the stabilizer, corrosion ratings specified herein shall be removed or an adequate additive shall be provided. The NYS Chief Procurement Officer's decision to remove or accept corrective additive amounts (provided & intermixed at the Contractor's cost & expense) to the fuel oils in question shall be final.

**3.32. PREMIUM CETANE RATING**

The premium diesel [Grade 2PD & 2PD/1D (Winter Mix)] fuel oil shall contain the respective (specified) combination of the base fuel oil/s (1D & 2D) and it shall meet all the specifications listed elsewhere herein for those base fuel oils.

In addition to its base fuel oil meeting the Calculated Cetane Index value specified previously herein for all the fuel oils. The premium fuel oil shall have a total (calculated plus cetane improvers) Cetane Index value of forty five and one-half (45.5) Cetane. ASTM Test Method D976-06-2001 (IP #364/84), or latest revision thereof; or ASTM D4737-09a, or latest revision thereof, shall be used for calculating whether the Cetane number is 45.5. However, the premium grade diesel fuel oil's Cetane Index value shall be determined using (the engine ignition method) ASTM Test Method D613-10a (IP #41/81), or latest revision thereof, when the previously specified calculated method for cetane of the base fuel oil is less than a 45.5 cetane value.

The premium fuel oil shall conform to the specified Cetane Index listed herein, both Calculated Cetane Index and Engine Cetane Index (D613-10a). When a given sample is determined to be in non-compliance of either or both Cetane Index requirements, then the greater deviation shall be the figure used for the price deduction requirements; except when the Engine Cetane Index exceeds its specified requirement, the "Inferior Cetane Content/Price Deduction" shall be waived.

**3.33. CETANE IMPROVER**

At the manufacturer's recommended full strength dosage ratio, this additive shall include a 2-ethyl-hexyl-nitrate cetane improver which shall increase the cetane value of the fuel by a minimum of four (4) numbers (i.e., a 42.0 cetane fuel shall raise to a cetane of 46.0, or better). A minimum of thirty (30%) percent of the additive package shall be cetane improver.

**3.34. COLD FILTER FLOW IMPROVER**

At the manufacturer's recommended full strength dosage ratio, this additive shall include a cold filter flow improver which shall provide a maximum fuel oil CFPP temperature which is eighteen (18°F) degrees Fahrenheit [ten (10°C) degrees Centigrade] below the respective Cloud Point temperatures listed elsewhere herein under the heading "LOW TEMPERATURE OPERABILITY/PERFORMANCE CHARACTERISTICS."

Winter Mix delivered for use during the months of November through March shall have a cold filter flow improver as specified herein.

**3.35. DETERGENT**

This additive shall possess detergent characteristics. It shall meet the parameters of CRC L-10 Superior Maximum Demerit Rating requirements (10 max.) and it shall pass a verifiable, objective dynamometer test which proves keep-clean or clean-up ability relative to untreated fuel oil. The Mercedes Benz OM-616 Coker Test, or comparable test, shall be acceptable for proof of performance.

**3.36. CORROSION INHIBITORS**

At the manufacturer's recommended full strength dosage ratio, this additive shall possess corrosion inhibitors which shall ensure a B++, or better, NACE rating (steel spindle test).

WATER DISPERSAL
This additive shall provide water dispersant characteristics which neither: completely shed water, nor completely emulsify the water. It shall emulsify water in the fuel oil being treated at a controlled rate of one hundred (100 gal) gallons, maximum, per million gallons of fuel being treated.

### 3.37. DEICING CAPABILITY

At the manufacturer's recommended full strength dosage ratio, this additive shall provide adequate deicing capability.

### 3.38. ADDITIVE REFERENCE (WINTER MIX, CFPP IMPROVER)

Any additive supplied under this contract shall be: AGA/Truck-Pro (Carter Chem.) product named "Artic Arnol", or NALCO Chemical Co. product code number "88BK108 Liquid", or comparable product; meeting the minimum requirements of this specification.

### 3.39. REQUIREMENTS SUMMARY (TABLE)

| PARAMETER | TEST METHOD | 1D FUEL OIL | 2D FUEL OIL | 2PD FUEL OIL |
|---|---|---|---|---|
| Flash Point, min. | D93-11 | 120 $^{O}$F | 125 $^{O}$F | 125 $^{O}$F |
| Water & Sed., max. | D1796-04 | 0.02% V/V | 0.02% V/V | 0.02% V/V |
| Water & Sed., Haze Rating, max. | D4176-04(2009) | 2.0 | 2.0 | 2.0 |
| Viscosity, max. | D445-12/D2161-10 | 33SUS@100 $^{O}$F | 38SUS@100 $^{O}$F | 38SUS@100 $^{O}$F |
| Ash, % mass, max. | D482-07 | 0.01 | 0.01 | 0.01 |
| Sulfur, % mass, max. | D2622-10 or D4294-10 | 0.0015% | 0.0015% | 0.0015% |
| Cetane Index (calculated) | D976-06-2010 (IP 364/84) D4737-09a | 42.0 (min.) | 42.0 (min.) | 42.0 (min.) |
| Cetane Number (engine) | D613-10 | 42.0 (min.) | 42.0 (min.) | 45.5 (min.) |
| Aromaticity, % vol., possible min. | D1319-10 | ------ | 27.0 | 27.0 |
| Aromaticity, % vol., possible max. | | 35.0 | 35.0 | 35.0 |
| Cloud Point, $^{O}$C, max. | D3117-03 D2500-11 | Same as Ambient Temp, October through March | | |
| Cloud Point, $^{O}$C, min. | IP309/83 | See Low Temperature Operability Table | | |
| Carbon Residue (mass %), max., on 10% Ramsbottom | D524-10 | 0.15 | 0.35 | 0.35 |
| Corrosion Inhibitors | TM0172, NACE | Mfr's std. | Mfr's std. | B5++0 or better |
| Stabilizer | F21-61, Dupont | Mfr's std. | Mfr's std. | "7" or less |

### 3.40. BLENDING/DELIVERY REQUIREMENTS

All fuel oil delivered which contains combinations of 1D, 2D, or winterizing additives shall be blended at the bulk plant, or via a dual/multiple manifold on the truck which mixes them for a simultaneous delivery. Delivery/ies via a non-manifold type truck (i.e., product which is not premixed) should not be accepted.

Cetane and cold filter plugging point (CFPP) parameters shall be met regardless of product mix.

### 3.41. LOW TEMPERATURE OPERABILITY/PERFORMANCE CHARACTERISTICS

The WINTER MIX (2D/1D) and premium diesel, 2PD/1D (WINTER MIX), fuel oil deliveries shall conform to the cloud point and cold filter plugging point temperatures within this section and shall ensure that the maximum percentage of 2D fuel is included in the mix relative to those maximum temperature points. The percentage of 1-D fuel oil used to ensure the proper CFPP temperature shall not exceed fifty (50%) percent of the base oils mix ratio. When necessary to ensure compliance with low temperature characteristics, the use of winterizing additives which meet the conditions stated elsewhere herein shall be required. Cummins states that their engines need a fuel with 60% (minimum) #2 diesel content for Winter Mix.

The fuel oils shall meet the following respective low temperature operability/performance characteristics when tested in accordance with ASTM D975-08A and the test methods listed herein under the heading “UNIVERSAL DETAILS”.

| WINTER MIX PERFORMANCE PERIODS | | AMBIENT TEMPERATURE and CLOUD POINT (maximum) 42°LAT/North - South 42°LAT | CFPP TEMPERATURE (maximum) 42°LAT/North - South 42°LAT |
|---|---|---|---|
| Deliveries | OCTOBER | +26°F(- 3°C) +31°F(-0.6°C) | + 8°F(-13°C) +13°F(-11°C) |
| with Next | NOVEMBER | +17°F(- 8°C) +23°F(- 5°C) | - 1°F(-18°C) + 5°F(-15°C) |
| Scheduled | DECEMBER | - 2°F(-19°C) + 7°F(-14°C) | -24°F(-31°C) -11°F(-24°C) |
| Replenish- | JANUARY | -2°F(-19°C) + 3°F(-16°C) | -29°F(-34°C) -15°F(-26°C) |
| ment | FEBRUARY | -2°F(-19°C) + 5°F(-15°C) | -29°F(-34°C) -13°F(-25°C) |
| In | MARCH | + 3°F(-16°C) +16°F(- 9°C) | -15°F(-26°C) - 2°F(-19°C) |
| Delivery In All Other Periods | | +26°F(- 3°C) +31°F(-0.6°C) | + 13°F(-11°C) +13°F(-11°C) |

WINTER MIXES: In regard to NYS DOT sites, the regional equipment manager (transportation motor equipment manager) has the discretion to mandate the winter mixes that will exceed the chart above for cloud point at individual sites.

NOTE: When the National Weather Service projects extended cold periods with ambient temperatures significantly lower than those listed above or a particular locale frequently/usually has lower ambient temperatures, then the oil supplied relative to those deliveries shall have the maximum cloud & cold filter plugging point temperatures lowered to meet actual low ambient operability requirements.

## 4. BIODIESEL FUEL SPECIFICATIONS

### 4.1. BIODIESEL USAGE CONSIDERATIONS

There are many positive benefits attributed to the use of B5, B10 and B20 BioDiesel fuel as compared to normal "Petro Diesel" fuel. The most mentioned are decreased emissions of various pollutants, increased engine life, reduced reliance on uncertain petro fuel sources, renewable fuel source and safety in handling. However, there are also a number of properties of BioDiesel fuel that potentially impact on equipment, storage and OEM warranty coverage. These considerations are detailed below.

Fuel Filters: Fuel filters on the vehicles and in the delivery system should be checked frequently upon initial BioDiesel use and changed as necessary. BioDiesel and BioDiesel blends have excellent solvent properties and may affect cellulosic filters due to solubility of resin and binders used in those filters. Glass fiber based filters manufactured without the use of binders are probably not affected.

Sediment: Use of 2D Diesel fuel can leave a deposit in the bottom of fueling lines, tanks, and delivery systems over time. The use of BioDiesel can dissolve this sediment and result in the need to change filters more

frequently when first using BioDiesel until the whole system has been cleaned of the deposits left by the petrodiesel.

Solvent Properties: BioDiesel is an excellent solvent. BioDiesel can, if left on a painted surface long enough, dissolve certain types of paints. Therefore, it is recommended to wipe any BioDiesel or BioDiesel blend spills from painted surfaces immediately. In addition, BioDiesel blends can soften and degrade certain types of elastomers and natural rubbers over time. There materials may be used in fuel systems. OEM's of vehicles/engines should be contacted for specific information and concerns in this area.

Spontaneous Combustion: BioDiesel is made from vegetable oils and/or animal fats which can oxidize and degrade over time. The oxidizing process can produce heat. In certain environments a pile of oil-soaked rags can become hot enough to result in a spontaneous fire. BioDiesel soaked rags should be stored in a safety can or dried individually to avoid the potential for spontaneous combustion.

Storage: All fuels have a shelf life. This is also true with BioDiesel and BioDiesel blends. Available data indicates that B5, B10 and B20 BioDiesel fuel should be used within six months of manufacture. Fuels determined to have a Total Acid Number (by ASTM D664-07) of greater than 0.25KOH/g are not recommended for use.

OEM Considerations: The impact of BioDiesel use on warranty coverage varies by vehicle/engine manufacturer. Major engine manufacturers have all issued statements regarding the use of BioDiesel fuel as it pertains to their warranty coverage. BEFORE deciding to use B5, B10 and B20 fuel, prospective users should make sure they have checked with the manufacturers of their diesel equipment for considerations and concerns related to that usage. Copies of the major manufacturers' statements regarding warranty impact of using BioDiesel may be obtained from the National BioDiesel Board at (800) 841-5849.

## 4.2. DYE MARKER CONTENT

All product provided shall be free of visible evidence of the blue dye 1.4-diakylamino-anthraquinone. This requirement shall be in full compliance with Federal CCA*, Part 80, Section 80.29 & State NYCRR, or latest revisions thereof. EXCEPTION: Federally tax exempt fuel may be dyed red using solvent red dye 164. RED-DYED FUEL MUST BE PROVIDED FOR CUSTOMERS REQUESTING IT, AT CONTRACT PRICE.

## 4.3. FINISHED FUEL REQUIREMENTS

MATERIAL: The finished B5, B10 and B20 BioDiesel fuel blends shall be prepared using the following feedstocks:

1D Light Distillate Diesel Fuel: As described above and meeting the requirements listed under the Diesel Fuel feedstock portion this spec and as listed in the Requirements Summary table.

2D Middle Distillate Diesel Fuel: As described above and meeting the requirements listed under the Diesel Fuel feedstock portion this spec and as listed in the Requirements Summary table.

BioDiesel (B100) Fuel: BioDiesel fuel composed of mono-alkyl esters of long chain fatty acids derived from vegetable oils or animal fats and meeting the requirements of ASTM D6751-12 "Standard Specification for BioDiesel Fuel (B100) Blend Stock for Distillate Fuels".

## 4.4. WORKMANSHIP

The finished B5, B10 or B20 BioDiesel fuel blend shall be visually free from undissolved water, sediment, and suspended matter. It shall be clear and bright when tested in accordance with ASTM D 4176-04(2009), procedure 1 or 2.

## 4.5. PHYSICAL AND CHEMICAL REQUIREMENTS (TABLE)

The BioDiesel portion of the finished B5, B10 or B20 BioDiesel fuel blends shall be 5%, 10% and 20% respectively by volume of B100 BioDiesel fuel with a tolerance of +/-1%. Remaining 95%, 90% or 80% of the final blend shall be composed of 1D and 2D Diesel fuel in proportions as necessary to produce an end product meeting the requirements listed in the Physical and Chemical Requirements Table below

| PARAMETER | TEST METHOD | B5/B10/B20 BIODIESEL FUEL |
|---|---|---|

| | | |
|---|---|---|
| Flash Point, min.: | D93-11 | 125°F |
| Water & Sed., max.: | D2709-96 (2011) | 0.05% V/V |
| Water & Sed., Haze Rating, max.: | D4176-04 (2009) | 2.0 |
| Viscosity, max.: | D445-12/D2161-10 | 38SUS@100°F |
| Ash, %mass, max. | D482-07 | 0.01 |
| Sulfur, % mass, max.: | D2622-10 or D4294-10 | 0.0015% |
| Cetane Index (Calculated) | D4737-09a | 42.0 (min.) |
| Cetane Number (Engine) | D613-10 | 42.0 (min.) |
| Aromaticity, % vol, Max. | D1319 – 10 | 28.0 |
| Cloud Point, $^{O}$C max. | D2500-10 | As shown in the "Low Temperature Operability" Table |
| CFPP Point, $^{O}$C, | IP309 | As shown in the "Low Temperature Operability" Table |
| Carbon Residue (mass %), max, on 10% Ramsbottom: | D524-10 | 0.35 |
| Total Acid Number (TAN), mg KOH/g , maximum | D664-07 | 0.25 |
| Corrosion Inhibitors | TM0172-2001, NACE | mfr's std. |
| Stabilizer | F-21, Dupont Thermal Stability | mfr's std. |

**4.6. FLASH POINT**

Delivered product having a flash point below the respective requirement given in Physical and Chemical Requirements Table shall be adjusted in price as detailed in the NON-COMPLYING PRODUCT & OPERABILITY TABLE FOR PRICE DEDUCTIONS.

Delivered product having a flash point greater than ten (10°F) degrees Fahrenheit below the specified minimum shall be removed from the purchasing agency's tank and replaced with product conforming to specifications.

**4.7. WATER AND SEDIMENT**

Delivered product having a water & sediment content greater than five hundredths (0.05% V/V) of a percent shall be adjusted in price as detailed in the NON-COMPLYING PRODUCT & OPERABILITY TABLE FOR PRICE DEDUCTIONS.

Delivered product having a water & sediment greater than seven hundredths (0.07% V/V) of a percent shall be removed from the purchasing agency's tank and replaced with product conforming to specifications, at purchasing agency's discretion based on excessive filter maintenance and/or poor vehicle performance.

**4.8. VISCOSITY**

The specified maximum Viscosity for Fuel Oils provided under this contract shall be thirty eight (38 SUS @100°F) Saybolt Universal Seconds. Delivered product having a viscosity greater than 38 SUS @ 100°F, respectively, shall be adjusted in price as detailed in the NON-COMPLYING PRODUCT & OPERABILITY TABLE FOR PRICE DEDUCTIONS.

Delivered product having a viscosity greater than 40 SUS @ 100°F shall be removed from the purchasing agency's tank and replaced with product conforming to specifications, at purchasing agency's discretion based on excessive filter maintenance and/or poor vehicle performance.

**4.9. CLOUD POINT**

Various delivery periods are shown in the LOW TEMPERATURE OPERABILITY TABLE. The cloud point temperature of the material supplied for these various delivery periods shall be no greater than the tenth

percentile minimum ambient temperature as listed in the LOW TEMPERATURE OPERABILITY TABLE for the latitudes shown in that table.

**4.10. COLD FILTER PLUGGING POINT (CFPP)**

Various delivery periods are shown in the LOW TEMPERATURE OPERABILITY TABLE. The CFPP of the material supplied for these various delivery periods shall be no greater than the values listed in the LOW TEMPERATURE OPERABILITY TABLE for the latitudes shown in that table.

Delivered product having a CFPP temperature greater than one (1°C) degree Centigrade above the maximum but less than seven and one-half (7.5°C) degrees Centigrade above the maximum shall be adjusted in price as detailed in the NON-COMPLYING PRODUCT & OPERABILITY TABLE FOR PRICE DEDUCTIONS. Delivered product having a CFPP temperature of seven and one-half (7.5°C) degrees Centigrade, or greater, above the maximum shall be removed from the site upon the State's request and the Contractor shall pay a price deduction as detailed in the NON-COMPLYING PRODUCT & OPERABILITY TABLE FOR PRICE DEDUCTIONS regardless of whether the fuel oil delivery is removed or not removed. Respective CFPP temperatures shall be listed elsewhere herein.

**4.11. SULFUR**

The specified maximum Sulfur content for Fuel Oils provided under this contract shall be fifteen ten thousandths of a percent. Delivered product having a sulfur content greater than fifteen ten thousandths of a percent (0.0015%) shall be adjusted in price as detailed in the NON-COMPLYING PRODUCT & OPERABILITY TABLE FOR PRICE DEDUCTIONS. Delivered product having a sulfur content greater than that allowed by NYCRR, Title 6 Environmental Conservation Law, Chapter III Air Resources, Subchapter A, Subpart 225-1.2.(d) Table 2 shall be removed from the purchasing agency's tank and replaced with product conforming to specifications.

**4.12. CETANE RATING**

The specified minimum cetane value for Fuel Oils provided under this contract shall be a forty-two (42.0 CCI) Calculated Cetane Index. Delivered product having a calculated cetane index below forty two (42.0) CCI shall be adjusted in price as detailed in the NON-COMPLYING PRODUCT & OPERABILITY TABLE FOR PRICE DEDUCTIONS.

Delivered product having a calculated cetane index below forty (40.0) CCI shall be removed from the purchasing agency's tank and replaced with product conforming to specifications.

When a given sample is determined to be in non-compliance of either or both (Calculated & Engine) Cetane Index requirements, then the greater deviation shall be the figure used for the price deduction requirements; except when the Engine Cetane Index exceeds its specified requirement, the "Non-Complying Product - Cetane Content/Price Deduction" shall be waived.

**4.13. ASH**

The specified maximum ASH content for Fuel Oils provided under this contract shall be one hundredth (0.01%) of a percent, maximum by weight. Delivered product having an ash content greater than two thousandths (0.002%) of a percent above the maximum but less than one tenth (0.010%) of a percent above the maximum shall be adjusted in price as detailed in the NON-COMPLYING PRODUCT & OPERABILITY TABLE FOR PRICE DEDUCTIONS. Delivered product having an ash content of one tenth (0.010%) of a percent or greater above the maximum specified shall be removed from the site upon the State's request and the Contractor shall pay a price deduction as detailed in the NON-COMPLYING PRODUCT & OPERABILITY TABLE FOR PRICE DEDUCTIONS.

**4.14. LOW TEMPERATURE OPERABILITY TABLE**

Shall be the same as listed elsewhere herein for Standard Petroleum Diesel Fuel.

NOTE: When the National Weather Service projects extended cold periods with ambient temperatures significantly lower than those listed in the "Low Temperature Operability Table" or a particular locale frequently/usually has lower ambient temperatures, then the oil supplied relative to those deliveries shall have the maximum cloud and cold filter plugging point temperatures lowered to meet actual low ambient operability requirements.

### 4.15. NON-COMPLYING PRODUCT & OPERABILITY TABLE FOR PRICE DEDUCTIONS

Shall be the same as indicated under "General Information" herein.

### 4.16. FEEDSTOCK DIESEL FUEL OIL REQUIREMENTS

The Diesel fuels used as feedstocks in the manufacture of B5, B10 or B20 BioDiesel fuel shall meet or exceed the requirements of ASTM D975 -12a and the requirements listed below and in the Requirements Summary table below before being blended to produce the B5, B10 or B20 BioDiesel end product.

### 4.17. WORKMANSHIP

Fuel shall be visually free from undissolved water, sediment, and suspended matter. It shall be clear and bright when tested in accordance with ASTM D 4176-04 (2009), procedure 1 or 2. Fuel oil shall NOT contain any alcohol.

### 4.18. 2D DIESEL (REGULAR) FUEL OIL

Grade 2D fuel oil shall meet the specifications listed in the Requirements Summary table below.

### 4.19. 1D DIESEL FUEL OIL

The Grade 1D fuel oil shall meet the specifications listed in the Requirements Summary table below. Kerosene (1- K) meeting and/or exceeding the parameters stated herein for 1D will be considered in lieu of 1D as part of this specification/solicitation.

### 4.20. REQUIREMENTS SUMMARY (TABLE)

Except for Water & Sed., max., shall be same as listed under "Requirements Summary" elsewhere herein for "Standard Petroleum Diesel Fuel".

| PARAMETER | TEST METHOD | 1D Diesel Fuel | 2D Diesel Fuel |
|---|---|---|---|
| Water & Sed., max.: | D2709-96 (2011)e1 | 0.02% V/V | 0.02% V/V |

## 5. GENERAL PROVISIONS

### 5.1. NOTICES

All notices, demands, designations, certificates, requests, offers, consents, approvals and other instruments given pursuant to this Agreement shall be in writing and shall be validly given when mailed by registered or certified mail, or hand delivered, (i) if to the State, addressed to the State at its address set forth below, and (ii) if to Contractor, addressed to Contract Administrator at the address set forth below.

The parties may from time to time, specify any address in the United States as its address for purpose of notices under this Agreement by giving fifteen (15) days written notice to the other party. The Parties agree to mutually designate individuals as their respective representatives for purposes of this Agreement. Contact information for the designated individuals will be set forth on the Contract Award Notification (CAN) and on the Contractor Information page for this Contract, which will be posted on the OGS website.

All notices sent shall be effective upon actual receipt by the receiving party. The Contractor will be required to forward a copy of the official notice to an Authorized User that is associated with the subject of the notice.

Written notice of any alleged breach by one party to the other shall provide specific facts, circumstances and grounds upon which the breach is being declared.

### 5.2. DISPUTE RESOLUTION POLICY

It is the policy of the Office of General Services' New York State Procurement (NYSPro) to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to NYSPro bid solicitations, contract awards and contract administration. NYSPro encourages vendors to seek resolution of disputes through

consultation with NYSPro staff. All such matters shall be accorded impartial and timely consideration. Interested parties may also file formal written disputes. A copy of NYSPro's Dispute Resolution Procedures for Vendors may be obtained through the OGS website (http://ogs.ny.gov/BU/PC/BizInfo.asp), (click on Dispute Resolution Procedures).

### 5.3. CAPTIONS

The captions contained in this Contract are intended for convenience and reference purposes only and shall in no way be deemed to define or limit any provision thereof.

### 5.4. SEVERABILITY

If any provision of this Contract is deemed invalid or unenforceable, such determination shall have no effect on the balance of the Contract, which shall be enforced and interpreted as if such provision was never included in the Contract.

### 5.5. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same Agreement. Any signature page of any such counterpart may be attached or appended to any counterpart to complete a fully executed counterpart of this Agreement, and shall bind such party.

### 5.6. ENTIRE AGREEMENT

This Contract and the referenced Appendices and Attachments constitute the entire agreement between the parties thereto and no statement, promise, condition, understanding, inducement or representation, oral or written, expressed or implied, which is not contained herein shall be binding or valid and the Contract shall not be changed, modified or altered in any manner except by an instrument in writing executed by the State and the Contractor, with all necessary approvals. Authorized Users shall not have the authority to modify the terms of the Contract, except as to better terms and pricing for a particular procurement than those set forth herein. In accordance with the terms set forth in Appendix B, § 40, *Modification of Contract Terms*, and § 44, *Purchase Orders*, no preprinted terms or conditions on a Purchase Order issued by an Authorized User which seek to vary the terms of this Contract or impose new duties or obligations on the Contractor shall have any force and effect.

# CONTRACT SIGNATURE PAGE

**IN WITNESS WHEREOF,** the parties therefore hereby execute their mutual agreement to the terms of this Contract. This agreement shall be executed and shall be a binding Contract between the parties as set forth in Appendix B, Clause 38, *Contract Creation/Execution*. The State further warrants that, where Contractor is asked to execute multiple original copies of this signature page along with a complete original copy of the Contract, the approved signature page(s) will be affixed by the State, upon receipt of all necessary approvals, to additional copies of this Contract which conform exactly to the complete original copy as submitted by Contractor and executed simultaneously therewith.

**CONTRACTOR**

Signature: _____

Printed Name: _____

Title: _____

Company Name: _____

Federal ID: _____

NYS Vendor ID: _____

**THE PEOPLE OF THE STATE OF NEW YORK**

Signature: _____

Printed Name: _____

Title: _____

_____

**The acknowledgment must be fully and properly executed by an authorized person. By signing you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this agreement, Appendix A (Standard Clauses For New York State Contracts), Appendix B (OGS General Specifications), and State Finance Law §139-j and §139-k (Procurement Lobbying), and that all information provided is complete, true and accurate. By signing, bidder affirms that it understands and agrees to comply with the OGS procedures relative to permissible contacts as required by State Finance Law §139-j (3) and §139-j (6) (b).**

**CORPORATE ACKNOWLEDGMENT**

**STATE OF** }
: **ss.:**
**COUNTY OF** }

On the _____ day of _____in the year 2013, before me personally came: _____, to me known, who, being by me duly sworn, did depose and say that he/she/they reside(s) in _____; that he/she/they is (are) _____ (the President or other officer or director or attorney in fact duly appointed) of_____ _____, the corporation described in and which executed the above instrument; and that he/she/they signed his/her/their name(s) thereto by authority of the board of directors of said corporation.

_____
**Notary Public Signature**

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# APPENDIX A

# STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS

**PLEASE RETAIN THIS DOCUMENT**
**FOR FUTURE REFERENCE.**

December, 2012

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## STANDARD CLAUSES FOR NYS CONTRACTS

The parties to the attached contract, license, lease, amendment 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 State, whether a contractor, licenser, licensee, lessor, lessee or any other party):

**1. EXECUTORY CLAUSE.** In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

**2. NON-ASSIGNMENT CLAUSE.** In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the State's previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article XI of the State Finance Law may be waived at the discretion of the contracting agency and with the concurrence of the State Comptroller where the original contract was subject to the State Comptroller's approval, where the assignment is due to a reorganization, merger or consolidation of the Contractor's business entity or enterprise. The State retains its right to approve an assignment and to require that any Contractor demonstrate its responsibility to do business with the State. The Contractor may, however, assign its right to receive payments without the State's prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

**3. COMPTROLLER'S APPROVAL.** In accordance with Section 112 of the State Finance Law (or, if this contract is with the State University or City University of New York, Section 355 or Section 6218 of the Education Law), if this contract exceeds $50,000 (or the minimum thresholds agreed to by the Office of the State Comptroller for certain S.U.N.Y. and C.U.N.Y. contracts), or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds $10,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller's approval of contracts let by the Office of General Services is required when such contracts exceed $85,000 (State Finance Law Section 163.6-a). However, such pre-approval shall not be required for any contract established as a centralized contract through the Office of General Services or for a purchase order or other transaction issued under such centralized contract.

**4. WORKERS' COMPENSATION BENEFITS.** In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the 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.

**5. NON-DISCRIMINATION REQUIREMENTS.** To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status. Furthermore, in accordance with Section 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 Section 230 of the Labor Law, then, in accordance with Section 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 Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

**6. WAGE AND HOURS PROVISIONS.** If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 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 Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the State of

any State approved sums due and owing for work done upon the project.

**7. NON-COLLUSIVE BIDDING CERTIFICATION.** In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

**8. 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 (2NYCRR 105.4).

**9. SET-OFF RIGHTS.** The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State 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 State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State 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 State agency, its representatives, or the State Comptroller.

**10. RECORDS.** The 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 State Comptroller, the Attorney General 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 the 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 State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State 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 State's right to discovery in any pending or future litigation.

**11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.** (a) Identification Number(s). Every invoice or New York State Claim for Payment submitted to a New York State agency by a payee, for payment for the sale of goods or services or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property must include the payee's identification number. The number is any or all of the following: (i) the payee's Federal employer identification number, (ii) the payee's Federal social security number, and/or (iii) the payee's Vendor Identification Number assigned by the Statewide Financial System. Failure to include such number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or Claim for Payment, must give the reason or reasons why the payee does not have such number or numbers.

(b) Privacy Notification. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (2) The personal information is requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in the Statewide Financial System by the Vendor Management Unit within the Bureau of State Expenditures, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

**12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.** In accordance with Section 312 of the Executive Law and 5 NYCRR 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 section. 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.

**13. <u>CONFLICTING TERMS</u>.** 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.

**14. <u>GOVERNING LAW</u>.** This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

**15. <u>LATE PAYMENT</u>**. Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

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

**17. <u>SERVICE OF PROCESS</u>**. In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

**18. <u>PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS</u>**. The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of Section 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 subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the State.

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. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder

certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

**19. 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.

**20. 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
http://esd.ny.gov/MWBE/directorySearch.html

The Omnibus Procurement Act of 1992 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.

**21. RECIPROCITY AND SANCTIONS PROVISIONS.** Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 15, 2002, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii. Contact NYS Department of Economic Development for a current list of jurisdictions subject to this provision.

**22. COMPLIANCE WITH NEW YORK STATE INFORMATION SECURITY BREACH AND NOTIFICATION ACT.** Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208).

**23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW.** If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal or similar services, then, in accordance with Section 163 (4-g) of the State Finance Law (as amended by Chapter 10 of the Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.

**24. PROCUREMENT LOBBYING.** To the extent this agreement is a "procurement contract" as defined by State Finance Law Sections 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law Sections 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

**25. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.**

To the extent this agreement is a contract as defined by Tax Law Section 5-a, if the contractor fails to make the certification required by Tax Law Section 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.

# APPENDIX B

# GENERAL SPECIFICATIONS

**PLEASE RETAIN THIS DOCUMENT FOR FUTURE REFERENCE**

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## GENERAL

1. **APPLICABILITY** The terms and conditions set forth in this Appendix B are expressly incorporated in and applicable to the resulting procurement contracts let by the Office of General Services Procurement Services Group, or let by any other Authorized User where incorporated by reference in its Bid Documents. Captions are intended as descriptive and are not intended to limit or otherwise restrict the terms and conditions set forth herein.

2. **GOVERNING LAW** This procurement, the resulting contract and any purchase orders issued hereunder shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise, and actions or proceedings arising from the contract shall be heard in a court of competent jurisdiction in the State of New York.

3. **ETHICS COMPLIANCE** All Bidders/Contractors and their employees must comply with the requirements of Sections 73 and 74 of the Public Officers Law, other State codes, rules, regulations and executive orders establishing ethical standards for the conduct of business with New York State. In signing the Bid, Bidder certifies full compliance with those provisions for any present or future dealings, transactions, sales, contracts, services, offers, relationships, etc., involving New York State and/or its employees. Failure to comply with those provisions may result in disqualification from the Bidding process, termination of contract, and/or other civil or criminal proceedings as required by law.

4. **CONFLICT OF TERMS** Unless otherwise set forth in the procurement or contract documents, conflicts among documents shall be resolved in the following order of precedence:

**a.** **Appendix A** (Standard Clauses for NYS Contracts)

**b.** **Mini-Bid Project Definition** if applicable and in accordance with the terms and conditions of the Back-Drop Contract.

**c.** **Contract and other writing(s)** setting forth the final agreements, clarifications and terms between the Bid Documents and Contractor's Bid. In the latter circumstance, clarifications must specifically note in writing what was offered by the Contractor and what was accepted by the State. If not, such clarifications shall be considered last in the order of precedence under this paragraph.

**d.** **Bid Documents** (Other than Appendix A).

i. Bid Specifications prepared by the Authorized User.

ii. Appendix B (General Specifications).

iii. Incorporated Contract Appendices, if any, following the order of precedence as stated for Contract above.

**e.** **Contractor's Bid or Mini-Bid Proposal**.

**f.** **Unincorporated Appendices** (if any).

**5. DEFINITIONS** Terms used in this Appendix B shall have the following meanings:

**AFFILIATE** Any individual or other legal entity, (including but not limited to sole proprietor, partnership, limited liability company, firm or corporation) that effectively controls another company in which (a) the Bidder owns more than 50% of the ownership; or (b) any individual or other legal entity which owns more than 50% of the ownership of the Bidder. In addition, if a Bidder owns less than 50% of the ownership of another legal entity, but directs or has the right to direct such entity's daily operations, that entity will be an Affiliate.

**AGENCY OR AGENCIES** The State of New York, acting by or through one or more departments, boards, commissions, offices or institutions of the State of New York.

**ATTORNEY GENERAL** Attorney General of the State of New York.

**AUTHORIZED USER(S)** Agencies, or any other entity authorized by the laws of the State of New York to participate in NYS centralized contracts (including but not limited to political subdivisions, public authorities, public benefit corporations and certain other entities set forth in law), or the State of New York acting on behalf of one or more such Agencies or other entities, provided that each such Agency or other entity shall be held solely responsible for liabilities or payments due as a result of its participation.

**BID OR BID PROPOSAL** An offer or proposal submitted by a Bidder to furnish a described product or a solution, perform services or means of achieving a practical end, at a stated price for the stated Contract term. As required by the Bid Documents, the Bid or proposal may be subject to modification through the solicitation by the Agency of best and final offers during the evaluation process prior to recommendation for award of the Contract.

**BIDDER/OFFERER** Any individual or other legal entity (including but not limited to sole proprietor, partnership, limited liability company, firm or corporation) which submits a Bid in response to a Bid Solicitation. The term Bidder shall also include the term "offeror." In the case of negotiated Contracts, "Bidder" shall refer to the "Contractor."

**BID DOCUMENTS** Writings by the State setting forth the scope, terms, conditions and technical specifications for a procurement of Product. Such writings typically include, but are not limited to: Invitation for Bids (IFB), Request for Quotation (RFQ), Request for Proposals (RFP), addenda or amendments thereto, and terms and conditions which are incorporated by reference, including but not limited to, Appendix A (Standard Clauses for NYS Contracts), Appendix B, (General Specifications). Where these General Specifications are incorporated in negotiated Contracts that have not been competitively Bid, the term "Bid Documents" shall be deemed to refer to the terms and conditions set forth in the negotiated Contract and associated documentation.

**BID SPECIFICATION** A written description drafted by the Authorized User setting forth the specific terms of the intended procurement, which may include: physical or functional characteristics, the nature of a commodity or construction item, any description of the work to be performed, Products to be provided, the necessary qualifications of the Bidder, the capacity and capability of the Bidder to successfully carry out the proposed Contract, or the process for achieving specific results and/or anticipated outcomes or any other requirement necessary to perform work. Where these General Specifications are incorporated in negotiated Contracts that have not been competitively Bid, the term "Bid Specifications" shall be deemed to refer to the terms and conditions set forth in the negotiated Contract and associated documentation.

**COMMISSIONER** Commissioner of OGS, or in the case of Bid Specifications issued by an Authorized User, the head of such Authorized User or their authorized representative.

**COMPTROLLER** Comptroller of the State of New York.

**CONTRACT** The writing(s) which contain the agreement of the Commissioner and the Bidder/Contractor setting forth the total legal obligation between the parties as determined by applicable rules of law, and which most typically include the following classifications of public procurements:

**a.** **Agency Specific Contracts** Contracts where the specifications for a Product or a particular scope of work are described and defined to meet the needs of one or more Authorized User(s).

**b. Centralized Contracts** Single or multiple award Contracts where the specifications for a Product or general scope of work are described and defined by the Office of General Services to meet the needs of Authorized Users. Centralized Contracts may be awarded through multiple awards or through adoption of another jurisdiction's contract or on a sole source, single source, emergency or competitive basis. Once established, procurements may be made from the selected Contractor(s) without further competition or Mini-Bid unless otherwise required by the Bid Specifications or Contract Award Notification.

**c. Back-Drop Contracts** Multiple award Centralized Contracts where the Office of General Services defines the specifications for a Product or general scope of work to meet the needs of Authorized Users. Bids may be submitted either at a date and time certain or may be accepted on a continuous or periodic recruitment basis, as set forth in the Bid Specifications. Selection of a Contractor(s) from among Back-Drop contract holders for an actual Product, project or particular scope of work may subsequently be made on a single or sole source basis, or on the basis of a Mini-Bid among qualified Back-Drop contract holders, or such other method as set forth in the Bid Document.

**d. Piggyback Contract** A Contract let by any department, agency or instrumentality of the United States government, or any department, agency, office, political subdivision or instrumentality of any state or state(s) which is adopted and extended for use by the OGS Commissioner in accordance with the requirements of the State Finance Law.

**e. Contract Letter** A letter to the successful Bidder(s) indicating acceptance of its Bid in response to a solicitation. Unless otherwise specified, the issuance of a Letter of Acceptance forms a Contract but is not an order for Product, and Contractor should not take any action with respect to actual Contract deliveries except on the basis of Purchase Orders sent from Authorized User(s).

**CONTRACT AWARD NOTIFICATION** An announcement to Authorized Users that a Contract has been established.

**CONTRACTOR** Any successful Bidder(s) to whom a Contract has been awarded by the Commissioner.

**DOCUMENTATION** The complete set of manuals (e.g., user, installation, instruction or diagnostic manuals) in either hard or electronic copy, which are necessary to enable an Authorized User to properly test, install, operate and enjoy full use of the Product.

**EMERGENCY** An urgent and unexpected requirement where health and public safety or the conservation of public resources is at risk.

**ENTERPRISE** The total business operations in the United States of Authorized User (s) without regard to geographic location where such operations are performed or the entity actually performing such operations on behalf of Authorized User.

**ENTERPRISE LICENSE** A license grant of unlimited rights to deploy, access, use and execute Product anywhere within the Enterprise up to the maximum capacity stated on the Purchase Order or in the Contract.

**ERROR CORRECTIONS** Machine executable software code furnished by Contractor which corrects the Product so as to conform to the applicable warranties, performance standards and/or obligations of the Contractor.

**GROUP** A classification of Product, services or technology which is designated by OGS.

**INVITATION FOR BIDS (IFB)** A type of Bid Document which is most typically used where requirements can be stated and award will be made based on lowest price to the responsive and responsible Bidder(s).

**LICENSED SOFTWARE** Software transferred upon the terms and conditions set forth in the Contract. "Licensed Software" includes error corrections, upgrades, enhancements or new releases, and any deliverables due under a maintenance or service contract (e.g., patches, fixes, PTFs, programs, code or data conversion, or custom programming).

**LICENSEE** One or more Authorized Users who acquire Product from Contractor by issuing a Purchase Order in accordance with the terms and conditions of the Contract; provided that, for purposes of compliance with an individual license, the term "Licensee" shall be deemed to refer separately to the individual Authorized User(s) who took receipt of and who is executing the Product, and who shall be solely responsible for performance and liabilities incurred. In the case of acquisitions by State Agencies, the Licensee shall be the State of New York.

**LICENSE EFFECTIVE DATE** The date Product is delivered to an Authorized User. Where a License involves Licensee's right to copy a previously licensed and delivered Master Copy of a Program, the license effective date for additional copies shall be deemed to be the date on which the Purchase Order is executed.

**LICENSOR** A Contractor who transfers rights in proprietary Product to Authorized Users in accordance with the rights and obligations specified in the Contract.

**MINI-BID PROJECT DEFINITION** A Bid Document containing project specific Bid Specifications developed by or for an Authorized User which solicits Bids from Contractors previously qualified under a Back-Drop Contract.

**MULTIPLE AWARD** A determination and award of a Contract in the discretion of the Commissioner to more than one responsive and responsible Bidder who meets the requirements of a specification, where the multiple award is made on the grounds set forth in the Bid Document in order to satisfy multiple factors and needs of Authorized Users (e.g., complexity of items, various manufacturers, differences in performance required to accomplish or produce required end results, production and distribution facilities, price, compliance with delivery requirements, geographic location or other pertinent factors).

**NEW PRODUCT RELEASES** (Product Revisions) Any commercially released revisions to the licensed version of a Product as may be generally offered and available to Authorized Users. New releases involve a substantial revision of functionality from a previously released version of the Product.

**OGS** The New York State Office of General Services.

**PROCUREMENT RECORD** Documentation by the Authorized User of the decisions made and approach taken during the procurement process and during the contract term.

**PRODUCT** A deliverable under any Bid or Contract which may include commodities, services and/or technology. The term "Product" includes Licensed Software.

**PROPRIETARY** Protected by secrecy, patent, copyright or trademark against commercial competition.

**PURCHASE ORDER** The Authorized User's fiscal form or format that is used when making a purchase (e.g., formal written Purchase

Order, Procurement Card, electronic Purchase Order, or other authorized instrument).

**REQUEST FOR PROPOSALS (RFP)** A type of Bid Document that is used for procurements where factors in addition to cost are considered and weighted in awarding the contract and where the method of award is "best value," as defined by the State Finance Law.

**REQUEST FOR QUOTATION (RFQ)** A type of Bid Document that can be used when a formal Bid opening is not required (e.g., discretionary, sole source, single source or emergency purchases).

**RESPONSIBLE BIDDER** A Bidder that is determined to have financial and organizational capacity, legal authority, satisfactory previous performance, skill, judgment and integrity, and that is found to be competent, reliable and experienced, as determined by the Commissioner. For purposes of being deemed responsible, a Bidder must also be determined to be in compliance with Sections 139-j and 139-k of the State Finance Law relative to restrictions on contacts during the procurement process and disclosure of contacts and prior findings of non-responsibility under these statutes.

**RESPONSIVE BIDDER** A Bidder meeting the specifications or requirements prescribed in the Bid Document or solicitation, as determined by the OGS Commissioner.

**SINGLE SOURCE** A procurement where two or more Bidders can supply the required Product, and the Commissioner may award the contract to one Bidder over the other.

**SITE** The location (street address) where Product will be executed or services delivered.

**SOLE SOURCE** A procurement where only one Bidder is capable of supplying the required Product.

**SOURCE CODE** The programming statements or instructions written and expressed in any language understandable by a human being skilled in the art which are translated by a language compiler to produce executable machine Object Code.

**STATE** State of New York.

**SUBCONTRACTOR** Any individual or other legal entity, (including but not limited to sole proprietor, partnership, limited liability company, firm or corporation) who has entered into a contract, express or implied, for the performance of a portion of a Contract with a Contractor.

**TERMS OF LICENSE** The terms and conditions set forth in the Contract that are in effect and applicable to a Purchase Order at the time of order placement.

**VIRUS** Any computer code, whether or not written or conceived by Contractor, that disrupts, disables, harms, or otherwise impedes in any manner the operation of the Product, or any other associated software, firmware, hardware, or computer system (such as local area or wide-area networks), including aesthetic disruptions or distortions, but does not include security keys or other such devices installed by Product manufacturer.

## BID SUBMISSION

**6. INTERNATIONAL BIDDING** All offers (tenders), and all information and Product required by the solicitation or provided as explanation thereof, shall be submitted in English. All prices shall be expressed, and all payments shall be made, in United States Dollars ($US). Any offers (tenders) submitted which do not meet the above criteria will be rejected.

**7. BID OPENING** Bids may, as applicable, be opened publicly. The Commissioner reserves the right at any time to postpone or cancel a scheduled Bid opening.

**8. BID SUBMISSION** All Bids are to be packaged, sealed and submitted to the location stated in the Bid Specifications. Bidders are solely responsible for timely delivery of their Bids to the location set forth in the Bid Specifications prior to the stated Bid opening date/time.

A Bid return envelope, if provided with the Bid Specifications, should be used with the Bid sealed inside. If the Bid response does not fit into the envelope, the Bid envelope should be attached to the outside of the sealed box or package with the Bid inside. If using a commercial delivery company that requires use of their shipping package or envelope, Bidder's sealed Bid, labeled as detailed below, should be placed within the shipper's sealed envelope to ensure that the Bid is not prematurely opened.

All Bids must have a label on the outside of the package or shipping container outlining the following information:

"**BID ENCLOSED** (bold print, all capitals)

- Group Number
- IFB or RFP Number
- Bid Submission date and time"

In the event that a Bidder fails to provide such information on the return Bid envelope or shipping material, the receiving entity reserves the right to open the shipping package or envelope to determine the proper Bid number or Product group, and the date and time of Bid opening. Bidder shall have no claim against the receiving entity arising from such opening and such opening shall not affect the validity of the Bid or the procurement.

Notwithstanding the receiving agency's right to open a Bid to ascertain the foregoing information, Bidder assumes all risk of late delivery associated with the Bid not being identified, packaged or labeled in accordance with the foregoing requirements.

All Bids must be signed by a person authorized to commit the Bidder to the terms of the Bid Documents and the content of the Bid (offer).

**9. FACSIMILE SUBMISSIONS** Unless specifically prohibited by the terms of the Bid Specifications, facsimile Bids may be SUBMITTED AT THE SOLE OPTION AND RISK OF THE BIDDER. Only the FAX number(s) indicated in the Bid Specifications may be used. Access to the facsimile machine(s) is on a "first come, first serve" basis, and the Commissioner bears no liability or responsibility and makes no guarantee whatsoever with respect to the Bidder's access to such equipment at any specific time. Bidders are solely responsible for submission and receipt of the entire facsimile Bid by the Authorized User prior to Bid opening and must include on the first page of the transmission the total number of pages transmitted in the facsimile, including the cover page. Incomplete, ambiguous or unreadable transmissions in whole or in part may be rejected at the sole discretion of the Commissioner. Facsimile Bids are fully governed by all conditions outlined in the Bid Documents and must be submitted on forms or in the format required in the Bid Specifications, including the executed signature page and acknowledgment.

**10. AUTHENTICATION OF FACSIMILE BIDS** The act of submitting a Bid by facsimile transmission, including an executed signature page or as otherwise specified in the Bid Documents, shall be

deemed a confirming act by Bidder which authenticates the signing of the Bid.

**11. LATE BIDS** For purposes of Bid openings held and conducted by OGS, a Bid must be received in such place as may be designated in the Bid Documents or if no place is specified in the OGS Mailroom located in the Empire State Plaza, Albany, New York 12242, at or before the date and time established in the Bid Specifications for the Bid opening. For purposes of Bid openings held and conducted by Authorized Users other than OGS, the term late Bid is defined as a Bid not received in the location established in the Bid Specifications at or before the date and time specified for the Bid opening.

Any Bid received at the specified location after the time specified will be considered a late Bid. A late Bid shall not be considered for award unless: (i) no timely Bids meeting the requirements of the Bid Documents are received or, (ii) in the case of a multiple award, an insufficient number of timely Bids were received to satisfy the multiple award; and acceptance of the late Bid is in the best interests of the Authorized Users. Bids submitted for continuous or periodic recruitment contract awards must meet the submission requirements associated with their specifications. Delays in United States mail deliveries or any other means of transmittal, including couriers or agents of the Authorized User shall not excuse late Bid submissions. Similar types of delays, including but not limited to, bad weather, or security procedures for parking and building admittance shall not excuse late Bid submissions. Determinations relative to Bid timeliness shall be at the sole discretion of the Commissioner.

**12. BID CONTENTS** Bids must be complete and legible. All Bids must be signed. All information required by the Bid Specifications must be supplied by the Bidder on the forms or in the format specified. No alteration, erasure or addition is to be made to the Bid Documents. Changes may be ignored by the Commissioner or may be grounds for rejection of the Bid. Changes, corrections and/or use of white-out in the Bid or Bidder's response portion of the Bid Document must be initialed by an authorized representative of the Bidder. Bidders are cautioned to verify their Bids before submission, as amendments to Bids or requests for withdrawal of Bids received by the Commissioner after the time specified for the Bid opening, may not be considered.

**13. EXTRANEOUS TERMS** Bids must conform to the terms set forth in the Bid Documents, as extraneous terms or material deviations (including additional, inconsistent, conflicting or alternative terms) may render the Bid non-responsive and may result in rejection of the Bid.

Extraneous term(s) submitted on standard, pre-printed forms (including but not limited to: product literature, order forms, license agreements, contracts or other documents) that are attached or referenced with submissions shall not be considered part of the Bid or resulting Contract, but shall be deemed included for informational or promotional purposes only.

Only those extraneous terms that meet all the following requirements may be considered as having been submitted as part of the Bid:

**a.** Each proposed extraneous term (addition, deletion, counter-offer, deviation, or modification) must be specifically enumerated in a writing which is not part of a pre-printed form; and

**b.** The writing must identify the particular specification requirement (if any) that Bidder rejects or proposes to modify by inclusion of the extraneous term; and

**c.** The Bidder shall enumerate the proposed addition, counter offer, modification or deviation from the Bid Document, and the reasons therefore.

No extraneous term(s), whether or not deemed "material," shall be incorporated into a Contract or Purchase Order unless submitted in accordance with the above and the Commissioner or Authorized User expressly accepts each such term(s) in writing. Acceptance and/or processing of the Bid shall not constitute such written acceptance of Extraneous Term(s).

**14. CONFIDENTIAL/TRADE SECRET MATERIALS**

**a. Contractor** Confidential, trade secret or proprietary materials as defined by the laws of the State of New York must be clearly marked and identified as such upon submission by the Bidder. Marking the Bid as "confidential" or "proprietary" on its face or in the document header or footer shall not be considered by the Commissioner or Authorized User to be sufficient without specific justification as to why disclosure of particular information in the Bid would cause substantial injury to the competitive position of the Bidder. Bidders/Contractors intending to seek an exemption from disclosure of these materials under the Freedom of Information Law must request the exemption in writing, setting forth the reasons for the claimed exemption. Acceptance of the claimed materials does not constitute a determination on the exemption request, which determination will be made in accordance with statutory procedures. Properly identified information that has been designated confidential, trade secret, or proprietary by the Bidder will not be disclosed except as may be required by the Freedom of Information Law or other applicable State and federal laws.

**b. Commissioner or Authorized User** Contractor further warrants, covenants and represents that any confidential information obtained by Contractor, its agents, Subcontractors, officers, distributors, resellers or employees in the course of performing its obligations, including without limitation, security procedures, business operations information, or commercial proprietary information in the possession of the State or any Authorized User hereunder or received from another third party, will not be divulged to any third parties. Contractor shall not be required to keep confidential any such material that is publicly available through no fault of Contractor, independently developed by Contractor without reliance on confidential information of the Authorized User, or otherwise obtained under the Freedom of Information Act or other applicable New York State laws and regulations. This warranty shall survive termination of this Contract. Contractor further agrees to take appropriate steps as to its agents, Subcontractors, officers, distributors, resellers or employees regarding the obligations arising under this clause to insure such confidentiality.

**15. RELEASE OF BID EVALUATION MATERIALS** Requests concerning the evaluation of Bids may be submitted under the Freedom of Information Law. Information, other than statistical or factual tabulations or data such as the Bid Tabulation, shall only be released as required by law after Contract award. Bid Tabulations are not maintained for all procurements. Names of Bidders may be disclosed after Bid opening upon request. Written requests should be directed to the Commissioner.

**16. FREEDOM OF INFORMATION LAW** During the evaluation process, the content of each Bid will be held in confidence and details of any Bid will not be revealed (except as may be required under the Freedom of Information Law or other State law). The Freedom of Information Law provides for an exemption from disclosure for trade secrets or information the disclosure of which would cause injury to the competitive position of commercial enterprises. This exception would be effective both during and after the evaluation process. If the Bid contains any such trade secret or other confidential or proprietary information, it must be accompanied in the Bid with a written request to the Commissioner to not disclose such information. Such request must state with particularity the reasons why the information should not be available for disclosure and must be provided at the time of submission

of the Bid. Notations in the header, footer or watermark of the Bid Document will not be considered sufficient to constitute a request for non-disclosure of trade secret or other confidential or proprietary information. Where a Freedom of Information request is made for trademark or other confidential or proprietary information, the Commissioner reserves the right to determine upon written notice to the Bidder whether such information qualifies for the exemption for disclosure under the law. Notwithstanding the above, where a Bid tabulation is prepared and Bids publicly opened, such Bid tabulation shall be available upon request.

**17. PREVAILING WAGE RATES - PUBLIC WORKS AND BUILDING SERVICES CONTRACTS** If any portion of work being Bid is subject to the prevailing wage rate provisions of the Labor Law, the following shall apply:

**a. "Public Works" and "Building Services" - Definitions**

**i. Public Works** Labor Law Article 8 applies to contracts for public improvement in which laborers, workers or mechanics are employed on a "public works" project (distinguished from public "procurement" or "service" contracts). The State, a public benefit corporation, a municipal corporation (including a school district), or a commission appointed by law must be a party to the Contract. The wage and hours provision applies to any work performed by Contractor or Subcontractors.

**ii. Building Services** Labor Law Article 9 applies to Contracts for building service work over $1,500 with a public agency, that: (i) involve the care or maintenance of an existing building, or (ii) involve the transportation of office furniture or equipment to or from such building, or (iii) involve the transportation and delivery of fossil fuel to such building, and (iv) the principal purpose of which is to furnish services through use of building service employees.

**b. Prevailing Wage Rate Applicable to Bid Submissions** A copy of the applicable prevailing wage rates to be paid or provided are annexed to the Bid Documents. Bidders must submit Bids which are based upon the prevailing hourly wages, and supplements in cash or equivalent benefits (i.e., fringe benefits and any cash or non-cash compensation which are not wages, as defined by law) that equal or exceed the applicable prevailing wage rate(s) for the location where the work is to be performed. Bidders may not submit Bids based upon hourly wage rates and supplements below the applicable prevailing wage rates as established by the New York State Department of Labor. Bids that fail to comply with this requirement will be disqualified.

**c. Wage Rate Payments / Changes During Contract Term** The wages to be paid under any resulting Contract shall not be less than the prevailing rate of wages and supplements as set forth by law. It is required that the Contractor keep informed of all changes in the Prevailing Wage Rates during the Contract term that apply to the classes of individuals supplied by the Contractor on any projects resulting from this Contract, subject to the provisions of the Labor Law. Contractor is solely liable for and must pay such required prevailing wage adjustments during the Contract term as required by law.

**d. Public Posting & Certified Payroll Records** In compliance with Article 8, Section 220 of the New York State Labor Law:

**i. Posting** The Contractor must publicly post on the work site, in a prominent and accessible place, a legible schedule of the prevailing wage rates and supplements.

**ii. Payroll Records** Contractors and Subcontractors must keep original payrolls or transcripts subscribed and affirmed as true under the penalties of perjury as required by law. For public works contracts over $25,000 where the Contractor maintains no regular place of business in New York State, such records must be kept at the work site. For building services contracts, such records must be kept at the work site while work is being performed.

**iii. Submission of Certified Payroll Transcripts for Public Works Contracts Only** Contractors and Subcontractors on public works projects must submit monthly payroll transcripts to the Authorized User that has prepared or directs the preparation of the plans and specifications for a public works project, as set forth in the Bid Specifications. For Mini-Bid solicitations, the payroll records must be submitted to the entity preparing the agency Mini-Bid project specification. For "agency specific" Bids, the payroll records should be submitted to the entity issuing the purchase order. For all other OGS Centralized Contracts, such records should be submitted to the individual agency issuing the purchase order(s) for the work. Upon mutual agreement of the Contractor and the Authorized User, the form of submission may be submitted in a specified disk format acceptable to the Department of Labor provided: 1) the Contractor/Subcontractor retains the original records; and, (2) an original signed letter by a duly authorized individual of the Contractor or Subcontractor attesting to the truth and accuracy of the records accompanies the disk. This provision does not apply to Article 9 of the Labor Law building services contracts.

**iv. Records Retention** Contractors and Subcontractors must preserve such certified transcripts for a period of three years from the date of completion of work on the awarded contract.

**Day's Labor** Eight hours shall constitute a legal day's work for all classes of employees in this state except those engaged in farm and domestic service unless otherwise provided by law.

No laborers, workmen or mechanics in the employ of the Contractor, Subcontractor or other person doing or contracting to do all or part of the work contemplated by the Contract shall be permitted or required to work more than eight hours in any one calendar day or more than five calendar days in any one week except in cases of extraordinary emergency including fire, flood or danger to life or property. "Extraordinary emergency" shall be deemed to include situations in which sufficient laborers, workers and mechanics cannot be employed to carry on public work expeditiously as a result of such restrictions upon the number of hours and days of labor and the immediate commencement or prosecution or completion without undue delay of the public work is necessary in the judgment of the NYS Commissioner of Labor for the preservation of the Contract site or for the protection of the life and limb of the persons using the Contract site.

**18. TAXES**

a. Unless otherwise specified in the Bid Specifications or Contract, the quoted Bid price includes all taxes applicable to the transaction.

**b.** Purchases made by the State of New York and certain non-State Authorized Users are exempt from New York State and local sales taxes and, with certain exceptions, federal excise taxes. To satisfy the requirements of the New York State Sales tax exemption, either the Purchase Order issued by a State Agency or the invoice forwarded to authorize payment for such purchases will be sufficient evidence that the sale by the Contractor was made to the State, an exempt organization under Section 1116 (a) (1) of the Tax Law. Non-State Authorized Users must offer their own proof of exemption upon request. No person, firm or corporation is, however, exempt from paying the State Truck Mileage and Unemployment Insurance or Federal Social Security taxes, which remain the sole responsibility of the Bidder/Contractor.

**c.** Pursuant to Revised Tax Law 5-a, Contractor will be required to furnish sales tax certification on its behalf and for its affiliates, and

subcontractors for Contracts with a value greater than $100,000 in accordance with provisions of the law.

**d.** Purchases by Authorized Users other than the State of New York may be subject to certain taxes which were not included in the Bid price, and in those instances the tax should be computed based on the Contract price and added to the invoice submitted to such entity for payment.

**19. EXPENSES PRIOR TO CONTRACT EXECUTION** The Commissioner and any Authorized User(s) are not liable for any costs incurred by a Vendor, Bidder or Contractor in the preparation and production of a Bid, Mini-Bid or best and final offers or for any work performed prior to Contract execution.

**20. ADVERTISING RESULTS** The prior written approval of the Commissioner is required in order for results of the Bid to be used by the Contractor as part of any commercial advertising. The Contractor shall also obtain the prior written approval of the Commissioner relative to the Bid or Contract for press or other media releases.

**21. PRODUCT REFERENCES**

**a.** "**Or Equal**" In all Bid Specifications the words "or equal" are understood to apply where a copyrighted, brand name, trade name, catalog reference, or patented Product is referenced. References to such specific Product are intended as descriptive, not restrictive, unless otherwise stated. Comparable Product will be considered if proof of compatibility is provided, including appropriate catalog excerpts, descriptive literature, specifications and test data, etc. The Commissioner's decision as to acceptance of the Product as equal shall be final.

**b. Discrepancies in References** In the event of a discrepancy between the model number referenced in the Bid Specifications and the written description of the Products which cannot be reconciled, with respect to such discrepancy, then the written description shall prevail.

**22. REMANUFACTURED, RECYCLED, RECYCLABLE OR RECOVERED MATERIALS** Upon the conditions specified in the Bid Specifications and in accordance with the laws of the State of New York, Contractors are encouraged to use recycled, recyclable or recovered materials in the manufacture of Products and packaging to the maximum extent practicable without jeopardizing the performance or intended end use of the Product or packaging unless such use is precluded due to health, welfare, safety requirements or in the Bid Specifications. Contractors are further encouraged to offer remanufactured Products to the maximum extent practicable without jeopardizing the performance or intended end use of the Product and unless such use is precluded due to health, welfare, safety requirements or by the Bid Specifications. Where such use is not practical, suitable, or permitted by the Bid Specifications, Contractor shall deliver new materials in accordance with the "Warranties" set forth below.

Items with recycled, recyclable, recovered, refurbished or remanufactured content must be identified in the Bid or Bidder will be deemed to be offering new Product.

**23. PRODUCTS MANUFACTURED IN PUBLIC INSTITUTIONS** Bids offering Products that are manufactured or produced in public institutions will be rejected.

**24. PRICING**

**a. Unit Pricing** If required by the Bid Specifications, the Bidder should insert the price per unit specified and the price extensions in decimals, not to exceed four places for each item unless otherwise specified, in the Bid. In the event of a discrepancy between the unit price and the extension, the unit price shall govern unless, in the sole judgment of the Commissioner, such unit pricing is obviously erroneous.

**b. Net Pricing** Unless otherwise required by the Bid Specifications, prices shall be net, including transportation, customs, tariff, delivery and other charges fully prepaid by the Contractor to the destination(s) indicated in the Bid Specifications, subject to the cash discount.

**c. "No Charge" Bid** When Bids are requested on a number of Products as a Group or Lot, a Bidder desiring to Bid "no charge" on a Product in the Group or Lot must clearly indicate such. Otherwise, such Bid may be considered incomplete and be rejected, in whole or in part, at the discretion of the Commissioner.

**d. Educational Pricing** All Products to be supplied for educational purposes that are subject to educational discounts shall be identified in the Bid and such discounts shall be made available to qualifying institutions.

**e. Third Party Financing** If Product acquisitions are financed through any third party financing, Contractor may be required as a condition of Contract Award to agree to the terms and conditions of a "Consent & Acknowledgment Agreement" in a form acceptable to the Commissioner.

**f. Best Pricing Offer** During the Contract term, if substantially the same or a smaller quantity of a Product is sold by the Contractor outside of this Contract upon the same or similar terms and conditions as that of this Contract at a lower price to a federal, state or local governmental entity, the price under this Contract, at the discretion of the Commissioner, shall be immediately reduced to the lower price.

Price decreases shall take effect automatically during the Contract term and apply to Purchase Orders submitted on or after:

**(i) GSA Changes**: Where NYS Net Prices are based on an approved GSA Schedule, the date the approved GSA Schedule pricing decreases during the Contract term; or

**(ii) Commercial Price List Reductions**: Where NYS Net Prices are based on a discount from Contractor's list prices, the date Contractor lowers its pricing to its customers generally or to similarly situated government customers during the Contract term; or

**(iii) Special Offers/Promotions Generally**: Where Contractor generally offers more advantageous special price promotions or special discount pricing to other customers during the Contract term for a similar quantity, and the maximum price or discount associated with such offer or promotion is better than the discount or Net Price otherwise available under this Contract, such better price or discount shall apply for similar quantity transactions under this Contract for the life of such general offer or promotion; and

**(iv) Special Offers/Promotions to Authorized Users**: Contractor may offer Authorized Users, under either this Contract or any other Contracting vehicle, competitive pricing which is lower than the NYS Net Price set forth herein at any time during the Contract term and such lower pricing shall not be applied as a global price reduction under the Contract pursuant to the foregoing paragraph (iii).

Unless otherwise specified in the Bid Specifications, Contractor may offer lower prices or better terms (see Modification of Contract Terms) on any specific Purchase Order(s) from any Authorized User without being in conflict with, or obligation to comply on a global basis, with the terms of this clause.

**g. Best and Final Prices** As specified in the Bid Documents and Contract, a Contractor may be solicited at the time of issuance of a Purchase Order or Mini-Bid award for best and final pricing for the Product or service to be delivered to the Authorized User. Contractors are encouraged to reduce their pricing upon receipt of such request.

**25. DRAWINGS**

**a. Drawings Submitted With Bid** When the Bid Specifications require the Bidder to furnish drawings and/or plans, such drawings and/or plans shall conform to the mandates of the Bid Documents and shall, when approved by the Commissioner, be considered a part of the Bid and of any resulting Contract. All symbols and other representations appearing on the drawings shall be considered a part of the drawing.

**b. Drawings Submitted During the Contract Term** Where required to develop, maintain and deliver diagrams or other technical schematics regarding the scope of work, Contractor shall do so on an ongoing basis at no additional charge, and must, as a condition of payment, update drawings and plans during the Contract term to reflect additions, alterations, and deletions. Such drawings and diagrams shall be delivered to the Authorized User's representative.

**c. Accuracy of Drawings Submitted** All drawings shall be neat and professional in manner and shall be clearly labeled as to locations and type of product, connections and components. Drawings and diagrams are to be in compliance with accepted drafting standards. Acceptance or approval of such plans shall not relieve the Contractor from responsibility for design or other errors of any sort in the drawings or plans, or from its responsibility for performing as required, furnishing product, services or installation, or carrying out any other requirements of the intended scope of work.

**26. SITE INSPECTION** Where a site inspection is required by the Bid Specifications or Project Definition, Bidder shall be required to inspect the site, including environmental or other conditions for pre-existing deficiencies that may affect the installed Product, equipment, or environment or services to be provided and, which may affect Bidder's ability to properly deliver, install or otherwise provide the required Product. All inquiries regarding such conditions shall be made in writing. Bidder shall be deemed to have knowledge of any deficiencies or conditions which such inspection or inquiry might have disclosed. Bidder must provide a detailed explanation with its Bid if additional work is required under this clause in order to properly complete the delivery and installation of the required Product or provide the requested service.

**27. PROCUREMENT CARD** The State has entered into an agreement for purchasing card services. The Purchasing Card enables Authorized Users to make authorized purchases directly from a Contractor without processing a Purchase Orders or Purchase Authorizations. Purchasing Cards are issued to selected employees authorized to purchase for the Authorized User and having direct contact with Contractors. Cardholders can make purchases directly from any Contractor that accepts the Purchasing Card.

The Contractor shall not process a transaction for payment through the credit card clearinghouse until the purchased products have been shipped or services performed. Unless the cardholder requests correction or replacement of a defective or faulty Product in accordance with other Contract requirements, the Contractor shall immediately credit a cardholder's account for products returned as defective or faulty.

**28. SAMPLES**

**a. Standard Samples** Bid Specifications may indicate that the Product to be purchased must be equal to a standard sample on display in a place designated by the Commissioner and such sample will be made available to the Bidder for examination prior to the opening date. Failure by the Bidder to examine such sample shall not entitle the Bidder to any relief from the conditions imposed by the Bid Specifications.

**b. Bidder Supplied Samples** The Commissioner reserves the right to request from the Bidder/Contractor a representative sample(s) of the Product offered at any time prior to or after award of a contract. Unless otherwise instructed, samples shall be furnished within the time specified in the request. Untimely submission of a sample may constitute grounds for rejection of Bid or cancellation of the Contract. Samples must be submitted free of charge and be accompanied by the Bidder's name and address, any descriptive literature relating to the Product and a statement indicating how and where the sample is to be returned. Where applicable, samples must be properly labeled with the appropriate Bid or Contract reference.

A sample may be held by the Commissioner during the entire term of the Contract and for a reasonable period thereafter for comparison with deliveries. At the conclusion of the holding period the sample, where feasible, will be returned as instructed by the Bidder, at the Bidder's expense and risk. Where the Bidder has failed to fully instruct the Commissioner as to the return of the sample (i.e., mode and place of return, etc.) or refuses to bear the cost of its return, the sample shall become the sole property of the receiving entity at the conclusion of the holding period.

**c. Enhanced Samples** When an approved sample exceeds the minimum specifications, all Product delivered must be of the same enhanced quality and identity as the sample. Thereafter, in the event of a Contractor's default, the Commissioner may procure a Product substantially equal to the enhanced sample from other sources, charging the Contractor for any additional costs incurred.

**d. Conformance with Sample(s)** Submission of a sample (whether or not such sample is tested by, or for, the Commissioner) and approval thereof shall not relieve the Contractor from full compliance with all terms and conditions, performance related and otherwise, specified in the Bid Specifications. If in the judgment of the Commissioner the sample or product submitted is not in accordance with the specifications or testing requirements prescribed in the Bid Specifications, the Commissioner may reject the Bid. If an award has been made, the Commissioner may cancel the Contract at the expense of the Contractor.

**e. Testing** All samples are subject to tests in the manner and place designated by the Commissioner, either prior to or after Contract award. Unless otherwise stated in the Bid Specifications, Bidder samples consumed or rendered useless by testing will not be returned to the Bidder. Testing costs for samples that fails to meet Contract requirements may be at the expense of the Contractor.

**f. Requests For Samples By Authorized Users** Requests for samples by Authorized Users require the consent of the Contractor. Where Contractor refuses to furnish a sample, Authorized User may, in its sole discretion, make a determination on the performance capability of the Product or on the issue in question.

## BID EVALUATION

**29. BID EVALUATION** The Commissioner reserves the right to accept or reject any and all Bids, or separable portions of offers, and waive technicalities, irregularities, and omissions if the Commissioner determines the best interests of the State will be served. The Commissioner, in his/her sole discretion, may accept or reject illegible, incomplete or vague Bids and his/her decision shall be final. A conditional or revocable Bid which clearly communicates the terms or limitations of acceptance may be considered, and Contract award may be made in compliance with the Bidder's conditional or revocable terms in the offer.

**30. CONDITIONAL BID** Unless the Bid Specifications provides otherwise, a Bid is not rendered non-responsive if the Bidder specifies that the award will be accepted only on all or a specified group of items or Product included in the specification. It is understood that nothing herein shall be deemed to change or alter the method of award contained in the Bid Documents.

**31. CLARIFICATIONS / REVISIONS** Prior to award, the Commissioner reserves the right to seek clarifications, request Bid revisions, or to request any information deemed necessary for proper evaluation of Bids from all Bidders deemed to be eligible for Contract award. Failure to provide requested information may result in rejection of the Bid.

**32. PROMPT PAYMENT DISCOUNTS** While prompt payment discounts will not be considered in determining the low Bid, the Commissioner may consider any prompt payment discount in resolving Bids which are otherwise tied. However, any notation indicating that the price is net, (e.g., net 30 days), shall be understood to mean only that no prompt payment discount is offered by the Bidder. The imposition of service, interest, or other charges, except pursuant to the provisions of Article 11-A of the State Finance Law, which are applicable in any case, may render the Bid non-responsive and may be cause for its rejection.

**33. EQUIVALENT OR IDENTICAL BIDS** In the event two offers are found to be substantially equivalent, price shall be the basis for determining the award recipient. If two or more Bidders submit substantially equivalent Bids as to pricing or other factors, the decision of the Commissioner to award a Contract to one or more of such Bidders shall be final.

**34. PERFORMANCE AND RESPONSIBILITY QUALIFICATIONS** The Commissioner reserves the right to investigate or inspect at any time whether or not the Product, services, qualifications or facilities offered by the Bidder/Contractor meet the requirements set forth in the Bid Specifications/Contract or as set forth during Contract negotiations. Contractor shall at all times during the Contract term remain responsible and responsive. A Bidder/Contractor must be prepared, if requested by the Commissioner, to present evidence of legal authority to do business in New York State, integrity, experience, ability, prior performance, organizational and financial capacity as well as where applicable, a statement as to supply, plant, machinery and capacity of the manufacturer or source for the production, distribution and servicing of the Product offered/Bid. If the Commissioner determines that the conditions and terms of the Bid Documents, Bid Specifications or Contract are not complied with, or that items, services or Product proposed to be furnished do not meet the specified requirements, or that the legal authority, integrity experience, ability, prior performance, organization and financial capacity or facilities are not satisfactory, the Commissioner may reject such Bid or terminate the Contract.

**35. DISQUALIFICATION FOR PAST PERFORMANCE AND FINDINGS OF NON-RESPONSIBILITY** Bidder may be disqualified from receiving awards if Bidder, or anyone in Bidder's employment, has previously failed to perform satisfactorily in connection with public Bidding or contracts or is deemed non-responsible.

**36. QUANTITY CHANGES PRIOR TO AWARD** The Commissioner reserves the right, at any time prior to the award of a specific quantity Contract, to alter in good faith the quantities listed in the Bid Specifications. In the event such right is exercised, the lowest responsible Bidder meeting Bid Specifications will be advised of the revised quantities and afforded an opportunity to extend or reduce its Bid price in relation to the changed quantities. Refusal by the low Bidder to so extend or reduce its Bid price may result in the rejection of its Bid and the award of such Contract to the lowest responsible Bidder who accepts the revised qualifications.

**37. TIMEFRAME FOR OFFERS** The Commissioner reserves the right to make awards within sixty (60) days after the date of the Bid opening or such other period of time as set forth in the Bid Documents, during which period, Bids must remain firm and cannot e withdrawn. Pursuant to Section 163(9)(e) of the State Finance Law and Section 2-205 of the Uniform Commercial Code when applicable, where an award is not made within the sixty (60) day period or other time specified as set forth in the Bid Documents, the Bids shall remain firm until such later time as either a Contract is awarded or the Bidder delivers to the Commissioner written notice of the withdrawal of its Bid. Any Bid which expressly states therein that acceptance must be made within a shorter specified time, may at the sole discretion of the Commissioner, be accepted or rejected.

## TERMS & CONDITIONS

**38. CONTRACT CREATION / EXECUTION** Except for contracts governed by Article 11-B of the State Finance Law, subject to and upon receipt of all required approvals as set forth in the Bid Specifications a Contract shall be deemed executed and created with the successful Bidder(s), upon the Commissioner's mailing or electronic communication to the address on the Bid/Contract of: (i) the final Contract Award Notice; (ii) a fully executed Contract; or (iii) a Purchase Order authorized by the Commissioner.

**39. PARTICIPATION IN CENTRALIZED CONTRACTS** The following shall not limit or inhibit the OGS Commissioner's authority under State Finance Law, Section 163 (10) (e) (Piggybacking):

**a. Agencies** All State Agencies may utilize and purchase under any state Centralized Contract let by the Commissioner, unless the Bid Documents limit purchases to specific State Agencies.

**b. Non-State Agency Authorized Users** Authorized Users other than State Agencies are permitted to make purchases through state Centralized Contracts where permitted by law, the Contract or the Commissioner.

**c. Voluntary Extension** Purchase Orders issued against a State Centralized Contract by any Authorized User not provided for in the Bid Specifications shall be honored by the Contractor at its discretion and only with the approval of the OGS Commissioner and any other approvals required by law. Contractors are encouraged to voluntarily extend service Contracts to those additional entities authorized to utilize commodity Contracts under Section 163 (3) (iv) of the State Finance Law.

**d. Responsibility for Performance** Participation in state Centralized Contracts by Authorized Users is permitted upon the following conditions: (i) the responsibility with regard to performance of any contractual obligation, covenant, condition or term thereunder by any Authorized User other than State Agencies shall be borne and is expressly assumed by such Authorized User and not by the State; (ii) a breach of the Contract by any particular Authorized User shall neither constitute nor be deemed a breach of the Contract as a whole which shall remain in full force and effect, and shall not affect the validity of the Contract nor the obligations of the Contractor thereunder respecting non-breaching Authorized Users, whether State or otherwise; (iii) for a breach by an Authorized User other than a State Agency, the State specifically and expressly disclaims any and all liability for such breach; and (iv) each non-state agency Authorized User and Contractor guarantees to save the State, its officers, agents and employees harmless

from any liability that may be or is imposed by their failure to perform in accordance with its obligations under the Contract.

**e. Contract Migration** Authorized Users holding individual Contracts with a Contractor at the time that Contractor is awarded a Centralized Contract for the same Products or services shall be permitted to migrate to that Centralized Contract effective with its commencement date. Such migration shall not operate to diminish, alter or eliminate any right that the Authorized User otherwise had under the terms and conditions of their individual Contract.

**40. MODIFICATION OF CONTRACT TERMS** The terms and conditions set forth in the Contract shall govern all transactions by Authorized User(s) under this Contract. The Contract may only be modified or amended upon mutual written agreement of the Commissioner and Contractor.

The Contractor may, however, offer Authorized User(s) more advantageous pricing, payment, or other terms and conditions than those set forth in the Contract. In such event, a copy of such terms shall be furnished to the Authorized User(s) and Commissioner by the Contractor at the time of such offer.

Other than where such terms are more advantageous for the Authorized User(s) than those set forth in the Contract, no alteration or modification of the terms of the Contract, including substitution of Product, shall be valid or binding against Authorized User(s) unless authorized by the Commissioner or specified in the Contract Award Notification. No such alteration or modification shall be made by unilaterally affixing such terms to Product upon delivery (including, but not limited to, attachment or inclusion of standard pre-printed order forms, product literature, "shrink wrap" terms accompanying software upon delivery, or other documents) or by incorporating such terms onto order forms, purchase orders or other documents forwarded by the Contractor for payment, notwithstanding Authorized User's subsequent acceptance of Product, or that Authorized User has subsequently processed such document for approval or payment.

**41. SCOPE CHANGES** The Commissioner reserves the right, unilaterally, to require, by written order, changes by altering, adding to or deducting from the Bid Specifications, such changes to be within the general scope of the Contract. The Commissioner may make an equitable adjustment in the Contract price or delivery date if the change affects the cost or time of performance. Such equitable adjustments require the consent of the Contractor, which consent shall not be unreasonably withheld.

**42. ESTIMATED / SPECIFIC QUANTITY CONTRACTS** Estimated quantity contracts are expressly agreed and understood to be made for only the quantities, if any, actually ordered during the Contract term. No guarantee of any quantity(s) is implied or given. Purchases by Authorized Users from Contracts for services and technology are voluntary.

With respect to any specific quantity stated in the contract, the Commissioner reserves the right after award to order up to 20% more or less (rounded to the next highest whole number) than the specific quantities called for in the Contract. Notwithstanding the foregoing, the Commissioner may purchase greater or lesser percentages of Contract quantities should the Commissioner and Contractor so agree. Such agreement may include an equitable price adjustment.

**43. EMERGENCY CONTRACTS** In the event that a disaster emergency is declared by Executive Order under Section 28 of Article 2-B of the Executive Law, or the Commissioner determines pursuant to his/her authority under Section 163 (10) (b) of the State Finance Law that an emergency exists requiring the prompt and immediate delivery of Product, the Commissioner reserves the right to obtain such Product from any source, including but not limited to this Contract(s), as the Commissioner in his/her sole discretion determines will meet the needs of such emergency. Contractor shall not be entitled to any claim or lost profits for Product procured from other sources pursuant to this paragraph. The reasons underlying the finding that an emergency exists shall be included in the procurement record.

**44. PURCHASE ORDERS** Unless otherwise authorized in writing by the Commissioner, no Product is to be delivered or furnished by Contractor until transmittal of an official Purchase Order from the Authorized User. Unless terminated or cancelled pursuant to the authority vested in the Commissioner, Purchase Orders shall be effective and binding upon the Contractor when placed in the mail or electronically transmitted prior to the termination of the contract period, addressed to the Contractor at the address for receipt of orders set forth in the Contract or in the Contract Award Notification.

All Purchase Orders issued pursuant to Contracts let by the Commissioner must bear the appropriate Contract number and, if necessary, required State approvals. As deemed necessary, the Authorized User may confirm pricing and other Product information with the Contractor prior to placement of the Purchase Order. The State reserves the right to require any other information from the Contractor which the State deems necessary in order to complete any Purchase Order placed under the Contract. Unless otherwise specified, all Purchase Orders against Centralized Contracts will be placed by Authorized Users directly with the Contractor and any discrepancy between the terms stated on the vendor's order form, confirmation or acknowledgment, and the Contract terms shall be resolved in favor of the terms most favorable to the Authorized User. Should an Authorized User add written terms and conditions to the Purchase Order that conflict with the terms and conditions of the Contract, the Contractor has the option of rejecting the Purchase Order within five business days of its receipt but shall first attempt to negotiate the additional written terms and conditions in good faith with the Authorized User, or fulfill the Purchase Order. Notwithstanding the above, the Authorized User reserves the right to dispute any discrepancies arising from the presentation of additional terms and conditions with the Contractor.

If, with respect to an Agency Specific Contract let by the OGS Commissioner, a Purchase Order is not received by the Contractor within two weeks after the issuance of a Contract Award Notification, it is the responsibility of the Contractor to request in writing that the appropriate Authorized User forward a Purchase Order. If, thereafter, a Purchase Order is not received within a reasonable period of time, the Contractor shall promptly notify in writing the appropriate purchasing officer in OGS. Failure to timely notify such officer may, in the discretion of the OGS Commissioner and without cost to the State, result in the cancellation of such requirement by the OGS Commissioner with a corresponding reduction in the Contract quantity and price.

**45. PRODUCT DELIVERY** Delivery must be made as ordered to the address specified on the Purchase Order and in accordance with the terms of the Contract or Contract Award Notice. Unless otherwise specified in the Bid Documents, delivery shall be made within thirty calendar days after receipt of a Purchase Order by the Contractor. The decision of the Commissioner as to compliance with delivery terms shall be final. The burden of proof for delay in receipt of Purchase Order shall rest with the Contractor. In all instances of a potential or actual delay in delivery, the Contractor shall immediately notify the Commissioner and the Authorized User, and confirm in writing the explanation of the delay, and take appropriate action to avoid any subsequent late deliveries. Any extension of time for delivery must be requested in writing by the Contractor and approved in writing by the Authorized User. Failure to meet such delivery time schedule may be

grounds for cancellation of the order or, in the Commissioner's discretion, the Contract.

**46. WEEKEND AND HOLIDAY DELIVERIES** Unless otherwise specified in the Bid Specifications or by an Authorized User, deliveries will be scheduled for ordinary business hours, Monday through Friday (excluding legal holidays observed by the State of New York). Deliveries may be scheduled by mutual agreement for Saturdays, Sundays or legal holidays observed by the State of New York where the Product is for daily consumption, an emergency exists, the delivery is a replacement, delivery is late, or other reasonable circumstance in which event the convenience of the Authorized User shall govern.

**47. SHIPPING/RECEIPT OF PRODUCT**

**a. Packaging** Tangible Product shall be securely and properly packed for shipment, storage and stocking in appropriate, clearly labeled shipping containers and according to accepted commercial practice, without any extra charges for packing materials, cases or other types of containers. The container shall become and remain the property of the Authorized User unless otherwise specified in the Contract documents.

**b. Shipping Charges** Unless otherwise stated in the Bid Specifications, all deliveries shall be deemed to be freight on board (F.O.B.) destination tailgate delivery at the dock of the Authorized User. Unless otherwise agreed, items purchased at a price F.O.B. Shipping point plus transportation charges shall not relieve the Contractor from responsibility for safe and proper delivery notwithstanding the Authorized User's payment of transportation charges. Contractor shall be responsible for ensuring that the Bill of Lading states "charges prepaid" for all shipments.

**c. Receipt of Product** The Contractor shall be solely responsible for assuring that deliveries are made to personnel authorized to accept delivery on behalf of the Authorized User. Any losses resulting from the Contractor's failure to deliver Product to authorized personnel shall be borne exclusively by the Contractor.

**48. TITLE AND RISK OF LOSS** Notwithstanding the form of shipment, title or other property interest, risk of loss shall not pass from the Contractor to the Authorized User until the Products have been received, inspected and accepted by the receiving entity. Acceptance shall occur within a reasonable time or in accordance with such other defined acceptance period as may be specified in the Bid Specifications or Purchase Order. Mere acknowledgment by Authorized User personnel of the delivery or receipt of goods (e.g., signed bill of lading) shall not be deemed or construed as acceptance of the Products received. Any delivery of Product that is substandard or does not comply with the Bid Specifications or Contract terms and conditions, may be rejected or accepted on an adjusted price basis, as determined by the Commissioner.

**49. RE-WEIGHING PRODUCT** Deliveries are subject to re-weighing at the point of destination by the Authorized User. If shrinkage occurs which exceeds that normally allowable in the trade, the Authorized User shall have the option to require delivery of the difference in quantity or to reduce the payment accordingly. Such option shall be exercised in writing by the Authorized User.

**50. PRODUCT SUBSTITUTION** In the event a specified manufacturer's Product listed in the Contract becomes unavailable or cannot be supplied by the Contractor for any reason (except as provided for in the Savings/Force Majeure Clause) a Product deemed in writing by the Commissioner to be equal to or better than the specified Product must be substituted by the Contractor at no additional cost or expense to the Authorized User. Unless otherwise specified, any substitution of Product prior to the Commissioner's written approval may be cause for cancellation of Contract.

**51. REJECTED PRODUCT** When Product is rejected, it must be removed by the Contractor from the premises of the Authorized User within ten calendar days of notification of rejection by the Authorized User. Upon notification of rejection, risk of loss of rejected or non-conforming Product shall remain with Contractor. Rejected items not removed by the Contractor within ten calendar days of notification shall be regarded as abandoned by the Contractor, and the Authorized User shall have the right to dispose of Product as its own property. The Contractor shall promptly reimburse the Authorized User for any and all costs and expenses incurred in storage or effecting removal or disposition after the ten-calendar day period.

**52. INSTALLATION** Where installation is required, Contractor shall be responsible for placing and installing the Product in the required locations. All materials used in the installation shall be of good quality and shall be free from any and all defects that would mar the appearance of the Product or render it structurally unsound. Installation includes the furnishing of any equipment, rigging and materials required to install or place the Product in the proper location. The Contractor shall protect the site from damage for all its work and shall repair damages or injury of any kind caused by the Contractor, its employees, officers or agents. If any alteration, dismantling or excavation, etc. is required to effect installation, the Contractor shall thereafter promptly restore the structure or site. Work shall be performed to cause the least inconvenience to the Authorized User(s) and with proper consideration for the rights of other Contractors or workers. The Contractor shall promptly perform its work and shall coordinate its activities with those of other Contractors. The Contractor shall clean up and remove all debris and rubbish from its work as required or directed. Upon completion of the work, the building and surrounding area of work shall be left clean and in a neat, unobstructed condition, and everything in satisfactory repair and order.

**53. REPAIRED OR REPLACED PARTS / COMPONENTS** Where the Contractor is required to repair, replace or substitute Product or parts or components of the Product under the Contract, the repaired, replaced or substituted Products shall be subject to all terms and conditions for new parts and components set forth in the Contract including Warranties, as set forth in the Additional Warranties Clause herein. Replaced or repaired Product or parts and components of such Product shall be new and shall, if available, be replaced by the original manufacturer's component or part. Remanufactured parts or components meeting new Product standards may be permitted by the Commissioner or Authorized User. Before installation, all proposed substitutes for the original manufacturer's installed parts or components must be approved by the Authorized User. The part or component shall be equal to or of better quality than the original part or component being replaced.

**54. ON-SITE STORAGE** With the written approval of the Authorized User, materials, equipment or supplies may be stored at the Authorized User's site at the Contractor's sole risk.

**55. EMPLOYEES, SUBCONTRACTORS & AGENTS** All employees, Subcontractors or agents performing work under the Contract must be trained staff or technicians who meet or exceed the professional, technical and training qualifications set forth in the Bid Specifications or the Bid Documents, whichever is more restrictive, and must comply with all security and administrative requirements of the Authorized User. The Commissioner reserves the right to conduct a security background check or otherwise approve any employee, Subcontractor or agent furnished by Contractor and to refuse access to or require replacement of any personnel for cause based on, including but not limited to, professional, technical or training qualifications, quality of work or change in security status or non-compliance with Authorized User's security or other requirements. Such

approval shall not relieve the Contractor of the obligation to perform all work in compliance with the Contract terms. The Commissioner reserves the right to reject and/or bar from the facility for cause any employee, Subcontractor, or agents of the Contractor.

**56. ASSIGNMENT** The Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or its right, title or interest therein, or its power to execute such contract to any other person, company, firm or corporation in performance of the contract without the prior written consent of the Commissioner or Authorized User (as applicable). Failure to obtain consent to assignment from the Authorized User shall revoke and annul such Contract. Notwithstanding the foregoing, the State shall not hinder, prevent or affect assignment of money by a Contractor for the benefit of its creditors. Prior to a consent to assignment of monies becoming effective, the Contractor shall file a written notice of such monies assignment(s) with the Comptroller. Prior to a consent to assignment of a Contract, or portion thereof, becoming effective, the Contractor shall submit the request to assignment to the Commissioner and seek written agreement from the Commissioner which will be filed with the Comptroller. The Commissioner reserves the right to reject any proposed assignee in his/her discretion.

Upon notice to the Contractor, the Contract may be assigned without the consent of the Contractor to another State Agency or subdivision of the State pursuant to a governmental reorganization or assignment of functions under which the functions are transferred to a successor Agency or to another Agency that assumes OGS responsibilities for the Contract.

**57. SUBCONTRACTORS AND SUPPLIERS** The Commissioner reserves the right to reject any proposed Subcontractor or supplier for bona fide business reasons, which may include, but are not limited to: they are on the Department of Labor's list of companies with which New York State cannot do business; the Commissioner determines that the company is not qualified; the Commissioner determines that the company is not responsible; the company has previously provided unsatisfactory work or services; the company failed to solicit minority and women's business enterprises (M/WBE) Bidders as required by prior Contracts.

**58. PERFORMANCE / BID BOND** The Commissioner reserves the right to require a Bidder or Contractor to furnish without additional cost, a performance, payment or Bid bond or negotiable irrevocable letter of credit or other form of security for the faithful performance of the Contract. Where required, such bond or other security shall be in the form prescribed by the Commissioner.

**59. SUSPENSION OF WORK** The Commissioner, in his/her sole discretion, reserves the right to suspend any or all activities under this Contract, at any time, in the best interests of the Authorized User. In the event of such suspension, the Contractor will be given a formal written notice outlining the particulars of such suspension. Examples of the reason for such suspension include, but are not limited to, a budget freeze or reduction on State spending, declaration of emergency, contract compliance issues or other such circumstances. Upon issuance of such notice, the Contractor is not to accept any Purchase Orders, and shall comply with the suspension order. Activity may resume at such time as the Commissioner issues a formal written notice authorizing a resumption of performance under the Contract.

An Authorized User may issue a formal written notice for the suspension of work for which it has engaged the Contractor for reasons specified in the above paragraph. The written notice shall set forth the reason for such suspension and a copy of the written notice shall be provided to the Commissioner.

**60. TERMINATION**

**a. For Cause**: For a material breach that remains uncured for more than thirty (30) days or other specified period after written notice to the Contractor, the Contract or Purchase Order may be terminated by the Commissioner or Authorized User at the Contractor's expense where Contractor becomes unable or incapable of performing, or meeting any requirements or qualifications set forth in the Contract, or for non-performance, or upon a determination that Contractor is non-responsible. Such termination shall be upon written notice to the Contractor. In such event, the Commissioner or Authorized User may complete the contractual requirements in any manner it may deem advisable and pursue available legal or equitable remedies for breach.

**b. For Convenience**: By written notice, this Contract may be terminated at any time by the State for convenience upon sixty (60) days written notice or other specified period without penalty or other early termination charges due. Such termination of the Contract shall not affect any project or Purchase Order that has been issued under the Contract prior to the date of such termination. If the Contract is terminated pursuant to this subdivision, the Authorized User shall remain liable for all accrued but unpaid charges incurred through the date of the termination. Contractor shall use due diligence and provide any outstanding deliverables.

**c. For Violation of the Sections 139-j and 139-k of the State Finance Law:** The Commissioner reserves the right to terminate the Contract in the event it is found that the certification filed by the Bidder in accordance with Section 139-k of the State Finance Law was intentionally false or intentionally incomplete. Upon such finding, the Commissioner may exercise its termination right by providing written notification to the Contractor in accordance with the written notification terms of the Contract.

**d. For Violation of Revised Tax Law 5a**: The Commissioner reserves the right to terminate the contract in the event it is found that the certification filed by the Contractor in accordance with §5-a of the Tax Law is not timely filed during the term of the Contract or the certification furnished was intentionally false or intentionally incomplete. Upon such finding, the Commissioner may exercise its termination right by providing written notification to the Contractor.

**61. SAVINGS/FORCE MAJEURE** A force majeure occurrence is an event or effect that cannot be reasonably anticipated or controlled. Force majeure includes, but is not limited to, acts of God, acts of war, acts of public enemies, strikes, fires, explosions, actions of the elements, floods, or other similar causes beyond the control of the Contractor or the Commissioner in the performance of the Contract which non- performance, by exercise of reasonable diligence, cannot be prevented. Contractor shall provide the Commissioner with written notice of any force majeure occurrence as soon as the delay is known.

Neither the Contractor nor the Commissioner shall be liable to the other for any delay in or failure of performance under the Contract due to a force majeure occurrence. Any such delay in or failure of performance shall not constitute default or give rise to any liability for damages. The existence of such causes of such delay or failure shall extend the period for performance to such extent as determined by the Contractor and the Commissioner to be necessary to enable complete performance by the Contractor if reasonable diligence is exercised after the cause of delay or failure has been removed.

Notwithstanding the above, at the discretion of the Commissioner where the delay or failure will significantly impair the value of the Contract to the State or to Authorized Users, the Commissioner may:

**a.** Accept allocated performance or deliveries from the Contractor. The Contractor, however, hereby agrees to grant preferential treatment

to Authorized Users with respect to Product subjected to allocation; and/or

**b.** Purchase from other sources (without recourse to and by the Contractor for the costs and expenses thereof) to replace all or part of the Products which are the subject of the delay, which purchases may be deducted from the Contract quantities without penalty or liability to the State; or

**c.** Terminate the Contract or the portion thereof which is subject to delays, and thereby discharge any unexecuted portion of the Contract or the relative part thereof.

In addition, the Commissioner reserves the right, in his/her sole discretion, to make an equitable adjustment in the Contract terms and/or pricing should extreme and unforeseen volatility in the marketplace affect pricing or the availability of supply. "Extreme and unforeseen volatility in the marketplace" is defined as market circumstances which meet the following criteria: (i) the volatility is due to causes outside the control of Contractor; (ii) the volatility affects the marketplace or industry, not just the particular Contract source of supply; (iii) the effect on pricing or availability of supply is substantial; and (iv) the volatility so affects Contractor's performance that continued performance of the Contract would result in a substantial loss.

**62. CONTRACT BILLINGS** Contractor and the distributors/resellers designated by the Contractor, if any, shall provide complete and accurate billing invoices to each Authorized User in order to receive payment. Billings for Authorized Users must contain all information required by the Contract and the State Comptroller. The State Comptroller shall render payment for Authorized User purchases, and such payment shall be made in accordance with ordinary State procedures and practices. Payment of Contract purchases made by Authorized Users, other than Agencies, shall be billed directly by Contractor on invoices/vouchers, together with complete and accurate supporting documentation as required by the Authorized User.

Submission of an invoice and payment thereof shall not preclude the Commissioner from reimbursement or demanding a price adjustment in any case where the Product delivered is found to deviate from the terms and conditions of the Contract or where the billing was inaccurate.

Contractor shall provide, upon request of the Commissioner, any and all information necessary to verify the accuracy of the billings. Such information shall be provided in the format requested by the Commissioner and in a media commercially available from the Contractor. The Commissioner may direct the Contractor to provide the information to the State Comptroller or to any Authorized User of the Contract.

**63. DEFAULT – AUTHORIZED USER**

**a.** Breach of Authorized User Not Breach of Centralized Contract. An Authorized User's breach shall not be deemed a breach of the Centralized Contract, rather it shall be deemed a breach of the Authorized User's performance under the terms and conditions of the Centralized Contract.

**b.** Failure to Make Payment. In the event a participating Authorized User fails to make payment to the Contractor for Products delivered, accepted and properly invoiced, within 60 days of such delivery and acceptance, the Contractor may, upon 10 days advance written notice to both the Commissioner and the Authorized User's purchasing official, suspend additional shipments of Product or provision of services to such entity until such time as reasonable arrangements have been made and assurances given by such entity for current and future Contract payments.

**c.** Notice of Breach. Notwithstanding the foregoing, the Contractor shall, at least 10 days prior to declaring a breach of Contract by any Authorized User, by certified or registered mail, notify both the Commissioner and the purchasing official of the breaching Authorized User of the specific facts, circumstances and grounds upon which a breach will be declared.

**d.** It is understood, however, that if the Contractor's basis for declaring a breach is insufficient, the Contractor's declaration of breach and failure to service an Authorized User shall constitute a breach of its Contract and the Authorized User may thereafter seek any remedy available at law or equity.

**64. INTEREST ON LATE PAYMENTS**

**a. State Agencies** The payment of interest on certain payments due and owed by Agency may be made in accordance with Article 11-A of the State Finance Law (SFL §179-d et. Seq.) and Title 2 of the New York Code of Rules and Regulations, Part 18 (Implementation of Prompt Payment Legislation -2 NYCRR §18.1 et seq.).

**b. By Non-State Agencies** The terms of Article 11-A apply only to procurements by and the consequent payment obligations of Agencies. Neither expressly nor by any implication is the statute applicable to Non-State Authorized Users. Neither OGS nor the State Comptroller is responsible for payments on any purchases made by a Non-State Agency Authorized User.

**c. By Contractor** Should the Contractor be liable for any payments to the State hereunder, interest, late payment charges and collection fee charges will be determined and assessed pursuant to Section 18 of the State Finance Law.

**65. REMEDIES FOR BREACH** It is understood and agreed that all rights and remedies afforded below shall be in addition to all remedies or actions otherwise authorized or permitted by law:

**a. Cover/Substitute Performance** In the event of Contractor's material breach, the Commissioner may, with or without formally Bidding: (i) Purchase from other sources; or (ii) If the Commissioner is unsuccessful after making reasonable attempts, under the circumstances then existing, to timely obtain acceptable service or acquire replacement Product of equal or comparable quality, the Commissioner may acquire acceptable replacement Product of lesser or greater quality.

Such purchases may, in the discretion of the Commissioner, be deducted from the Contract quantity and payments due Contractor.

**b. Withhold Payment** In any case where a question of non-performance by Contractor arises, payment may be withheld in whole or in part at the discretion of the Commissioner. Should the amount withheld be finally paid, a cash discount originally offered may be taken as if no delay in payment had occurred.

**c. Bankruptcy** In the event that the Contractor files a petition under the U.S. Bankruptcy Code during the term of this Centralized Contract, Authorized Users may, at their discretion, make application to exercise its right to set-off against monies due the Debtor or, under the Doctrine of Recoupment, credit the Authorized User the amounts owed by the Contractor arising out of the same transactions.

**d. Reimbursement of Costs Incurred** The Contractor agrees to reimburse the Authorized User promptly for any and all additional costs and expenses incurred for acquiring acceptable services, and/or replacement Product. Should the cost of cover be less than the Contract price, the Contractor shall have no claim to the difference. The Contractor covenants and agrees that in the event suit is successfully prosecuted for any default on the part of the Contractor, all costs and

expenses expended or incurred by the Authorized User in connection therewith, including reasonable attorney's fees, shall be paid by the Contractor.

Where the Contractor fails to timely deliver pursuant to the guaranteed delivery terms of the Contract, the ordering Authorized User may rent substitute equipment temporarily. Any sums expended for such rental shall, upon demand, be reimbursed to the Authorized User promptly by the Contractor or deducted by the Authorized User from payments due or to become due the Contractor on the same or another transaction.

**e. Deduction/Credit** Sums due as a result of these remedies may be deducted or offset by the Authorized User from payments due, or to become due, the Contractor on the same or another transaction. If no deduction or only a partial deduction is made in such fashion the Contractor shall pay to the Authorized User the amount of such claim or portion of the claim still outstanding, on demand. The Commissioner reserves the right to determine the disposition of any rebates, settlements, restitution, liquidated damages, etc., which arise from the administration of the Contract.

**66. ASSIGNMENT OF CLAIM** Contractor hereby assigns to the State any and all its claims for overcharges associated with this Contract which may arise under the antitrust laws of the United States, 15 USC Section 1, et. seq. and the antitrust laws of the State of New York, General Business Law Section 340, et. seq.

**67. TOXIC SUBSTANCES** Each Contractor furnishing a toxic substance as defined by Section 875 of the Labor Law, shall provide such Authorized User with not less than two copies of a material safety data sheet, which sheet shall include for each such substance the information outlined in Section 876 of the Labor Law.

Before any chemical product is used or applied on or in any building, a copy of the product label and Material Safety Data Sheet must be provided to and approved by the Authorized User agency representative.

**68. INDEPENDENT CONTRACTOR** It is understood and agreed that the legal status of the Contractor, its agents, officers and employees under this Contract is that of an independent Contractor, and in no manner shall they be deemed employees of the Authorized User, and therefore are not entitled to any of the benefits associated with such employment. The Contractor agrees, during the term of this Contract, to maintain at Contractor's expense those benefits to which its employees would otherwise be entitled by law, including health benefits, and all necessary insurance for its employees, including worker's compensation, disability and unemployment insurance, and to provide the Authorized User with certification of such insurance upon request. The Contractor remains responsible for all applicable federal, state and local taxes, and all FICA contributions.

**69. SECURITY** Contractor warrants, covenants and represents that it will comply fully with all security procedures of the Authorized User(s) in performance of the Contract including but not limited to physical, facility, documentary and cyber security rules, procedures and protocols.

**70. COOPERATION WITH THIRD PARTIES** The Contractor shall be responsible for fully cooperating with any third party, including but not limited to other Contractors or Subcontractors of the Authorized User, as necessary to ensure delivery of Product or coordination of performance of services.

**71. CONTRACT TERM - RENEWAL** In addition to any stated renewal periods in the Contract, any Contract or unit portion thereof let by the Commissioner may be extended by the Commissioner for an additional period(s) of up to one year with the written concurrence of the Contractor and Comptroller. Such extension may be exercised on a month to month basis or in other stated periods of time during the one year extension.

**72. ADDITIONAL WARRANTIES** Where Contractor, product manufacturer or service provider generally offers additional or more advantageous warranties than set forth below, Contractor shall offer or pass through any such warranties to Authorized Users. Contractor hereby warrants and represents:

**a. Product Performance** Contractor warrants and represents that Products delivered pursuant to this Contract conform to the manufacturer's specifications, performance standards and documentation, and the documentation fully describes the proper procedure for using the Products.

**b. Title and Ownership Warranty** Contractor warrants, represents and conveys (i) full ownership, clear title free of all liens, or (ii) the right to transfer or deliver perpetual license rights to any Products transferred to Authorized User under this Contract. Contractor shall be solely liable for any costs of acquisition associated therewith. Contractor fully indemnifies the Authorized User for any loss, damages or actions arising from a breach of said warranty without limitation.

**c. Contractor Compliance** Contractor represents and warrants to pay, at its sole expense, for all applicable permits, licenses, tariffs, tolls and fees to give all notices and comply with all laws, ordinances, rules and regulations of any governmental entity in conjunction with the performance of obligations under the Contract. Prior to award and during the Contract term and any renewals thereof, Contractor must establish to the satisfaction of the Commissioner that it meets or exceeds all requirements of the Bid/Contract and any applicable laws, including but not limited to, permits, insurance coverage, licensing, proof of coverage for worker's compensation, and shall provide such proof as required by the Commissioner. Failure to do so may constitute grounds for the Commissioner to cancel or suspend this Contract, in whole or in part, or to take any other action deemed necessary by the Commissioner.

**d. Product Warranty** Unless recycled or recovered materials are available in accordance with the "Recycled or Recovered Materials" clause, Product offered shall be standard new equipment, current model or most recent release of regular stock product with all parts regularly used with the type of equipment offered; and no attachment or part has been substituted or applied contrary to the manufacturer's recommendations and standard practice.

Contractor further warrants and represents that components or deliverables specified and furnished by or through Contractor shall individually, and where specified and furnished as a system, be substantially uninterrupted or error-free in operation and guaranteed against faulty material and workmanship for the warranty period, or for a minimum of one (1) year from the date of acceptance, whichever is longer ("Project warranty period"). During the Project warranty period, defects in the materials or workmanship of components or deliverables specified and furnished by or through Contractor shall be repaired or replaced by Contractor at no cost or expense to the Authorized User. Contractor shall extend the Project warranty period for individual component(s), or for the System as a whole, as applicable, by the cumulative period(s) of time, after notification, during which an individual component or the System requires servicing or replacement (down time) or is in the possession of the Contractor, its agents, officers, Subcontractors, distributors, resellers or employees ("extended warranty").

Where Contractor, the Independent Software Vendor "ISV," or other third party manufacturer markets any Project Deliverable delivered by

or through Contractor with a standard commercial warranty, such standard warranty shall be in addition to, and not relieve the Contractor from, Contractor's warranty obligations during the project warranty and extended warranty period(s). Where such standard commercial warranty covers all or some of the Project warranty or extended warranty period(s), Contractor shall be responsible for the coordination during the Project warranty or extended warranty period(s) with ISV or other third party manufacturer(s) for warranty repair or replacement of ISV or other third party manufacturer's Product.

Where Contractor, ISV or other third party manufacturer markets any Project Deliverable with a standard commercial warranty which goes beyond the Project warranty or extended warranty period(s), Contractor shall notify the Authorized User and pass through the manufacturer's standard commercial warranty to Authorized User at no additional charge; provided, however, that Contractor shall not be responsible for coordinating services under the third party extended warranty after expiration of the Project warranty and extended warranty period(s).

**e. Replacement Parts Warranty** If during the regular or extended warranty period's faults develop, the Contractor shall promptly repair or, upon demand, replace the defective unit or component part affected. All costs for labor and material and transportation incurred to repair or replace defective Product during the warranty period shall be borne solely by the Contractor, and the State or Authorized User shall in no event be liable or responsible therefor.

Any part of component replaced by the Contractor under the Contract warranty shall be replaced at no cost to the Authorized User and guaranteed for the greater of: a) the warranty period under paragraph (d) above; or b) if a separate warranty for that part or component is generally offered by the manufacturer, the standard commercial warranty period offered by the manufacturer for the individual part or component.

**f. Virus Warranty** The Contractor represents and warrants that Licensed Software contains no known viruses. Contractor is not responsible for viruses introduced at Licensee's site.

**g. Date/Time Warranty** Contractor warrants that Product(s) furnished pursuant to this Contract shall, when used in accordance with the Product documentation, be able to accurately process date/time data (including, but not limited to, calculating, comparing, and sequencing) transitions, including leap year calculations. Where a Contractor proposes or an acquisition requires that specific Products must perform as a package or system, this warranty shall apply to the Products as a system.

Where Contractor is providing ongoing services, including but not limited to: i) consulting, integration, code or data conversion, ii) maintenance or support services, iii) data entry or processing, or iv) contract administration services (e.g., billing, invoicing, claim processing), Contractor warrants that services shall be provided in an accurate and timely manner without interruption, failure or error due to the inaccuracy of Contractor's business operations in processing date/time data (including, but not limited to, calculating, comparing, and sequencing) various date/time transitions, including leap year calculations. Contractor shall be responsible for damages resulting from any delays, errors or untimely performance resulting therefrom, including but not limited to the failure or untimely performance of such services.

This Date/Time Warranty shall survive beyond termination or expiration of this contract through: a) ninety (90) days or b) the Contractor's or Product manufacturer/developer's stated date/time warranty term, whichever is longer. Nothing in this warranty statement shall be construed to limit any rights or remedies otherwise available under this Contract for breach of warranty.

**h. Workmanship Warranty** Contract warrants that all components or deliverables specified and furnished by or through Contractor under the Project Definition/Work Order meet the completion criteria set forth in the Project Definition/Work Order and any subsequent statement(s) of work, and that services will be provided in a workmanlike manner in accordance with industry standards.

**i. Survival of Warranties** All warranties contained in this Contract shall survive the termination of this Contract.

**73. LEGAL COMPLIANCE** Contractor represents and warrants that it shall secure all notices and comply with all laws, ordinances, rules and regulations of any governmental entity in conjunction with the performance of obligations under the Contract. Prior to award and during the Contract term and any renewals thereof, Contractor must establish to the satisfaction of the Commissioner that it meets or exceeds all requirements of the Bid and Contract and any applicable laws, including but not limited to, permits, licensing, and shall provide such proof as required by the Commissioner. Failure to comply or failure to provide proof may constitute grounds for the Commissioner to cancel or suspend the Contract, in whole or in part, or to take any other action deemed necessary by the Commissioner. Contractor also agrees to disclose information and provide affirmations and certifications to comply with Sections 139-j and 139-k of the State Finance Law.

**74. INDEMNIFICATION** Contractor shall be fully liable for the actions of its agents, employees, partners or Subcontractors and shall fully indemnify and save harmless the Authorized Users from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by any intentional act or negligence of Contractor, its agents, employees, partners or Subcontractors, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of the Authorized Users.

**75. INDEMNIFICATION RELATING TO THIRD PARTY RIGHTS** The Contractor will also indemnify and hold the Authorized Users harmless from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities and costs that may be finally assessed against the Authorized Users in any action for infringement of a United States Letter Patent, or of any copyright, trademark, trade secret or other third party proprietary right except to the extent such claims arise from the Authorized Users gross negligence or willful misconduct, provided that the State shall give Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor.

If usage shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion to take action in the following order of precedence: (i) to procure for the Authorized User the right to continue Usage (ii) to modify the service or Product so that Usage becomes non-infringing, and is of at least equal quality and performance; or (iii) to replace said service or Product or part(s) thereof, as applicable, with non-infringing service or Product of at least equal quality and performance. If the above remedies are not available, the parties shall terminate the Contract, in whole or in part as necessary and applicable, provided the Authorized User is given a refund for any amounts paid for the period during which Usage was not feasible.

The foregoing provisions as to protection from third party rights shall not apply to any infringement occasioned by modification by the Authorized User of any Product without Contractor's approval.

In the event that an action at law or in equity is commenced against the Authorized User arising out of a claim that the Authorized User's use of the service or Product under the Contract infringes any patent, copyright or proprietary right, and Contractor is of the opinion that the allegations in such action in whole or in part are not covered by the indemnification and defense provisions set forth in the Contract, Contractor shall immediately notify the Authorized User and the Office of the Attorney General in writing and shall specify to what extent Contractor believes it is obligated to defend and indemnify under the terms and conditions of the Contract. Contractor shall in such event protect the interests of the Authorized User and secure a continuance to permit the Authorized User to appear and defend its interests in cooperation with Contractor, as is appropriate, including any jurisdictional defenses the Authorized User may have. This constitutes the Authorized User's sole and exclusive remedy for patent infringement, or for infringement of any other third party proprietary right.

**76. LIMITATION OF LIABILITY** Except as otherwise set forth in the Indemnification Paragraphs above, the limit of liability shall be as follows:

**a.** Contractor's liability for any claim, loss or liability arising out of, or connected with the Products and services provided, and whether based upon default, or other liability such as breach of contract, warranty, negligence, misrepresentation or otherwise, shall in no case exceed direct damages in: (i) an amount equal to two (2) times the charges specified in the Purchase Order for the Products and services, or parts thereof forming the basis of the Authorized User's claim, (said amount not to exceed a total of twelve (12) months charges payable under the applicable Purchase Order) or (ii) one million dollars ($1,000,000), whichever is greater.

**b.** The Authorized User may retain such monies from any amount due Contractor as may be necessary to satisfy any claim for damages, costs and the like asserted against the Authorized User unless Contractor at the time of the presentation of claim shall demonstrate to the Authorized User's satisfaction that sufficient monies are set aside by the Contractor in the form of a bond or through insurance coverage to cover associated damages and other costs.

**c.** Notwithstanding the above, neither the Contractor nor the Authorized User shall be liable for any consequential, indirect or special damages of any kind which may result directly or indirectly from such performance, including, without limitation, damages resulting from loss of use or loss of profit by the Authorized User, the Contractor, or by others.

**77. INSURANCE** Contractor shall secure and maintain insurance coverage as specified in the Bid Documents and shall promptly provide documentation of specified coverages to the Authorized User. If specified, the Contractor may be required to add the Authorized User as an additional insured.

**THE FOLLOWING CLAUSES PERTAIN TO TECHNOLOGY & NEGOTIATED CONTRACTS**

**78. SOFTWARE LICENSE GRANT** Where Product is acquired on a licensed basis the following shall constitute the license grant:

**a. License Scope** Licensee is granted a non-exclusive, perpetual license to use, execute, reproduce, display, perform, or merge the Product within its business enterprise in the United States up to the maximum licensed capacity stated on the Purchase Order. Product may be accessed, used, executed, reproduced, displayed or performed up to the capacity measured by the applicable licensing unit stated on the Purchase Order (i.e., payroll size, number of employees, CPU, MIPS, MSU, concurrent user, workstation). Licensee shall have the right to use and distribute modifications or customizations of the Product to and for use by any Authorized Users otherwise licensed to use the Product, provided that any modifications, however extensive, shall not diminish Licensor's proprietary title or interest. No license, right or interest in any trademark, trade name, or service mark is granted hereunder.

**b. License Term** The license term shall commence upon the License Effective Date, provided, however, that where an acceptance or trial period applies to the Product, the License Term shall be extended by the time period for testing, acceptance or trial.

**c. Licensed Documentation** If commercially available, Licensee shall have the option to require the Contractor to deliver, at Contractor's expense: (i) one (1) hard copy and one (1) master electronic copy of the Documentation in a mutually agreeable format; (ii) based on hard copy instructions for access by downloading from the Internet (iii) hard copies of the Product Documentation by type of license in the following amounts, unless otherwise mutually agreed:

- Individual/Named User License - one (1) copy per License
- Concurrent Users - 10 copies per site
- Processing Capacity - 10 copies per site

Software media must be in a format specified by the Authorized User, without requiring any type of conversion.

Contractor hereby grants to Licensee a perpetual license right to make, reproduce (including downloading electronic copies of the Product) and distribute, either electronically or otherwise, copies of Product Documentation as necessary to enjoy full use of the Product in accordance with the terms of license.

**d. Product Technical Support & Maintenance** Licensee shall have the option of electing the Product technical support and maintenance ("maintenance") set forth in the Contract by giving written notice to Contractor any time during the Centralized Contract term. Maintenance term(s) and any renewal(s) thereof are independent of the expiration of the Centralized Contract term and will not automatically renew.

Maintenance shall include, at a minimum, (i) the provision of error corrections, updates, revisions, fixes, upgrade and new releases to Licensee, and (ii) Help Desk assistance with locally accessible "800" or toll free, local telephone service, or alternatively on-line Help Desk accessibility. Contractor shall maintain the Products so as to provide Licensee with the ability to utilize the Products in accordance with the Product documentation without significant functional downtime to its ongoing business operations during the maintenance term.

Authorized User shall not be required to purchase maintenance for use of Product, and may discontinue maintenance at the end of any current maintenance term upon notice to Contractor. In the event that Authorized User does not initially acquire or discontinues maintenance of licensed Product, it may, at any time thereafter, reinstate maintenance for Product without any additional penalties or other charges, by paying Contractor the amount which would have been due under the Contract for the period of time that such maintenance had lapsed, at then current NYS net maintenance rates.

**e. Permitted License Transfers** As Licensee's business operations may be altered, expanded or diminished, licenses granted hereunder may be transferred or combined for use at an alternative or consolidated site not originally specified in the license, including transfers between Agencies ("permitted license transfers"). Licensee(s) do not have to obtain the approval of Contractor for permitted license transfers, but must give thirty (30) days prior written notice to Contractor of such move(s) and certify in writing that the Product is not in use at the prior site. There shall be no additional license or other transfer fees due

Contractor, provided that: i) the maximum capacity of the consolidated machine is equal to the combined individual license capacity of all licenses running at the consolidated or transferred site (e.g., named users, seats, or MIPS); or ii) if the maximum capacity of the consolidated machine is greater than the individual license capacity being transferred, a logical or physical partition or other means of restricting access will be maintained within the computer system so as to restrict use and access to the Product to that unit of licensed capacity solely dedicated to beneficial use for Licensee. In the event that the maximum capacity of the consolidated machine is greater than the combined individual license capacity of all licenses running at the consolidated or transferred site, and a logical or physical partition or other means of restricting use is not available, the fees due Contractor shall not exceed the fees otherwise payable for a single license for the upgrade capacity.

**f. Restricted Use By Outsourcers / Facilities Management, Service Bureaus / or Other Third Parties** Outsourcers, facilities management or service bureaus retained by Licensee shall have the right to use the Product to maintain Licensee's business operations, including data processing, for the time period that they are engaged in such activities, provided that: 1) Licensee gives notice to Contractor of such party, site of intended use of the Product, and means of access; and 2) such party has executed, or agrees to execute, the Product manufacturer's standard nondisclosure or restricted use agreement which executed agreement shall be accepted by the Contractor ("Non-Disclosure Agreement"); and 3) if such party is engaged in the business of facility management, outsourcing, service bureau or other services, such third party will maintain a logical or physical partition within its computer system so as to restrict use and access to the program to that portion solely dedicated to beneficial use for Licensee. In no event shall Licensee assume any liability for third party's compliance with the terms of the Non-Disclosure Agreement, nor shall the Non-Disclosure Agreement create or impose any liabilities on the State or Licensee.

Any third party with whom a Licensee has a relationship for a state function or business operation, shall have the temporary right to use Product (e.g., JAVA Applets), provided that such use shall be limited to the time period during which the third party is using the Product for the function or business activity.

**g. Archival Back-Up and Disaster Recovery** Licensee may use and copy the Product and related Documentation in connection with: i) reproducing a reasonable number of copies of the Product for archival backup and disaster recovery procedures in the event of destruction or corruption of the Product or disasters or emergencies which require Licensee to restore backup(s) or to initiate disaster recovery procedures for its platform or operating systems; ii) reproducing a reasonable number of copies of the Product and related Documentation for cold site storage. "Cold Site" storage shall be defined as a restorable back-up copy of the Product not to be installed until and after the declaration by the Licensee of a disaster; iii) reproducing a back-up copy of the Product to run for a reasonable period of time in conjunction with a documented consolidation or transfer otherwise allowed herein. "Disaster Recovery" shall be defined as the installation and storage of Product in ready-to-execute, back-up computer systems prior to disaster or breakdown which is not used for active production or development.

**h. Confidentiality Restrictions** The Product is a trade secret, copyrighted and proprietary product. Licensee and its employees will keep the Product strictly confidential, and Licensee will not disclose or otherwise distribute or reproduce any Product to anyone other than as authorized under the terms of Contract. Licensee will not remove or destroy any proprietary markings of Contractor.

**i. Restricted Use by Licensee** Except as expressly authorized by the terms of license, Licensee shall not:

(i) Copy the Product;

(ii) Cause or permit reverse compilation or reverse assembly of all or any portion of the Product;

(iii) Export the Licensed Software in violation of any U.S. Department of Commerce export administration regulations.

**79. PRODUCT ACCEPTANCE** Unless otherwise provided by mutual agreement of the Authorized User and the Contractor, Authorized User(s) shall have thirty (30) days from the date of delivery to accept hardware products and sixty (60) days from the date of delivery to accept all other Product. Where the Contractor is responsible for installation, acceptance shall be from completion of installation. Failure to provide notice of acceptance or rejection or a deficiency statement to the Contractor by the end of the period provided for under this clause constitutes acceptance by the Authorized User(s) as of the expiration of that period. The License Term shall be extended by the time periods allowed for trial use, testing and acceptance unless the Commissioner or Authorized User agrees to accept the Product at completion of trial use.

Unless otherwise provided by mutual agreement of the Authorized User and the Contractor, Authorized User shall have the option to run testing on the Product prior to acceptance, such tests and data sets to be specified by User. Where using its own data or tests, Authorized User must have the tests or representative set of data available upon delivery. This demonstration will take the form of a documented installation test, capable of observation by the Authorized User, and shall be made part of the Contractor's standard documentation. The test data shall remain accessible to the Authorized User after completion of the test.

In the event that the documented installation test cannot be completed successfully within the specified acceptance period, and the Contractor or Product is responsible for the delay, Authorized User shall have the option to cancel the order in whole or in part, or to extend the testing period for an additional thirty (30) day increment. Authorized User shall notify Contractor of acceptance upon successful completion of the documented installation test. Such cancellation shall not give rise to any cause of action against the Authorized User for damages, loss of profits, expenses, or other remuneration of any kind.

If the Authorized User elects to provide a deficiency statement specifying how the Product fails to meet the specifications within the testing period, Contractor shall have thirty (30) days to correct the deficiency, and the Authorized User shall have an additional sixty (60) days to evaluate the Product as provided herein. If the Product does not meet the specifications at the end of the extended testing period, Authorized User, upon prior written notice to Contractor, may then reject the Product and return all defective Product to Contractor, and Contractor shall refund any monies paid by the Authorized User to Contractor therefor. Costs and liabilities associated with a failure of the Product to perform in accordance with the functionality tests or product specifications during the acceptance period shall be borne fully by Contractor to the extent that said costs or liabilities shall not have been caused by negligent or willful acts or omissions of the Authorized User's agents or employees. Said costs shall be limited to the amounts set forth in the Limitation of Liability Clause for any liability for costs incurred at the direction or recommendation of Contractor.

**80. AUDIT OF LICENSED PRODUCT USAGE** Contractor shall have the right to periodically audit, no more than annually, at Contractor's expense, use of licensed Product at any site where a copy of the Product resides provided that: (i) Contractor gives Licensee(s) at least thirty (30) days advance written notice, (ii) such audit is conducted during such party's normal business hours, (iii) the audit is conducted by an independent auditor chosen on mutual agreement of the parties. Contractor shall recommend a minimum of three (3) auditing/accounting firms from which the Licensee will select one (1). In no case shall the Business Software Alliance (BSA), Software

Publishers Association (SPA), Software and Industry Information Association (SIIA) or Federation Against Software Theft (FAST) be used directly or indirectly to conduct audits, or be recommended by Contractor; (iv) Contractor and Licensee are each entitled to designate a representative who shall be entitled to participate, and who shall mutually agree on audit format, and simultaneously review all information obtained by the audit. Such representatives also shall be entitled to copies of all reports, data or information obtained from the audit; and (v) if the audit shows that such party is not in compliance, Licensee shall be required to purchase additional licenses or capacities necessary to bring it into compliance and shall pay for the unlicensed capacity at the NYS Net Price in effect at time of audit, or if none, then at the Contractor's U.S. Commercial list price. Once such additional licenses or capacities are purchased, Licensee shall be deemed to have been in compliance retroactively, and Licensee shall have no further liability of any kind for the unauthorized use of the software.

**81. OWNERSHIP/TITLE TO PROJECT DELIVERABLES**

**a. Definitions**

**(i)** For purposes of this paragraph, "Products." A deliverable furnished under this Contract by or through Contractor, including existing and custom Products, including, but not limited to: a) components of the hardware environment, b) printed materials (including but not limited to training manuals, system and user documentation, reports, drawings), whether printed in hard copy or maintained on diskette, CD, DVD or other electronic media c) third party software, d) modifications, customizations, custom programs, program listings, programming tools, data, modules, components, and e) any properties embodied therein, whether in tangible or intangible form (including but not limited to utilities, interfaces, templates, subroutines, algorithms, formulas, source code, object code).

**(ii)** For purposes of this paragraph, "Existing Products." Tangible Products and intangible licensed Products that exist prior to the commencement of work under the Contract. Contractor bears the burden of proving that a particular product was in existence prior to the commencement of the Project.

**(iii)** For purposes of this paragraph, "Custom Products." Products, preliminary, final or otherwise, which are created or developed by Contractor, its Subcontractors, partners, employees or agents for Authorized User under the Contract.

**b. Title to Project Deliverables** Contractor acknowledges that it is commissioned by the Authorized User to perform the services detailed in the Purchase Order. Unless otherwise specified in writing in the Bid or Purchase Order, the Authorized User shall have ownership and license rights as follows:

**(i) Existing Products**:

**1. Hardware** - Title and ownership of Existing Hardware Product shall pass to Authorized User upon Acceptance.

**2. Software** - Title and ownership to Existing Software Product(s) delivered by Contractor under the Contract that is normally commercially distributed on a license basis by the Contractor or other independent software vendor proprietary owner ("Existing Licensed Product"), whether or not embedded in, delivered or operating in conjunction with hardware or Custom Products, shall remain with Contractor or the proprietary owner of other independent software vendor(s) (ISV). Effective upon acceptance, such Product shall be licensed to Authorized User in accordance with the Contractor or ISV owner's standard license agreement, provided, however, that such standard license, must, at a minimum: (a) grant Authorized User a non-exclusive, perpetual license to use, execute, reproduce, display, perform, adapt (unless Contractor advises Authorized User as part of Contractor's proposal that adaptation will violate existing agreements or statutes and Contractor demonstrates such to the Authorized User's satisfaction) and distribute Existing Licensed Product to the Authorized User up to the license capacity stated in the Purchase Order or work order with all license rights necessary to fully effect the general business purpose(s) stated in the Bid or Authorized User's Purchase Order or work order, including the financing assignment rights set forth in paragraph (c) below; and (b) recognize the State of New York as the licensee where the Authorized User is a state agency, department, board, commission, office or institution. Where these rights are not otherwise covered by the ISV's owner's standard license agreement, the Contractor shall be responsible for obtaining these rights at its sole cost and expense. The Authorized User shall reproduce all copyright notices and any other legend of ownership on any copies authorized under this paragraph.

(**ii.) Custom Products**: Effective upon creation of Custom Products, Contractor hereby conveys, assigns and transfers to Authorized User the sole and exclusive rights, title and interest in Custom Product(s), whether preliminary, final or otherwise, including all trademark and copyrights. Contractor hereby agrees to take all necessary and appropriate steps to ensure that the Custom Products are protected against unauthorized copying, reproduction and marketing by or through Contractor, its agents, employees, or Subcontractors. Nothing herein shall preclude the Contractor from otherwise using the related or underlying general knowledge, skills, ideas, concepts, techniques and experience developed under a Purchase Order, project definition or work order in the course of Contractor's business. Authorized User may, by providing written notice thereof to the Contractor, elect in the alternative to take a non-exclusive perpetual license to Custom Products in lieu of Authorized User taking exclusive ownership and title to such Products. In such case, Licensee on behalf of all Authorized Users shall be granted a non-exclusive perpetual license to use, execute, reproduce, display, perform, adapt and distribute Custom Product as necessary to fully effect the general business purpose(s) as stated in paragraph (b)(i)(2), above.

**c. Transfers or Assignments to a Third Party Financing Agent** It is understood and agreed by the parties that a condition precedent to the consummation of the purchase (s) under the Contract may be the obtaining of acceptable third party financing by the Authorized User. The Authorized User shall make the sole determination of the acceptability of any financing proposal. The Authorized User will make all reasonable efforts to obtain such financing, but makes no representation that such financing has been obtained as of the date of Bid receipt. Where financing is used, Authorized User may assign or transfer its rights in Licensed Products (existing or custom) to a third party financing entity or trustee ("Trustee") as collateral where required by the terms of the financing agreement. Trustee's sole rights with respect to transferability or use of Licensed Products shall be to exclusively sublicense to Authorized User all of its Licensee's rights under the terms and conditions of the License Agreement; provided, further, however, in the event of any termination or expiration of such sublicense by reason of payment in full, all of Trustee's rights in such Licensed Product shall terminate immediately and Authorized User's prior rights to such Existing Licensed Product shall be revived.

**d. Sale or License of Custom Products Involving Tax-Exempt Financing (i.e., Certificates of Participation - COPS)** The Authorized User's sale or other transfer of Custom Products which were acquired by the Authorized User using third party, tax-exempt financing may not occur until such Custom Products are, or become, useable. In the event that the Contractor wishes to obtain ownership rights to Custom Product(s), the sale or other transfer shall be at fair market value determined at the time of such sale or other transfer, and must be pursuant to a separate written agreement in a form acceptable to the Authorized User which complies with the terms of this paragraph.

**e. Contractor's Obligation with Regard to ISV (Third Party) Product** Where Contractor furnishes Existing Licensed Product(s) as a

Project Deliverable, and sufficient rights necessary to effect the purposes of this section are not otherwise provided in the Contractor or ISV's standard license agreement, Contractor shall be responsible for obtaining from the ISV third party proprietary owner/developer the rights set forth herein to the benefit of the Authorized User at Contractor's sole cost and expense.

**82. PROOF OF LICENSE** The Contractor must provide to each Licensee who places a Purchase Order either: (i) the Product developer's certified License Confirmation Certificates in the name of such Licensee; or (ii) a written confirmation from the Proprietary owner accepting Product invoice as proof of license. Contractor shall submit a sample certificate, or alternatively such written confirmation from the proprietary developer. Such certificates must be in a form acceptable to the Licensee.

**83. PRODUCT VERSION** Purchase Orders shall be deemed to reference Manufacturer's most recently released model or version of the Product at time of order, unless an earlier model or version is specifically requested in writing by Authorized User and Contractor is willing to provide such version.

**84. CHANGES TO PRODUCT OR SERVICE OFFERINGS**

**a. Product or Service Discontinuance** Where Contractor is the Product Manufacturer/Developer, and Contractor publicly announces to all U.S. customers ("date of notice") that a Product is being withdrawn from the U.S. market or that maintenance service or technical support provided by Contractor ("withdrawn support") is no longer going to be offered, Contractor shall be required to: (i) notify the Commissioner, each Licensee and each Authorized User then under contract for maintenance or technical support in writing of the intended discontinuance; and (ii) continue to offer Product or withdrawn support upon the Contract terms previously offered for the greater of: a) the best terms offered by Contractor to any other customer, or b) not less than twelve (12) months from the date of notice; and (iii) at Authorized User's option, provided that the Authorized User is under contract for maintenance on the date of notice, either: provide the Authorized User with a Product replacement or migration path with at least equivalent functionality at no additional charge to enable Authorized User to continue use and maintenance of the Product.

In the event that the Contractor is not the Product Manufacturer, Contractor shall be required to: (i) provide the notice required under the paragraph above, to the entities described within five (5) business days of Contractor receiving notice from the Product Manufacturer, and (ii) include in such notice the period of time from the date of notice that the Product Manufacturer will continue to provide Product or withdraw support.

The provisions of this subdivision (a) shall not apply or eliminate Contractor's obligations where withdrawn support is being provided by an independent Subcontractor. In the event that such Subcontractor ceases to provide service, Contractor shall be responsible for subcontracting such service, subject to state approval, to an alternate Subcontractor.

**b. Product or Service Re-Bundling** In the event that Contractor is the Product manufacturer and publicly announces to all U.S. customers ("date of notice") that a Product or maintenance or technical support offering is being re-bundled in a different manner from the structure or licensing model of the prior U.S. commercial offering, Contractor shall be required to: (i) notify the State and each Authorized User in writing of the intended change; (ii) continue to provide Product or withdrawn support upon the same terms and conditions as previously offered on the then-current NYS Contract for the greater of: a) the best terms offered by Contractor to any other customer, or b) not less than twelve (12) months from the date of notice; and (iii) shall submit the proposed rebundling change to the Commissioner for approval prior to its becoming effective for the remainder of the Contract term. The provisions of this section do not apply if the Contractor is not the Product manufacturer.

**85. NO HARDSTOP/PASSIVE LICENSE MONITORING** Unless an Authorized User is otherwise specifically advised to the contrary in writing at the time of order and prior to purchase, Contractor hereby warrants and represents that the Product and all Upgrades do not and will not contain any computer code that would disable the Product or Upgrades or impair in any way its operation based on the elapsing of a period of time, exceeding an authorized number of copies, advancement to a particular date or other numeral, or other similar self-destruct mechanisms (sometimes referred to as "time bombs," "time locks," or "drop dead" devices) or that would permit Contractor to access the Product to cause such disablement or impairment (sometimes referred to as a "trap door" device). Contractor agrees that in the event of a breach or alleged breach of this provision that Authorized User shall not have an adequate remedy at law, including monetary damages, and that Authorized User shall consequently be entitled to seek a temporary restraining order, injunction, or other form of equitable relief against the continuance of such breach, in addition to any and all remedies to which Authorized User shall be entitled.

**86. SOURCE CODE ESCROW FOR LICENSED PRODUCT** If Source Code or Source Code escrow is offered by either Contractor or Product manufacturer or developer to any other commercial customers, Contractor shall either: (i) provide Licensee with the Source Code for the Product; or (ii) place the Source Code in a third party escrow arrangement with a designated escrow agent who shall be named and identified to the State, and who shall be directed to release the deposited Source Code in accordance with a standard escrow agreement acceptable to the State; or (iii) will certify to the State that the Product manufacturer/developer has named the State, acting by and through the Authorized User, and the Licensee, as a named beneficiary of an established escrow arrangement with its designated escrow agent who shall be named and identified to the State and Licensee, and who shall be directed to release the deposited Source Code in accordance with the terms of escrow. Source Code, as well as any corrections or enhancements to such source code, shall be updated for each new release of the Product in the same manner as provided above and such updating of escrow shall be certified to the State in writing. Contractor shall identify the escrow agent upon commencement of the Contract term and shall certify annually that the escrow remains in effect in compliance with the terms of this paragraph.

The State may release the Source Code to Licensees under this Contract who have licensed Product or obtained services, who may use such copy of the Source Code to maintain the Product.

**FOR NEGOTIATED CONTRACTS THE FOLLOWING CLAUSES ARE RESERVED BECAUSE BIDDING DOES NOT APPLY:**

**Clauses: 7, 8, 9, 10, 11, 12, 13, 16, 15, 21, 25, 26, 28, 29, 30, 31, 32, 33, 36, 49, 50, 52, 54 and 37**

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# APPENDIX C
# Contractor's Executive Law, Article 15-A (M/WBE) Requirements

## MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

I, _____, the of_____(title) of Heritagenergy, Inc. (Contractor) agree Heritagenergy, Inc. (Contractor) has adopted the following policies with respect to

Contract Number PC66159

**M/WBE**

Contractor will make good faith efforts to achieve the M/WBE contract participations goals set by OGS for that area in which the State-funded project is located, by taking the following steps:

1) Actively and affirmatively soliciting bids for subcontracts from qualified State certified MBEs or WBEs, including solicitations to MWBE contractor associations.
2) Request a list of State-certified MWBEs from OGS and solicit bids from them directly.
3) Ensure that plans, specifications, request for proposals and other documents used to secure bids will be made available in sufficient time for review by prospective M/WBEs.
4) Where feasible, divide the work into smaller portions to enhanced participations by MWBEs and encourage the formation of joint venture and other partnerships among MWBE contractors to enhance their participation.
5) Document and maintain records of bid solicitation, including those to MWBEs and the results thereof.
6) Ensure that progress payments to M/WBEs are made on a timely basis so that undue financial hardship is avoided and provide appropriate support, including waiving bonding and other credit requirements where permissible, to encourage MWBE participation.

Agreed to this _____ day of _____, 2013

By _____

Print: _____

Title: _____

**EEO**

(a) Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and 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.

(b) Contractor shall state in all solicitation 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 disability or marital status.

(c) At the request of the contracting agency, Contractor shall request each employment agency, labor union, or authorized 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 Contractor's obligations herein.

(d) Contractor shall comply with the provisions of the Human Rights Law, all other State and Federal statutory and constitutional non-discrimination provisions. Contractor and subcontractors shall not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

(e) Contractor will include the provisions of sections (a) through (d) of this agreement in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the State contract.

# Lot 1 (Regular)

## Lot 1 (Regular) - Region 1

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 1 | 1 | Region 1 | NOCO | Erie | $3.1765 | $3.7814 | $0.0275 |
| | 1 | Region 1 | NOCO | Niagara | $3.1765 | $3.7814 | $0.0275 |

## Lot 1 (Regular) - Region 2

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 2 | 1 | Region 2 | Sampson/Tra-Lin | Orleans | $3.2749 | $3.6500 | $0.0400 |
| | 1 | Region 2 | Sampson/Tra-Lin | Genesee | $3.2749 | $3.6949 | $0.0150 |
| | 1 | Region 2 | Sampson/Tra-Lin | Wyoming | $3.3249 | $3.6949 | $0.0150 |
| | 1 | Region 2 | Sampson/Tra-Lin | Livingston | $3.2385 | $3.6549 | $0.0450 |
| | 1 | Region 2 | Sampson/Tra-Lin | Ontario | $3.2434 | $3.6549 | $0.0400 |
| | 1 | Region 2 | Sampson/Tra-Lin | Wayne | $3.2749 | $3.6500 | $0.0300 |
| | 1 | Region 2 | Sampson/Tra-Lin | Monroe | $3.2385 | $3.6500 | $0.0450 |

## Lot 1 (Regular) - Region 3

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 3 | 1 | Region 3 | NOCO | Allegany | $3.2319 | $3.8591 | $0.0000 |
| | 1 | Region 3 | NOCO | Cattaraugus | $3.2569 | $3.8396 | $0.0000 |
| | 1 | Region 3 | NOCO | Chautauqua | $3.2569 | $3.8551 | $0.0000 |

## Lot 1 (Regular) - Region 4

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 4 | 1 | Region 4 | NOCO | Cayuga | $3.2989 | $3.8289 | $0.0000 |
| | 1 | Region 4 | NOCO | Seneca | $3.2789 | $3.8039 | $0.0000 |
| | 1 | Region 4 | NOCO | Yates | $3.3358 | $3.8739 | $0.0000 |

## Lot 1 (Regular) - Region 5

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 5 | 1 | Region 5 | Superior | Schuyler | $3.3483 | $3.8468 | $0.0900 |
| | 1 | Region 5 | Superior | Steuben | $3.3483 | $3.8468 | $0.0900 |
| | 1 | Region 5 | Superior | Tompkins | $3.3483 | $3.8468 | $0.0900 |

## Lot 1 (Regular) - Region 6

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 6 | 1 | Region 6 | Superior | Jefferson | $3.3600 | $3.7300 | $0.0800 |
| | 1 | Region 6 | Superior | Lewis | $3.3600 | $3.7300 | $0.0800 |
| | 1 | Region 6 | Superior | Oswego | $3.3600 | $3.7300 | $0.0800 |

## Lot 1 (Regular) - Region 7

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 7 | 1 | Region 7 | Superior | Herkimer | $3.3600 | $3.7300 | $0.0800 |
| | 1 | Region 7 | Superior | Oneida | $3.3600 | $3.7300 | $0.0800 |

## Lot 1 (Regular) - Region 8

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 8 | 1 | Region 8 | Mirabito | Chenango | $3.2261 | $3.7458 | $0.1056 |
| | 1 | Region 8 | Mirabito | Madison | $3.2261 | $3.7458 | $0.1056 |
| | 1 | Region 8 | Mirabito | Onondaga | $3.2261 | $3.7458 | $0.1056 |

## Lot 1 (Regular) - Region 9

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 9 | 1 | Region 9 | Superior | Broome | $3.2300 | $3.8050 | $0.0800 |
| | 1 | Region 9 | Superior | Chemung | $3.2300 | $3.8050 | $0.0800 |
| | 1 | Region 9 | Superior | Cortland | $3.2300 | $3.8050 | $0.0800 |
| | 1 | Region 9 | Superior | Tioga | $3.2300 | $3.8050 | $0.0800 |

## Lot 1 (Regular) - Region 10

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 10 | 1 | Region 10 | Adirondack Energy | Clinton | $3.3322 | $3.3592 | $0.0300 |
| | 1 | Region 10 | Adirondack Energy | Essex | $3.3322 | $3.3592 | $0.0300 |
| | 1 | Region 10 | Adirondack Energy | Franklin | $3.3322 | $3.3592 | $0.0300 |
| | 1 | Region 10 | Adirondack Energy | St. Lawrence | $3.3322 | $3.3592 | $0.0300 |

## Lot 1 (Regular) - Region 11

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 11 | 1 | Region 11 | Global Montello | Fulton | $3.2941 | $3.4656 | $0.0200 |
| | 1 | Region 11 | Global Montello | Hamilton | $3.2941 | $3.4656 | $0.0200 |
| | 1 | Region 11 | Global Montello | Montgomery | $3.2791 | $3.4456 | $0.0200 |
| | 1 | Region 11 | Global Montello | Saratoga | $3.2581 | $3.4396 | $0.0200 |
| | 1 | Region 11 | Global Montello | Warren | $3.2746 | $3.4286 | $0.0200 |
| | 1 | Region 11 | Global Montello | Washington | $3.2941 | $3.4656 | $0.0200 |

## Lot 1 (Regular) - Region 12

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 12 | 1 | Region 12 | Global Montello | Albany | $3.2316 | $3.4056 | $0.0200 |
| | 1 | Region 12 | Global Montello | Rensselaer | $3.2251 | $3.4016 | $0.0200 |
| | 1 | Region 12 | Global Montello | Schenectady | $3.2161 | $3.3926 | $0.0200 |

## Lot 1 (Regular) - Region 13

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 13 | 1 | Region 13 | Mirabito | Delaware | $3.4647 | $3.8892 | $0.1828 |
| | 1 | Region 13 | Mirabito | Otsego | $3.4647 | $3.8892 | $0.1828 |
| | 1 | Region 13 | Mirabito | Schoharie | $3.4647 | $3.8892 | $0.1828 |

## Lot 1 (Regular) - Region 14

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 14 | 1 | Region 14 | Heritage Energy | Columbia | $3.2045 | $3.4500 | $0.0150 |
| | 1 | Region 14 | Heritage Energy | Greene | $3.2445 | $3.4500 | $0.0150 |
| | 1 | Region 14 | Heritage Energy | Sullivan | $3.1895 | $3.4500 | $0.0150 |
| | 1 | Region 14 | Heritage Energy | Ulster | $3.1895 | $3.4500 | $0.0150 |

## Lot 1 (Regular) - Region 15

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 15 | 1 | Region 15 | Global Montello | Dutchess | $3.2592 | $3.5225 | $0.0200 |
| | 1 | Region 15 | Global Montello | Orange | $3.2612 | $3.5245 | $0.0200 |
| | 1 | Region 15 | Global Montello | Putnam | $3.2562 | $3.5195 | $0.0200 |
| | 1 | Region 15 | Global Montello | Rockland | $3.2492 | $3.5125 | $0.0200 |

## Lot 1 (Regular) - Region 16

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 16 | 1 | Region 16 | Global Montello | Nassau | $3.1773 | $3.3089 | $0.0000 |
| | 1 | Region 16 | Global Montello | Suffolk | $3.1773 | $3.3089 | $0.0000 |

## Lot 1 (Regular) - Region 17

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 17 | 1 | Region 17 | United Metro | Bronx | $3.2663 | $3.6363 | $0.0200 |
| | 1 | Region 17 | United Metro | Kings | $3.2663 | $3.6363 | $0.0200 |
| | 1 | Region 17 | United Metro | New York | $3.2663 | $3.6363 | $0.0200 |
| | 1 | Region 17 | United Metro | Queens | $3.2663 | $3.6363 | $0.0200 |

## Lot 1 (Regular) - Region 18

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 18 | 1 | Region 18 | United Metro | Westchester | $3.1928 | $3.4898 | $0.0200 |

# Lot 2 (Premium)

## Lot 2 (Premium) - Region 1

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 19 | 2 | Region 1 | NOCO | Erie | $3.1881 | $3.7899 | $0.0000 |
| | 2 | Region 1 | NOCO | Niagara | $3.1881 | $3.7899 | $0.0000 |

## Lot 2 (Premium) - Region 2

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 20 | 2 | Region 2 | Superior | Orleans | $3.2200 | $3.8100 | $0.0100 |
| | 2 | Region 2 | Superior | Ontario | $3.2200 | $3.8100 | $0.0100 |
| | 2 | Region 2 | Superior | Wayne | $3.2200 | $3.8100 | $0.0100 |
| | 2 | Region 2 | Superior | Monroe | $3.2200 | $3.8100 | $0.0100 |

## Lot 2 (Premium) - Region 3

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 21 | 2 | Region 3 | NOCO | Allegany | $3.3079 | $3.8699 | $0.0000 |
| | 2 | Region 3 | NOCO | Cattaraugus | $3.2849 | $3.8599 | $0.0000 |
| | 2 | Region 3 | NOCO | Chautauqua | $3.2849 | $3.8889 | $0.0000 |

## Lot 2 (Premium) - Region 4

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 22 | 2 | Region 4 | NOCO | Cayuga | $3.2999 | $3.8299 | $0.0000 |
| | 2 | Region 4 | NOCO | Seneca | $3.2789 | $3.8049 | $0.0000 |

## Lot 2 (Premium) - Region 5

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 23 | 2 | Region 5 | Superior | Steuben | $3.3679 | $3.8664 | $0.0900 |
| | 2 | Region 5 | Superior | Tompkins | $3.3679 | $3.8664 | $0.0900 |

## Lot 2 (Premium) - Region 6

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 24 | 2 | Region 6 | Superior | Jefferson | $3.4274 | $3.7139 | $0.1100 |
| | 2 | Region 6 | Superior | Oswego | $3.4274 | $3.7139 | $0.1100 |

## Lot 2 (Premium) - Region 7

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 25 | 2 | Region 7 | Superior | Herkimer | $3.3900 | $3.7300 | $0.0800 |
| | 2 | Region 7 | Superior | Oneida | $3.3900 | $3.7300 | $0.0800 |

## Lot 2 (Premium)- Region 8

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 26 | 2 | Region 8 | NOCO | Madison | $3.3850 | $3.9200 | $0.0000 |
| | 2 | Region 8 | NOCO | Onondaga | $3.2251 | $3.7399 | $0.0000 |

## Lot 2 (Premium) - Region 9

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 27 | 2 | Region 9 | Superior | Broome | $3.2700 | $3.8100 | $0.1000 |
| | 2 | Region 9 | Superior | Chemung | $3.2700 | $3.8100 | $0.1000 |

## Lot 2 (Premium) - Region 10

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 28 | 2 | Region 10 | Superior | Essex | $3.3797 | $3.4722 | $0.1100 |
| | 2 | Region 10 | Superior | St. Lawrence | $3.3797 | $3.4722 | $0.1100 |

## Lot 2 (Premium) - Region 11

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 29 | 2 | Region 11 | Global Montello | Fulton | $3.3316 | $3.4656 | $0.0200 |
| | 2 | Region 11 | Global Montello | Montgomery | $3.3166 | $3.4456 | $0.0200 |
| | 2 | Region 11 | Global Montello | Saratoga | $3.3106 | $3.4396 | $0.0200 |
| | 2 | Region 11 | Global Montello | Warren | $3.3196 | $3.4286 | $0.0200 |
| | 2 | Region 11 | Global Montello | Washington | $3.3191 | $3.4656 | $0.0200 |

## Lot 2 (Premium) - Region 12

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 30 | 2 | Region 12 | Global Montello | Albany | $3.2466 | $3.4056 | $0.0200 |
| | 2 | Region 12 | Global Montello | Rensselaer | $3.2426 | $3.4016 | $0.0200 |

## Lot 2 (Premium) - Region 13

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 31 | 2 | Region 13 | Mirabito | Schoharie | $3.5447 | $3.8892 | $0.2563 |

## Lot 2 (Premium) - Region 14

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 32 | 2 | Region 14 | Heritage Energy | Columbia | $3.2470 | $3.4500 | $0.0150 |
| | 2 | Region 14 | Heritage Energy | Sullivan | $3.2370 | $3.4500 | $0.0150 |
| | 2 | Region 14 | Heritage Energy | Ulster | $3.2270 | $3.4500 | $0.0150 |

## Lot 2 (Premium) - Region 15

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 33 | 2 | Region 15 | Global Montello | Dutchess | $3.2782 | $3.5225 | $0.0200 |
| | 2 | Region 15 | Global Montello | Orange | $3.2802 | $3.5245 | $0.0200 |
| | 2 | Region 15 | Global Montello | Putnam | $3.2752 | $3.5195 | $0.0200 |
| | 2 | Region 15 | Global Montello | Rockland | $3.2682 | $3.5125 | $0.0200 |

## Lot 2 (Premium) - Region 16

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 34 | 2 | Region 16 | Global Montello | Nassau | $3.1898 | $3.3089 | $0.0000 |
| | 2 | Region 16 | Global Montello | Suffolk | $3.1898 | $3.3089 | $0.0000 |

## Lot 2 (Premium) - Region 17

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 35 | 2 | Region 17 | United Metro | Bronx | $3.2713 | $3.6563 | $0.0200 |
| | 2 | Region 17 | United Metro | New York | $3.2713 | $3.6563 | $0.0200 |
| | 2 | Region 17 | United Metro | Queens | $3.2713 | $3.6563 | $0.0200 |

## Lot 2 (Premium) - Region 18

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 36 | 2 | Region 18 | Global Montello | Westchester | $3.1862 | $3.5354 | $0.0200 |

# Lot 3 (B5 BioDiesel)

## Lot 3 (B5 BioDiesel) - Region 1

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 37 | 3 | Region 1 | NOCO | Erie | $3.2374 | $3.8374 | $0.0050 |
| | 3 | Region 1 | NOCO | Niagara | $3.2374 | $3.8374 | $0.0050 |

## Lot 3 (B5 BioDiesel) - Region 2

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 38 | 3 | Region 2 | Superior | Orleans | $3.4200 | $3.9000 | $0.0750 |
| | 3 | Region 2 | Superior | Genesee | $3.4200 | $3.9000 | $0.0750 |
| | 3 | Region 2 | Superior | Wyoming | $3.4200 | $3.9000 | $0.0750 |
| | 3 | Region 2 | Superior | Livingston | $3.4200 | $3.9000 | $0.0750 |
| | 3 | Region 2 | Superior | Ontario | $3.4200 | $3.9000 | $0.0750 |
| | 3 | Region 2 | Superior | Wayne | $3.4200 | $3.9000 | $0.0750 |
| | 3 | Region 2 | Superior | Monroe | $3.4200 | $3.9000 | $0.0750 |

## Lot 3 (B5 BioDiesel) - Region 3

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 39 | 3 | Region 3 | NOCO | Allegany | $3.4199 | $3.9399 | $0.0351 |
| | 3 | Region 3 | NOCO | Cattaraugus | $3.4199 | $3.9399 | $0.0351 |
| | 3 | Region 3 | NOCO | Chautauqua | $3.4199 | $3.9399 | $0.0351 |

## Lot 3 (B5 BioDiesel) - Region 4

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 40 | 3 | Region 4 | NOCO | Cayuga | $3.7099 | $4.2900 | $0.0000 |
| | 3 | Region 4 | NOCO | Seneca | $3.7099 | $4.2900 | $0.0000 |
| | 3 | Region 4 | NOCO | Yates | $3.7099 | $4.2900 | $0.0000 |

## Lot 3 (B5 BioDiesel) - Region 5

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 41 | 3 | Region 5 | Superior | Schuyler | $3.6050 | $4.0650 | $0.0900 |
| | 3 | Region 5 | Superior | Steuben | $3.6050 | $4.0650 | $0.0900 |
| | 3 | Region 5 | Superior | Tompkins | $3.6050 | $4.0650 | $0.0900 |

## Lot 3 (B5 BioDiesel) - Region 6

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 42 | 3 | Region 6 | Mirabito | Jefferson | $4.1679 | $4.5443 | $0.3340 |
| | 3 | Region 6 | Mirabito | Lewis | $4.1679 | $4.5443 | $0.3340 |
| | 3 | Region 6 | Mirabito | Oswego | $3.6444 | $3.7623 | $0.3340 |

## Lot 3 (B5 BioDiesel) - Region 7

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 43 | 3 | Region 7 | Superior | Herkimer | $3.6350 | $3.7300 | $0.0800 |
| | 3 | Region 7 | Superior | Oneida | $3.6350 | $3.7300 | $0.0800 |

## Lot 3 (B5 BioDiesel) - Region 8

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 44 | 3 | Region 8 | Mirabito | Chenango | $3.5499 | $3.7458 | $0.3446 |
| | 3 | Region 8 | Mirabito | Madison | $3.5499 | $3.7458 | $0.3446 |
| | 3 | Region 8 | Mirabito | Onondaga | $3.5499 | $3.7458 | $0.3446 |

## Lot 3 (B5 BioDiesel) - Region 9

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 45 | 3 | Region 9 | Mirabito | Broome | $3.7138 | $3.8118 | $0.4785 |
| | 3 | Region 9 | Mirabito | Chemung | $3.7138 | $3.8118 | $0.4785 |
| | 3 | Region 9 | Mirabito | Cortland | $3.7138 | $3.8118 | $0.4785 |
| | 3 | Region 9 | Mirabito | Tioga | $3.7138 | $3.8118 | $0.4785 |

## Lot 3 (B5 BioDiesel) - Region 10

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 46 | 3 | Region 10 | Adirondack Energy | Clinton | $3.9692 | $3.4992 | $0.0000 |
| | 3 | Region 10 | Adirondack Energy | Essex | $3.9692 | $3.4992 | $0.0000 |
| | 3 | Region 10 | Adirondack Energy | Franklin | $3.9692 | $3.4992 | $0.0000 |
| | 3 | Region 10 | Adirondack Energy | St. Lawrence | $3.9692 | $3.4992 | $0.0000 |

## Lot 3 (B5 BioDiesel) - Region 11

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 47 | 3 | Region 11 | Main Care | Fulton | $3.5860 | $3.5826 | $0.0000 |
| | 3 | Region 11 | Main Care | Hamilton | $3.5860 | $3.5826 | $0.0000 |
| | 3 | Region 11 | Main Care | Montgomery | $3.5385 | $3.5826 | $0.0000 |
| | 3 | Region 11 | Main Care | Saratoga | $3.4935 | $3.5826 | $0.0000 |
| | 3 | Region 11 | Main Care | Warren | $3.5860 | $3.5826 | $0.0000 |
| | 3 | Region 11 | Main Care | Washington | $3.4935 | $3.5826 | $0.0000 |

## Lot 3 (B5 BioDiesel) - Region 12

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 48 | 3 | Region 12 | Mirabito | Albany | $3.3848 | $3.5326 | $0.1963 |
| | 3 | Region 12 | Mirabito | Rensselaer | $3.3848 | $3.5326 | $0.1963 |
| | 3 | Region 12 | Mirabito | Schenectady | $3.3848 | $3.5326 | $0.1963 |

## Lot 3 (B5 BioDiesel) - Region 13

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 49 | 3 | Region 13 | Mirabito | Delaware | $3.6721 | $3.8892 | $0.3342 |
| | 3 | Region 13 | Mirabito | Otsego | $3.6721 | $3.8892 | $0.3342 |
| | 3 | Region 13 | Mirabito | Schoharie | $3.6721 | $3.8892 | $0.3342 |

## Lot 3 (B5 BioDiesel) - Region 14

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 50 | 3 | Region 14 | Main Care | Columbia | $3.6025 | $3.6963 | $0.0000 |
| | 3 | Region 14 | Main Care | Greene | $3.6025 | $3.6963 | $0.0000 |
| | 3 | Region 14 | Main Care | Sullivan | $3.8450 | $3.6963 | $0.0000 |
| | 3 | Region 14 | Main Care | Ulster | $3.7050 | $3.6963 | $0.0000 |

## Lot 3 (B5 BioDiesel) - Region 15

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 51 | 3 | Region 15 | Sprague | Dutchess | $3.5112 | $3.8503 | $0.0050 |
| | 3 | Region 15 | Sprague | Orange | $3.5594 | $3.8984 | $0.0050 |
| | 3 | Region 15 | Sprague | Putnam | $3.3502 | $3.7003 | $0.0050 |
| | 3 | Region 15 | Sprague | Rockland | $3.3612 | $3.7003 | $0.0050 |

## Lot 3 (B5 BioDiesel) - Region 16

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 52 | 3 | Region 16 | United Metro | Nassau | $3.2288 | $3.5150 | $0.0200 |
| | 3 | Region 16 | United Metro | Suffolk | $3.2388 | $3.5201 | $0.0200 |

## Lot 3 (B5 BioDiesel) - Region 17

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 53 | 3 | Region 17 | United Metro | Bronx | $3.3098 | $3.6463 | $0.0200 |
| | 3 | Region 17 | United Metro | New York | $3.3098 | $3.6463 | $0.0200 |

## Lot 3 (B5 BioDiesel) - Region 18

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 54 | 3 | Region 18 | United Metro | Westchester | $3.2733 | $3.5250 | $0.0200 |

# Lot 4 (B10 BioDiesel)

## Lot 4 (B10 BioDiesel) - Region 2

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 55 | 4 | Region 2 | NOCO | Genesee | $3.3700 | $3.9600 | $0.0000 |
| | 4 | Region 2 | NOCO | Livingston | $3.5600 | $4.1400 | $0.0000 |

## Lot 4 (B10 BioDiesel) - Region 5

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 56 | 4 | Region 5 | Superior | Steuben | $3.6389 | $4.0768 | $0.0900 |
| | 4 | Region 5 | Superior | Tompkins | $3.6389 | $4.0768 | $0.0900 |

## Lot 4 (B10 BioDiesel) - Region 10

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 57 | 4 | Region 10 | Adirondack Energy | Clinton | $4.1492 | $3.5992 | $0.0000 |
| | 4 | Region 10 | Adirondack Energy | St. Lawrence | $4.1492 | $3.5992 | $0.0000 |

## Lot 4 (B10 BioDiesel) - Region 14

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 58 | 4 | Region 14 | Main Care | Columbia | $3.6219 | $3.6963 | $0.0000 |

## Lot 4 (B10 BioDiesel) - Region 15

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 59 | 4 | Region 15 | Sprague | Dutchess | $3.4985 | $3.8188 | $0.0050 |

## Lot 4 (B10 BioDiesel) - Region 18

| Item # | Lot | NYS Region | Awardee | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 60 | 4 | Region 18 | Sprague | Westchester | $3.3159 | $3.6361 | $0.0050 |

# Lot 5 (B20 BioDiesel)

## Lot 5 (B20 BioDiesel) - Region 1

| Item # | Lot | NYS Region | Award Method (Final) | County | Price Per Gallon 2D | Price Per Gallon 1D | Volume Discount |
|---|---|---|---|---|---|---|---|
| 61 | 5 | Region 1 | NOCO | Erie | $3.2700 | $3.7900 | $0.0050 |
| | 5 | Region 1 | NOCO | Niagara | $3.2700 | $3.7900 | $0.0050 |

## Lot 5 (B20 BioDiesel) - Region 5

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 62 | 5 | Region 5 | Mirabito | Tompkins | $4.1360 | $3.8809 | $0.7000 |

## Lot 5 (B20 BioDiesel) - Region 7

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 63 | 5 | Region 7 | Mirabito | Oneida | $3.7980 | $3.7343 | $0.4356 |

## Lot 5 (B20 BioDiesel) - Region 10

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 64 | 5 | Region 10 | Adirondack Energy | St. Lawrence | $4.2922 | $3.5492 | $0.0000 |

## Lot 5 (B20 BioDiesel) - Region 13

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 65 | 5 | Region 13 | Mirabito | Delaware | $3.8686 | $3.8892 | $0.4762 |
| | 5 | Region 13 | Mirabito | Schoharie | $3.8686 | $3.8892 | $0.4762 |

## Lot 5 (B20 BioDiesel) - Region 15

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 66 | 5 | Region 15 | Sprague | Dutchess | $3.4729 | $3.6588 | $0.0050 |
| | 5 | Region 15 | Sprague | Rockland | $3.3229 | $3.5858 | $0.0050 |

## Lot 5 (B20 BioDiesel) - Region 16

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 67 | 5 | Region 16 | Sprague | Suffolk | $3.2847 | $3.4900 | $0.0050 |

## Lot 5 (B20 BioDiesel) - Region 17

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 68 | 5 | Region 17 | Sprague | Queens | $3.2135 | $3.4548 | $0.0050 |

## Lot 5 (B20 BioDiesel) - Region 18

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 69 | 5 | Region 18 | Sprague | Westchester | $3.2943 | $3.5771 | $0.0050 |

# Attachment #2 - Awarded Lot(s) and Region(s)

| Lot | Region |
|---|---|
| 1 – Regular | 14 |
| 2 – Premium | 14 |

**Guaranteed Delivery (Days A/R/O):** 5 Business Days

**ATTACHMENT 3**

GUARANTEED ANALYSIS - REGULAR AND PREMIUM

GROUP: 05602 - DIESEL ENGINE FUEL

DATE OF ISSUE: April 30, 2013

**THIS SHEET MUST BE FILLED IN COMPLETELY AND 2 COPIES SUBMITTED WITH BID:**

(See Sections 8 & 9 of the IFB for fuel specifications)

Bidder's Name: HERITAGENERGY INC. Address: PO BOX 797, LAKE KATRINE, NY 12449

Signed by: PATRICK GARRAGHAN Position: CHIEF FINANCIAL OFFICER

(Print) (Official Title)

Signature: Date: 5/31/2013

CFPP Improver, Mfr's Name: INNOSPEC FUEL SPECIALTIES Product No.: CFI-2559 AND DDA-3545

CFPP Improver, Recommended Mix Ratio for 10°C change: 1500-2000 PPM

Refiner: PHILIPS 66 Location of Refinery: BAYWAY LINDEN

(City)

UNION

(County)

NEW JERSEY

(State)

It is hereby guaranteed that the Diesel Fuel delivered during the April to September period will, on delivery, have minimum properties at least equal the minimum properties listed in the detailed specification, actual values are shown below. It is further guaranteed that Diesel Fuel delivered during other periods shall in addition to the above, meet the specific cloud point and cold filter plug point listed for those periods in the detailed specification.

| | No. 1D | No. 2D | No. 2PD |
|---|---|---|---|
| Flash Point, Deg. F | 120 | 125 | 125 |
| Water and Sediment, vol. % | .02 v/v | .02 v/v | .02 v/v |
| Viscosity at 100°F, SUS | 33 | 38 | 38 |
| Ash, wt. % | .01 | .01 | .01 |
| Sulfur, wt. % | .0015 | .0015 | .0015 |
| Copper Strip Corrosion Rating* | | | B5++O |
| Distillation Temperatures, deg. F | | | |
| 10% | 353.7 | 322 | 322 |
| 50% | 409.5 | 380 | 380 |
| 90% (min) | 458 | 505 | 505 |
| 90% (max) | 498 | 613 | 613 |
| [Kerosene] FBP (max) | 551 | 656 | 656 |
| Cetane No., (Calculated), 4pt./API-MBP | 42 | 42 | 45.5 |
| Cetane No., (Engine), with improvers | up to a + 6 | up to a + 6 | up to a + 6 |
| Aromaticity, %vol, maximum | 35.0 | 35.0 | 35.0 |
| Carbon Residue on 10% Residuum, wt.% | .15 | .35 | .35 |

TESTS SHALL BE PERFORMED ACCORDING TO LATEST EDITION OF TEST PROCEDURES REFERENCED IN THE DETAILED SPECIFICATIONS INCORPORATED HEREIN.

RETAIN COPY FOR YOUR FILES

# Attachment #4 - Contractor Insurance Requirements

**A. Workers' Compensation Insurance and Disability Benefits Requirements**

Workers' Compensation Law (WCL) §57 & §220 requires the heads of all municipal and state entities to ensure that businesses applying for permits, licenses or contracts document it has appropriate workers' compensation and disability benefits insurance coverage. These requirements apply to both original contracts and renewals, whether the governmental agency is having the work done or is simply issuing the permit, license or contract. Failure to provide proof of such coverage or a legal exemption will result in a rejection of your bid or renewal.

**1. Proof of Compliance with Workers' Compensation Coverage Requirements:**

An ACORD form is NOT acceptable proof of workers' compensation coverage. In order to provide proof of compliance with the requirements of the Workers' Compensation Law pertaining to workers' compensation coverage, a contractor shall:

A) Be legally exempt from obtaining Workers' Compensation insurance coverage; or
B) Obtain such coverage from an insurance carrier; or
C) Be a Workers' Compensation Board-approved self-insured employer or participate in an authorized self-insurance plan.

A Contractor seeking to enter into a contract with the State of New York shall provide one of the following forms to the Office of General Services at the time of bid submission or shortly after the opening of bids:

A) Form CE-200, Certificate of Attestation for New York Entities With No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage is Not Required, which is available on the Workers' Compensation Board's website (www.wcb.state.ny.us); (Reference applicable RFP and Group #s on the form.)
B) Certificate of Workers' Compensation Insurance:
   1) Form C-105.2 (9/07) if coverage is provided by the contractor's insurance carrier, contractor must request its carrier to send this form to the New York State Office of General Services, or
   2) Form U-26.3 if coverage is provided by the State Insurance Fund, contractor must request that the State Insurance Fund send this form to the New York State Office of General Services.
C) Form SI-12, Certificate of Workers' Compensation Self-Insurance available from the New York State Workers' Compensation Board's Self-Insurance Office.
D) Form GSI-105.2, Certificate of Participation in Workers' Compensation Group Self-Insurance available from the contractor's Group Self-Insurance Administrator.

**2. Proof of Compliance with Disability Benefits Coverage Requirements:**

In order to provide proof of compliance with the requirements of the Workers' Compensation Law pertaining to disability benefits, a contractor shall:

A) Be legally exempt from obtaining disability benefits coverage; or
B) Obtain such coverage from an insurance carrier; or
C) Be a Board-approved self-insured employer.

A Contractor seeking to enter into a contract with the State of New York shall provide one of the following forms to the Office of General Services at the time of bid submission or shortly after the opening of bids:

A) Form CE-200, Certificate of Attestation for New York Entities With No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage is Not Required, which is available on the

Workers' Compensation Board's website (www.wcb.state.ny.us); (Reference applicable RFP and Group #s on the form.)

B) Form DB-120.1, Certificate of Disability Benefits Insurance. Contractor must request its business insurance carrier to send this form to the New York State Office of General Services; or

C) Form DB-155, Certificate of Disability Benefits Self-Insurance. The Contractor must call the Board's Self-Insurance Office at 518-402-0247 to obtain this form.

**ALL OF THE ABOVE REFERENCED FORMS, EXCEPT CE-200, SI-12 & DB-155 MUST NAME**: The Office of General Services, Procurement Services Group, 38th floor, Corning Tower, Albany NY 12242 as the Entity Requesting Proof of Coverage (Entity being listed as the Certificate Holder).

# Attachment 5 - Report of Contract Usage

Please refer to the embedded Excel file.

Report of Contract Usage.xlsx