REQUEST FOR PROPOSALS

CLERK OF THE WORKS/PROJECT MANAGEMENT

RFP-MC-2016-0003

MADISON COUNTY PURCHASING DEPARTMENT
138 NORTH COURT STREET
PO BOX 635
WAMPSVILLE, NY 13163
PHONE (315) 366-2247 FAX (315) 366-2502

Release Date: April 20, 2016

SCOPE OF OBJECTIVES

Project Goal

The Purchasing Agent for Madison County is seeking proposals from qualified firms or individuals to provide Clerk of the Works Project Representation Services in relation to the renovation of the Madison County Courthouse building, 138 North Court Street, Wampsville, NY. Clerk of the Works services as described in this request for proposals are to begin on a pre-contract consultant basis on June 14, 2016 continuing in a full-time capacity when the approximately 13 months of construction begins, and may continue up to 2 months after the facility is occupied by the Owner. The Clerk is required to be present at the site at all times when the contractor is performing work unless previously agreed to by the Owner. The Clerk of the Works will report directly to the County Administrator or designee.

Madison County is a small county located in Central New York. Madison County has a historic courthouse that has been located in Wampsville since 1910. Madison County has worked with LaBella Associates engineering firm to determine an extensive renovation plan that will allow us to be in compliance with ADA standards. We estimate that this project will take approximately 30 months for completion with construction costs to the county of approximately 15 – 16 million dollars. At this time, Madison County is soliciting proposals from experienced and highly qualified firms to provide Clerk of the Works/Project Management Services on our courthouse upgrade project, including, but not limited to, daily on-site project oversight, review of all engineering drawings, interaction with and reporting to the County Administrator or designee on a regular basis about the project, review of all work completed by the contractors for satisfactory completion, handling and review of all change requests prior to the acceptance and review of all certified payrolls prior to submission for payment.

An award from this RFP is expected to result in a firm, fixed price contract for the all aspects of this service for the entirety of the project. Proposals can be from a single firm/individual or multiple firm/individuals working as a team. The ideal firm/individual shall have experience and certifications in engineering and/or project management. Familiarity with ADA compliance, and construction and building codes is preferred. Special consideration for past projects similar in size to the Madison County Courthouse renovations will be given. The successful firm/ individual shall be responsible for the final owner-approved project completion and implementation of design, firm/individual performance reports, final payment to firm/ individuals or contractors, and final return of the property to the possession of the County. Madison County primarily uses the design-bid-build process to contract with construction teams to construct the County's projects.

The proposal must comply with all New York State laws and codes as well as Madison County laws, rules and regulations. It must also comply with all Federal code requirements. Please reference the technical requirement section for specifications. These specifications assume an on-site presence during all phases of construction; however, off-site review of plans and drawings would be acceptable. The selected firm shall enter a contract with Madison County and will agree to all terms and conditions. A sample of the proposed contract has been included for your review.

1. TECHNICAL REQUIREMENTS

1.1. SCOPE OF SERVICES

1.1.1. The firm/individual hired to provide Clerk of the Works services shall execute an agreement with the Owner to perform the following duties in relation to the project and any other reasonable duties requested. Proposals shall include all product descriptions and line item costs for all modules needed for a complete system. The firm/individual shall provide a detailed list of all recommended and minimum required hardware specifications. The firm/individual shall also define the minimum recommended connectivity speed for each application.

1.1.1.1. General Knowledge, Ability, and Skill Required:

1.1.1.1.1. Knowledge of the materials and methods of building construction.
1.1.1.1.2. Ability to read and interpret blueprints, drawings, and plans.
1.1.1.1.3. Ability to communicate effectively both orally and in writing.
1.1.1.1.4. Proficient in Microsoft Project, Excel, Word and Outlook.
1.1.1.1.5. Knowledge of the New York Building Code as may be amended.

1.2. JOB RESPONSIBILITIES

1.2.1. During approximately 15 month Pre-Construction/Bid/Award Phase: Coordinate and run meetings, review and advise on design drawings, coordinate relocation of personnel and departments, provide bid review and recommendations, provide consulting services as required.

1.2.2. Explain contract documents: Assist the Contractor via the Contractor's Superintendent to understand the intent of the contract documents, and act as liaison between the Engineers and the Contractor to address contract clarification issues and assist the County Administrator or designee.

1.2.2.1. To ensure contractor complies with all design specifications

1.2.3. Observations: Be present and maintain daily progress reports regarding on site observations, working conditions, work completed, materials delivered, personnel on site, etc. Monitor the inspection of workmanship, materials and methods. Inspect and monitor the storage of materials going into the project.

1.2.4. Additional Information: Obtain from the Engineers additional details or information if and when needed at the job site for proper execution of the work. Review and accept the submitted certified payrolls weekly.

1.2.5. Modifications: Consider and evaluate suggestions of modifications which may be submitted by the contractor to the Engineers and report them with recommendations to the County Administrator or designee for final decision.

1.2.6. Construction Schedule and Completion: Be alert to the completion date and to any conditions that may cause delay in completion of the work and report the conditions to the Engineers. When construction work has been completed in accordance with the contract documents, advise the Engineers that the work is ready for general inspection and acceptance.

1.2.7. Liaison: Maintain an effective working relationship with the Contractor and all sub-contractors on the job through the Contractor's job superintendent and with the Engineers and the County Administrator or designee.

1.2.8. Job Conferences and Meetings: Coordinate, document and report to the Engineers, County Administrator or designee, on all required conferences and meetings held at the job site and attend other meetings as may be required by the Owner. This includes the preconstruction and closeout meetings.

1.2.9. Observe Tests: See that all tests, required by the contract documents, are actually conducted, observed and recorded. Report to the Engineers and the County Administrator or designee all details relative to the test procedures and results. Advise the Engineer's office and the County Administrator or designee in advance of all tests to be conducted. Verify testing invoices to be paid by the Owner.

1.2.10. Inspection by Others: In the event a local, state or federal agency inspector, with jurisdiction over the project visits the job site, the Clerk of the Works shall accompany the inspector during the inspection, record the inspector's findings and report the findings to the Engineers and County Administrator or designee.

1.2.11. Records:

1.2.11.1. Maintain a complete set of records at the job site. These records include, but are not limited to, (a) correspondences, (b) reports of job conferences, (c) shop drawings, (d) reproductions of original contract documents, including all addenda, change orders and additional drawings issued subsequent to awarding the contract, and photographs of key construction elements. The records are to be kept current and filed in an orderly manner at all times.

1.2.11.2. Prepare and maintain a current list of contact names, addresses and telephone numbers for all contractors, sub-contractors, inspection agencies, Engineers representatives, Consultants and Owner's representative.

1.2.12. Shop Drawings: Advise the contractor, make note of and report immediately to the Engineers of the proposed installation of any material and equipment for which shop drawings are required and for which such drawings have not been duly approved and issued by the Engineers.

1.2.13. Record Drawings: Periodically inspect the Contractor's record drawings and notify the Engineers and County Administrator or designee of any failure by the contractor to maintain up-to-date records.

1.2.14. Contractor's Requisitions for Payment: Review with all concerned the requisitions for payment as submitted by the Contractor and forward them with recommendations to the Engineers and County Administrator or designee for disposition. Approve and initial final submission to the County Administrator or designee for payment processing.

1.2.15. List of Items for Correction: At the time of substantial completion, assist the Engineers in making a list of items for correction before final inspection and check each item as it is corrected. Submit a copy of the list with items completed to date to the Engineers and to County Administrator or designee on a weekly basis.

1.2.16. Owner's Occupancy of the Building: If the owner occupies (to any degree) any portion of the project prior to actual completion of the work by the Contractor, be especially alert to possibilities of claims for damage to completed work prior to the acceptance of the building.

1.2.17. Guarantees, Certificates, Maintenance and Operation Manual: During the course of the work, collect guarantees, warranties, key schedules, certificates and maintenance operational manuals and at the acceptance of the project, assemble this material and deliver it to the Engineers for forwarding to the County Administrator or designee.

1.2.18. Other duties and responsibilities: Observe the progress and quality of the work as is reasonably necessary at each stage of construction to determine in general that it is proceeding in accordance with the contract documents. Notify the Engineers and the County Administrator or designee immediately if, in the Clerk of the Work's opinion, the work does not conform to the contract documents or requires special inspection or testing.

1.2.19. During approximately 2 month close out period: Be present during all finalization and punch list walkthroughs and discussions and provide report to County Administrator or designee as required.

1.2.20. During the construction period this individual will be stationed at the County Office Building, 138 North court Street, Wampsville, NY, approximately 40 hours per week, for approximately 13 months during the construction period or as modified by the OPM and will be under the direct supervision of the County Administrator or designee.

1.2.20.1. The county will provide a work space for the individual consisting of a desk, phone, fax, and computer with internet access for the entire duration of the project.

1.3. CERTIFICATION/LICENSE REQUIREMENTS

1.3.1. Response shall include any certificates / licenses required to perform the requirements specified.

2. PROPOSALS

2.1. PROPOSAL EVALUATION

2.1.1. Proposals will be evaluated in accordance with applicable Madison County procurement policies and procedures. Evaluation will be performed to determine the offeror's understanding of work to be performed, technical approach, and potential for completing the work as specified in the Statement of Objectives, cost reasonableness, the probable cost to the County, and ranking with competing offeror's.

2.1.2. Award will be made to that responsible offeror(s), whose offer(s), conforming to this RFP, is (are) considered most advantageous to the County, considering the Evaluation Criteria in this Section.

2.1.3. Evaluation Criteria

EVALUATION CRITERIA	MAXIMUM POINTS
Technical response	40
Personnel qualifications, project organization, experience and commitment criteria	30
Relevant past & present performance criteria	20
Cost criteria	10
Total	100

2.2. TECHNICAL RESPONSE 40%

2.2.1. Project capability/technical aspects of proposals will be evaluated in accordance with the following criteria, which are listed in descending order of importance.

2.2.2. Conformance with RFP guidelines and detailed submittal requirements.

2.2.3. Proposals will be evaluated considering the extent of the offeror's understanding of the need(s) or problem(s) their proposed solution will address and the soundness and likelihood of success of the proposed effort in meeting the objectives stated in the RFP.

2.2.4. Proposals will be evaluated on the reasonableness of proposed labor hours, labor categories, travel, consultants, and subcontractors.

2.3. PERSONNEL QUALIFICATIONS, PROJECT ORGANIZATION, EXPERIENCE AND COMMITMENT CRITERIA 30%

2.3.1. Proposals will be evaluated considering the offeror's technical and managerial experience, qualifications, and the availability of personnel who are proposed to work on the project; project organization and management structure; and prior experience in managing projects similar in type, technology, size and complexity.

2.3.2. Proposals will be evaluated considering the motivation of the offeror for being involved in the proposed effort and the priority of the proposed effort relevant to other commitments.

2.4. RELEVANT PAST & PRESENT PREFORMANCE CRITERIA 20%

2.4.1. Assessment of the offeror's past & present performance will be one means of evaluating the credibility of the offeror's proposal and the relative capability to meet performance requirements.

2.4.2. In assessing the experience of the project management company, the County may consider factors such as its public sector presence, recent increases in new customers, depth of its consulting staff, and other factors.

2.4.3. Throughout the process, the County will take into consideration any additional information supplied by the proposals regarding project management and project staffing.

2.5. COST CRITERIA 10%

2.5.1. Cost Proposals will be evaluated with respect to adequacy and reasonableness. This evaluation will include consideration of the probable cost to the County of doing business with each offeror; the possible growth in proposed costs during the course of the contract; the features of each offeror's work plan that could cause the estimate cost to vary; and cost-sharing, if proposed. If after the evaluation of technical proposals, two or more competing overall proposals are considered in the competitive range, the evaluated probable cost to the County may be a deciding factor for selection. That is, the highest technical proposal may not necessarily be selected when cost considerations are taken into account.

3. RESPONSIBLE CONTRACTOR/CONSULTANT

3.1.1. Madison County retains the right to accept any and all offers and to determine what constitutes a “responsible Contractor/Consultant”. Specific items, but not limited to, that may be considered in determining responsibility are:

3.1.1.1. Financial information relative to the Contractor/Consultant

3.1.1.2. Past performance of the Contractor/Consultant as it related to proposal

3.1.1.3. Information relative to experience, reliability and competence as related to proposal

3.1.1.4. A Contractor/Consultant’s past or present criminal involvement or “corrupt conduct”, including whether there are pending criminal investigations of or indictments against the Contractor/Consultant

3.1.1.5. Willful violations of the prevailing wage provisions of the Labor Law as it related to proposal.

3.1.1.6. Contractor may be required to provide additional information, after the proposal opening, to elicit relevant information as part of the evaluation process to determine responsible Contractor/Consultant.

4. PROPOSAL RESPONSE AND SUBMISSION

4.1. Sealed Proposals, Six (6) hard copies, one (1) Electronic Copy on a thumb drive. One (1) hard copy must be clearly marked original and (5) hard copies must be clearly marked copy will be received by the County Purchasing Agent, Madison County Office Building, 138 North Court Street, Wampsville, NY 13163 until Tuesday, May 10, 2016, 2:00 p.m. EST.
Note: Packages not containing the required number of copies will be automatically rejected.

4.1.1. All proposals shall be marked:

4.1.1.1. RFP-MC-2016-0003, CLERK OF THE WORKS/PROJECT MANAGEMENT SERVICES

4.1.2. Submitters shall include all documents necessary to support their proposal in the sealed package.

4.1.3. Submitters shall be responsible for the delivery of proposals during business hours to the address indicated in the RFP. It shall not be sufficient to show that the proposal was mailed in time to be received by the scheduled closing time.

4.2. No proposal will be considered which is not accompanied by all required documentation and signed by the proposer.

4.3. Proposals must be received on or before the specified time and date. Proposals received after the specified time will be returned unopened.

4.4. Proposal information is restricted and not publically available until after the award of the contract by the Purchasing Department.

4.4.1. All information and materials submitted will become the property of Madison County. Firm/individuals should not submit proprietary or confidential business information unless the firm/individual believes such information is critical to its presentation. Such information should be clearly identified as such. Madison County will protect such proprietary or confidential information only to the extent which the law allows.

4.5. Selection and Procurement Schedule

4.5.1. Madison County anticipates the following procurement schedule:

Question received no later than 10:00 AM	April 27, 2016
Responses to Questions will be emailed by 2:00 PM	April 28, 2016
Receive Proposals	May 10, 2016
Firm/individual Presentations/Meeting	To Be Announced among finalists
Complete Proposal review	June 01, 2016
Tentative designation	June 08, 2016
Execute contracts	June 14, 2016

4.5.2. General

4.5.2.1. Madison County will utilize qualifications based selection. The successful firm shall demonstrate their understanding of the project, their ability to meet the technical and administrative requirements, and their ability to provide sufficient qualified staff to maintain the project schedule in a cost efficient manner.

4.5.2.2. Madison County reserves the sole right to reject any and all Proposals deemed not responsive; to negotiate with qualified contractors, or to cancel this RFP in part or in its entirety.

4.5.2.3. This RFP does not commit Madison County to award a contract(s) or pay any costs incurred in the preparation of a proposal in response to this request.

4.6. RFPs shall be received no later than 2:00 pm on May 10, 2016. Proposals will not be opened publicly.

4.7. SUBMITTER RESPONSIBILITIES

4.7.1. Proposal Certification, Verification, and Signature

4.7.1.1. Unsigned proposals will be eliminated

4.7.1.2. It is the sole responsibility of the submitter to assure that they have received the entire Request For Proposal

4.7.1.3. The RFP and any addenda may be secured by contacting the County Purchasing Office

4.7.1.4. Submitters are expected to examine all special provisions, specifications, schedules and instructions included in this request. Failure to do so will be at the proposer's risk.

4.7.1.5. No proposal will be considered which modifies, in any manner, any of the provisions, specifications, or minimum requirements set forth in this RFP.

5. PROPOSAL FORMAT

5.1. The Offeror shall prepare the proposal as set forth below. The titles and contents of the section shall be as defined in this section.

Section I	Cover Section
Section II	Executive Summary
Section III	Technical Response
Section IV	Cost/Price Proposal
Section V	Contract Documentation
Section VI	Relevant Past and Present Performance

5.2. Cost or Pricing Information – All cost or pricing information shall be addressed ONLY in the Cost/Price Proposal Section. Cost trade-off information, work-hour estimates and material kinds and quantities may be used in other sections only as appropriate for presenting rationale for alternatives or design and trade-off decisions.

5.3. Glossary of Abbreviations and Acronyms – Each section shall contain a glossary of all abbreviations and acronyms used, with an explanation for each. If no abbreviations and/or acronyms are used, then a Glossary is not required.

5.4. Page Size and Format – Page size shall be 8.5 x 11 inches, not including foldouts. Pages shall be single-spaced. The text size shall be no less than 11 point. Use at least 1-inch margins on the top and bottom and 3/4 inch side margins. Pages will be numbered sequentially by section.

5.5. Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layouts, implementation schedules, plans etc. These displays shall be uncomplicated, legible and shall not exceed 11 x 17 inches in size. Foldout pages shall fold entirely within the section, and count as a single page.

5.6. Foldout pages may only be used for large tables, charts, graphs, diagrams, and schematics; and not for pages of text.

5.7. Binding and Labeling – All Sections of the proposal should be bound in a single three-ring loose leaf binder, with section tabs, which shall permit the proposal to lie flat when opened. Staples shall not be used. A cover sheet should be bound in each book, clearly marked as to RFP title, solicitation number, copy number, and the offeror's name. The same identifying information should be placed on the spine of each binder. All "Trade Secret" or Classified binders shall be similarly marked with the addition of "Trade Secret Information" contained on the cover sheet.

5.8. SECTION I- COVER SECTION

5.8.1. Table of Contents - A master table of contents of the entire proposal.

5.8.2. Cover Page

5.8.2.1. Full proposal name

5.8.2.2. Submission date and time

5.8.2.3. Proposer’s name

5.8.2.4. Name and contact information for the single point of contact for all phases of the project, if different than the Proposer

5.8.3. A cover letter highlighting any special features of the Proposal

5.8.4. A signed copy of the “Request For Proposal” page attached to this document on page 15

5.8.5. A signed copy of the “Iran Divestment Act” page attached to this document on page 16

5.8.6. COMPANY PROFILE AND FIRM/INDIVIDUAL INFORMATION

5.8.6.1. The following will be required in a company overview as part of proposer's proposal:

5.8.6.1.1. Brief (one or two paragraphs) description of the firm/individual ’s business, its history and future plans

5.8.6.1.2. Firm/individual Identification

5.8.6.1.3. Corporate name

5.8.6.1.4. Corporate address

5.8.6.1.5. Telephone numbers

5.8.6.1.6. Contact person(s)

5.8.6.1.7. Firm/individual size

5.8.6.1.8. Number of years in business

5.8.6.1.9. DUNS Code

5.8.6.1.10. Federal Identification Number

5.9. SECTION II- EXECUTIVE SUMMARY

5.9.1. In the executive summary, the offeror shall provide the following information:

5.9.1.1. Narrative Summary - A concise narrative summary of the entire proposal, including significant risks, and a highlight of any key or unique features, excluding cost/price. The salient features should tie in with Section I evaluation factors/subfactors. Any summary material presented here shall not be considered as meeting the requirements for any portions of other sections of the proposal.

5.10. SECTION III - TECHNICAL RESPONSE SECTION

5.10.1. The Technical Response Section should be specific and complete. Legibility, clarity and coherence are very important. Your responses will be evaluated against the criteria defined in Evaluation Criteria Section for award. Using the instructions provided below, provide as specifically as possible the actual methodology you would use for accomplishing/satisfying the requirements stated in the County's Statement of Objectives. All the requirements specified in the solicitation are mandatory. By your proposal submission, you are representing that your firm will perform all the requirements specified in the solicitation. It is not necessary or desirable to tell us that in your proposal. Do not merely reiterate the objectives or reformulate the requirements specified in the solicitation.

5.10.2. Format and Specific Content - Technical Response. In this section address your proposed approach to meeting the requirements listed in the Scope of Service and Job Responsibilities sections, as well as risks in your proposal in terms of project capability/performance, cost and/or schedule.

5.10.3. Personnel and Staffing:

5.10.3.1. Personnel Qualifications and Experience should be detailed as part of the Technical Response. Include resumes for all personnel and subcontractors to be assigned to this project.

5.10.3.2. Will all of the services proposed by your company be performed by its own salaried personnel? If the answer is in the negative, please explain in what manner a service bureau, officiated company, or other organization will perform these services.

5.10.4. Address your firm's motivation for being involved in this project and the priority this project will be assigned relevant to other commitments.

5.10.5. The Technical Proposal Section shall be organized to the following general outline:

5.10.5.1. Technical Response to Scope of Services and Job Responsibilities

5.10.5.2. Resumes and Responses Personnel and Staffing

5.11. SECTION IV - COST/PRICE SECTION

5.11.1. Only one copy of the Cost/Price proposal shall be submitted in the "Original Copy". Additional copies of the proposals shall not contain copies of the Cost/Price proposal.

5.11.2. Cost of consulting services. Briefly describe implementation / consulting services related to the proposed implementation time line.

5.11.2.1. A lump sum for preconstruction services up through the bidding phase.

5.11.2.2. A lump sum on a monthly basis for the construction phase of the project

5.11.2.3. Firm/individual to also include a cost per hour and/or per day including overtime costs to cover any additional requirements not included in lump sum price.

5.11.3. FINANCIAL STABILITY

5.11.3.1. Proposal shall include the most recent certified business financial statements as of a date not earlier than the end of the Firm's preceding official tax accounting period, together with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as the shown on the balance sheet and income statement submitted, or with an explanation for a material change in the financial condition. A copy of the most recent business income tax return and Pro-Forma (un-audited) Financial Statements for the last three (3) years will be accepted if certified financial statements are unavailable.

5.12. SECTION IV - CONTRACT DOCUMENTATION

5.12.1. The purpose of this section is to provide information to the County for preparing the contract document and supporting file. The offeror's proposal shall include:

5.12.1.1. Special Contract Requirements – Required Licenses or Certifications. The Offeror shall include copies of any licenses and/or certifications that are required to perform any of the work required by this RFP. If no licenses and/or certifications are required, the Offeror is not required to make reference to this subsection.

5.12.1.2. Exceptions to Terms and Conditions – Exceptions taken to the terms and conditions of the sample contract, contract clauses, formal attachments or to other parts of the solicitation shall be identified. Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken. Provide rationale in support of the exception and fully explain its impact, if any, on the performance, schedule, cost and specific requirements of the solicitation. Failure to comply with the terms and conditions of the solicitation may result in the Offeror being removed from consideration for award.

5.12.1.3. Authorized Offeror Personnel – Provide the name, title, telephone number and e-mail address of the company point of contact regarding decisions made with respect to your proposal and who can obligate your company contractually. Also identify those individuals authorized to negotiate with the County.

5.12.1.4. Subcontracting Plan – If the Offeror intends on using subcontractors a Subcontracting Plan must be included in this section. The Subcontracting Plan shall include a detailed explanation of the work to be subcontracted and the percentage of that work to the total project for each proposed subcontractor. Madison County reserves the right to approve or disapprove of any subcontracting plan.

5.13. SECTION V - RELEVANT AND PAST PERFORMANCE

5.13.1. General – Each Offeror shall submit a past and present performance section with its proposal, containing past performance information in accordance with the format contained in The Past and Present Performance Information Form. This information is required on the Offeror and all subcontractors, teaming partners, and/or joint venture partners. Offerors are cautioned that the County will use data provided by each Offeror in this section and data obtained from other sources in the evaluation of past and present performance.

5.13.2. For each contract submitted as a past performance reference, the Offeror shall submit a client authorization letter, authorizing their client to release to the County information requested on the Offeror's past and present performance.

5.13.3. Relevant Contracts – Submit Past Performance Information on 5 recent contracts that you consider most relevant in demonstrating your ability to perform the proposed effort. Also include information on 5 recent contracts performed by each of your teaming partners and significant subcontractors that you consider most relevant in demonstrating their ability to perform the proposed effort. Include rationale supporting your assertion of relevance.

5.13.4. Note that the County generally will not consider performance on a newly awarded contract without a performance history or on an effort that concluded more than 3 years prior to this source selection.

5.13.5. Specific Content – Offerors are required to explain what aspects of the reference contracts are deemed relevant to the proposed effort, and to what aspects of the proposed effort they relate. This may include a discussion of efforts accomplished by the Offeror to resolve problems encountered on prior contracts as well as past efforts to identify and manage risk. Merely having problems does not automatically equate to a little or no confidence rating, since problems encountered may have been on a more complex program, or an Offeror may have subsequently demonstrated the ability to overcome the problems encountered. The Offeror is required to clearly demonstrate management actions employed in overcoming problems and the effects of those actions, in terms of improvements achieved or problems rectified. This may allow the Offeror to be considered a higher confidence candidate.

5.14. QUESTIONS

5.14.1. All questions in regard to the project will be accepted by email only.

5.14.2. All questions must be received no later than 10:00 AM on April 27, 2016

5.14.3. All questions shall be directed to:

Nicole Schafer-Farino
Purchasing Agent
138 North Court Street
Wampsville, NY 13163
nicole.farino@madisoncounty.ny.gov

5.14.4. All answers to questions submitted will be responded to ONLY in the official addendum sent by email, no later than 2:00 PM on April 28, 2016 but not before.

5.15. MODIFICATION OR WITHDRAWAL OF PROPOSAL

5.15.1. A proposal that is in the possession of the Purchasing Agent may be altered by a letter bearing the signature or name of the authorized person, provided it is received PRIOR to the date and time of the opening. FAX, telephone or verbal alterations will not be accepted. A proposal that is in the possession of the Purchasing Agent may be withdrawn by the proposer up to the time of opening.

6. INSURANCE REQUIREMENTS

6.1. Insurance requirements will be in compliance with our current standard contract.

REQUEST FOR PROPOSALS

RFP Ref#: RFP-MC-2016-0003
Title: CLERK OF THE WORKS/PROJECT MANAGEMENT SERVICES
Closing Date and Time: May 10, 2016 14:00 hours (EST)
Deliver To:

Ms. Nicole Schafer-Farino
Madison County Purchasing Agent
County Office Building, 2nd floor
138 North Court Street
P.O. Box 635
Wampsville, New York 13163

In compliance with the RFP specifications and the conditions of submitting a proposal, I the undersigned, offer and agree to furnish any or all supporting materials upon which consultant services are determined, to the County within the time specified.

I (we) further certify that I have not been debarred, suspended, or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549 Debarment and Suspension: as described in the Federal Rules and Regulations.

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal.

Name and Address of Record_____

_____

_____

State of Incorporation _____

Telephone Number _____ FAX Number _____

Mailing address _____ _____

Federal ID Number _____

Authorized Signature _____

Print/Type Name _____

Title _____

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date, at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Bidder/Contractor is advised that once the list is posted on the OGS website, any Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should Madison County receive information that a person is in violation of the above-referenced certification, Madison County will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then Madison County shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

Madison County reserves the right to reject any bid or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

_____
Signed

_____
Title

_____
Company Name

Sworn to before me this
_____day of _____ , 2016

_____
Notary Public

This page <u>Must</u> be Signed and Returned or your Proposal will be declared Informal!