

TOMPKINS COUNTY ROAD MATERIALS BID SPECIFICATIONS

INTRODUCTION:

Welcome to the new and revised format of the Tompkins County Road Materials Bid Specifications. The following pages will be separated into four (4) sections:

- ❖ Section I: Instructions and General Information
- ❖ Section II: Bid Specifications
- ❖ Section III: Bid Forms
- ❖ Section IV: Required Forms to be Returned with Bids

BID TERM:

The bid term for all categories is for one (1) year. Actual award period will be specified in the award letter.

TOWN ZONES:

Many of the specifications refer to towns within Tompkins County who are authorized to use the bid pricing in addition to the County. Zone numbers and addresses are listed below:

- | | | |
|----------------------------|--------|---------------------------------|
| ▪ Tompkins County Highway | | 170 Bostwick Rd., Ithaca |
| ▪ Tompkins County Highway | | 557 Caswell Rd., Freeville |
| ▪ Town of Caroline Highway | Zone 1 | 852 Valley Rd., Brooktondale |
| ▪ Town of Danby Highway | Zone 2 | 93 Hornbrook Rd., Ithaca |
| ▪ Town of Dryden Highway | Zone 3 | 93 E. Main St., Dryden |
| ▪ Town of Enfield Highway | Zone 4 | 168 Enfield Main Rd., Ithaca |
| ▪ Town of Groton Highway | Zone 5 | 101 Conger Blvd., Groton |
| ▪ Town of Ithaca Highway | Zone 6 | 106 Seven Mile Dr., Ithaca |
| ▪ Town of Lansing Highway | Zone 7 | 10 Town Barn Rd., Lansing |
| ▪ Town of Newfield Highway | Zone 8 | 70 Main St., Newfield |
| ▪ Town of Ulysses Highway | Zone 9 | 3888 Colegrove Rd., Trumansburg |

TOMPKINS COUNTY CONTACT INFORMATION:

Questions regarding the forms or procedures may be directed to:

Lisa Hall, Buyer
Tompkins County Purchasing
125 E. Court St., Ithaca, NY 14850
Phone: (607) 274-5500
Email: lhall@tompkins-co.org

Questions regarding the technical specifications may be directed to:

Jeffrey Smith, Highway Director
Tompkins County Highway
170 Bostwick Rd., Ithaca, NY 14850
Phone: (607) 274-0300
Email: jsmith@tompkins-co.org

SECTION I

TOMPKINS COUNTY HIGHWAY

INSTRUCTIONS AND GENERAL INFORMATION

ROAD MATERIALS

**NOTICE TO BIDDERS
TOMPKINS COUNTY
HIGHWAY SERVICES
&
ROAD MATERIALS**

SEALED BIDS will be accepted for various Highway Services and Road Materials at the Tompkins County Finance Department, **Purchasing Division**, 125 East Court Street, Old Jail Building, 2nd Floor, Ithaca, NY 14850 up until 11:30 a.m. on February 5, 2014. The bids will be publicly opened immediately thereafter in the Scott Heyman Conference Room located at the same address on the 1st Floor.

Specifications may be obtained from the following locations: www.empirestatebidsystem.com and www.tompkinscountyny.gov/purchase/currentbids. Questions regarding the specifications may be directed to Lisa Hall, (607) 274-5500, lhall@tompkins-co.org.

Tompkins County reserves the right to waive any informalities and to reject any or all bids.

HIGHWAY SERVICES (Note: Prevailing wage rates apply):

Pavement Marking
Asphalt Milling
Bridge Repair
Calcium Chloride Solution
Recycling of Existing Bituminous Pavement
Fiber Reinforced Bituminous Membrane Surface Treatment
Full Depth Reclamation
Asphalt Recycling
Subsurface Drainage Installation
Intersection Pavement Marking
Liquid Bituminous Materials
Passing & No-Passing Zone Location
Steel Sheet Piling, Supply & Installation
Vendor Placed Hot Mix Asphalt

ROAD MATERIALS:

Calcium Chloride Flake
Culvert Pipe
Crushed Gravel
Gabions
Heavy Steel Pipe
Hot Mix Asphalt
Hydro-Seed Consumable
Icing Sand & Concrete Sand
Limestone
Polyethylene Drainage Pipe
Sign Posts
Steel Plate, Shapes and Bars
Traffic Sign and Sign Materials
Traffic Signs Aluminum Panels (Blank)
Traffic Signs (Complete)

Lisa M. Hall
Buyer

Tompkins County
Request for Bid – Submission Instructions

Respondents shall submit their bid response per the instructions below. Respondents who do not follow these guidelines may have their bids rejected as incomplete or non-responsive.

- Respondents shall read all documents contained in this specification package. Failure to do so does not excuse respondent from abiding by all instructions, terms or conditions.
- Responses shall be submitted to the location and in the format indicated in the specifications no later than the date and time indicated.
- The County reserves the right to amend the specifications prior to the due date by written “Addenda”. It is the respondent’s responsibility to ascertain whether any addenda have been issued prior to submitting their bid.
- Respondents shall submit their bid in a sealed package or envelope with the name of their company and the title of the Request for Bid.
- Respondents must provide one original, with original signatures, **and ten (10) copies of their bid pricing pages ONLY for each commodity they are bidding.**
- Respondents shall submit one complete set of **all** forms that require signatures with their bid response. When bidding more than one commodity, only one set of the signature pages is required to be submitted.
- All responses submitted become the property of the County and are subject to Public Information Policy.
- This invitation for bid does not commit the County to award a contract, nor shall the County be responsible for any cost or expense that may be incurred by the respondent in preparing and submitting their response or any cost incurred prior to the execution of a contract.
- The County reserves the right to cancel the contract without cause with a minimum of thirty (30) days written notice. Termination or cancellation of the contract will not relieve the respondent of any obligations or liabilities resulting from any acts committed by the respondent prior to the termination of the contract. The respondent may cancel the contract with one hundred-twenty (120) days written notice.

Tompkins County
Request for Bid – Terms & Conditions

Method of Award:

The County reserves the right to award the contract to the respondent who submits the bid(s) that prove(s) to be in the best interest of the County. The County has the sole discretion and reserves the right to cancel this request, reject any/all responses, to waive any/all informalities and/or irregularities if it is deemed to be in the best interest of the County to do so.

Contract Extension:

The County agrees, under the General Municipal Laws of New York State to allow all authorized users who wish to utilize any contract awarded as a result of this solicitation to do so. However, it is understood that the extension of such contract is at the discretion of the respondent and the respondent is only bound to the contract between itself and the County.

Term of Contract:

Unless otherwise specified, any contract resulting from this solicitation shall be for one year with the option to renew for up to three (3) additional twelve (12) month periods by mutual agreement in accordance with the terms of the contract.

Contract Award:

The contract award, if any, will be made within forty-five (45) calendar days of due date. The contract shall be awarded to the respondent who submits the lowest responsible bid that proves to be in the best interest of the County.

Non-Appropriation Clause:

In accordance with New York State General Municipal Law, the County will not be liable for any purchases or contracts for goods or services for which funding is not available. As a result, the respondent agrees to hold the County harmless for any contracts let for which funding either does not currently exist, or for which funding has been removed prior to the authorization to proceed. Should it become necessary for the County to cancel a project after the order to proceed has been issued, the County will only be liable for, and the respondent agrees, to only assess those financial damages that it can prove to have incurred as a result of the contract cancellation.

Guarantee:

The respondent shall guarantee that the product(s) or equipment provided is standard new products or equipment (unless otherwise requested), latest model of regular stock product and in current production. Replacements parts shall be easily obtained and that no attachment or part (if applicable) has been substituted or applied contrary to the manufacturers' recommendations and standard practice. Every product delivered shall be guaranteed against faulty material and workmanship for the term(s) of the contract(s). If during this period such faults develop, the product(s) shall be replaced at no cost to the County.

Late Delivery Penalties:

Delivery terms shall be stated in the detailed specifications, or may be requested from the respondent to be specified on the bid form. By signing the bid forms the respondent agrees that they are able to meet the specified requirements. A penalty fee of \$10.00 per calendar day, for each day the item(s) ordered are not delivered to the proper County location may be assessed. In the event that the item is on backorder through no fault of the respondent, the respondent is required to inform the County immediately. Late penalty fees shall be deducted from the invoice once the item is received by the County.

Invoices:

Invoices shall be mailed directly to the ordering department. Invoices mailed to the incorrect location may not be forwarded thus causing delay in payment.

Tax on Materials:

In regard to any taxes applicable to this project respondents are to acquire a copy of form ST-120.1 from the New York State Department of Taxation and Finance and follow accordingly. Tompkins County is tax exempt. If required, a Tax Exemption Certificate will be forwarded upon request.

Failure to Perform:

In the event the equipment and/or products fail to perform to the County's expectations the vendor shall, at its own expense, repair or replace said item(s).

Installation of Equipment:

In the event that installation of equipment is needed, the respondent shall arrange with the County for the installation within forty-eight (48) hours after delivery of the product(s).

Training:

If required, training shall take place during regular business hours. Training shall be provided until all County personnel involved in the contract are adequately trained.

Financing of Material or Equipment Purchases:

When any bid includes the lease and/or purchase of material and/or equipment the respondent shall submit a price on the bid form provided by the County. The price offered shall include all delivery, installation (if applicable), finance, and any other charges that may be associated with said purchase or lease. The County shall only deal with the contractor/vendor actually submitting the bid AND arrangements made between the respondent and any other party as a part of this bid are strictly between those parties and the County shall not be included or required to participate in them in any way. Furthermore, the County shall only make payments directly to the vendor awarded a contract and issued a purchase order or authorization to proceed. The County shall not make partial or pre-payments of any kind unless stipulated in the specifications by the County.

Pricing Adjustments:

Pricing adjustments will only be considered at the time of bid renewal. If, in the opinion of the County, any price adjustment request is in excess of that acceptable to the County, the County reserves the right to reject the proposed increase and seek new bids.

Workforce Diversity and Inclusion:

Tompkins County government is committed to creating a diverse and fully inclusive workplace that strengthens our organization and enhances our ability to adapt to change by developing and maintaining:

- A. An organization-wide understanding and acceptance of the purpose and reasons for diversity;
- B. Recruitment and retention policies that assure a diverse workforce;
- C. A workplace environment that is welcoming and supportive of all;
- D. Awareness, understanding and education regarding diversity issues;
- E. Zero tolerance for expressions of discrimination, bias, harassment, or negative stereotyping toward any person or group;
- F. A workforce ethic that embraces diversity and makes in the norm for all interactions, including delivery of services to the public.

Respondents are encouraged to include an outline of their diversity policy in their proposal response.

Contract Re-Assignment:

The respondent shall not re-assign any portion of the any contract that results from this solicitation without the express written consent of the County.

Deviations:

Deviations to the specifications are to be so noted and fully explained. Tompkins County reserves the right to accept any or all deviations if it proves to be in the best interest of the County.

Corporate Compliance:

FEDERAL FUNDING COMPLIANCE: The Respondent agrees to comply with all Federal, State, and local laws and regulations governing the provision of goods and services under this Contract. To the extent that federal funds are provided to the Respondent under this contract, the Respondent agrees that it will comply with all applicable federal laws and regulations, including but not limited to those laws and regulations under which the Federal funds were authorized.

Further, Respondent agrees to comply with the County's Compliance Plan regarding Federal and State fraud and abuse laws; the Compliance Plan can be reviewed at www.tompkins-co.org or a copy can be obtained from Tompkins County Administration, 125 East Court Street, Ithaca, NY 14850.

Respondents that are providers of healthcare services certify that the Respondent, and all employees, directors, officers, and subcontractors of the Respondent, are not "excluded individuals or entities" under Federal and/or New York State statutes, rules and regulations, to determine if any of them are on or have been added to the exclusion list.

The Respondent shall promptly notify the County if any employee, director, officer of subcontractor is on or has been added to the exclusion list. The County reserves the right to immediately cancel this contract, at no penalty to the County, if any employee, director, officer or subcontractor is on or has been added to the exclusion list.

By submitting a response to a Request for Proposals, you are attesting to the fact that you and/or the provider, which you represent, have not been sanctioned nor excluded by any of the aforementioned entities.

Iranian Energy Sector Divestment:

By submitting a response to this solicitation, the respondent hereby represents that said respondent is in compliance with New York State General Municipal Law Section 103-g entitled "Iranian Energy Sector Divestment", in that said respondent has not:

- a. Provided goods or services of \$20 Million or more in the energy sector of Iran including, but not limited to, the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
- b. Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person's intent was to use the credit to provide goods or services in the energy sector of Iran.

Any respondent who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible bidder pursuant to Section 103 of the New York State General Municipal Law.

Except as otherwise specifically provided herein, every respondent submitting a response to this solicitation must certify and affirm the following under penalties of perjury:

- (1) "By submission of this response to solicitation, each respondent and each person signing on behalf of any respondent certifies, and in the case of a joint response, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each respondent is not on the list created pursuant to NYS Finance Law Section 165-a (3)(b)."

Except as otherwise specifically provided herein, any response to this solicitation that is submitted without having complied with subdivision (1) above, shall not be considered for award. In any case where the respondent cannot make the certifications as set forth in detail the reasons therefore. The County reserves the right, in accordance with General Municipal Law Section 103-g to award the contract to any respondent who cannot make the certification on a case-by-case basis under the following circumstances:

- (1) The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the respondent has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging any new investments in Iran; or
- (2) The County of Tompkins has made a determination that the goods and services are necessary for the County to perform its functions and that, absent such an exemption, the County of Tompkins would be unable to obtain the goods or services for which the Bid is offered. Such determination shall be made by the County in writing and shall be a public document.

OSHA Training:

All laborers, workers and mechanics employed in the performance of a Public Work contract that exceeds \$250,000 shall comply with New York State Labor Law §220-h requiring certification, prior to performing any work on the project, as having successfully completed a course in construction safety and health, approved by OSHA. The course must be at least (10) hours in duration.

Prevailing Wages:

All respondents submitting bids for Public Work projects are required to conform to all NYS Prevailing Wage Laws. A copy of the Prevailing Wage Rates applicable to the project have been included in the specifications. The successful respondent(s) is responsible for complying with all current labor rates and regulations throughout the duration of any contract resulting from this solicitation. The County will only pay, and the respondent agrees only to charge, prevailing wage rates for those employees of any organization that are required by New York State law to receive said rates in the course of doing work with the County. No payments will be made to any respondent covered under this contract **prior** to respondent supplying the County with **Certified Payrolls** in accordance with the New York State Labor Laws in effect during the term of the project. This includes all owners, partners, and other management and other employees as required. Vendors currently on the NYS Department of Labor Debarred list will not be considered for award of this contract. By submitting a bid for consideration the respondent is indicating that they are currently in good standing with the NYS Department of Labor at the time of the bid.

Apprenticeship Programs:

Tompkins County Resolution 222 of 2004 states that pursuant to Article 23, §816-b of New York State Labor Law, any public work that requires separate specifications pursuant to §101 of the General Municipal Law that exceeds \$1 million in cost, must include contractors that participate in New York State certified apprenticeship programs. All bidders and all subcontractors under the bidder must maintain or participate in a bona fide New York State Apprentice Program approved by the Division of Apprentice Training of the Department of Labor for each apprenticeship trade or occupation represented in their workforce for which the law applies and must abide by the apprentice to journeyman ration for each trade prescribed therein in the performance of the contract. Notwithstanding the foregoing, each bidder awarded a contract may allow up to twenty-five percent of the value of its contract to be performed by employees or subcontractors that do not meet this requirement. Failure to comply with these requirements may result in any or all of the following sanctions:

- A. Temporary suspension of work on the project until compliance is obtained; and/or;
- B. Withholding payment due under the contract until compliance is obtained; and/or;
- C. Permanent removal from any further work on the project; and/or;
- D. Recovery by the County from the bidder, 1/10th of one percent of the contract amount or \$1,000.00 which is greater, in the nature of liquidated damages assessed for each week that the contractor is in non-compliance.

SECTION II

TOMPKINS COUNTY HIGHWAY

BID SPECIFICATIONS

ROAD MATERIALS

CALCIUM CHLORIDE FLAKE

1.0 SCOPE:

- 1.1 This specification addresses the materials and quality requirements for Calcium Chloride Solution used in dust control, stabilization, ice control, and for other highway construction related purposes. Bidding and delivery requirements are also delineated.

2.0 MATERIAL:

- 2.1 The Calcium Chloride Flake shall meet the requirements of ASTM D98, minimum 77.0% of CaCL, and shall be Type A in accordance with the New York State Department of Transportation (NYSDOT) Standard Specifications Construction and Materials, latest edition.
- 2.2 Upon submittal of bid, include Material Safety Data Sheet (MSDS) for material bid.

3.0 AWARD OF BID:

- 3.1 For F.O.B. Materials at Bidder's Location –
 - 3.1.1 Vendor shall be bound to sell materials loaded into Municipal trucks at the bid price.
 - 3.1.2 Award will be based on the Zone Price. Zone Price is F.O.B. Price plus .15/Ton-mile times number of miles from bidders location to location of Town Highway Department (Zone) x 2 (round trip).

Example: F.O.B Price + [(15/Ton mile) x (Miles to zone) x 2] = Zone Price

NOTE:

1. Miles from bidder's location to each zone is calculated by using the shortest, most direct or reasonable route.
 2. Where the project location or time delays may cause the "award of bid" not to be in the best interests of the County, or should the direct route to any successful bidder's location change due to unforeseen circumstances (ie: detour), Tompkins County reserves the right to re-route trucks to another bidder's location which will result in a lower net cost to the County.
 3. The zone applicable to a specific job will be that which is closest to the job site and not necessarily the town the job is located in.
 4. Pit location **must** include a complete address including street/road number, name, town and postal code. Bids lacking this information may be rejected as incomplete.
- 3.2. For Delivered Material –
 - 3.2.1. Vendor shall be bound to sell materials at the F.O.B. Price bid plus the bid price for delivery via trucks it supplies to specified Municipal locations.
 - 3.2.2. Awards will be based on the lowest delivered price (material plus trucking) to specified locations.

CRUSHED GRAVEL AND GRAVEL MATERIALS

1.0 SCOPE:

- 1.1 This specification covers Crushed Stone, Crushed Gravel, Washed Gravel Stone, Screened Gravel, Bank Run Gravel, Select Fill, Medium Stone Fill, and Gabion Stone.

2.0 MATERIAL:

- 2.1 All material listed in 5.1 below shall meet the applicable requirements of New York State Department of Transportation's (NYSDOT) *Standard Specifications, Construction and Materials*, dated May 1, 2009, plus addenda, Section 304 – Subbase Course and Section 703-02 – Coarse Aggregate, including the minus No. 200 material requirements of Table 703-4 Note (3). (This material is intended for Portland Cement Concrete, Surface Treatments, Cold Mix Pavements, and Underdrain Filter.)
- 2.2 All material listed in 5.2-5.10 below shall meet the applicable requirements of NYSDOT Section 304 – Subbase Course and Section 703-02 – Coarse Aggregate, however, the minus No. 200 material requirements of Table 703-4 Note (3) do not apply.
- 2.3 Select Fill and Select Granular Fill shall meet applicable requirements of NYSDOT Section 203-2.
- 2.4 Medium Stone Fill shall meet the gradation requirements of NYSDOT Section 620-2.
- 2.5 All material to be supplied shall be from Tompkins County approved sources. All material must be satisfactory to the Tompkins County Highway Division, Municipal Highway Superintendent or their designee.
- 2.6 Any material samples taken shall be tested and paid for by the vendor. Appropriate tests to meet the requirements specified by the NYSDOT shall be used. Any product found to be inferior shall be removed at vendor's expense.

3.0 METHOD OF MEASUREMENT:

- 3.1 Materials covered by this bid shall be measured in English units. All materials and methods shall meet US Customary NYSDOT Specifications.

4.0 PERMITS:

Vendor is responsible for obtaining and maintaining all required hauling permits (i.e. through NYSDOT, Tompkins County, etc.). For permits on County Roads, please contact Jerry Stern, Sr. Highway Technician/Permit Agent, directly at (607) 274-0320, or jsstern@tompkins-co.org.

CRUSHED GRAVEL AND GRAVEL MATERIALS

5.0 AWARD OF BID:

5.1 For F.O.B. Materials at Bidder's Location

- 5.1.1 Vendor shall be bound to sell materials loaded into Municipal trucks at the F.O.B. Price bid.
- 5.1.2 **Award will be to the lowest responsible bidder per item, per zone.**
 - 5.1.2.1 The Zone Price is the F.O.B. Price plus \$0.15/Ton-mile times number of miles from the bidder's pit location to the specified zone times two (round trip).
 - 5.1.2.2 Example: FOB Price + [(15/Ton mile) x (Miles to Zone) x 2] = Zone Price
 - 5.1.2.3 The Zone applicable to a specific job will be that which is closest to the job site, not necessarily the town the job is located in.
 - 5.1.2.4 Miles from bidder's location to each Zone is calculated by using the shortest, most direct or reasonable route.
 - 5.1.2.5 Where the project location or time delays may cause the "award of bid" not to be in the best interests of the County, or should the direct route to any successful bidder's location change due to unforeseen circumstances (ie:detour), Tompkins County reserves the right to re-route trucks to another bidder's location which will result in a lower net cost to the County.
 - 5.1.2.6 Pit location **must** be complete including street/road number, name, town, postal code. Bids lacking this information may be rejected as incomplete.

5.2 For Delivered Material –

- 5.2.1 Vendor shall be bound to sell materials at the F.O.B. Price bid plus the bid price for delivery via Vendor-supplied trucks to Municipal location(s) specified.
- 5.2.2 Awards will be based on the lowest delivered prices (material plus trucking) to specified locations.

STEEL CULVERT PIPE

1.0 SCOPE:

- 1.1 This specification covers corrugated steel culvert pipe, connecting bands, and end sections for storm drains, road crossings, culverts, and related highway construction.

2.0 MATERIAL:

- 2.1 All culvert pipe shall be fully galvanized, polymer-coated, or aluminized, as required. All pipe, including bituminous coated and bituminous coated with paved invert, shall meet or exceed the requirements in accordance with New York State Department of Transportation (NYSDOT) Standard Specifications Construction and Material, latest edition. Manufacturer's certification for compliance with NYSDOT specifications may be required prior to award from those manufacturers whose products are not on the NYS approved materials list.
- 2.2 Six (6) and eight (8) inch diameter sizes may be either spiral or riveted construction, with appropriate connecting bands.
- 2.3 All other larger diameter sizes must be riveted or of annular ring construction, or spiral construction with annular ring ends. Connecting bands in these larger sizes must be of annular ring construction to fit annular end pipe.
- 2.4 All connecting bands, and end sections attached to inlet and outlet ends, shall be fully galvanized, polymer-coated, or aluminized steel, in accordance with paragraph 2.1.

3.0 DELIVERY:

Pipe and accessories will be FOB any location in Tompkins County within two (2) weeks after receipt of order. No minimum orders are required. Successful bidder must be willing to deliver partial loads, however, may request a delay in delivery to coordinate a truck load. Delay in delivery must be acceptable to all parties involved. No additional delivery charges are permissible.

4.0 PERMITS:

Vendor is responsible for obtaining and maintaining all required hauling permits (i.e. through NYSDOT, Tompkins County, etc.). For permits on County Roads, please contact Jerry Stern, Sr. Highway Technician/Permit Agent, directly at (607) 274-0320, or jsstern@tompkins-co.org.

5.0 AWARD:

Award will be determined on a per diameter basis.

GABIONS

1.0 SCOPE:

- 1.1 This specification addresses the materials and quality requirements for galvanized and PVC-coated gabions. Bidding requirements and a delivery schedule are also identified.

2.0 MATERIAL:

The gabions and all material used in their fabrication shall comply with the latest version, as amended, of the New York State Department of Transportation (NYSDOT) Standard Specifications, Section 712.15. Manufacturer's Certification for compliance with NYSDOT specifications may be required prior to award from those manufacturers whose products are not on the NYSDOT approved materials list.

3.0 SCHEDULE:

The delivery schedule of each order will be established at the time of each order. Delivery on all items shall take place within three (3) weeks after receipt of order.

4.0 PERMITS:

Vendor is responsible for obtaining and maintaining all required hauling permits (i.e. through NYSDOT, Tompkins County, etc.). For permits on County Roads, please contact Jerry Stern, Sr. Highway Technician/Permit Agent, directly at (607) 274-0320, or jstern@tompkins-co.org.

5.0 PRICES:

All items shall be FOB any location in Tompkins County. All prices bid shall include delivery.

6.0 AWARD OF BID:

Award of bid shall be made per line item.

HEAVY STEEL PIPE

1.0 SCOPE:

- 1.1 This specification addresses material and quality requirements for new and used heavy steel pipe. Bidding and delivery requirements are also delineated.

2.0 MATERIAL:

- 2.1 All pipe shall be in good condition, free from excessive rust with square ends suitable for joining together by welding.
- 2.2 Pipe shall be in lengths acceptable to the Municipality.
- 2.3 The Municipality reserves the right to reject any coated pipe(s), or any pipe not considered to be in good condition as determined by the Municipal Highway Director/Superintendent, or designee.

3.0 DELIVERY:

- 3.1 Delivery shall be made within two (2) weeks after receipt of order, FOB any location in Tompkins County.
- 3.2 No minimum orders are permissible. Successful bidder must be willing to delivery partial loads, however, may request a delay in delivery to coordinate a truck load. Delay in delivery must be acceptable to all parties involved. No additional delivery charges are permissible.

4.0 PERMITS:

Vendor is responsible for obtaining and maintaining all required hauling permits (i.e. through NYSDOT, Tompkins County, etc.). For permits on County Roads, please contact Jerry Stern, Sr. Highway Technician/Permit Agent, directly at (607) 274-0320, or jsstern@tompkins-co.org.

5.0 AWARD OF BID:

Award will be determined on a per diameter basis.

HOT MIX ASPHALT – FOB AND DELIVERED

1.0 SCOPE:

- 1.1 This specification covers hot, plant mixed, asphalt concrete mixes used in constructing a pavement course or courses on an existing roadway or otherwise prepared surface. Also, bidding requirements are delineated and a delivery schedule is identified.

2.0 MATERIALS:

- 2.1 The materials and composition for the respective mixes shall meet the requirements of Section 403 – Hot Mix Asphalt (HMA) Pavements for Municipalities, the New York State Department of Transportation (NYSDOT) Standard Specifications Construction and Materials, latest edition.
- 2.2 HMA will be manufactured from Crushed Limestone or Gravel from a NYSDOT approved source, and from a NYSDOT approved aggregate.
- 2.3 All bidders shall furnish with their bid, a New York State approved “Crushed Stone Test Report” or “Crushed Gravel Test Report” for their products.
- 2.4 Any plant using State approved aggregate from a source other than where the plant is located shall furnish the ordering agency with an inspector of the agency’s choice and at the Bidder’s expense upon the Highway Superintendent’s request.
- 2.5 All HMA plants must be NYSDOT approved, and a copy of the approval must be attached to the bid. All NYSDOT approvals must be dated within the past 18 months.
- 2.6 No recycled asphalt material will be used in hot mix asphalt mixes, unless prior authorization is given by the Tompkins County Highway Director, or authorized designee.
- 2.7 Bituminous Material Testing:
- 2.7.1 The Municipality will extract and test HMA core(s) within one year of project completion, to insure compliance with NYSDOT asphalt concrete specifications (asphalt content, aggregate gradation, or asphalt cement properties, such as penetration, etc.). Tests will be conducted by an independent ASTM certified Asphalt Testing Laboratory. If any of these tests indicate material that is sub-standard, the Contractor will be financially responsible for further testing, by an independent ASTM certified Asphalt Testing Laboratory, mutually agreed upon by the Municipality, to determine the limits of the sub-standard material (see 2.7.2).
- 2.7.2 The independent ASTM certified Asphalt Testing Laboratory will remove and test at least one core every 500 feet for the length of the project in question. Cores will be tested for gradation, asphalt content, and asphalt cement penetration. Testing will be paid for by the Contractor.
- 2.7.3 The Municipality will be reimbursed for all tonnage of in-place material, determined by the core testing that does not meet the specifications of NYSDOT Section 403-2 HMA Materials requirements. In general, reimbursement shall be limited to removal and replacement of the defective material at no cost to the Municipality. At the Municipality’s discretion, material may be left in-place and overlaid.

3.0 METHOD OF MEASUREMENT:

Although NYSDOT specifications are Metric, materials covered by this bid shall be measured in English units. All materials and methods shall meet converted NYSDOT Specifications.

4.0 SCHEDULE:

- 4.1 Plant must be open and mixes available for the ten- (10) hour day workweek schedule of the Tompkins County Highway Division.
- 4.2 Bidder shall make every effort to supply required daily Tonnage on a job-by-job basis. Failure to supply Tonnage by FOB and/or delivered may result in loss of award.
- 4.3 Daily Tonnage requirements will be determined in advance of the project.

5.0 PRICE SUBMITTALS:

- 5.1 All price submittals shall be based on a minimum three (3) tons purchase.
- 5.2 Due to the uncertainty of the cost of asphalt cement used in the manufacturer of Bituminous Concrete, a price adjustment clause is included.
- 5.3 Price adjustments shall be calculated and applied to the original bid price. A positive Price Adjustment number shall be added to the original per ton bid price; a Negative Price Adjustment number shall be subtracted from the original per ton bid price.

Example: Item 403.16

Index Average = \$229.00

New Average = \$239.00

Total % Asphalt plus Fuel = 7.4%

$(\$239.00 - \$229.00) \times .074 = +\$0.74$ per ton

- 5.4 Each billing will include invoices validating any change in the index price of asphalt from date of bidding.
- 5.5 Index price of asphalt is \$593.00 per English ton as of October 1, 2013.
- 5.6 For reference only: Tompkins County Highway Division used roughly 10,000 tons of asphalt in 2013.

6.0 AWARD OF BID:

- 6.1 For F.O.B. Materials at Bidder's Location
 - 6.1.1 Vendor shall be bound to sell materials loaded into Municipal trucks at the F.O.B. Price bid.
 - 6.1.2 **Award will be based on the Zone Price.**
 - 6.1.2.1 The Zone Price is the F.O.B. Price plus \$0.15/Ton-mile times number of miles from the bidder's pit location to the specified zone times two (round trip).
 - 6.1.2.1.1 Hauling distance, based upon Zone and plant locations and directness of routes, shall be factors in vendor selection.
 - 6.1.2.1.2 Plant location used for computing mileage shall be considered to be the point the plant driveway meets the public highway. Maps are available at the office of the Tompkins County Highway Division for a separate fee.
 - 6.1.2.2 Example: $\text{FOB Price} + [(\$0.15/\text{Ton mile}) \times (\text{Miles to Zone} \times 2)] = \text{Zone Price}$
 - 6.1.2.3 The Zone applicable to a specific job will be that which is closest to the job site, not necessarily the Town where the job is located.
 - 6.1.2.4 Miles from bidder's location to each Zone is calculated by using the shortest reasonable route from plant to delivery location.

6.1.2.5 Pit location **must** be complete including street/road number, name, town, postal code. Bids lacking this information may be rejected as incomplete.

6.2 For Delivered Material –

6.2.1 Vendor shall be bound to sell materials at the F.O.B. Price bid plus the bid price for delivery via Vendor-supplied trucks to Municipal location(s) specified.

6.2.2 Award will be based on the lowest delivered price (material plus trucking) to location(s) specified.

6.3 The Municipality reserves the right to “mini-bid” specific materials and quantities, F.O.B. and delivered, on a project by project basis in accordance with NYS Office of General Services Standards and Purchase Group.

6.4 Where project location, available quantities, or time delays may cause the “award of bid” not to be in the best interests of the Municipality, or should the direct route to any plant change due to unforeseen circumstances (i.e. detour), Municipality reserves the right to re-route trucks to another bidder’s location, which will result in a lower net cost to the Municipality.

7.0 PERMITS:

Vendor is responsible for obtaining and maintaining all required hauling permits (i.e. through NYSDOT, Tompkins County, etc.). For permits on County Roads, please contact Jerry Stern, Sr. Highway Technician/Permit Agent, directly at (607) 274-0320, or jstern@tompkins-co.org.

HYDRO-SEED CONSUMABLE

1.0 SCOPE:

- 1.2 This specification addresses the materials and quality requirements for re-vegetation of freshly disturbed ground matter. Bidding and delivery requirements are also delineated.

2.0 MATERIALS

Mulch:

Mulch shall be composed of cellulose or wood fiber material with no growth or germination inhibiting substances, and shall be constructed in such a manner when thoroughly mixed with seed, stabilizer, and water will form a homogeneous slurry capable of being sprayed to form a porous mat. The fiber mulch, when in its air-dried state shall contain no more than 15% by weight water, and will be packaged in 50 lb. bales. The fiber shall have a temporary green dye.

Estimated annual quantity: 25,000 lbs.

Seed:

Seed shall be a blend to promote soil stabilization.

Blend shall consist of:

- 65% Kentucky bluegrass blend
- 20% perennial rye grass
- 15% Fine fescue

All seed shall be delivered in sealed package and clearly marked as to species, purity, percent germination, and dealers guarantee.

Estimated annual quantity: 2,500 lbs.

Stabilizer/Tackifier:

Shall be a co-polymer of acryl amide based gel substance, packaged in 16 lb. jugs, with labels clearly stating contents. Manufacturer shall provide any applicable MSDS forms.

Estimated annual quantity: 1,000 lbs.

Fertilizer:

Shall be a 15-30-15 granular mix suitable for hydro seeding. Fertilizer shall be packaged in 25 lb. bags, with label clearly stating content analysis. Manufacturer shall provide any applicable MSDS forms.

Estimated annual quantity: 2,500lbs

Neutral Lime:

Neutral-Lime shall be a dry substance composed of high concentration of limestone that can create a 1-point ph change within 10 days of treatment, and shall last a minimum of 18 weeks. Neutral lime shall be packaged in 40 lb. bags. Manufacturer shall provide any applicable MSDS forms.

Estimated annual quantity: 2,000 lbs.

HYDRO-SEED CONSUMABLE

3.0 AWARD OF BID:

3.3. For F.O.B. Materials at Bidder's Location –

3.3.1. Vendor shall be bound to sell materials loaded into Municipal trucks at the bid price.

3.4. For Delivered Material –

3.4.1. Vendor shall be bound to sell materials at the F.O.B. Price bid plus the bid price for delivery via trucks it supplies to 170 Bostwick Road, Ithaca, NY 14850.

3.4.2. Awards will be based on the lowest delivered price (material plus trucking) to 170 Bostwick Road, Ithaca, NY 14850.

ICING SAND & CONCRETE SAND

1.0 SCOPE:

- 1.1 This specification covers icing sand and concrete sand. The icing sand is to be used primarily as an abrasive applied to snow and ice covered roads. The icing sand and concrete sand are to be used as backfill over four (4) inch drain tile installations, and other highway related projects. Both sands need to be available all year round.

2.0 MATERIAL:

2.1 Icing Sand

2.1.1 The sand material shall consist of hard, strong, durable particles which are free of injurious amounts of clay, loam, or other deleterious substances.

2.1.2 The sand material will meet the following gradation: 100% passing 3/8" screen, not over 30% passing #50 screen, not over 4% passing #100 screen, and not over 3% passing #200 screen.

2.2 Concrete Sand shall meet the requirements of the New York State Department of Transportation (NYSDOT) Standard Specifications Section 703-07.

3.0 METHOD OF MEASUREMENT:

Although NYSDOT specifications are Metric, materials covered by this bid shall be measured in English units. All materials and methods shall meet converted NYSDOT Specifications.

4.0 AWARD OF BID:

6.5 For F.O.B. Materials at Bidder's Location

6.5.1 Vendor shall be bound to sell materials loaded into Municipal trucks at the F.O.B. Price bid.

6.5.2 **Award will be based on the Zone Price.**

6.5.2.1 The Zone Price is the F.O.B. Price plus \$0.15/Ton-mile times number of miles from the bidder's pit location to the specified zone times two (round trip)

6.5.2.2 Example: FOB Price + [(0.15/Ton mile) x (Miles to Zone x 2)] = Zone Price

6.5.2.3 Miles from bidder's pit location to each Zone is calculated by using the shortest, most direct or reasonable route.

6.5.2.4 Where the zone location or time delays may cause the "award of bid" not to be in the best interests of the Municipality, or should the direct route to any successful bidder's location change due to unforeseen circumstances (i.e. detour), Municipality reserves the right to re-route trucks to another bidder's location, which will result in a lower net cost to the Municipality.

6.5.2.5 Pit location **must** include complete address including street/road number, name, town and postal code. Bids lacking this information may be rejected as incomplete.

6.6 For Delivered Material – Award(s) will be based on the lowest delivered price (material plus trucking) to specified location(s).

5.0 PERMITS:

Vendor is responsible for obtaining and maintaining all required hauling permits (i.e. through NYSDOT, Tompkins County, etc.). For permits on County Roads, please contact Jerry Stern, Sr. Highway Technician/Permit Agent, directly at (607) 274-0320, or jsstern@tompkins-co.org.

LIMESTONE

1.0 SCOPE:

1.3 This specification covers crushed stone, crusher run, crusher dust, rip-rap, and gabion stone.

2.0 MATERIAL:

All material listed shall meet the applicable requirements of Section 703-02 - Coarse Aggregate, and Section 304 - Subbase Course, in accordance with New York State Department of Transportation Standard Specifications (US Customary) Construction and Materials, latest edition.

3.0 AWARD OF BID:

3.1 The bid shall be awarded to the lowest responsible bidder per item, per zone.

3.2 For FOB Materials at Bidder's Location

3.2.1 Vendor shall be bound to sell materials loaded into Municipal trucks at the bid price.

3.2.2 **Award will be based on the Zone Price.**

3.2.2.1 The Zone Price is the FOB price plus \$0.15/Ton mile, times number of miles from the bidder's pit location to the Zone location, times two (round trip).

3.2.2.2 Example: $FOB + [(0.15/\text{Ton mile}) \times (\text{Miles to Zone}) \times 2] = \text{Zone Price}$

3.2.2.3 The Zone applicable to a specific job will be that which is closest to the job site, not necessarily the town the job is located in.

3.2.2.4 Miles from bidder's location to each Zone is calculated by using the shortest, most direct or reasonable route.

3.2.2.5 Where the project location or time delays may cause the "award of bid" not to be in the best interests of the Municipality, or should the direct route to any successful bidder's location change due to unforeseen circumstances (i.e. detour), Municipality reserves the right to re-route trucks to another bidder's location, which will result in a lower net cost to the Municipality.

3.2.2.6 Pit location **must** include complete address including street/road number, name, town and postal code. Bids lacking this information may be rejected as incomplete.

3.3 For Delivered Material -

3.3.1 Vendor shall be bound to sell materials at the F.O.B. Price bid plus the bid price for delivery via Vendor-supplied trucks to Municipal location(s) specified.

3.3.2 Awards will be based on the lowest delivered prices (material plus trucking) to specified locations.

4.0 PERMITS:

Vendor is responsible for obtaining and maintaining all required hauling permits (i.e. through NYSDOT, Tompkins County, etc.). For permits on County Roads, please contact Jerry Stern, Sr. Highway Technician/Permit Agent, directly at (607) 274-0320, or jsstern@tom-pkins-co.org.

DRAINAGE PIPE

1.0 SCOPE:

- 1.1 This specification covers material and quality requirements for heavy duty corrugated polyethylene drainage pipe (CPP) and fittings, perforated and solid, single-wall and high capacity smooth interior pipe with bell ends, for use in storm sewer, sub-surface drainage, and related highway construction purposes. Bidding and delivery requirements are also delineated.

2.0 MATERIALS:

All drainage pipe shall meet or exceed the requirements in accordance with New York State Department of Transportation (NYSDOT) Standard Specifications Construction and Material, latest edition. Manufacturer's certification for compliance with NYSDOT specifications will be required prior to award from those manufacturers whose products are not on the NYS approved materials list.

Materials bid must be compatible with pipe currently in use by Tompkins County which is Advanced Drainage Systems, Inc. (ADS).

3.0 DELIVERY:

Pipe and accessories will be FOB any location in Tompkins County within two (2) weeks after receipt of order.

4.0 FITTINGS:

Included with the bid shall be a list (including prices) of fittings available for items bid. The Municipality reserves the right to purchase fittings as needed from vendor or vendors in the best interest of the Municipality, as determined by the Superintendent, or designee.

5.0 AWARD OF BID:

Award will be determined on a per diameter basis.

PORTLAND CEMENT CONCRETE

1.0 SCOPE:

- 1.4 This specification addresses the materials and quality requirements for portland cement concrete. Bidding requirements and a delivery schedule are also delineated.

2.0 MATERIAL:

- 2.1 The New York State Department of Transportation (NYSDOT) Standard Specifications for Construction and Materials, Section 500, latest edition, with updates, shall be used for the standards of quality for raw materials and final portland cement concrete product.
- 2.2 Tompkins County reserves the right to sample concrete during any pour to test it for compliance with specified performance standards. Any product failing to meet the minimum standards may be subject to replacement at vendor's expense.
- 2.3 Admixtures or fiber shall be provided in various batches of delivered concrete per County request, on an additional price per cubic yard basis. Admixtures shall conform to requirements of NYSDOT Section 711-08. "Fiber" shall consist of 1.0 to 1.5 pounds of polypropylene fibers per cubic yard of concrete, or as recommended by the manufacturer.
- 2.4 Concrete shall have a minimum slump of 2", and a maximum of 4", before the addition of any water-reducing admixtures at the site.

3.0 SCHEDULE:

Each portland cement concrete product shall be available work days during every month of the year.

4.0 CERTIFICATION:

Each portland cement concrete batch plant and truck mixer shall be approved, and certification for ready-mix concrete must address new material, air entrainment, strength, and admixtures in accordance with NYSDOT Standard Specifications for Construction and Materials.

5.0 AWARD:

Award shall be based on the lowest delivered price (material plus trucking) delivered on Vendor's trucks for specific need locations.

6.0 PERMITS:

Vendor is responsible for obtaining and maintaining all required hauling permits (i.e. through NYSDOT, Tompkins County, etc.). For permits on County Roads, please contact Jerry Stern, Sr. Highway Technician/Permit Agent, directly at (607) 274-0320, or jsstern@tompkins-co.org.

SIGN POSTS

1.0 SCOPE

- 1.1 This specification covers posts used for the installation of ground mounted roadside warning and regulatory signs.

2.0 MATERIAL

- 2.1 All posts will be Franklin Posts, galvanized steel, and shall meet the requirements in accordance with New York State Department of Transportation (NYSDOT) Standard Specifications Construction and Materials, and ASTM A-123, latest edition.
- 2.2 2 lbs and 3 lbs posts shall have a compatible NYSDOT approved break-a-way device for ground level roadside mounting (punched full-length).

3.0 POSTS LENGTH

The minimum length ordered will be 4'. Available lengths shall include 4' through 14' in two foot increments.

4.0 DELIVERY

Delivery shall take place within five (5) weeks of receipt of order, FOB any location in Tompkins County.

5.0 PERMITS:

Vendor is responsible for obtaining and maintaining all required hauling permits (i.e. through NYSDOT, Tompkins County, etc.). For permits on County Roads, please contact Jerry Stern, Sr. Highway Technician/Permit Agent, directly at (607) 274-0320, or jsstern@tompkins-co.org.

6.0 AWARD OF BID

The award will be made per item based on the lowest net cost to the County.

7.0 CERTIFICATION

A certification at the time of delivery shall state that items supplied meet all applicable NYSDOT standards and specifications. The certification shall be provided by the manufacturer and addressed to Tompkins County Highway.

STEEL PLATE, SHAPES, AND BARS

1.0 SCOPE:

- 1.1 This specification covers Steel Plate, Shapes, and Bars used in all aspect of bridge and highway maintenance and construction.

2.0 MATERIAL:

- 2.1 All Steel shall conform to ASTM-36 except reinforcing bars which shall conform to ASTM-A615, Grade 60.
- 2.2 All Steel shall be provided cut to length.

3.0 FABRICATION:

Fabrication shall include cuts, (other than those to length) drilling or punching holes and bending to shape.

4.0 PERMITS:

Vendor is responsible for obtaining and maintaining all required hauling permits (i.e. through NYSDOT, Tompkins County, etc.). For permits on County Roads, please contact Jerry Stern, Sr. Highway Technician/Permit Agent, directly at (607) 274-0320, or jstern@tomkins-co.org.

5.0 DELIVERY:

Delivery of Plate, Shape, and Bars shall be within one (1) week after receipt of order.

No minimum orders are permissible. The ordering entity will order exactly the size and quantity needed.

6.0 AWARD OF BID:

Award will be based on the lowest delivered price per category total to any location in Tompkins County.

TRAFFIC SIGN AND TRAFFIC SIGN MATERIALS

1.0 SCOPE

- 1.1 This specification covers traffic sign faces and traffic sign material used to regulate, warn, and otherwise inform the traveling public.

2.0 MATERIAL

- 2.1 All material shall be new and unused of highest quality. Only material including ink, clears and processing as recommended by the sheeting manufacture shall be used.
- 2.2 All Traffic Sign Faces and Traffic Sign Material shall comply with the Federal Manual of Uniform Traffic Control Devices (MUTCD), including all applicable New York State (NYS) supplements, latest edition.
- 2.3 Seller's and manufacturer's warranty shall be supplied at time of bid.
- 2.4 Pressure sensitive and/or heat-activated adhesive shall be available for faces and roll goods.
- 2.5 Roll goods shall be available in standard colors and widths in 50 yard lengths.

3.0 DELIVERY

Delivery on all items shall take place within four (4) weeks after receipt of order. All prices bid shall include delivery FOB any location in Tompkins County.

4. PERMITS:

Vendor is responsible for obtaining and maintaining all required hauling permits (i.e. through NYSDOT, Tompkins County, etc.). For permits on County Roads, please contact Jerry Stern, Sr. Highway Technician/Permit Agent, directly at (607) 274-0320, or jstern@tompkins-co.org.

5.0 CERTIFICATION

A materials certification shall be provided at time of delivery. The certification shall be provided by the manufacturer and addressed to Tompkins County Highway.

6.0 AWARD:

Bid will be awarded per line item.

TRAFFIC SIGNS ALUMINUM PANELS (BLANK)

1.0 SCOPE:

- 1.5 This specification covers supply of blank, aluminum traffic sign panels. Bidding and delivery requirements are also delineated.

2.0 MATERIALS:

- 2.1 All sign aluminum panels shall be new and unused of highest quality.
- 2.2 All Traffic Sign Aluminum Panels shall comply with the Federal Manual of Uniform Traffic Control Devices (MUTCD), including all applicable New York State (NYS) supplements, latest edition.
- 2.3 Aluminum panels shall be **0.008**" thick aluminum alloy, in accordance with the New York state Department of Transportation (NYSDOT) Standard Specifications Construction and Materials, latest edition.
- 2.4 All panels shall be cut with rounded corners to receive signs as shown in the Federal MUTCD, including all applicable NYS supplements, latest edition.
- 2.5 All sign panels shall be punched with four- (4)-hole configurations or as shown per Attachment A.

3.0 DELIVERY:

Delivery on **all** items shall take place within four (4) weeks after receipt of order. No partial orders will be accepted. If delivery terms are not met, Tompkins County reserves the right to contact the secondary bidder for the product. All items shall be FOB any location within Tompkins County.

4.0 PERMITS:

Vendor is responsible for obtaining and maintaining all required hauling permits (i.e. through NYSDOT, Tompkins County, etc.). For permits on County Roads, please contact Jerry Stern, Sr. Highway Technician/Permit Agent, directly at (607) 274-0320, or jstern@tompkins-co.org.

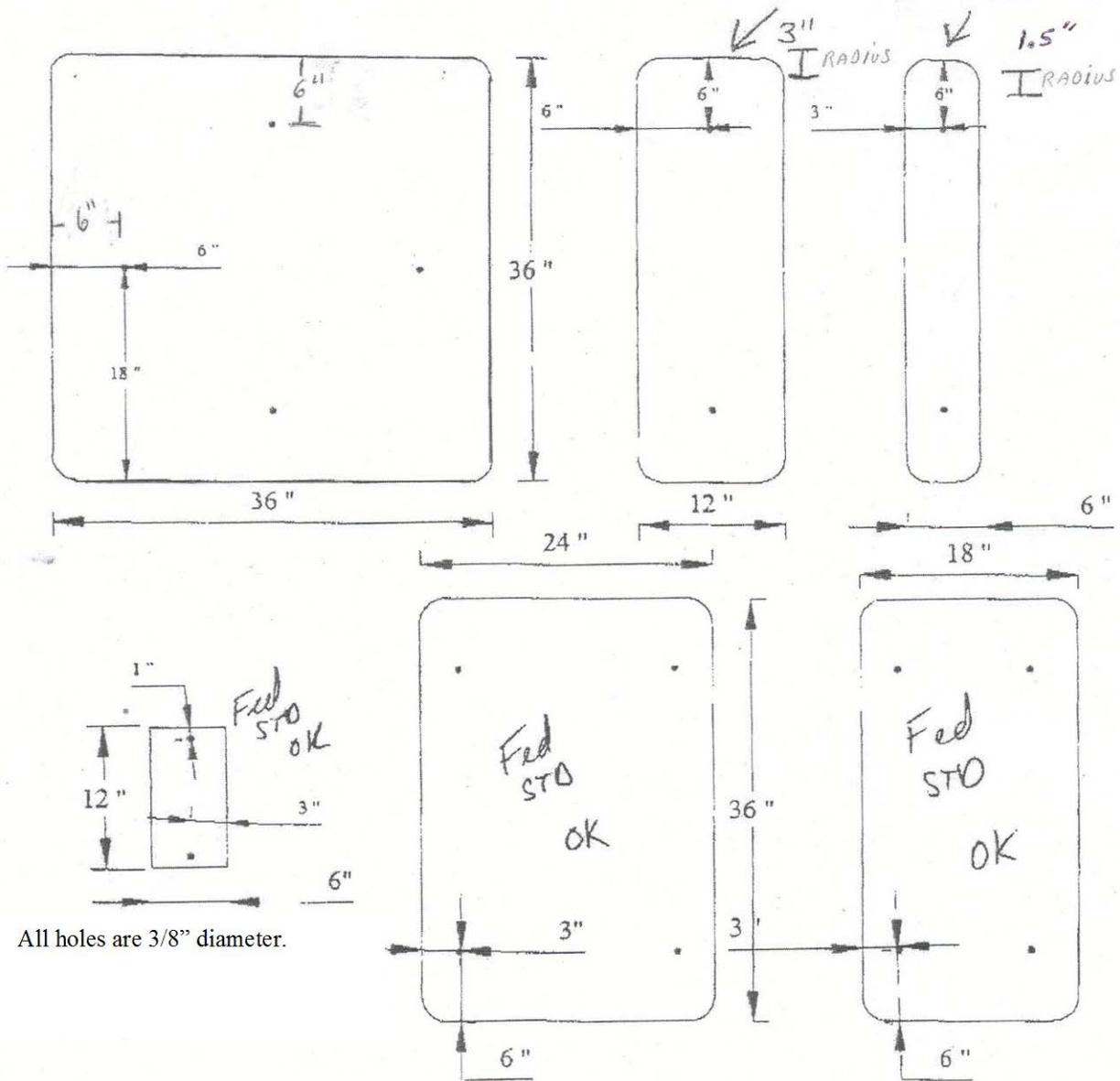
5.0 WARRANTY:

Vendor and manufacturer's warranties shall be supplied at time of bid.

6.0 AWARD OF BID:

- 6.1 Award of bid will be based on the lowest net cost. For analysis purposes a quantity of twenty-five (25) of each sign will be used.
- 6.2 The bid will be awarded to a primary and a secondary bidder. In the event the primary bidder cannot meet the delivery requirements, the County reserves the right to place the order with the secondary bidder.

Attachment A

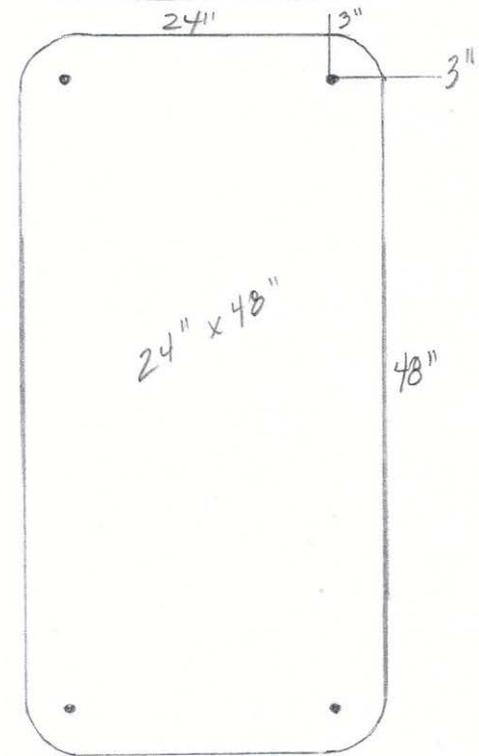
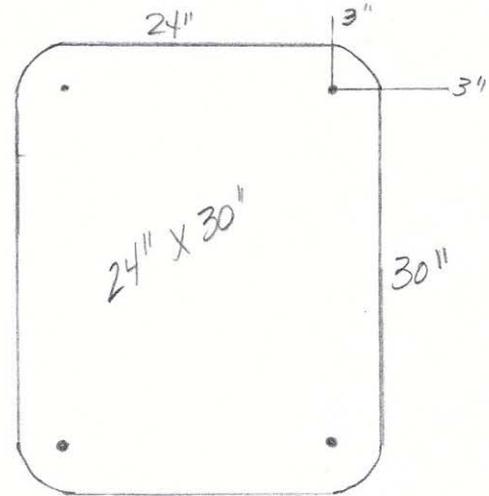
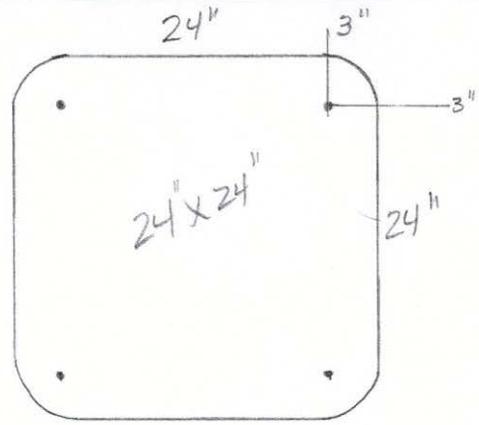
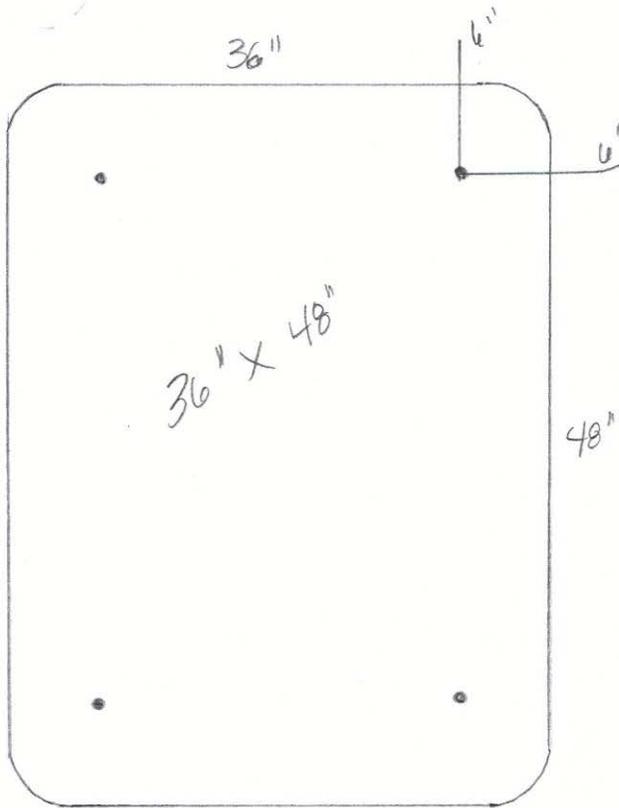
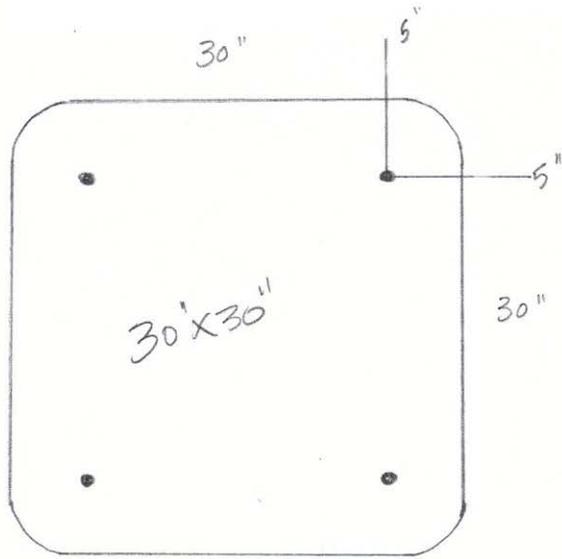


3/32
SCALE

Tompkins County Highway

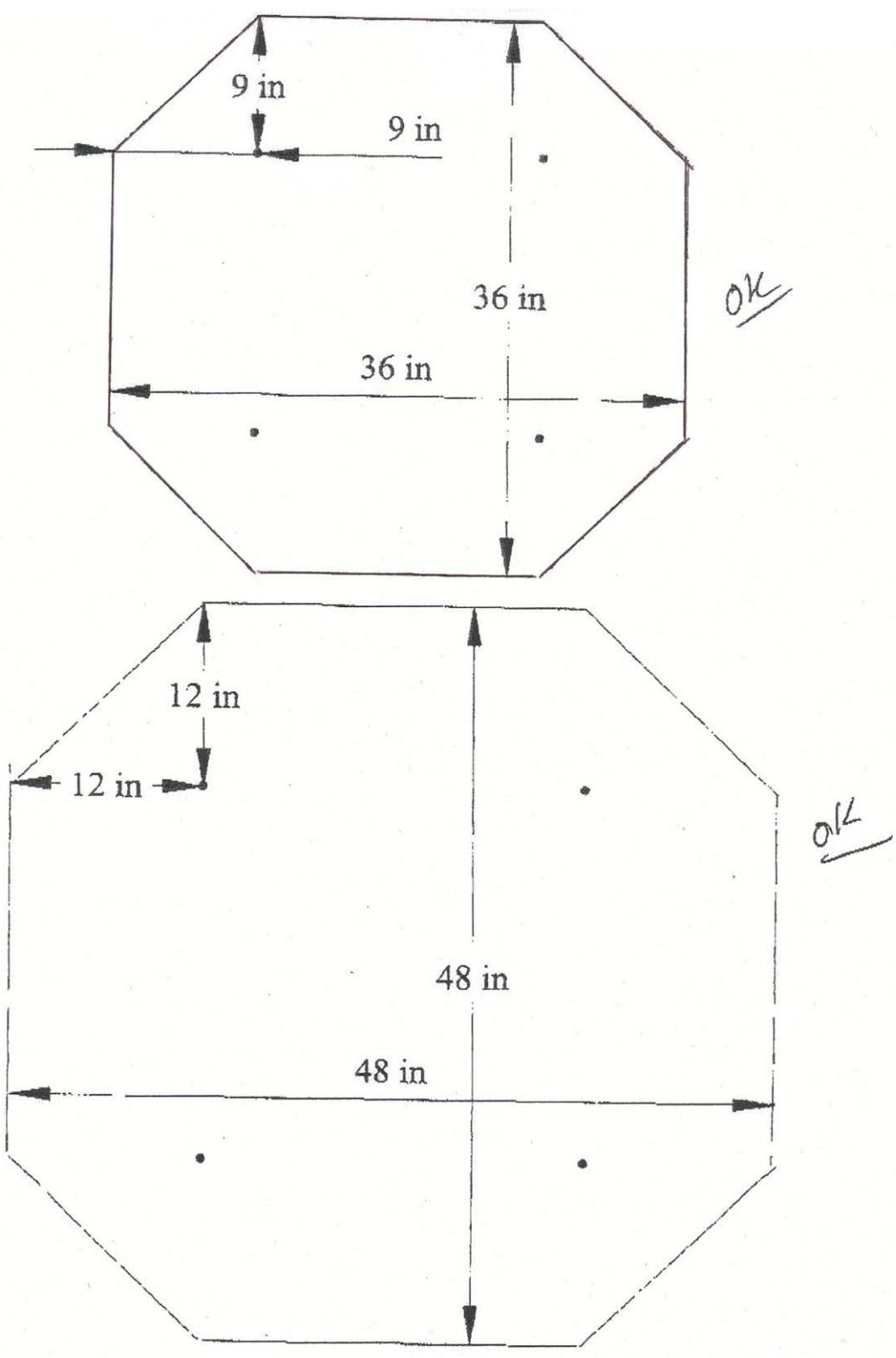
.080 Aluminum Blanks

All holes are 3/8" diameter.



* NO HOLES ON 36" ROUND

3" CORNER RADIUS



All holes are 3/8" diameter.

TRAFFIC SIGNS - COMPLETE

1.0 SCOPE:

- 1.1 This specification covers traffic sign faces and/or traffic sign material affixed to aluminum panels. Tompkins County Highway Department requests a quote on the Traffic Signs as specified below.

2.0 MATERIAL:

- 2.1 All sign face material shall be new and unused of highest quality. Only material including ink clears and processing as recommended by the sheeting manufacturer shall be used.
- 2.2 All Traffic Sign Faces and Traffic Sign Material shall comply with the Federal Manual of Uniform Traffic Control Devices (MUTCD), including all applicable New York State (NYS) supplements, latest edition.
- 2.3 Aluminum panels shall be 0.08" thick aluminum alloy, in accordance with the New York State Department of Transportation Standard Specifications construction and Materials, latest edition.
- 2.4 All panels shall be cut with rounded corners to receive signs as shown in the Federal MUTCD, including all applicable NYS supplements, latest edition.
- 2.5 All sign faces shall be reflective sheeting (HI) High Intensity class B.
- 2.6 All seams, lettering and sheets shall be overlapped not butt lapped.

3.0 DELIVERY:

Delivery on all items shall take place within four (4) weeks after receipt of order. All items shall be FOB to 170 Bostwick Road, Ithaca, NY 14850

4.0 PERMITS:

Vendor is responsible for obtaining and maintaining all required hauling permits (i.e. through NYSDOT, Tompkins County, etc.). For permits on County Roads, please contact Jerry Stern, Sr. Highway Technician/Permit Agent, directly at (607) 274-0320, or jstern@tomkins-co.org.

5.0 WARRANTY:

- 5.1 Seller's and manufacturer's warranty shall be supplied at time of bid
- 5.2 Faces shall be warranted for a minimum of three (3) years against peeling or otherwise becoming unattached from sign panel.
- 5.3 Any sign deemed unserviceable as outlined in 4.2 shall be replaced into Highway inventory at no charge.

6.0 CERTIFICATION:

A certification, *by the manufacturer*, shall be provided at time of delivery.

7.0 AWARD OF BID:

- 8.1 Award of bid will be made to the overall lowest bidder meeting specifications with acceptable deviations if applicable. A quantity of 25 of each sign will be used for analysis purposes only. Tompkins County shall only order, and pay for, the quantity of each sign needed.

SECTION III

TOMPKINS COUNTY HIGHWAY

BID FORMS

ROAD MATERIALS

COMPANY NAME: _____

BID FORM
CRUSHED GRAVEL AND GRAVEL MATERIAL

BID:
F.O.B. Materials – at Bidder’s Location

		<u>Bidder’s Material Designation</u>	<u>Price/Ton</u>
#1A	Crushed Gravel Stone	_____	_____
#1 ST	Crushed Gravel Stone	_____	_____
#1	Crushed Gravel Stone	_____	_____
#2	Crushed Gravel Stone	_____	_____
#4	Crushed Gravel Stone	_____	_____
Type 4	Crushed Bank Run Gravel (2” minus)	_____	_____
Type 4*	Crushed Gravel Stone (2” minus)	_____	_____
Type 4	Screened Bank Run Gravel (2” minus)	_____	_____
	Bank Run Gravel	_____	_____
	Medium Stone Fill	_____	_____
	Gabion Stone	_____	_____
203.06	Select Fill	_____	_____
203.08	Select Granular Fill	_____	_____

*TYPE 4 modified specifications meet TYPE 4 crushed bank run gravel except only 0-5% may pass #200 sieve.

Delivery on Vendor’s trucks -

ADDITIONAL delivery cost per ton to deliver any of products listed above to the following
Municipal Facilities:

<i>Highway Department</i>	<i>Location/Zone</i>	<i>\$/ton</i>
Tompkins County	Ithaca	
Tompkins County	Caswell	
Caroline	Zone 1	
Danby	Zone 2	
Dryden	Zone 3	
Enfield	Zone 4	
Groton	Zone 5	
Ithaca	Zone 6	
Lansing	Zone 7	
Newfield	Zone 8	
Ulysses	Zone 9	

Pit Location: _____

COMPANY NAME: _____

**BID FORM
CORRUGATED STEEL CULVERT PIPE**

All pipe prices shall be "price per foot":

Diameter	Gauge	Plain Galvanized	Fully Bit. Coated	Fully Bit. Coated w/ Paved Invert	Aluminized	Polymer Coated
15"	16					
	14					
18"	16					
	14					
21"	16					
	14					
24"	16					
	14					
	12					
30"	14					
	12					
	10					
36"	14					
	12					
	10					
42"	12					
	10					
48"	12					
	10					
	8					
54"	12					
	10					
	8					
60"	10					
	8					
72"	10					
	8					
84"	10					
	8					
96"	8					
6"	18					
8"	16					

**BID FORM
CORRUGATED STEEL CULVERT PIPE**

END SECTIONS

Diameter	Price/Each
15"	
18"	
21"	
24"	
30"	
36"	
42"	
48"	
54"	
60"	
72"	
84"	
96"	

Material Manufacturer (list all that apply): _____

Indicate how price of standard width bands is determined: _____

COMPANY NAME: _____

**BID FORM
HEAVY STEEL PIPE**

BID:

DIAMETER

- | | | |
|-----|---------------------------------|--------------|
| 1. | 6" - 1/4" min. wall thickness | \$ _____/ft. |
| 2. | 12" - 1/4" min. wall thickness | \$ _____/ft. |
| 3. | 16" - 5/16" min. wall thickness | \$ _____/ft. |
| 4. | 18" - 5/16" min. wall thickness | \$ _____/ft. |
| 5. | 20" - 5/16" min. wall thickness | \$ _____/ft. |
| 6. | 24" - 5/16" min. wall thickness | \$ _____/ft. |
| 7. | 26" - 5/16" min. wall thickness | \$ _____/ft. |
| 8. | 30" - 3/8" min. wall thickness | \$ _____/ft. |
| 9. | 34" - 3/8" min. wall thickness | \$ _____/ft. |
| 10. | 36" - 3/8" min. wall thickness | \$ _____/ft. |
| 11. | 40" - 3/8" min. wall thickness | \$ _____/ft. |
| 12. | 42" - 3/8" min. wall thickness | \$ _____/ft. |
| 13. | 48" - 3/8" min. wall thickness | \$ _____/ft. |
| 14. | 54" - 3/8" min. wall thickness | \$ _____/ft. |
| 15. | 60" - 1/2" min. wall thickness | \$ _____/ft. |
| 16. | 72" - 1/2" min. wall thickness | \$ _____/ft. |
| 17. | 78" - 1/2" min. wall thickness | \$ _____/ft. |
| 18. | 84" - 1/2" min. wall thickness | \$ _____/ft. |
| 19. | 96" - 1/2" min. wall thickness | \$ _____/ft. |

COMPANY NAME: _____

BID FORM

HOT MIX ASPHALT

Requirements: Specified shall conform to the material designations in Section 403 of the NYSDOT Specifications Construction and Materials, dated January 2, 2002, and Addenda to-date.

BID:

8.1. **F.O.B. Materials** – at Bidder’s Location, \$ Per Net English Ton:

SPEC. ITEM	DESCRIPTION	TYPE	PER NET <u>ENGLISH TON</u>	TOTAL % ASPHALT + FUEL <u>ALLOWANCE</u>
403.19000IM	1AC Top Course Friction	7F	\$ _____	8.00%
403.16000IM	1A Top Course	6	\$ _____	7.40%
403.18000IM	1AC Top Course	7	\$ _____	8.00%
403.17000IM	1A Top Course (High Friction)	6F	\$ _____	7.40%
403.13000IM	Dense Binder	3	\$ _____	6.50%
403.11000IM	Dense Base	1	\$ _____	6.00%

Delivery on Vendor’s trucks -

ADDITIONAL delivery cost per ton to deliver any of products listed above to the following Municipal Facilities:

<i>Highway Department</i>	<i>Location/Zone</i>	<i>\$/ton</i>
Tompkins County	Ithaca	
Tompkins County	Caswell	
Caroline	Zone 1	
Danby	Zone 2	
Dryden	Zone 3	
Enfield	Zone 4	
Groton	Zone 5	
Ithaca	Zone 6	
Lansing	Zone 7	
Newfield	Zone 8	
Ulysses	Zone 9	

Pit Location: _____

COMPANY NAME: _____

BID FORM

HYDRO-SEED CONSUMABLE

F.O.B. Materials at Bidder's Location

F.O.B. Prices:

<u>Product</u>	<u>Bid Cost</u>	<u>Packaging</u>
Mulch	\$ _____	/50 lb. bale
Seed	\$ _____	/lb.
Stabilizer/Tackifier	\$ _____	/16 lb. jug
Fertilizer	\$ _____	/25 lb. bag
Neutral Lime	\$ _____	/40 lb. bag

Indicate FOB location: _____

Delivery on Vendor's trucks – **ADDITIONAL** delivery cost to deliver to 170 Bostwick Road, Ithaca, NY 14850:

<u>Product</u>	<u>Delivery Cost</u>	<u>Minimum Delivered Quantity</u>
Mulch	\$ _____	_____
Seed	\$ _____	_____
Stabilizer/Tackifier	\$ _____	_____
Fertilizer	\$ _____	_____
Neutral Lime	\$ _____	_____

COMPANY NAME: _____

BID FORM

ICING SAND

F.O.B. Materials – at Bidder’s Location

F.O.B. Price - Loaded into Municipal truck \$ _____/ton

Delivery on Vendor’s trucks -

ADDITIONAL delivery cost per ton to deliver any of products listed above to the following Municipal Facilities:

<i>Highway Department</i>	<i>Location/Zone</i>	<i>\$/ton</i>
Tompkins County	Ithaca	
Tompkins County	Caswell	
Caroline	Zone 1	
Danby	Zone 2	
Dryden	Zone 3	
Enfield	Zone 4	
Groton	Zone 5	
Ithaca	Zone 6	
Lansing	Zone 7	
Newfield	Zone 8	
Ulysses	Zone 9	

Pit Location: _____

COMPANY NAME: _____

BID FORM

CONCRETE SAND

F.O.B. Materials - at Bidder's Location

F.O.B. Price - Loaded into Municipal truck \$ _____/ton

Delivery on Vendor's trucks -

ADDITIONAL delivery cost per ton to deliver any of products listed above to the following Municipal Facilities:

<i>Highway Department</i>	<i>Location/Zone</i>	<i>\$/ton</i>
Tompkins County	Ithaca	
Tompkins County	Caswell	
Caroline	Zone 1	
Danby	Zone 2	
Dryden	Zone 3	
Enfield	Zone 4	
Groton	Zone 5	
Ithaca	Zone 6	
Lansing	Zone 7	
Newfield	Zone 8	
Ulysses	Zone 9	

Pit Location: _____

COMPANY NAME: _____

**BID FORM
LIMESTONE**

BID:			FOB
Item No.	Product	Description	
1	#1A	Crushed Limestone	\$ _____ /Ton
2	#1B	Crushed Limestone	\$ _____ /Ton
3	#1ST	Crushed Limestone	\$ _____ /Ton
4	#1	Crushed Limestone	\$ _____ /Ton
5	#2	Crushed Limestone	\$ _____ /Ton
6	#3	Crushed Limestone	\$ _____ /Ton
7	#4	Crushed Limestone	\$ _____ /Ton
8	Limestone Mix	Equal Parts: #1A, #1, #2	\$ _____ /Ton
9		Crusher Dust	\$ _____ /Ton
10	Type 2	Crusher Run (2" minus)	\$ _____ /Ton
11	Modified Type 2 *	Crusher Run (1½ minus)	\$ _____ /Ton
12	Rip Rap	Average Run	\$ _____ /Ton
13	Rip Rap	Select	\$ _____ /Ton
14		Gabion Stone	\$ _____ /Ton

- Modified TYPE 2 specifications meet TYPE 2 crusher run, except 100% pass 1½" sieve.

Delivery on Vendor's trucks -

ADDITIONAL delivery cost per ton to deliver any of products listed above to the following Municipal Facilities:

<i>Highway Department</i>	<i>Location/Zone</i>	<i>\$/ton</i>
Tompkins County	Ithaca	
Tompkins County	Caswell	
Caroline	Zone 1	
Danby	Zone 2	
Dryden	Zone 3	
Enfield	Zone 4	
Groton	Zone 5	
Ithaca	Zone 6	
Lansing	Zone 7	
Newfield	Zone 8	
Ulysses	Zone 9	

Pit Location: _____

COMPANY NAME: _____

BID FORM

POLYETHYLENE DRAINAGE PIPE

BID:

<u>Diameter</u>	<u>Description</u>	<u>State Length of Roll</u>	<u>Price /ft</u>
4"	CPP Perforated	_____ft.	\$_____/ft.
6"	CPP Perforated	_____ft.	\$_____/ft.
4"	CPP Solid	_____ft.	\$_____/ft.
6"	CPP Solid	_____ft.	\$_____/ft.
4"	CPP Couplings		\$_____/ea.
6"	CPP Couplings		\$_____/ea.
12"	CPP Smooth Interior, Bell Ends	20 foot lengths	\$_____/ft.
15"	CPP Smooth Interior, Bell Ends	20 foot lengths	\$_____/ft.
18"	CPP Smooth Interior, Bell Ends	20 foot lengths	\$_____/ft.
24"	CPP Smooth Interior, Bell Ends	20 foot lengths	\$_____/ft.
30"	CPP Smooth Interior, Bell Ends	20 foot lengths	\$_____/ft.
36"	CPP Smooth Interior, Bell Ends	20 foot lengths	\$_____/ft.
42"	CPP Smooth Interior, Bell Ends	20 foot lengths	\$_____/ft.
48"	CPP Smooth Interior, Bell Ends	20 foot lengths	\$_____/ft.
60"	CPP Smooth Interior, Bell Ends	20 foot lengths	\$_____/ft.

Indicate how price of standard width bands is determined: _____

COMPANY NAME: _____

BID FORM

PORTLAND CEMENT CONCRETE

Requirements: Portland Cement Concrete, Classes A through J, here specified shall conform to the material designations in Section 501 of the NYSDOT Specifications Construction and Materials, dated May 1, 2008, and Addenda to-date.

A. \$ Delivered / cubic yard:

<u>Description</u>	<u>0-10 miles</u>	<u>10.1-20 miles</u>	<u>20.1-30 miles</u>	<u>over 30 miles</u>
1 Concrete Class A	_____	_____	_____	_____
2 Concrete Class D	_____	_____	_____	_____
3 Concrete Class E	_____	_____	_____	_____
4 Concrete Class F	_____	_____	_____	_____
5 Concrete Class H	_____	_____	_____	_____
6 Concrete Class HP	_____	_____	_____	_____
7 Concrete Class J	_____	_____	_____	_____
8 4000 psi (NYS-OGS performance mix)	_____	_____	_____	_____

- B. Cold Weather Concreting _____
- C. Less than 3 cu. yd. Delivery _____
- D. Conveyor Truck _____
- E. Set Retardation _____
- F. Super Plasticizer _____
- G. Fiber _____

NOTE:

Concrete Class – Reference Table 501-3 for mix designs.

Pit Location: _____

COMPANY NAME: _____

BID FORM

SIGN POSTS

1. 2 lb. per foot channel sign posts punched full-length \$_____/ft.
2. 3 lb. per foot channel sign posts punched full-length \$_____/ft.
3. Break-a-way device for above post \$_____/ea.
4. 1.12 lb. per foot channel delineator posts - punched full length \$_____/ft.

Manufacturer and/or Trade Name of 2 lb. and 3 lb. posts: _____

Manufacturer and/or Trade Name of Break-a-way device: _____

Horizontal Sign Support, Aluminum Zee Bar, 16- to 20-foot lengths, punched two (2) sides, weight 20 lbs. All holes are 3/8" diameter, spaced one- (1) inch on center, with two- (2) inch flat center: \$_____/ft.

COMPANY NAME: _____

BID FORM
STEEL PLATE, SHAPES, AND BARS

CATEGORY #1

W-SHAPES

PRICE DELIVERED

(a) W 4 x 13	THRU W 6 x 25	\$ _____/LB.
(b) W 8 x 10	THRU W 8 x 67	\$ _____/LB.
(c) W 10 x 12	THRU W 10 x 45	\$ _____/LB.
(d) W 12 x 14	THRU W 12 x 58	\$ _____/LB.
(e) W 14 x 22	THRU W 14 x 53	\$ _____/LB.
(f) W 16 x 26	THRU W 16 x 57	\$ _____/LB.
(g) W 18 x 35	THRU W 18 x 71	\$ _____/LB.
(h) W 21 x 44	THRU W 21 x 93	\$ _____/LB.
(i) W 24 x 55	THRU W 24 x 94	\$ _____/LB.
(j) W 30 x 99	THRU W 30 x 210	\$ _____/LB.
(k) W 36 x 135	THRU W 36 x 300	\$ _____/LB.

CATEGORY 2

S-SHAPES

(a) S 3 x 5.7	THRU S 6 x 17.25	\$ _____/LB.
(b) S 7 x 15.3	THRU S 12 x 50	\$ _____/LB.
(c) S 15 x 42.9	THRU S 20 x 75	\$ _____/LB.
(d) S 20 x 86	THRU S 24 x 121	\$ _____/LB.

CATEGORY 3

HP-SHAPES

(a) HP 8 x 36	THRU HP 12 x 84	\$ _____/LB.
(b) HP13 x 60	THRU HP 14 x 117	\$ _____/LB.

CATEGORY 4

AMERICAN STANDARD CHANNELS

(a) C 3 x 4.1	THRU C 6 x 13	\$ _____/LB.
(b) C 7 x 9.8	THRU C 9 x 20	\$ _____/LB.

CATEGORY 5

MISCELLANEOUS CHANNELS

PRICE DELIVERED

(a) MC 8 x 8.5	THRU MC 9 x 25.4	\$ _____/LB.
(b) MC 6 x 12	THRU MC 7 x 22.7	\$ _____/LB.
(c) MC 10 x 6.5	THRU MC 10 x 41.1	\$ _____/LB.
(d) MC 12 x 10.6	THRU MC 12 x 50	\$ _____/LB.
(e) MC 13 x 31.8	THRU MC 18 x 58	\$ _____/LB.

CATEGORY 6

ANGLE

- (a) L 1½" x 1½" TO ¼" THICK \$ _____/LB.
- (b) L 2" x 2" TO 3/8" THICK \$ _____/LB.
- (c) L 2½" x 2½" TO 3/8" THICK \$ _____/LB.
- (d) L 3" x 3" TO 3/8" THICK \$ _____/LB.
- (e) L 3½" x 3½" TO 3/8" THICK \$ _____/LB.
- (f) L 4" x 4" TO ¾" THICK \$ _____/LB.

CATEGORY 7

PLATE

- (a) 1/16 INCH \$ _____/LB.
- (b) 1/8 INCH \$ _____/LB.
- (c) 3/16 INCH \$ _____/LB.
- (d) 1/4 INCH \$ _____/LB.
- (e) 3/8 INCH \$ _____/LB.
- (f) 1/2 INCH \$ _____/LB.
- (g) 5/8 INCH \$ _____/LB.
- (h) 3/4 INCH \$ _____/LB.
- (i) 7/8 INCH \$ _____/LB.
- (j) 1 INCH \$ _____/LB.

CATEGORY 8

BARS

- (a) ROUND - 1/16" THRU 1" \$ _____/LB.
- (b) SQUARE - 1/16" THRU 1" \$ _____/LB.
- (c) FLAT - TO 6" WIDE TO 1" THICK
6" TO 8" WIDE TO 1" THICK \$ _____/LB.

CATEGORY 9

REINFORCING STEEL

		\$ PER LB.		\$ PER LB.
	<u>STEEL</u>		<u>EPOXY COATED</u>	<u>TO BEND</u>
(a) #3	\$ _____		\$ _____	\$ _____
(b) #4	\$ _____		\$ _____	\$ _____
(c) #5	\$ _____		\$ _____	\$ _____
(d) #6	\$ _____		\$ _____	\$ _____
(e) #7	\$ _____		\$ _____	\$ _____
(f) #8	\$ _____		\$ _____	\$ _____
(g) #9	\$ _____		\$ _____	\$ _____
(h) #10	\$ _____		\$ _____	\$ _____
(i) #11	\$ _____		\$ _____	\$ _____

CATEGORY 10

ADDITIONAL \$/LB. TO FABRICATE:

\$ _____/LB.

CATEGORY 11

CARBON SQUARE TUBING – O.D. INCHES

- a) 1" x 1", .120" wall \$ _____/FT.
- b) 1¼" x 1¼", .125" wall \$ _____/FT.
- c) 1½" x 1½", .120" wall \$ _____/FT.
- d) 1½" x 1½", .250" wall \$ _____/FT.
- e) 1¾" x 1¾", .120" wall \$ _____/FT.
- f) 2" x 2", .120" wall \$ _____/FT.
- g) 2" x 2", .250" wall \$ _____/FT.
- h) 2½" x 2½", .250" wall \$ _____/FT.
- i) 3" x 3", .120" wall \$ _____/FT.
- j) 3" x 3", .250" wall \$ _____/FT.
- k) 3½" x 3½", .120" wall \$ _____/FT.
- l) 3½" x 3½", .250" wall \$ _____/FT.
- m) 4" x 4", .250" wall \$ _____/FT.
- n) 4" x 4", .500" wall \$ _____/FT.
- o) 5" x 5", .250" wall \$ _____/FT.
- p) 5" x 5", .500" wall \$ _____/FT.
- q) 6" x 6", .250" wall \$ _____/FT.
- r) 6" x 6", .500" wall \$ _____/FT.
- s) 7" x 7", .250" wall \$ _____/FT.
- t) 7" x 7", .500" wall \$ _____/FT.

CATEGORY 11

CARBON SQUARE TUBING – O.D. INCHES (continued)

- u) 8" x 8", .250" wall \$ _____/FT.
- v) 8" x 8", .500" wall \$ _____/FT.
- w) 10" x 10", .250" wall \$ _____/FT.
- x) 10" x 10", .500" wall \$ _____/FT.
- y) 12" x 12", .250" wall \$ _____/FT.
- z) 12" x 12", .500" wall \$ _____/FT.

CATEGORY 12

CARBON RECTANGULAR TUBING – O.D. INCHES

a)	1¼" x 2", .120" wall	\$ _____/FT.
b)	1½" x 2", .120" wall	\$ _____/FT.
c)	1½" x 3", .120" wall	\$ _____/FT.
d)	1½" x 4", .120" wall	\$ _____/FT.
e)	2" x 3", .120" wall	\$ _____/FT.
f)	2" x 3", .250" wall	\$ _____/FT.
g)	2" x 4", .120" wall	\$ _____/FT.
h)	2" x 4", .250" wall	\$ _____/FT.
i)	2" x 5", .120" wall	\$ _____/FT.
j)	2" x 5", .250" wall	\$ _____/FT.
k)	2" x 6", .120" wall	\$ _____/FT.
l)	2" x 6", .250" wall	\$ _____/FT.
m)	2" x 10", .250" wall	\$ _____/FT.
n)	3" x 4", .120" wall	\$ _____/FT.
o)	3" x 4", .250" wall	\$ _____/FT.
p)	3" x 5", .120" wall	\$ _____/FT.
q)	3" x 5", .250" wall	\$ _____/FT.
r)	3" x 6", .120" wall	\$ _____/FT.
s)	3" x 6", .250" wall	\$ _____/FT.
t)	3" x 6", .500" wall	\$ _____/FT.
u)	3" x 8", .250" wall	\$ _____/FT.
v)	3" x 8", .500" wall	\$ _____/FT.
w)	3" x 10", .250" wall	\$ _____/FT.
x)	4" x 5", .250" wall	\$ _____/FT.
y)	4" x 6", .250" wall	\$ _____/FT.
z)	4" x 6", .500" wall	\$ _____/FT.
aa)	4" x 8", .250" wall	\$ _____/FT.
ab)	4" x 8", .500" wall	\$ _____/FT.
ac)	4" x 10", .250" wall	\$ _____/FT.
ad)	4" x 10", .500" wall	\$ _____/FT.
ae)	4" x 12", .250" wall	\$ _____/FT.
af)	4" x 12", .500" wall	\$ _____/FT.
ag)	6" x 8", .250" wall	\$ _____/FT.
ah)	6" x 8", .500" wall	\$ _____/FT.
ai)	6" x 10", .250" wall	\$ _____/FT.
aj)	6" x 10", .500" wall	\$ _____/FT.
ak)	6" x 12", .250" wall	\$ _____/FT.
al)	6" x 12", .500" wall	\$ _____/FT.
am)	6" x 12", .250" wall	\$ _____/FT.
an)	6" x 12", .500" wall	\$ _____/FT.

CATEGORY 13

SCHEDULE 40 PIPE – O.D. INCHES

- a) 1/2" \$ _____/FT.
- b) 3/4" \$ _____/FT.
- c) 1" \$ _____/FT.
- d) 1 1/4" \$ _____/FT.
- e) 1 1/2" \$ _____/FT.
- f) 2" \$ _____/FT.
- g) 2 1/2" \$ _____/FT.
- h) 3" \$ _____/FT.
- i) 3 1/2" \$ _____/FT.
- j) 4" \$ _____/FT.

CATEGORY 14

SCHEDULE 80 PIPE – O.D. INCHES

- a) 1/2" \$ _____/FT.
- b) 3/4" \$ _____/FT.
- c) 1" \$ _____/FT.
- d) 1 1/4" \$ _____/FT.
- e) 1 1/2" \$ _____/FT.
- f) 2" \$ _____/FT.
- g) 2 1/2" \$ _____/FT.
- h) 3" \$ _____/FT.
- i) 3 1/2" \$ _____/FT.
- j) 4" \$ _____/FT.

COMPANY NAME: _____

**BID FORM
TRAFFIC SIGN FACES & TRAFFIC SIGN MATERIAL**

**Sign Faces
(excluding Stop Sign Faces)**

Pressure Sensitive

Reflecting Sheeting
Diamond Grade, Cubed DG₃ Series 4000

\$_____/sq ft

Reflecting Sheeting
High Intensity Grade, Prismatic Series 3900

\$_____/sq ft

Roll Goods

\$_____/sq ft

Reflecting Sheeting
Engineer Grade, Class A

\$_____/sq ft

STOP SIGN FACES

**PRISMATIC
HIGH INTENSITY
CLASS B
3900 SERIES**

**DIAMOND GRADE
V.I.P.
4000 SERIES**

30" Stop

\$_____/ea

\$_____/ea

36" Stop

\$_____/ea

\$_____/ea

48" Stop

\$_____/ea

\$_____/ea

NOTE: The County reserves the right to purchase other related items, not specifically mentioned, as needed and in the best interest of the County.

COMPANY NAME: _____

**BID FORM
TRAFFIC SIGNS - COMPLETE**

<u>SIZE</u>	<u>PRICE/EACH</u>
36" Triangle Yield Sign	\$ _____
36" Octagon Stop Sign	\$ _____
48" Octagon Stop Sign	\$ _____
12" Square	\$ _____
18" Square	\$ _____
24" Square	\$ _____
30" Square	\$ _____
36" Square	\$ _____
36" Square Stop Ahead Sign	\$ _____
4" x 8"	\$ _____
6" x 12"	\$ _____
12" x 18"	\$ _____
12" x 36"	\$ _____
18" x 24"	\$ _____
18" x 30"	\$ _____
18" x 36"	\$ _____
24" x 12"	\$ _____
24" X 18"	\$ _____
24" x 30"	\$ _____
24" x 36"	\$ _____
24" x 48"	\$ _____
36" x 48"	\$ _____
36" x 36" Pentagon	\$ _____
36" Circle Railroad Sign	\$ _____

COMPANY NAME: _____

**BID FORM
TRAFFIC SIGN ALUMINUM PANELS (BLANK)**

<u>SIZE</u>	<u>PRICE/EACH</u>
36" Yield	\$ _____
30" Stop	\$ _____
36" Stop	\$ _____
48" Stop	\$ _____
12" Square	\$ _____
18" Square	\$ _____
24" Square	\$ _____
30" Square	\$ _____
36" Square	\$ _____
48" Square	\$ _____
4" x 8"	\$ _____
6" x 12"	\$ _____
6" x 18"	\$ _____
8" x 24"	\$ _____
8" x 36"	\$ _____
10" x 24"	\$ _____
12" x 18"	\$ _____
12" x 30"	\$ _____
12" x 36"	\$ _____
15" x 21"	\$ _____
15" x 30"	\$ _____
18" x 24"	\$ _____
18" x 30"	\$ _____
18" x 36"	\$ _____
24" x 12"	\$ _____
24" x 18"	\$ _____
24" x 30"	\$ _____
24" x 36"	\$ _____
24" x 48"	\$ _____
30" x 48"	\$ _____
36" x 48"	\$ _____
30" Pentagon	\$ _____
36" Pentagon	\$ _____
36" Circle	\$ _____

SECTION IV

TOMPKINS COUNTY HIGHWAY

**FORMS REQUIRED TO BE RETURNED
WITH BID PACKAGES**

ROAD MATERIALS

ANTI-DISCRIMINATION CLAUSE

During the performance of this contract, (the contractor) hereby agrees as follows:

- (a) The contractor will not discriminate against any employee or applicant for employment because of race, creed, color or national origin, and will take affirmative action to insure that they are afforded equal employment opportunities without discrimination because of race, color, creed, ethnicity, Vietnam-era veteran status, disabled veteran, marital status, disability, national origin, or status as an ex-offender. Such action shall be taken with reference, but not be limited, to: recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training.
- (b) The contractor will send to each labor union or representative of workers with which he has or is bound by a collective bargaining or other agreement or understanding, a notice, to be provided by the State Commissioner for Human Rights, advising such labor union or representative of the contractor's agreement under clauses (a) through (f) hereinafter called "non-discrimination clauses". If the contractor was directed to do so by the contracting agency as part of the bid or negotiation of this contract, the contractor shall request such labor union or representative to furnish him with as written statement that such labor union or representative either will affirmatively cooperate, within the limits of its legal and contractual authority, in the implementation of the policy and provisions of these non-discrimination clauses or that it consents and agrees that recruitment, employment and the terms and conditions of employment under this contract shall be in accordance with the purposes and provisions of these non-discrimination clauses. If such labor union or representative fails or refuses to comply with such a request that it furnish such a statement, the contractor shall promptly notify the State Commission for Human Rights of such failure or refusal.
- (c) The contractor will post and keep posted in conspicuous places, available to employees and applicants for employment, notices to be provided by the State Commission for Human Rights setting forth the substance of the provisions of clauses (a) and (b) and such provisions of the State's and local Tompkins County Laws against discrimination as the State Commission for Human Rights shall determine.
- (d) The contractor will state, in all solicitations or advertisements for employees placed by or on behalf of the contractor, that all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color or national origin.
- (e) The contractor will comply with the provisions of Sections 291-299 of the Executive Law and the Civil Rights Law, will furnish all information and reports deemed necessary by the State Commission for Human Rights under these non-discrimination clauses and such sections of the Executive Law, and will permit access to his books, records and accounts by the State Commission for Human Rights, the Attorney General and the Industrial Commissioner for purposes of investigation to ascertain compliance with these non-discrimination clauses and such sections of the Executive Law and Civil Rights Law.
- (f) This contract may be forthwith cancelled, terminated or suspended, in whole or in part, by the contracting agency upon the basis of a finding made by the State Commission for Human Rights that the Contractor may be declared ineligible for future contracts made by or on behalf of the State or a public authority or agency of the State, until he satisfies the State Commission for Human Rights that he has established and is carrying out a program in conformity with the provisions of these non-discrimination clauses. Such finding shall be made by the State Commission for Human Rights after conciliation efforts by the Commission have failed to achieve compliance with these non-discrimination clauses and after a verified complaint has been filed with the Commission, notice thereof has been given to the Contractor and opportunity has been afforded him to be heard publicly before three members of the Commission. Such sanctions may be imposed and remedies invoked independently of or in addition to sanctions and remedies otherwise provided by law. The Contractor will include the provisions of clauses (a) through (f) in every subcontract or purchase order in such a manner that such provisions be performed within the State of New York. The Contractor will take such action in enforcing such provisions of such subcontract or purchase order as the contracting agency may direct, including sanctions or remedies for non-compliance. If the Contractor becomes involved in or is threatened with litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor shall promptly so notify the Attorney General, requesting him to intervene and protect the interests of the State of New York.

GENERAL CONDITIONS ACCEPTED BY:

Firm: _____

By: _____

Date: _____

Title: _____

**COUNTY OF TOMPKINS
GENERAL CONDITIONS**

AFFIDAVIT OF NON-COLLUSION

NAME OF RESPONDER: _____ PHONE NO.: _____ FAX NO.: _____

BUSINESS ADDRESS: _____ EMAIL: _____

I hereby attest that I am the person responsible within my firm for the final decision as to the price(s) and amount of the proposal, or If not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his/her behalf and on behalf of my company.

I further attest that:

1. The prices in this bid/proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition with any other contractor, responder or potential bidder; and
2. Neither the price(s), nor the amount of this bid/proposal, have been disclosed to any other firm or person who is a responder or potential responder on this project, and will not be so disclosed prior to bid/proposal opening; and
3. No attempt has been made or will be made to solicit, cause or induce any company or person to refrain from responding to this RFB/RFP, or to submit a bid/proposal higher than the proposal of this company, or any intentionally high or non-competitive bid/proposal or other complementary proposal; and
4. The bid/proposal of my company is made in good faith and not pursuant to any agreement or discussion with, or inducement from any firm or person to submit a complementary proposal; and
5. My company has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other company or person, offerer, promised or paid cash of anything of any value to any company or person, whether in connection with this or any other project, in consideration for an agreement or promise by a company or person to refrain from responding to this RFB/RFP or to submit a complementary bid/proposal on this project; and
6. My company has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any company or person, and has not been promised or paid cash or anything of value by and company or person, whether in connection with this or any project, in consideration for my company's submitting a complementary bid/proposal or agreeing to do so on this project; and
7. I have made a diligent inquiry of all members, officers, employees, and agents of my company with responsibilities relating to the preparation, approval or submission of my company's proposal on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion act or other conduct inconsistent with any statements and representations made in this affidavit.
8. **By submission of this proposal I certify that I have read, am familiar with, and will comply with any and all segments of these specifications.**

The person signing this proposal, under the penalties of perjury, affirms the truth thereof.

Signature & Company Position: _____

Print Name & Company Position: _____

Company Name: _____

Date Signed _____ Federal I.D. Number _____

**Tompkins County
Vendor Responsibility Form**

The Office of the State Comptroller requires that governmental agencies award contracts only to vendors that have been certified as “responsible.” Vendor responsibility means that a vendor has the integrity to justify the award of public dollars and the capacity to fully perform the requirements of the contract. It is the contracting agency’s responsibility, under Section 163 (9) of the State Finance Law (SFL), to evaluate and make a determination of the responsibility of a prospective contractor. A responsibility determination, wherein the contracting agency determines that it has reasonable assurances that a vendor is responsible, is an important part of the procurement process, promoting fairness in contracting and protecting a contracting agency and the County against failed contracts.

The following factors are to be considered in making a responsibility determination:

1. Legal Authority to do business in New York State
2. Integrity
3. Capacity – both organizational and financial
4. Previous performance

Please complete the following questions. This form **must** be returned with your bid submission in order for your bid to be ruled responsive.

Within the past five (5) years has your firm, any affiliate, any predecessor or company or entity, owner, director, officer, partner or proprietor been the subject of:

ANSWER ALL QUESTIONS

- | | | |
|--|-----------|----------|
| A. An indictment, judgment, conviction, or a grant of immunity, including pending actions, for any business related conduct constituting a crime under governmental law? | YES _____ | NO _____ |
| B. A government suspension or debarment, rejection of any bid or disapproval of any proposed sub-contract, including pending actions, for lack of responsibility, denial or revocation of prequalification or a voluntary exclusion agreement? | YES _____ | NO _____ |
| C. Any governmental determination of a violation of any public works law or regulation, or labor law or regulation, or any OSHA violation deemed “serious or willful?” | YES _____ | NO _____ |
| D. A consent order with NYS Department of Environmental Conservation, or a governmental enforcement determination involving a construction-related violation of federal, state, or local environmental laws? | YES _____ | NO _____ |

E. A finding of non-responsibility by a governmental agency or Authority for any reason.

YES _____

NO _____

If yes to any of the above, please provide details regarding the finding.

ENTITY MAKING FINDING: _____

YEAR OF FINDING: _____

BASIS OF FINDING: _____

(Attach additional sheets if necessary)

Offerer Certification:

I certify that all information provided to Tompkins County with respect to State Finance Law §139-k is complete, true and accurate.

Name: _____

Title: _____

Company Name: _____

Company Address: _____

Signature: _____

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name” line.

Limited liability company (LLC). Check the “Limited liability company” box only and enter the appropriate code for the tax classification (“D” for disregarded entity, “C” for corporation, “P” for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner’s name on the “Name” line. Enter the LLC’s name on the “Business name” line.

For an LLC classified as a partnership or a corporation, enter the LLC’s name on the “Name” line and any business, trade, or DBA name on the “Business name” line.

Other entities. Enter your business name as shown on required federal tax documents on the “Name” line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the “Business name” line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the “Exempt payee” box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

BID/PROPOSAL SIGN-OFF SHEET

BID/PROPOSAL TITLE:

Please check off and sign for items below and submit this required sheet with your bid/proposal response; the bid/proposal may be rejected if the required documents are not included with the response.

	DONE	INITIALS
1. Bid/Proposal completed		
2. Non-Collusive certificate completed		
3. Anti-Discrimination clause completed		
4. Proof of insurance coverage in amounts required by specification signed by insurance agent enclosed		
5. Addenda (if issued) received		
List Addendum # and dates		
6. Insurance Binder completed		
7. Reference Form completed		
8. Vendor Responsibility Form completed		
9. Corporate Compliance – agree to terms and conditions		
10. W-9 Taxpayer Identification and Certification		

By signing below the respondent is certifying that:

1. All information provided herein is true and correct to the best of their knowledge.
2. The respondent has read and understands the specifications in their entirety and that the response is made in accordance therewith, and;
3. The respondent possesses the capabilities, resources, and personnel necessary to provide efficient and successful service to the County, and;
4. The respondent will be held responsible for any and all discrepancies, errors, etc. in the discounts or rebates which are discovered during the contract term or up to and including three (3) fiscal years following the County’s annual audit.

Name/Title of Authorized Person Submitting Bid

Firm or Corporation Making Bid

Address

Telephone

Fax

(Remit to address (if different than above))

Signature of Authorized Person Submitting Bid