

## CONTRACT NO. M5169

### PARKWIDE PEST INSPECTION MONITORING & EXTERMINATION SERVICES

**[NAME OF CONTRACTOR]**

#### PART I SPECIFIC TERMS

HUDSON RIVER PARK TRUST (the “Trust”) and the Contractor, or party identified below (each a “Contractor”), in consideration of the mutual covenants contained in the Contract (as defined below) and other valuable and good consideration, do hereby agree to all of the terms and conditions set forth in (i) these Specific Terms (Part I) set forth immediately below, (ii) the General Terms and Conditions (Part II) annexed hereto and made a part hereof and (iii) the Appendices (Part III) annexed hereto and made a part hereof.

The Contractor shall provide the services (“Services”) described in Appendix B - Scope of Services and shall be compensated for the rendering of the Services in accordance with Part II Article II of the Contract and as provided in Appendix C - Fee and Cost Schedule. The Contractor must purchase and maintain insurance for the Term of the Contract as provided in Appendix D - Insurance. If Part I, Section 1.7 indicates that the Contract is subject to an M/WBE Percentage Goal, the Contractor must comply with the M/WBE requirements provided in Appendix E - M/WBE Requirements. If Part I, Section 1.8 indicates that the Contract is subject to an SDVOB Percentage Goal, the Contractor must comply with the SDVOB requirements provided in Appendix F - SDVOB Requirements. The term “State” as referenced in Appendix A shall mean the State of New York and the Trust. The term “Contractor” referenced in Appendix A shall mean the “Contractor” defined in Part I Section 2.2.

#### 1. The Contract

- 1.1 **Contract:** These Specific Terms and Conditions (Part I), the General Terms and Conditions (Part II) and the Appendices (Part III)
- 1.2 **Contract No.** M5169
- 1.3 **Contract Date:** The date of the Contract is as of **[Insert Date]**
- 1.4 **Term:** Three (3) years
- 1.5 **Maximum Contract Price:** **XXXXXXXXXX**
- 1.6 **Project:** Parkwide Pest Inspection, Monitoring & Extermination Services
- 1.7 **M/WBE Participation Goal:** N/A
- 1.8 **SDVOB Participation Goal:** N/A

#### 2. Parties

- 2.1 **The Trust:** Hudson River Park Trust, a public benefit corporation of the State of New York.
- 2.2 **The Contractor:** [Insert legal Name of Contractor], a New York [or if not NY, insert State] [Insert “individual”, “Trust”, “partnership”, “corporation” or “limited liability company”], having an office at:
  - [Insert Street Address]
  - [Insert City, State and Zip Code]

**Federal Tax ID#** [Insert]

**2.3 Contractor's Contact Person:** [Insert Name and Title]

**2.4 Trust's Contact Person:** Matt Post, Director of Horticulture

**3. Notice Parties and Addresses**

Any notice, approval, consent, acceptance, request, bill, demand or statement required or permitted to be given hereunder ("**Notice**") from either party to the other shall be in writing and shall be deemed given when received by overnight mail or when deposited with the United States Postal Service in a postage prepaid envelope, certified or registered mail, addressed to the other party at the addresses set forth below.

**3.1 Notices to the Trust:**

Hudson River Park Trust  
353 West Street, Pier 40, 2<sup>nd</sup> Floor  
New York, N.Y. 10014  
Attn: General Counsel

with a copy to:

Hudson River Park Trust  
353 West Street, Pier 40, 2<sup>nd</sup> Floor  
New York, N.Y. 10014  
Attn: Matt Post, Director of Horticulture

**3.2 Notices to the Contractor:**

[Insert Name of Contactor]  
[Insert Street Address]  
[Insert City, State and Zip Code]  
Attn: [Insert Name and Title]

**IN WITNESS WHEREOF, the parties hereto have executed the Contract as of the Contract Date here above written.**

**HUDSON RIVER PARK TRUST**

[INSERT CONTRACTOR NAME]

By: \_\_\_\_\_  
[Insert name of company officer]  
[Insert title of company officer]

By: \_\_\_\_\_  
[Insert name of company officer]  
[Insert title of company officer]

STATE OF NEW YORK    )  
  ) ss.:  
COUNTY OF \_\_\_\_\_)

On this \_\_\_\_ day of \_\_\_\_\_, 202\_\_, before me personally came \_\_\_\_\_ to me known, who being duly sworn, did depose and say that he/she is the [Insert Title] of the Hudson River Park Trust, and the said person described in and who executed the foregoing instrument, and he/she acknowledged that he/she executed same in his/her official capacity and for the purpose mention therein.

\_\_\_\_\_  
Notary Public

STATE OF NEW YORK    )  
  ) ss.:  
COUNTY OF NEW YORK)

On this \_\_\_\_ day of \_\_\_\_\_, 202\_\_, before me personally came \_\_\_\_\_ to me known, who being duly sworn, did depose and say that he/she is [Insert Title] of [Company], and the said person described in and who executed the foregoing instrument, and he/she acknowledged that he/she executed same in his/her official capacity and for the purpose mention therein.

\_\_\_\_\_  
Notary Public

**PART II**  
**GENERAL TERMS AND CONDITIONS**

**ARTICLE I**  
**PERFORMANCE OF SERVICES**

**1. Supervision by the Trust.** Services shall be subject to the general supervision and direction of the Trust or its authorized representative, whose decision shall be final and binding upon the Contractor as to all matters arising in connection with or relating to the Contract. Neither the Trust's exercise nor failure to exercise such supervision and direction shall relieve the Contractor of any of its obligations or responsibilities for its acts or failure to act with regards to the Contract. The Trust shall reasonably determine all matters relative to the fulfillment of the Contract on the part of the Contractor and such determination shall be final and binding on the Contractor.

**2. Approvals or Acceptance by the Trust.** Whenever action is to be taken, or approval or acceptance given by the Trust, such action, approval or acceptance shall be deemed to have been taken or given, only if so taken or given by the Trust's representative, by the official of the Trust who signed the Contract on behalf of the Trust, or by another officer or employee of the Trust duly designated by such signing officer to represent the Trust in connection therewith. The Trust shall notify the Contractor in writing of the giving or withholding of each such approval or acceptance within a reasonable period of time. The Trust's acceptance or approval of documents or other materials prepared by the Contractor hereunder shall in no way relieve the Contractor of responsibility for such materials.

**3. Contractor Cooperation.** The Contractor shall work with and exchange information with such entities or individuals in connection with the Services as the Trust shall designate from time to time, and agrees to meet with such entities or individuals at such times as the Trust may require in order to maintain an ongoing review process to expedite determinations and approvals required to be made in connection with the Services.

**4. Contact Persons.** The Trust will designate in writing an individual who will serve as the Trust's representative and normal point of contact for the Contractor with regards to the Contract and the Contractor's Services and obligations hereunder. The Contractor shall designate in writing to the Trust one individual, satisfactory to the Trust, who shall be responsible for coordinating all Services to be rendered by the Contractor and who shall be the Trust's normal point of contact with the Contractor on matters relating to such Services. Such individual shall be replaced upon the Trust's written request. The Trust and Contractor may from time to time change this designation by notification to the other party.

**5. Approval of Subcontractors and Subcontracts.** The Contractor shall not employ, contract with or use the services of any Contractor, contractor, or other third party (collectively "**Subcontractor(s)**") in connection with the performance of its obligations under the Contract without the prior written consent of the Trust. The Contractor shall inform the Trust in writing of the name, proposed service to be rendered, and compensation of the Subcontractors, and of any interest it may have in the proposed Subcontractors. The Contractor shall be responsible for the performance of the Services of any Subcontractors engaged, including the maintenance of budgets, cost controls, and schedules, coordination of their work and resolutions of all differences between or among the Contractor and Subcontractors. It is expressly understood and agreed that all Subcontractors engaged by Contractor hereunder shall at all times be deemed engaged by the Contractor and not by the Trust. The Contractor shall cause any Subcontractor employed by the Contractor in connection with the Contract to be bound to the terms and conditions of

the Contract to the extent such terms and conditions are, or may be, applicable to such Subcontractors. All subcontracts held by the Contractor (“**Subcontracts**”) must include the following provisions:

- (a) there is no privity of contract between the Subcontractor and the Trust;
- (b) the Trust will not incur any liability by virtue of any act, omission, negligence, or obligation of the Subcontractor or the Contractor;
- (c) the Subcontractor shall indemnify, defend and hold harmless the Indemnitees (defined in Article V) against any and all claims, judgments or liabilities to which they may be subject (including, without limitation, any and all claims for injuries to persons (including death) and damage to property) because of any negligence or any fault or default of the Subcontractor, its agents, employees or subcontractors or the breach of the Subcontractor’s obligations under the Subcontract;
- (d) the Subcontractor’s payment requisitions shall conform to the same requirements for Contractor’s payment requisitions and include the representations and warranties set forth in Article III hereof;
- (e) the termination provisions for cause and convenience set forth in Article IV herein shall be included in the Subcontract;
- (f) the Subcontract may be assigned without the written consent of the Subcontractor to the Trust or any other corporation, agency or instrumentality having authority to accept the assignment; and
- (g) all services performed under the Subcontract shall strictly comply with the requirements of the Contract.

If the Contractor fails to include the provisions set forth in this Subsection 5 in any Subcontract, the Contractor hereby agrees to indemnify, defend and hold harmless the Trust and their representatives against any and all claims, damages, awards, judgments, liabilities, expenses, fines, penalties, costs and/or fees incurred by or imposed upon the Trust and their representatives, including reasonable attorney fees, as a result of said failure.

**6. Contractor as Independent Contractor.** Notwithstanding any other provisions of the Contract, the Contractor’s status (and that of any Subcontractor) shall be that of an independent contractor and not that of an agent or employee of the Trust. Accordingly, neither the Contractor nor any Subcontractor shall hold itself out as, or claim to be acting in the capacity of, an employee or agent of the Trust.

**7. Contractor to Obtain Permits.** Except as otherwise instructed in writing by the Trust, the Contractor shall obtain and comply with all legally required licenses, consents, approvals, orders, authorizations, permits, restrictions, declarations and filings required to be obtained by the Trust or the Contractor in connection with the Contract.

**8. Contractor to Comply with Legal Requirements.** The Contractor, in performing its obligations and in preparing all documents required under the Contract, shall comply with all applicable laws and regulations to be included in the Contract. All applicable laws and regulations shall be deemed to be included in the Contract with the same effect as if set forth in full.

**9. Increase or Decrease in the Scope of Services.** The Trust shall have the right to make changes to, and/or increase or decrease the Scope of the Services or to extend the Term at any time and for any reason

upon notice to Contractor specifying the nature and extent of such changes. In the event any such changes result in a reduction of the scope of services, the Maximum Contract Price will be correspondingly reduced to reflect the deleted services. In the event any such changes result in an additional expenditure of time by the Contractor or Subcontractors, the Trust and the Contractor shall negotiate an additional fee for such changes evidenced in an amendment to the Contract.

## **ARTICLE II** **PAYMENT OF SERVICES**

### **1. Payments.**

(a) Subject to, and in accordance with this Article II, the Trust shall pay to the Contractor, and the Contractor agrees to accept in full consideration for the Services, and for all expenses of the Contractor in connection therewith, including Subcontractors' costs and reimbursable expenses, an amount not to exceed the Maximum Contract Price, payable in accordance with this Article II and as provided in Appendix C.

(b) Requisitions shall be in a form reasonably acceptable to the Trust and shall be supported by any appropriate or necessary documentation or other evidence relating to the amounts set forth in the requisition as the Trust may reasonably require including, but not limited to invoices, receipts and vouchers from Subcontractors and suppliers, information related to M/WBEs, SDVOBs and Workforce Utilization Forms required under Appendix E and, where applicable, the time sheets and/or certified payroll reports of the Contractor's staff. Each requisition submitted to the Trust by the Contractor shall constitute a representation that, except as specifically set forth in the requisition, as of the date of the requisition, all representations and warranties made by the Contractor in Article III are true, complete and accurate as if made as of the date of the submission of the requisition. Thereafter, the Trust shall approve the requisition if the Services have been satisfactorily performed in accordance with the Contract.

(c) The Contractor, with the Trust's prior approval, may exceed the maximum payment allocated to a particular portion of the Services if the Contractor by notice determines that the maximum payment initially allocated to the portion is insufficient to adequately perform the portion of the Services and if the Contractor demonstrates to the Trust a savings with respect to another portion of the Services which is at least equal to the amount of such excess. However, notwithstanding the above, in no event shall the Trust pay the Contractor more than the Maximum Contract Price.

**2. Acceptance of Final Payment/Release and Discharge.** The acceptance by Contractor of the final payment under the Contract, or any final payment due on earlier termination of the Contract under Article IV, shall constitute a full and complete waiver and release of the Trust from any and all claims, demands and causes of action whatsoever that the Contractor, and/or its successors and assigns, have, or may have, against the Trust under the provisions of the Contract, unless a detailed and verified statement of claim is served upon the Trust not later than fifteen (15) days after the making of the final payment. In the absence of a verified statement of claim, if the Contractor performs Services that involve maintenance, repairs or minor construction, the Contractor must supply the Trust with lien waivers for itself and its Subcontractors along with its request for final payment. It is expressly understood and agreed that the Trust's or Contractor's termination of the Contract pursuant to Article IV hereof shall not give rise to any claims against the Trust for damages, compensation, or otherwise as a result of such termination, and that under such circumstances, the Trust's liability to make payments to Contractor on account of any and all Services shall be limited to the payments set forth in this Article II and as provided in Appendix C.

**ARTICLE III**  
**REPRESENTATIONS AND WARRANTIES**

**1. Representations and Warranties.**

(a) The Contractor represents and warrants to the Trust that:

- (i) no public official is directly or indirectly interested in the Contract, or in the supplies, materials, equipment, work, labor or Services to which it relates or in any of the profits thereof;
- (ii) except as set forth in the Contract, the Contractor has, and shall have, no interest, direct or indirect, in the project to which the Services relate;
- (iii) to the best of its knowledge, upon due inquiry, no officer, member, partner or employee of the Contractor has, prior to the date of the Contract, been called before a grand jury, head of a state agency, head of a city department or other city agency to testify in an investigation concerning any transaction or contract had with the State of New York, any political subdivision thereof, a public authority, or with any public department, agency or official of the State of New York or any political subdivision thereof and refused to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such transaction or contract; and
- (iv) it has not employed any person, trust or partnership to solicit or procure the Contract, and has not made, and will not make, any payment or agreement for the payment of any commission, percentage, brokerage, or contingent fee, or other compensation in connection with the procurement of the Contract.

(b) The Contractor represents and agrees that:

- (i) recognizing that time for completion of the Services is of the essence, the Contractor shall perform all of its obligations hereunder in a prompt, efficient and professional and/or workman like manner with the skill and care of similarly licensed professionals and in accordance with the time periods for the Services set forth herein;
- (ii) The Contractor, its personnel assigned to perform the Services, and any Subcontractors engaged by the Contractor in the performance of the Contractor's obligations hereunder are qualified in all respects for such assignment and have the experience and expertise in projects of similar scope and complexity to the Services. All such assigned personnel and Subcontractors are subject to approval by the Trust, which approval shall not be unreasonably withheld, and the Trust may direct the Contractor to replace assigned personnel at any time; the Contractor's personnel assigned to perform the Services shall be available to the Trust during normal working hours and at other times as may be additionally needed upon notice from the Trust for project meetings, public meetings, site supervision, field visits and inspections;
- (iii) The Contractor, in the performance of its obligations hereunder, shall utilize efficient available methodology and technology for the purpose of reducing the cost and time of such performance;
- (iv) The Contractor shall use good faith efforts to protect and further the Trust's interests in performing such Services recognizing the need for trust and confidence in the relationship between the Contractor and the Trust with regards to the Services to be performed hereunder;
- (v) The Contractor shall comply with the provisions of all Federal, State and local statutes, laws, rules, ordinances and regulations that are applicable to the performance of the Contract;

- (vi) The Contractor shall diligently render to the Trust any and all assistance which may be required by the Trust should any claim be made or any action be brought against the Trust which states a cause of action related to the Services; and
- (vii) The Contractor shall not commit its personnel to, nor engage in, any other projects during the term of the Contract to the extent that such projects may adversely affect the quality or efficiency of the Services or would otherwise be detrimental to the conduct and completion of the Services, and the Contractor shall provide sufficient numbers of qualified personnel as shall be required to perform the Services in the time requested by the Trust.

**2. Conflict of Interest.** Contractor represents and warrants that:

(a) Contractor has not now, and will not, for a period of one (1) year following expiration of the Contract, acquire any interest, direct or indirect, present or prospective, in the project to which the Contractor's work relates or the real estate which is the subject of the project, has not employed and will not knowingly employ in connection with work to be performed hereunder any person or entity having any such interest during the Term of the Contract.

(b) Contractor shall not knowingly permit any officer, employee, agent or director of the Trust or any of its subsidiaries to share in any benefits that arise from the Contractor's work.

(c) Contractor shall not knowingly permit any officer, employee, agent or director of the Trust, or any of its subsidiaries to participate in any decision relating to the Contract that affects the personal interest of the aforementioned individuals, or the interests of any Trust, partnership, or association in which those individuals are directly or indirectly interested; nor shall any officer, agent, director or employee of the Trust, or any of its subsidiaries be permitted by the Contractor to have any interest, direct or indirect, in the Contract or the proceedings thereof.

(d) Contractor shall cause, for the benefit of the Trust, every contract or agreement with any Subcontractor to include the representations contained in subsections (a), (b), and (c) of this Subsection 2. The Contractor shall take such action in enforcing such provisions as the Trust may direct, or, at Contractor's option, assign such rights as it may have to the Trust for enforcement by the Trust.

**ARTICLE IV**  
**DELAYS, SUSPENSION OF SERVICES, TERMINATION**

**1. Notice of Overruns and Delays.** The Contractor shall promptly give written notice to the Trust representative of the occurrence of an event or action, the discovery of a condition or the failure of an event or action to occur or a condition to exist as anticipated, that may result in an increase in (a) the compensation due Contractor; (b) reimbursable expenses and/or; (c) the number of hours necessary to perform the work or which may delay completion of the work (or extend the completion date). For purposes of this provision, "promptly" shall mean as soon as possible but in no event more than (3) business days after Contractor's discovery of the occurrence, condition or failure which gives rise to the subject increase and/or delay.

**2. Disputes.** If at any time the Contractor believes that there is: (1) a condition that will entitle it to additional compensation; (2) a change in the schedule for completion of the Services; or (3) another issue arising out of terms, conditions, or the respective parties' fulfillment of their obligations under the Contract ("**Dispute**"), within fifteen (15) days after the Contractor has knowledge of the occurrence of a

Dispute, the Contractor shall deliver a written notice to the Trust stating the general nature of such Dispute. Senior executives of the parties shall negotiate in good faith to resolve any Disputes. Pending the resolution of any Dispute, the Contractor shall diligently continue to perform all Services under the Contract, including the Services that are the subject of such Dispute. Written notification and good faith negotiation shall be a condition precedent to the maintenance of any legal proceeding. The Contractor shall represent that it has complied with the condition precedent in its initial notice and pleading in any legal proceeding instituted by the Contractor or by the Trust.

**3. Suspension of Services.** The Trust may, at any time and for any reason and by written notice thereby (“**Suspension Notice**”), direct the Contractor to delay or suspend the services or any part thereof under the Contract for a period of time not to exceed ninety (90) days. The Suspension Notice shall specify the period during which such services are to be delayed or suspended. The Contract shall automatically terminate after ninety (90) days’ suspension or delay unless the Trust and the Contractor agree in writing to continue the Contract upon the same or newly negotiated terms, and the Trust and the Contractor execute a “Release of Claims” with regards to the period of suspension or delay. The Contractor shall resume such services upon the date the Trust may thereafter specify in writing upon reasonable notice to Contractor. If the Contract is delayed, suspended or terminated, the Contractor shall be entitled upon such delay, suspension or termination to payment of that portion of the fee and reimbursable costs that have not been paid to Contractor commensurate with the Services actually and satisfactorily performed by the Contractor prior to the date of delay, suspension or termination. The Contractor shall not be entitled to any fee during the period of delay or suspension unless the Trust, in its sole and absolute discretion, decides that the payment (and amount) of a fee is reasonable under the particular circumstances that gave rise to the suspension or delay.

**4. Termination for Convenience.** The parties acknowledge that the Trust may, at any time for the Trust’s convenience and without cause, terminate the Contract without incurring any penalty or damages on account of such termination upon seven (7) days’ written notice to the Contractor. In the event of such termination, the Trust shall pay the Contractor for services actually and satisfactorily performed by Contractor up to the date of such termination plus Trust-approved out-of-pocket expenses incurred by the Contractor. The Contractor agrees to cause any agreement or contract entered into by the Contractor with any Subcontractors to contain a termination for convenience clause consistent with the provisions of this Subsection 4.

**5. Default by Contractor.** The Trust may terminate the Contract for cause, including:

- (a) a material breach of any covenant or agreement contained in the Contract;
- (b) if the Contractor shall default in the timely performance of any of its obligations under the Contract and such default shall continue for a period of three (3) days after written notice from the Trust specifying the occurrence, omission or failure giving rise to such default, or if in the opinion of the Trust, by reason of the nature of such default, such default cannot be cured within such three (3) day period and the Contractor has not promptly prosecuted the curing of such default;
- (c) any representation or warranty made or deemed to have been made under the Contract by the Contractor shall prove to be untrue in any material respect; or
- (d) the Contractor shall make a general assignment for the benefit of its creditors, or a receiver or trustee shall have been appointed on account of Contractor’s insolvency, or Contractor otherwise shall be or become insolvent, or an order for relief shall have been entered against Contractor under Chapter 7 or Chapter 11 of Title 11 of the United States Bankruptcy Code.

In addition to any other remedies or claims that the Trust may have with respect to such representation or such default, the Trust may terminate the Contract immediately upon three (3) days' written notice to the Contractor. In the event of such termination, the Trust, without waiving any such remedy or claims, (including consequential damages) shall pay the Contractor that portion of the fee and reimbursable costs, not paid to the Contractor, commensurate with those Services actually and satisfactorily performed by the Contractor up to the date of such termination, provided, however, that the Trust shall deduct from any amounts due to the Contractor for additional costs and expenses that the Trust may incur in connection with the completion of the Services by another contractor(s) or Contractor(s).

The Contractor agrees to cause any agreement or contract entered into by the Contractor with any Subcontractors to contain a termination for default clause consistent with the provisions of this Subsection 5.

**6. Discontinuance of Services Upon Termination.** Upon termination of the Contract the Contractor shall:

- (a) discontinue all its Services from and after the date of the notice of termination, except as may be required to complete any item or portion of services to a point where discontinuance will not cause unnecessary waste or duplicative work or cost as directed by the Trust;
- (b) cancel, or if so directed by the Trust, assign to the Trust any and all commitments and agreements made by the Contractor relating to the Services to the extent same are cancelable or assignable by the Contractor.
- (c) transfer to the Trust in the manner, to the extent, and at the time directed by the Trust, all supplies, materials and other property produced (including warranties) as a part of, or acquired in, the performance of the Services; and
- (d) take any other actions as the Trust may reasonably direct.

## **ARTICLE V** **INDEMNIFICATION AND INSURANCE**

**1. Indemnification.** Notwithstanding anything to the contrary contained herein, the Contractor shall be responsible for all injuries to persons, including death, or damage to property sustained while performing or resulting from the Services under the Contract, if and to the extent the same results from any act, omission, negligence, fault or default of Contractor or Subcontractors, or their employees, agents, servants, independent contractors or subcontractors retained by Contractor pursuant to the Contract. Contractor agrees to defend, indemnify and hold the Trust, the State of New York, and the City of New York, the New York City Department of Parks and Recreation and each of their respective departments, agencies, commissioners, directors, officers, agents and employees (collectively the "**Indemnitees**") harmless from any and all claims, judgments and liabilities, including but not limited to claims, judgments and liabilities for injuries to persons (including death) and damage to property if and to the extent the same results from any act, omission, negligence, fault or default of Contractor or its Subcontractors, or their agents, employees, servants, independent contractors and subcontractors and from any claims against, or liability incurred by the Indemnitees by reason of claims against Contractor or its Subcontractors, or their employees, agents, servants, independent contractors and subcontractors for any matter whatsoever in connection with the Services performed under the Contract, including, but not limited to, claims for compensation, injury or death, and agree to reimburse the Indemnitees for

reasonable attorney's fees incurred in connection with the above. Contractor shall be solely responsible for the safety and protection of all its Subcontractors, or the employees, agents, servants, independent contractors, or subcontractors of Contractor or its Subcontractors, and shall assume all liability for injuries, including death, that may occur to said persons due to the negligence, fault or default of Contractor, its Subcontractors, or their respective agents, employees, servants, independent contractors or subcontractors.

This Subsection 1 shall survive the expiration or earlier termination of the Contract.

**2. Insurance.** At all times during the performance of the Services or for such other time periods as the Trust may require, the Contractor, at its sole cost and expense, shall purchase and maintain the insurance described in Appendix D unless the Trust determines, in its sole and absolute discretion, that such insurance limits warrant a reduction due to a material change in the Project or the Services.

## **ARTICLE VI** **DOCUMENTS, CONFIDENTIALITY AND RECORDS**

### **1. Ownership of Documents.**

(a) All originals, negatives, and electronic copies of all plans, drawings, reports, photograph, charts, programs, models, specimens, specifications, and other documents or materials required to be furnished by the Contractor under the Contract including drafts and reproduction copies thereof ("**Documents**"), shall be and remain the exclusive property of the Trust, and the Trust shall have the right to publish, transfer, sell, license and use all or any part of such reports, plans, drawings, specification and other documents without payment of any additional royalty, charge or other compensation to the Contractor. If the Documents are altered by the Trust or its agents, the Trust holds the Contractor harmless from any liability for such use.

(b) The Contractor agrees that it shall not publish, transfer, license or, except in connection with carrying out its obligations under the Contract, use or reuse all or any part of the Documents, excluding the Contractor's "**Underlying Intellectual Property**" (as defined hereinafter), without the prior written approval of the Trust, except that the Contractor may retain copies of such reports and other documents for general reference use.

(c) The Contractor's Underlying Intellectual Property means the analytical concepts, approaches, methodologies, or formats developed by the Contractor's staff, and other materials not prepared for delivery to the Trust and also includes any derivatives, improvements, enhancements or extensions of the Contractor's Underlying Intellectual Property conceived, reduced to practice, or developed during the Term of the Contract that are not uniquely applicable to the Documents prepared for the Trust under the Contract.

(d) The Contractor represents and warrants that, except for material which is in the public domain and non-original material, the Documents:

- a. shall be wholly original material not published elsewhere, except for Underlying Intellectual Property included therein;
- b. shall not violate any copyright, trademark or other applicable law; and
- c. shall not, to the best of Contractor's knowledge, constitute a defamation or invasion of the right of privacy or publicity, or an infringement of any kind, of any rights of any third party.

e) The Contractor shall not make any unauthorized use of copyrighted, trademarked or other protected materials or intellectual property and agrees to defend, indemnify and hold harmless the Trust and their respective officers, officials, agents, members, directors, and employees against any damage or liability arising out of the Contractor's infringement or unauthorized use of any such material or property.

**2. Confidentiality.** The Contractor hereby agrees that all documents, data, recommendations, reports and other materials developed in the course of the Services authorized by the Contract are strictly confidential between the Contractor and the Trust and the Contractor may not at any time reveal or disclose such materials in whole or in part to any third party without first obtaining written permission from the Trust. Notwithstanding the preceding sentence, the Contractor shall cooperate fully with such third parties as the Trust may designate by written request.

**3. Maintenance, Audit and Examination of Records.** Pursuant to Section 10 of the Standard Clauses for NYS Contracts (attached hereto as Appendix A), the Contractor and its Subcontractors must maintain their respective books and records for examination and audit as specifically detailed therein. In the event of non-compliance thereof, the Trust shall not pay the Contractor any portion of the fee then due or becoming due, as the case may be, with respect to such non-compliance, and if such fee has already been paid, the Trust may require the Contractor to refund such fee. In addition, the Contractor shall be responsible for any audit costs incurred by the Trust as a result of such non-compliance.

**4. PASSPort (formerly, VENDEX).** The Contractor shall provide the Trust with a list of all Subcontractors employed for the performance of the Services whose subcontract amount totals \$25,000 or more. The Contractor will furnish each such Subcontractor whose subcontract amount totals \$100,000 or more with the information for creating an account on and submitting information through the Mayor's Office of Contracts Services Procurement and Sourcing Solutions Portal (PASSPort). The Contractor shall cause each such Subcontractor to complete the required PASSPort background and disclosure submissions in a timely fashion but in no event later than the commencement of the Services performed by such Subcontractor pursuant to its subcontract.

## **ARTICLE VII** **OTHER STANDARD PROVISIONS**

**1. No Waiver.** Failure by the Trust to insist upon the strict performance of any term or condition of the Contract or to exercise any right or remedy consequent upon a breach thereof, and no acceptance of full or partial performance during the continuance of any such breach shall constitute a waiver of any such breach or such term or condition. No term or condition of the Contract to be performed or complied with by Contractor, and no breach thereof, shall be waived, altered or modified except by a written instrument executed by the Trust. No waiver of any breach shall affect or alter the Contract, but each and every term and condition of the Contract shall continue in full force and effect with respect to any other then existing or subsequent breach thereof. Contractor hereby waives any and all rights and remedies to which Contractor might otherwise be or become entitled to because of any wrongful act or omission of the Trust saving only Contractor's right to money damages.

**2. Provisions Required by Law Deemed Inserted.** Each and every provision of law and governmental regulation required by law to be inserted in the Contract shall be deemed to be inserted therein and the Contract shall read and enforced as though so included therein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract shall be deemed to be amended to make such insertion or correction. If the Contract contains any

unlawful provision, the same shall be deemed of no effect and shall, upon the application of either party, be deemed stricken from the Contract without affecting the binding force of the remainder.

**3. Reimbursement of Legal Fees.** In the event that Contractor and the Trust are involved in a legal proceeding relating to any part of the Contract, Contractor shall reimburse the Trust for all costs associated with said legal proceeding, including, but not limited to, court costs and reasonable attorney's fees incurred by the Trust where: (1) during said legal proceeding, a final determination by a neutral third party finds the Contractor to have materially breached the terms of the Contract; or (2) Contractor initiates said legal proceedings against the Trust and/or its directors, officers, or employees and Contractor does not prevail in such action.

**4. Assignment by the Trust.** The Trust may transfer and assign any and all of its rights and obligations under the Contract, including transferring and assigning its rights to the Contractor's performance of any portion of the Services provided for herein, together with the Trust's obligations and rights pertaining to such portion of Services, to any partnership, trust, governmental agency or department or other entity that the Trust determines has undertaken or will undertake any part of the Contract. The Trust shall provide the Contractor written notice of any such transfer and assignment. Such transfer and assignment shall relieve the Trust of any further liability or obligation hereunder.

**5. Entire Agreement/Amendment.** The Contract constitutes the entire agreement between the parties hereto and no statement, promise, condition, understanding, inducement, or representation, oral or written, express or implied, which is not contained in the Contract shall be binding or valid and the Contract shall not be changed, modified or altered in any manner except by an instrument in writing executed by the parties hereto.

**6. Interests of Others.** Nothing in the Contract shall be construed to give any person other than the Trust and Contractor any legal or equitable right, remedy or claim. The Contract shall be held to be for the sole and exclusive benefit of the Trust and Contractor.

**7. Modification.** No change, termination or attempted waiver of any of the provisions of the Contract shall be binding unless evidenced in a writing signed by both parties.

**8. Severability.** If any term or provision of the Contract or the application thereof to any person or in any circumstance shall to any extent be determined to be invalid or unenforceable, the remaining provisions of the Contract, or the application of such terms or provisions to persons or circumstances other than those as to which it is found to be invalid or unenforceable, shall in no way be affected thereby, and each term and provision of the Contract shall be valid and binding upon the parties, and enforced to the fullest extent permitted by law.

**9. Counterparts and Captions.** The Contract may be executed in one or more counterparts, each of which shall be deemed to be an original. Captions contained in the Contract are inserted only as a matter of convenience and shall not affect the construction or interpretation of any of the provisions hereof.

**PART III**  
**APPENDICES**

<b>APPENDIX A</b>	<b>STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS</b>
<b>APPENDIX B</b>	<b>SCOPE OF SERVICES</b>
<b>APPENDIX C</b>	<b>FEE AND COST SCHEDULE</b>
<b>APPENDIX D</b>	<b>INSURANCE REQUIREMENTS</b>
<b>APPENDIX E</b>	<b>M/WBE REQUIREMENTS</b>
<b>APPENDIX F</b>	<b>SDVOB REQUIREMENTS</b>

**APPENDIX A**

**STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS**

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## STANDARD CLAUSES FOR NYS CONTRACTS (Oct 2019)

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

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

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

3. **COMPTROLLER'S APPROVAL.** In accordance with Section 112 of the State Finance Law (or, if this contract is with the State University or City University of New York, Section 355 or Section 6218 of the Education Law), if this contract exceeds \$50,000 (or the minimum thresholds agreed to by the Office of the State Comptroller for certain S.U.N.Y. and C.U.N.Y. contracts), or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$25,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller's approval of contracts let by the Office of General Services is required when such contracts exceed \$85,000 (State Finance Law § 163.6-a). However, such pre-approval shall not be required for any contract established as a centralized contract through the Office of General Services or for a purchase order or other transaction issued under such centralized contract.

4. **WORKERS' COMPENSATION BENEFITS.** In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

5. **NON-DISCRIMINATION REQUIREMENTS.** To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment, nor subject any individual to harassment, because of age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability,

predisposing genetic characteristics, familial status, marital status, or domestic violence victim status or because the individual has opposed any practices forbidden under the Human Rights Law or has filed a complaint, testified, or assisted in any proceeding under the Human Rights Law. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

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

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

**8. INTERNATIONAL BOYCOTT PROHIBITION.** In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2 NYCRR § 105.4).

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

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

11. **IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.**

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

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

12. **EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.** In

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

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

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

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

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

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

**14. GOVERNING LAW.** This contract shall be governed by the laws of the State of New York except

where the Federal supremacy clause requires otherwise.

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

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

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

18. **PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS.** The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the State.

In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in

§165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

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

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

Information on the availability of New York State subcontractors and suppliers is available from:  
NYS Department of Economic Development Division for Small Business

Albany, New York 12245 Telephone: 518-292-5100  
Fax: 518-292-5884  
email: [opa@esd.ny.gov](mailto:opa@esd.ny.gov)

A directory of certified minority- and women-owned business enterprises is available from:  
NYS Department of Economic Development  
Division of Minority and Women's Business Development 633 Third Avenue  
New York, NY 10017 212-803-2414  
email: [mwbecertification@esd.ny.gov](mailto:mwbecertification@esd.ny.gov)  
<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>

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

- (a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority- and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;
- (b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;
- (c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and
- (d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

**21. RECIPROCITY AND SANCTIONS PROVISIONS.** Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively, codified in State Finance Law §165(6) and Public Authorities Law §2879(5)) require that they be denied contracts which they would otherwise obtain. NOTE: As of October 2019, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii.

**22. COMPLIANCE WITH BREACH NOTIFICATION AND DATA SECURITY LAWS.** Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law § 899-aa and State Technology Law § 208) and commencing March 21, 2020 shall also comply with General Business Law § 899-bb.

**23. COMPLIANCE WITH CONTRACTOR DISCLOSURE LAW.** If this is a contract for

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

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

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

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

**26. IRAN DIVESTMENT ACT.** By entering into this Agreement, Contractor certifies in accordance with State Finance Law § 165-a that it is not on the "Entities Determined to be Non-Responsive Bidders/Offerers pursuant to the New York State Iran Divestment Act of 2012" ("Prohibited Entities List") posted at: <https://ogs.ny.gov/list-entities-determined-be-non-responsive-biddersofferers-pursuant-nys-iran-divestment-act-2012>.

Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the State.

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

The state agency reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

**27. ADMISSIBILITY OF REPRODUCTION OF CONTRACT.** Notwithstanding the best evidence

rule or any other legal principle or rule of evidence to the contrary, the Contractor acknowledges and agrees that it waives any and all objections to the admissibility into evidence at any court proceeding or to the use at any examination before trial of an electronic reproduction of this contract, in the form approved by the State Comptroller, if such approval was required, regardless of whether the original of said contract is in existence.

**APPENDIX B**  
**SCOPE OF SERVICES**

## SCOPE OF WORK

Hudson River Park is located on the west side of Manhattan running along the Hudson River from Chambers St. to 59<sup>th</sup> St. The Park includes restrooms and storage facilities, offices, landscaped public piers and display gardens, lawn areas, ecological planting zones, athletic fields, esplanades, docks, public sculptures and other special features. Hudson River Park Trust seeks an experienced pest elimination service provider to suppress unwanted pests throughout the park.

### 1. **Included / Excluded Pests**

The IPM specified by this contract is intended to suppress populations of rats, mice, cockroaches, ants (excluding carpenter ants), silverfish, and any other arthropod or vertebrate pest not specifically excluded from the contract. Populations of these pests inside facilities and that are located outside the buildings listed herein within the boundaries of Hudson River Park are included in this contract.

2. The following pests are excluded from this contract: birds, bats and all other vertebrates other than commensal rodents; termites, carpenter ants and other wood-destroying organisms; mosquitoes; and pests located outside buildings that primarily feed on outdoor vegetation. However, the contractor may be called upon to manage or remove these pests at an additional cost to the Trust.

In general, areas to be serviced under this contract are located west of the Route 9A bike path from Chambers St. to 59<sup>th</sup> St. See the maps for detailed plans. **Note:** Upland areas outside of construction areas from Gansevoort to 17<sup>th</sup> St. and small buffer from 30<sup>th</sup> to 42<sup>nd</sup> St., and the paved area from 40<sup>th</sup> St. to 43<sup>rd</sup> St. (between the Bike Path and the River) are included in the contract but not indicated on the map. Currently, there are no bait stations in these areas.

Plans provided include outdoor park areas & facilities:

Color Code for plans:

- Areas outlined in Green = In Contract
- Red dots= Current bait station locations
  - Pier 40 Bait Station Quantity= 18
  - Parkwide & Other Facility Quantity= 127

## **QUALIFICATION OF CONTRACTORS**

### 1. **General**

The contractor must meet or exceed the following requirements:

1.1. The contractor has been in the professional IPM business and handling industrial, commercial, and institutional accounts for at least three (3) years immediately prior to the submission of this bid proposal. Listed the five- (5) largest clients for IPM for the last two (2) years.

1.2. The contractor maintains a current Pesticide Business Registration License from the New York State Department of Environmental Conservation. The contractor must provide an updated copy of this registration at the time of proposal submission.

1.3. The contractor and pertinent personnel are certified to perform the work specified herein in accordance with the administration by the New York State Department of Environmental Conservation (NYSDEC) of the Core Certification Program of the United States Environmental Protection Agency, as outlined in the most recent revision of Circular 865: Part 325 - Rules and Regulations Relating to the Application of Pesticides (NYSDEC), in the following categories:

- 7a - Structural and Rodent Control;
- Other categories which applied to any work in the facilities indicated herein.

## 2. Personnel

2.1. Qualifications and Experience – Pest management technicians assigned to these facilities by the contractor possess the following minimum qualifications and experience:

2.1.1. Good knowledge of problem pests behavior and ecology, and methods of reducing or eliminating food, water and harborage of same, and in the event that possible pesticide application is necessary, the proper and safe use of least toxic pesticides.

2.1.2. New York State certification in category 7a, Structural and Rodent, and other such certification as may apply to the projected work.

2.1.3. At least one (1) year of recent full-time paid experience in professional pest management with experience in facilities similar to those outlined herein.

2.1.4. Any substitutions, additions, or replacement of personnel from those cited in the contractor's original proposal must be submitted to the owner's representative for approval prior to their starting work under this contract.

2.1.5. No uncertified personnel will be permitted to work on site under this contract.

2.2. All contractor personnel, while working in Hudson River Park or any of its Facilities, shall wear distinctive uniform clothing. Additional personal protective equipment required for the safe performance of work must be determined and provided by the contractor. Protective clothing, equipment, and devices shall, at a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for the products being used.

2.3. Equipment: The contractor shall supply and insure that each service technician assigned to these facilities maintains the necessary and required equipment for the safe use and application of all materials as required by specific site conditions. This may include but is not limited to bump hats, work gloves, quality flashlights, boots, clipboards and miscellaneous tools.

2.4. Replacement Personnel: The contractor shall be responsible for the detailed orientation of replacement personnel who are not familiar with the facilities to be serviced. Such replacement personnel shall be familiar with both the facility and the ongoing interventions (what, where, when and how applied) prior to servicing the facility.

## 3. Specific Program Requirements

It is generally recognized by virtually all pest management scientists, experts and regulatory personnel that chemical usage, of and by itself, will not produce safe, long-lasting and effective management and elimination of insect and other pests. It is required that as a qualified and experienced pest management operator, the contractor is familiar with the Integrated Pest Management (IPM) concept now recognized as the most effective and up-to-date approach to modern professional pest management. This program incorporates the advantageous use of all appropriate management options including: education, habitat modification, (i.e. stoppage, sanitation, and alteration of maintenance activities), trapping and chemical

applications so that pests and their habitat can be managed in such a way as to balance cost, benefits, public health, safety, and environmental quality through the cooperation of all concerned. Therefore, it is the duty and obligation of the contractor to institute an IPM program and to supply all services within the framework of this program. The contractor is to elicit the cooperation of the Trust and all others concerned in order to protect the health, safety and well-being of tenants, staff, and pest management technicians, to insure compliance with governing regulations and guidelines and to guarantee the maximum effectiveness for the money and effort invested.

3.1. The Contractor shall be responsible for all labor and materials that are required to perform all work described in the Scope.

3.2. Initial Comprehensive Baiting & Inspection during first month of Contract: Contractor will install new bait in all current bait stations located throughout the park both indoors and outdoors. It will be the responsibility of the contractor to remove and dispose of all unused bait found in a bait station. At the same time, a thorough, initial inspection shall be conducted during the first month of the contract by the contractor's inspector and the owner's representative. The purpose of this initial inspection is for the contractor to evaluate the pest management needs of the premises and to discuss these needs with the Trust. The following specific points should be included in this evaluation:

3.2.1. Identification of problem areas in and around park areas and buildings.

3.2.2. Identification of structural features or personnel practices that are contributing to pest infestations.

3.2.3. Evaluation of previous management efforts.

3.2.4. Facilitation of contractor access to all necessary areas. Access to building space shall be coordinated with the owner's representative.

3.2.5. Informing the contractor of any restrictions or special safety precautions.

3.3. Baiting, Inspection and Monitoring Monthly Service:

3.3.1. Following the initial comprehensive inspection, a critical aspect of the IPM Plan shall be the establishment of a monthly monitoring program to regularly identify causative conditions, infested zones and allow an assessment of pest population levels. Both comprehensive inspection and monitoring shall be continued throughout the duration of this contract.

3.3.2. The contractor shall promptly initiate actions to correct all deficiencies found.

3.3.3. The contractor will inspect all bait stations outdoors and indoors at a minimum once per month. Bait box servicing shall depend upon the level of rodent infestation.

3.3.4. It shall be the contractor's responsibility to furnish an adequate supply of tools and materials necessary for personnel to examine the interior of all rodent bait stations or other enclosures, if any are used. These materials may include Allen wrenches to loosen and re-tighten fasteners, keys to open locks, or replacement self-locking plastic ties. Inspection mirrors, flashlights, and implements to cut plastic ties or seals are not included under this provision.

3.3.5. Any additional bait boxes required will be purchased and installed by the contractor for an additional cost to the Trust.

3.4. Interventions

List categories or type of interventions relative to species of pest identified via a comprehensive inspection.

3.4.1. Structural Modifications: Unless otherwise stated in the project definition, structural modifications for pest prevention and suppression shall not be the responsibility of the contractor. The contractor shall make detailed recommendations to the Trust of what structural modifications can reasonably be accomplished. The contractor may complete such recommendations if mutually agreed upon with the Trust.

3.4.2. Chemical Intervention: It is believed that only in very rare circumstances will pesticides play a major role in accomplishing a successful pest management system. During these rare events the contractor shall not apply any chemical agent that has not been specifically approved by the Trust. Under no circumstances will any pesticide be used without the Trust's prior knowledge as to what, when, where and how it is to be utilized.

Preventive pesticide applications of inside and outside areas where inspections indicate a potential pest infestation is acceptable only on a case-by-case basis with prior approval from the Trust.

3.5. Special Requests and Emergency Service: The regular service shall consist of performing all components of an IPM program other than in structural modifications, as described above. Occasional requests for corrective action, special services beyond the routine service shall be placed with the contractor's on-site supervisor by the owner's representative. The contractor shall respond to requests for emergency service on the day of the request and provide services within 24 hours of the request. All emergency and special services shall be recorded. In the event that such services cannot be completed within the above-stipulated time frame, the contractor shall immediately notify the owner's representative and indicate an anticipated completion date. Contractor will be compensated an Emergency Flat Rate Fee for all emergency services responded too and any additional cost if above the described Monthly service.

3.5.1. Ineffective Chemicals – Success in pest management is largely determined by the skill of the pest management technician and the cooperation received from all concerned and involved in a particular pest problem. In cases where it has been determined that a particular chemical in use at these facilities has, indeed, lost its effectiveness (e.g., due to a resultant increase in resistance in the target pest population) the contractor shall replace such ineffective chemicals with more effective alternative choices upon approval of the Trust.

3.6. Record Keeping: The contractor shall be responsible for maintaining complete and accurate pest management records. Contractor will be responsible for issuing a service report to the Trust after each service.

The service report shall contain the following items:

- Upon completion of a service visit to the Park premises, the contractor's representative performing the service shall complete, sign and date a report, and return it to the Trust's Operations & Maintenance office on the same or succeeding day of the performance of the service.
- The contractor's Service Report form will document arrival and departure time of the contractor's representative performing the service and all information on any applications and/or inspection observations.

3.6.1. Safety and Chemical Data: The Trust shall receive from the contractor or its technicians sample labels of chemicals and materials before application.

3.6.1.1. Material Safety Data Sheets for each chemical.

3.6.1.2. Antidote data where applicable, including a copy of a standard quick reference chart.

3.6.1.3. A list of poison control centers and respective telephone numbers as they may apply to the geographic areas in which these facilities described herein are located.

3.6.1.4. No toxicant shall be used for which the antidote is not readily available in order to prevent irreversible toxicosis in any non-target species.

3.6.1.5. If absolutely necessary chemicals shall be applied at night or on weekends, and the contractor shall cooperate with the owner's representative to properly ventilate, where necessary, the premises before the public and tenants re-occupy the park areas and buildings. Use of spray or aerosol pesticides should be a very rare event and only performed with the Trust's specific approval.

3.6.1.6. Contractor shall cooperate with the Trust's representative to place proper public notices or otherwise inform building occupants and park users regarding what pesticides will be applied, where pesticides will be applied, when pesticides will be applied.

3.6.1.7. Contractors must comply with all local and state regulations codes regarding timely prior notices.

#### 4. General Program Requirements

4.1. Manner and Time to Conduct Service: It shall be the contractor's responsibility to carry out work according to the detailed Integrated Pest Management Plan and Service Schedule developed for each park area and building. The contractor's on-site supervisor shall be responsible for coordination with the owner's representative at the beginning of each visit. The purpose of this coordination is to review the plan and schedule and to receive information on problem area status.

Services that do not adversely affect public health or productivity may be performed during the regular hours of operation in the various buildings. When it is necessary to perform work on weekends or outside the regularly scheduled hours set in the contractor's plan and schedule, the contractor shall notify the owner's representative at least two (2) days in advance, and all arrangements will be coordinated between the owner's representative and the on-site supervisor. All application of toxicants, (i.e., those likely to become airborne), when necessary, is to be done at night or on weekends to allow for ventilation before the public is allowed re-entry to park areas or buildings. The contractor shall allow the owner's representative sufficient time to inform the public of application and assure the security of the areas treated.

The contractor shall observe all safety precautions throughout the performance of this contract. Certain areas within some buildings may require special instructions for persons entering the building. The Trust or its representative will explain any restrictions associated with these special areas to the contractor. These restrictions shall be adhered to and incorporated into the contractor's detailed plan and schedule for the building.

4.2 Intervention Products and Use: The contractor shall be responsible for the safe use of all products. All pesticides used by the contractor must be registered with the EPA and appropriate State and/or local jurisdiction. Transport, handling, and use of all pesticides shall be in strict accordance with the manufacturer's label instructions and all applicable Federal, State, and local laws and regulations. The environment, non-target species and people shall be protected at all times.

The contractor shall minimize the use of synthetic organic pesticides, wherever possible. For example:

4.1.1. The use of crack and crevice application of pesticides directly to pest harborage areas is acceptable. However, spraying crack and crevice exposed surfaces in the general vicinity of harborage areas shall not be allowed.

4.1.2. The use of boric acid powder and gel or paste baits for cockroaches is acceptable. However, sprays are not appropriate.

4.1.3. Pesticide fogs or space sprays (including mists and ultra-low volume applications) are essentially not appropriate and shall be restricted to unique situations for which no alternative measures are practical. Such situations should rarely, if ever, occur. Prior to performing a spray treatment, the contractor shall submit a written request for approval to the owner's representative at least five (5) business days prior to the proposed treatment time. The request must identify the target pest, evidence of the target pest presence, time and specific place(s) of treatment, pesticide(s) to be used, method of application, and precautions to be taken to ensure the containment of the spray to the site of application. No space application of pesticide shall be made without the written approval of the Trust. No space application of pesticide shall be made while the public are present. No product identifiable as a fumigant shall be used indoors at any Trust facility

for any purpose. It is the contractor's responsibility to make agencies aware of safe reentry to any spaces where treatments of any kind have been applied.

- 4.3 Rodent Management: Snap traps and other trapping devices (including glue boards) used in management of active rodent infestations can be used in indoor spaces. The contractor shall dispose of rodents killed or trapped. Trapping shall not be performed during periods when maintenance will be delayed by holidays, weekends, etc. Traps shall be placed out of the general view and located so as not to be affected by routine cleaning procedures. When using traps for monitoring, the visit interval may be adjusted as necessary. All rodenticides regardless of packaging shall be placed either in locations not accessible to children, pets, wildlife, and domestic animals, or in EPA-approved tamper-resistant (often termed "tamper-proof") bait boxes.

All bait boxes shall be labeled, including Identification # contractor's name, address, and telephone number) and dated at the time of installation and each servicing. All bait boxes shall be placed and maintained in accordance with EPA regulations with an emphasis on the safety of non-target species. Pick-up and proper disposal of dead vertebrates is included in this scope of work. Any dead, killed, trapped rodents found during the course of service visits are the responsibility of the contractor. The following points shall be strictly adhered to:

4.3.1 The lids of all bait boxes must be securely locked or fastened shut.

4.3.2 Bait must always be placed in the baffle-protected feeding chamber of the box and never in the runway of the box.

4.3.3 If any bait boxes are lost, stolen or removed by natural events (such as flooding, wind, other animals, etc..) it will be the contractor's responsibility to replace the bait boxes at no cost to the Trust.

4.3.4 The contractor shall utilize appropriate types of bait boxes in outdoor park areas. Said boxes shall be in accordance with the respective manufacturer's instructions for use and be in compliance with all regulatory agencies. The "outdoor bait boxes" shall be weather resistant and be of a type that blends into the landscape thus reducing visibility to the public.

4.3.5 Liquid and solid poison baits shall be placed in distinctively marked bait stations of sturdy plastic, metal or wood construction (no paper or cardboard stations) and placed in areas normally inaccessible to users of the facilities, particularly children and pets. Paraffinized or weather resistant baits shall be used in damp and wet areas.

4.3.6 The contractor shall be responsible for picking up and disposing of all rodent or other carcasses within the Park premises including in any building listed in this contract found during service visits.

4.3.7 If needed and at the direction of the owner's representative, bait may be securely placed within the exterior light poles of the park. Bait should be placed at the base of the light pole and secured to keep park patrons and other animals from exposure.

- 4.4 Vehicles used by the contractor must be identified in accordance with State and local regulations. Permitted vehicles only can service locations in park. The Trust must issue permits and approve any vehicle before used for service. All passes (i.e. parking / vehicular access, key cards, etc.) will be supplied by the Trust upon request from the contractor.

## 5 Examination of Contract Documents

5.1 Each contractor is under an affirmative duty to inform itself by personal examination of the contract documents, a site visit is strongly encouraged. Proposers, in addition to the site visit may select other means to determine, of the character, quality, and extent of the work to be performed and the conditions under which the contract is to be executed.

5.2 Each contractor shall examine the contract document and all other data or instruction pertaining to the work. No claims of ignorance of conditions that may be encountered or of any other matter concerning

the work to be performed in the execution of the work will be accepted by the Trust as an excuse for any failure or omission on the part of the contractor to fulfill every detail of all the requirements of the documents governing the work. Contractors will not be allowed any extra compensation for additional work it may have to complete, which through their own surveillance should have been aware of prior to bidding.

5.3 If sanitation, general housekeeping, or other problems exist that prohibit a contractor from implementing the IPM program, the problem should be referred to the agency by the Contractor for corrective action and the Contractor should clearly document the problems for the record.

## **6 Invoice and Reporting Requirements**

### **6.1 Contract Meetings:**

6.1.1 The Contractor will be responsible for the completion of a variety of administrative and reporting requirements and the cost of same shall be included in the base bid price.

6.1.2 Upon award of the contract and prior to the start of any work, the Contractor shall be available for an initial job meeting with the owner's representative. This meeting shall include:

6.1.2.1 The Contractor's submission of a schedule of work to be reviewed and approved by the Trust.

6.1.2.2 A review of all agency facility use rules.

6.1.2.3 An introduction for each respective agency organization, chain of command, etc.

6.1.3 Unless otherwise directed, there shall be monthly job meetings for the following purposes:

6.1.3.1 Review job progress and quality of work.

6.1.3.2 Identify and resolve problems that impede planned progress.

6.1.3.3 Coordinate the efforts of all concerned so that the contract progresses on schedule to on-time completion.

### **6.2 Invoice Requirements:**

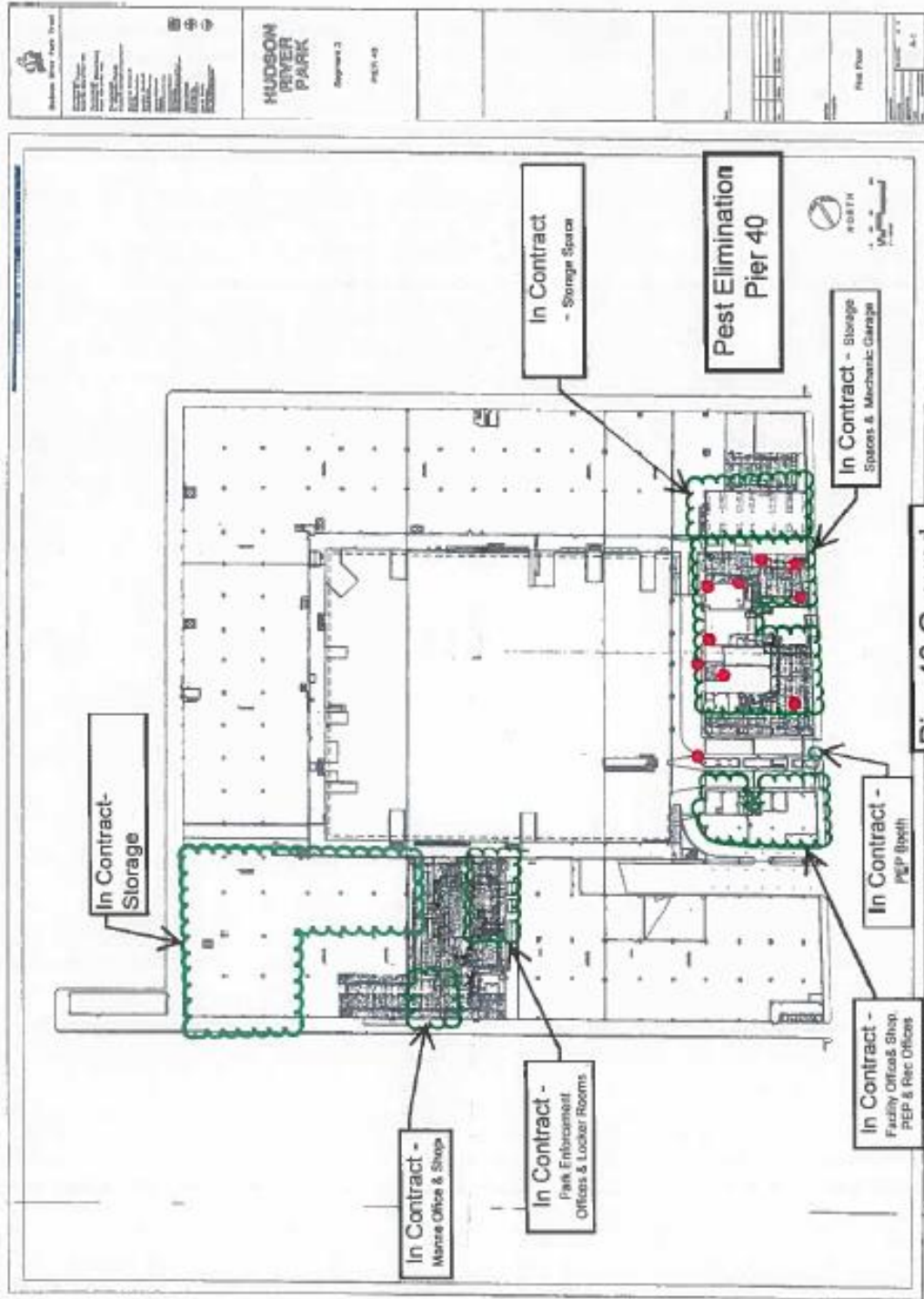
6.2.1 Contractor will invoice monthly for services. Unless otherwise directed, the Contractor shall provide a monthly report attached to the application for payment. The report shall include:

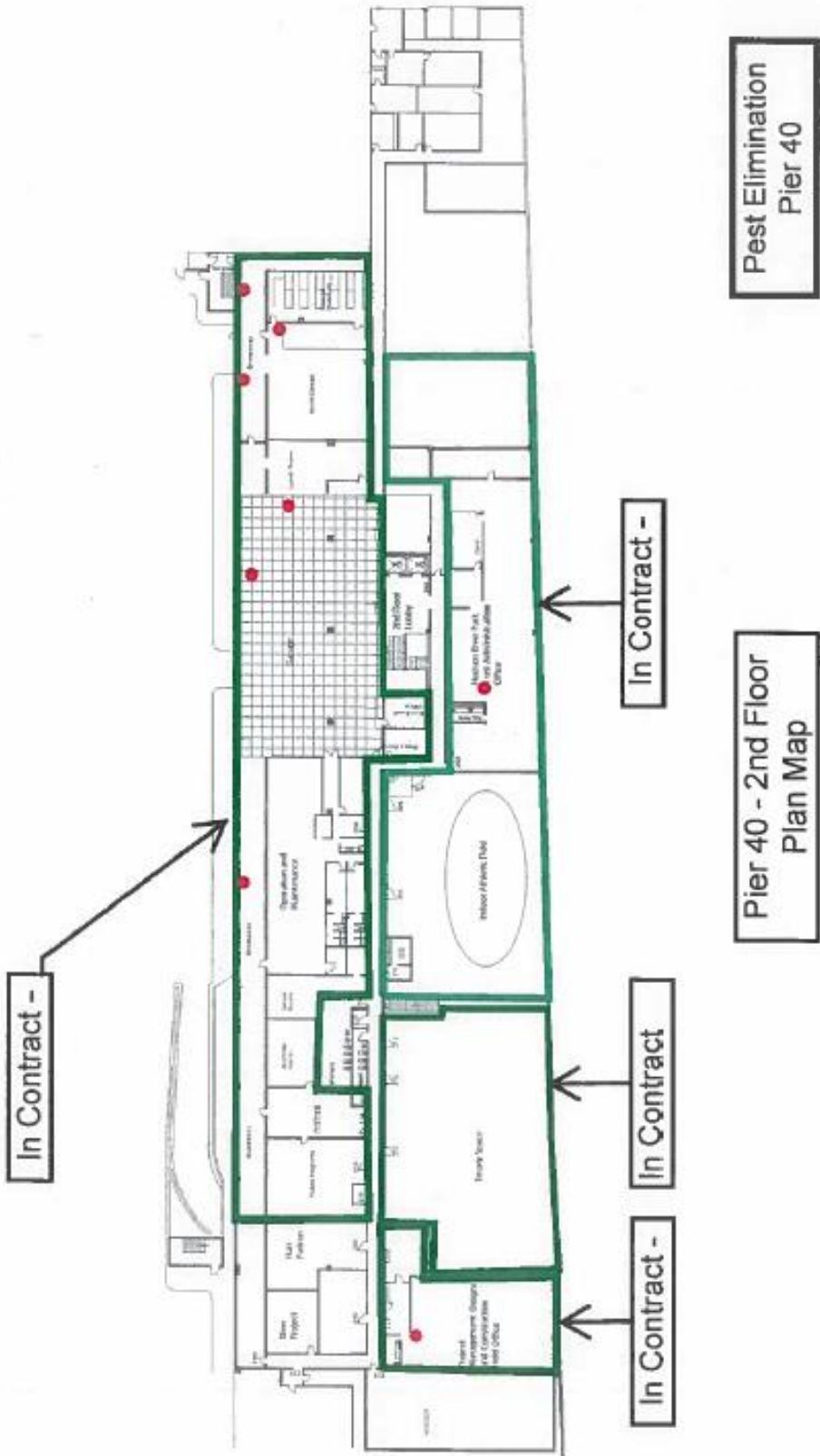
6.2.1.1 Schedule of when work is done (dates, time, etc.).

6.2.1.2 Specific information detailing the work performed and location where work was performed.

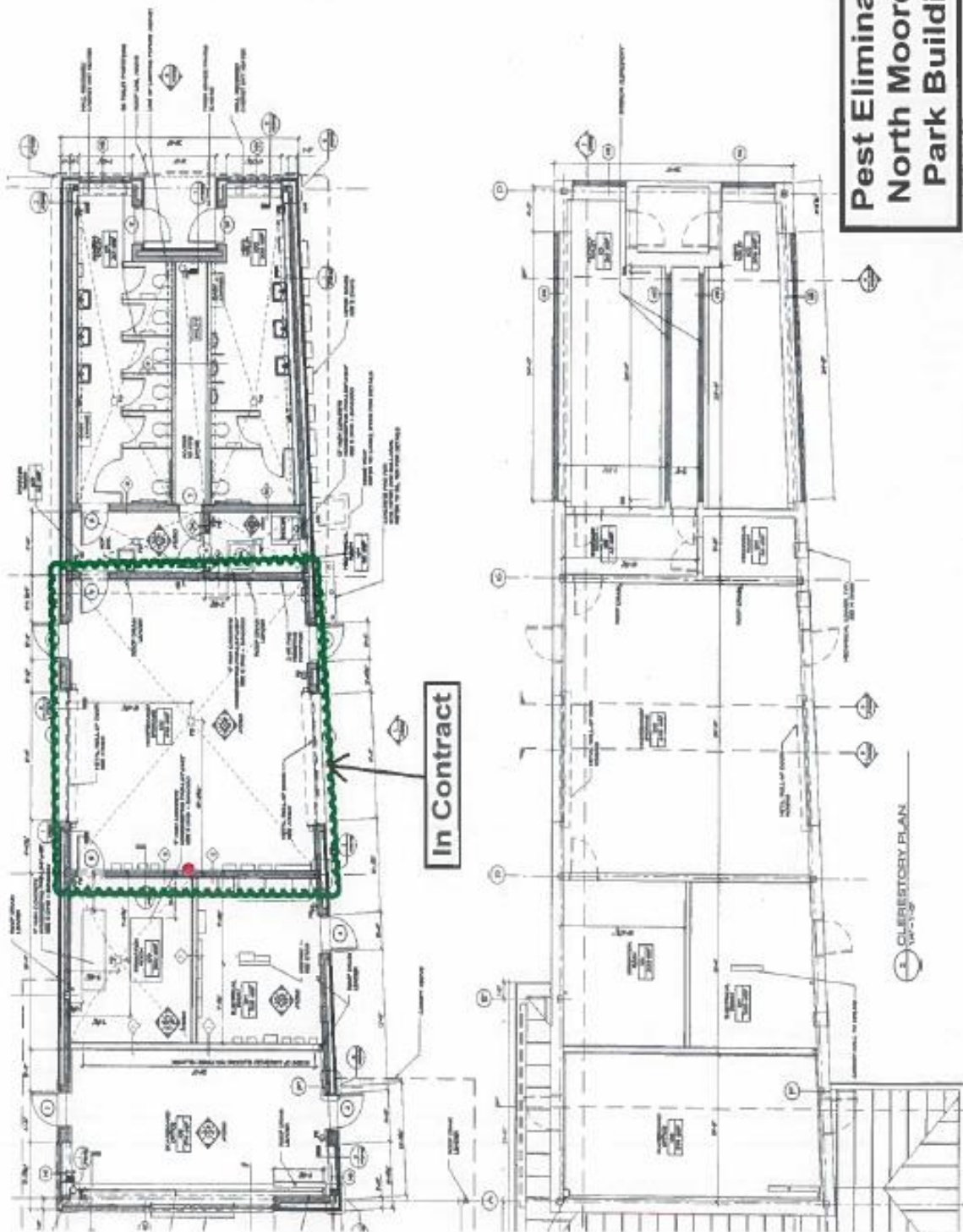
6.2.2 All forms shall be made in duplicate and given to the owner's representative.

JAN 13 2020









**Pest Elimination  
North Moore st.  
Park Building**



1. General Notes  
 2. Schedule  
 3. Specifications  
 4. Details  
 5. Elevation  
 6. Section  
 7. Foundation  
 8. Structural  
 9. Mechanical  
 10. Electrical  
 11. Plumbing  
 12. Fire Protection  
 13. Life Safety  
 14. Accessibility  
 15. Other

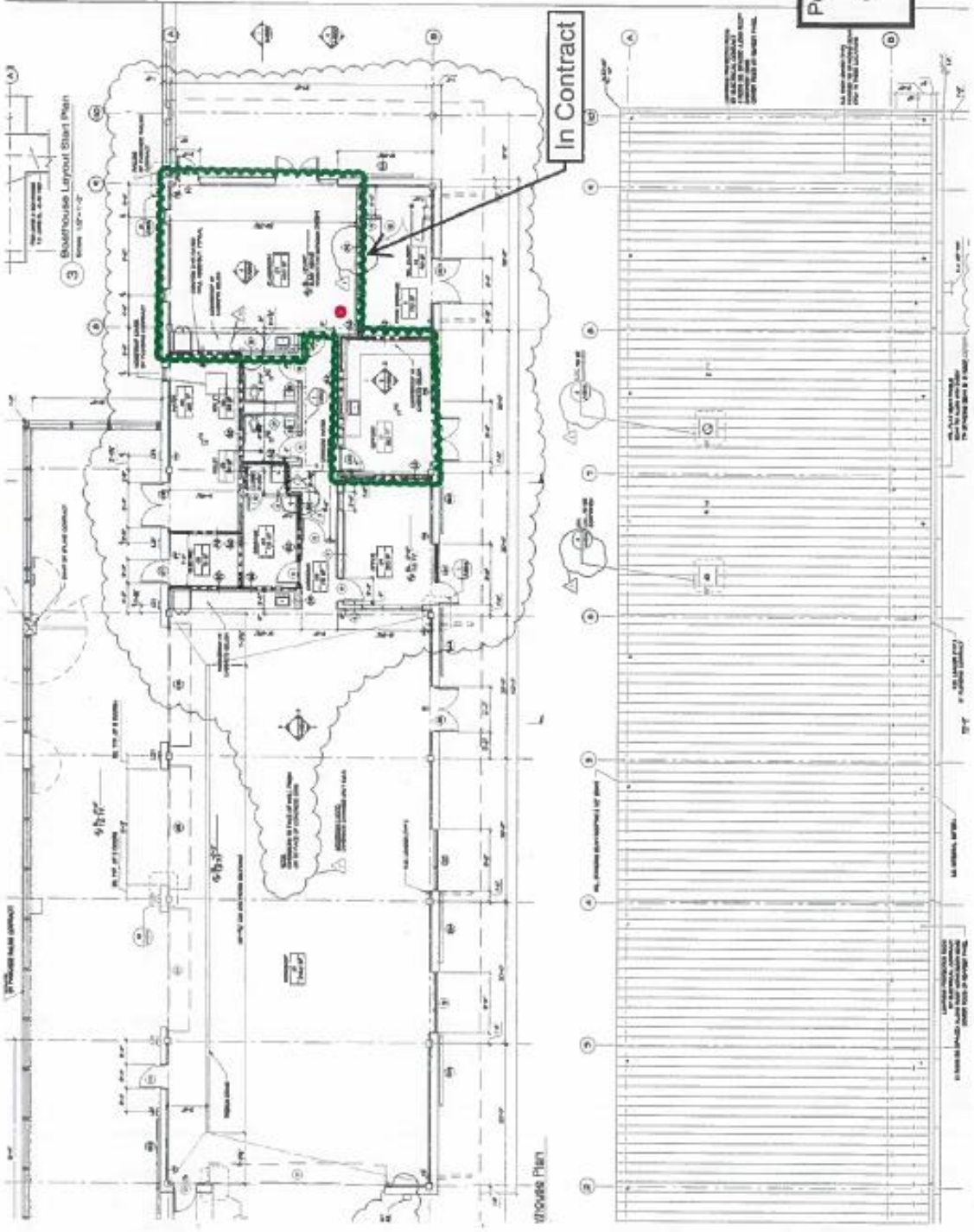
**HUDSON RIVER PARK**  
 Segment 8  
 Boathouse At Pier 84  
 CLASS 2B

Contract No. M5169  
 Date: 11/15/17  
 Project: Hudson River Park  
 Location: Pier 84  
 Design: [Firm Name]  
 Construction: [Firm Name]



**Pest Elimination  
 Pier 84  
 Classroom &  
 Storage**

Boathouse Pier 84  
 Plan and Roof Plan



**Mudson River Park Trail**

**MUDSON RIVER PARK**  
 Segment 3  
 New Orleans based  
 UPLAND PARK  
 CONSTRUCTION  
 CARTER & OATES

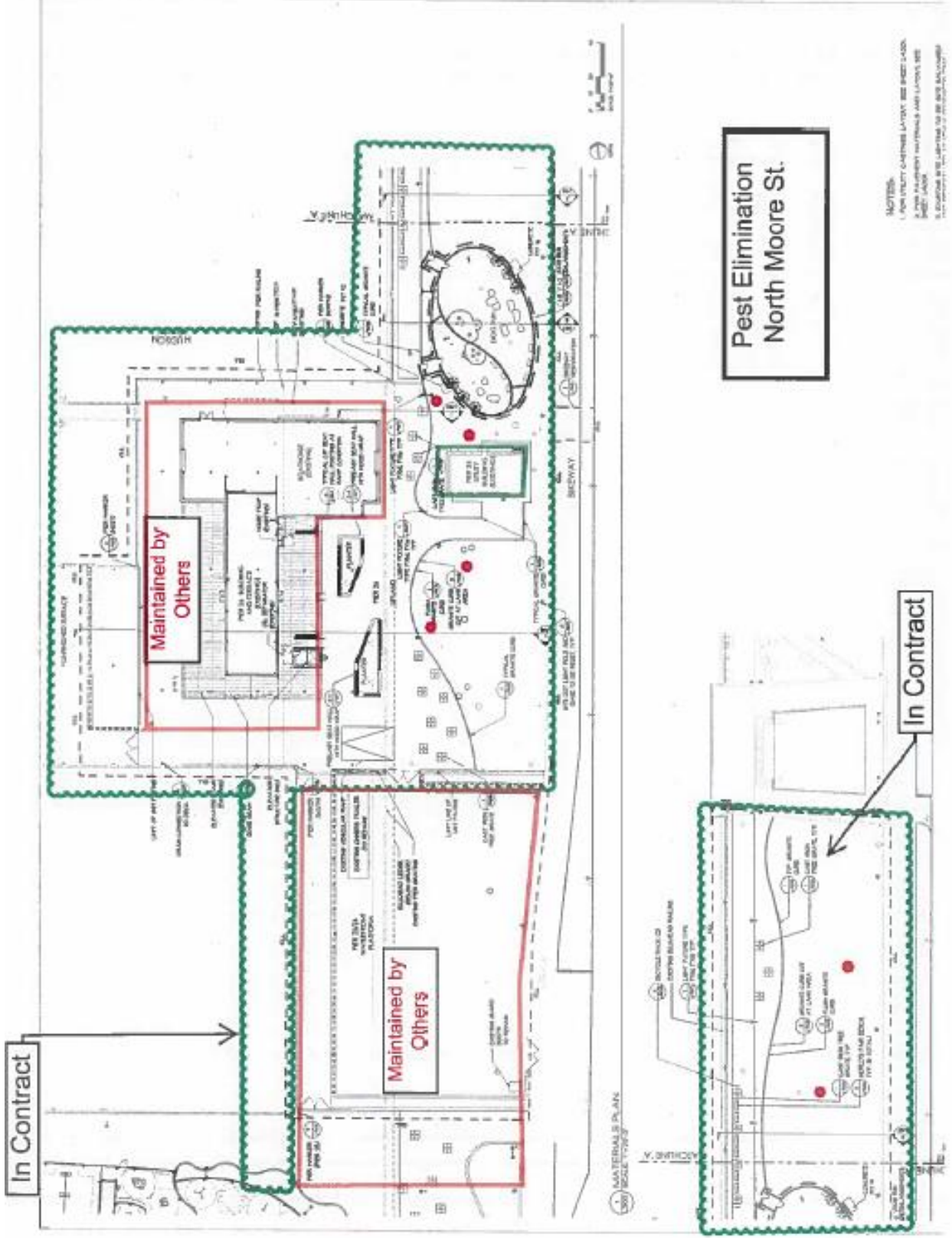
**DESIGNED FOR CONSTRUCTION**

**MATERIALS PLAN**

DATE: 1/4/01





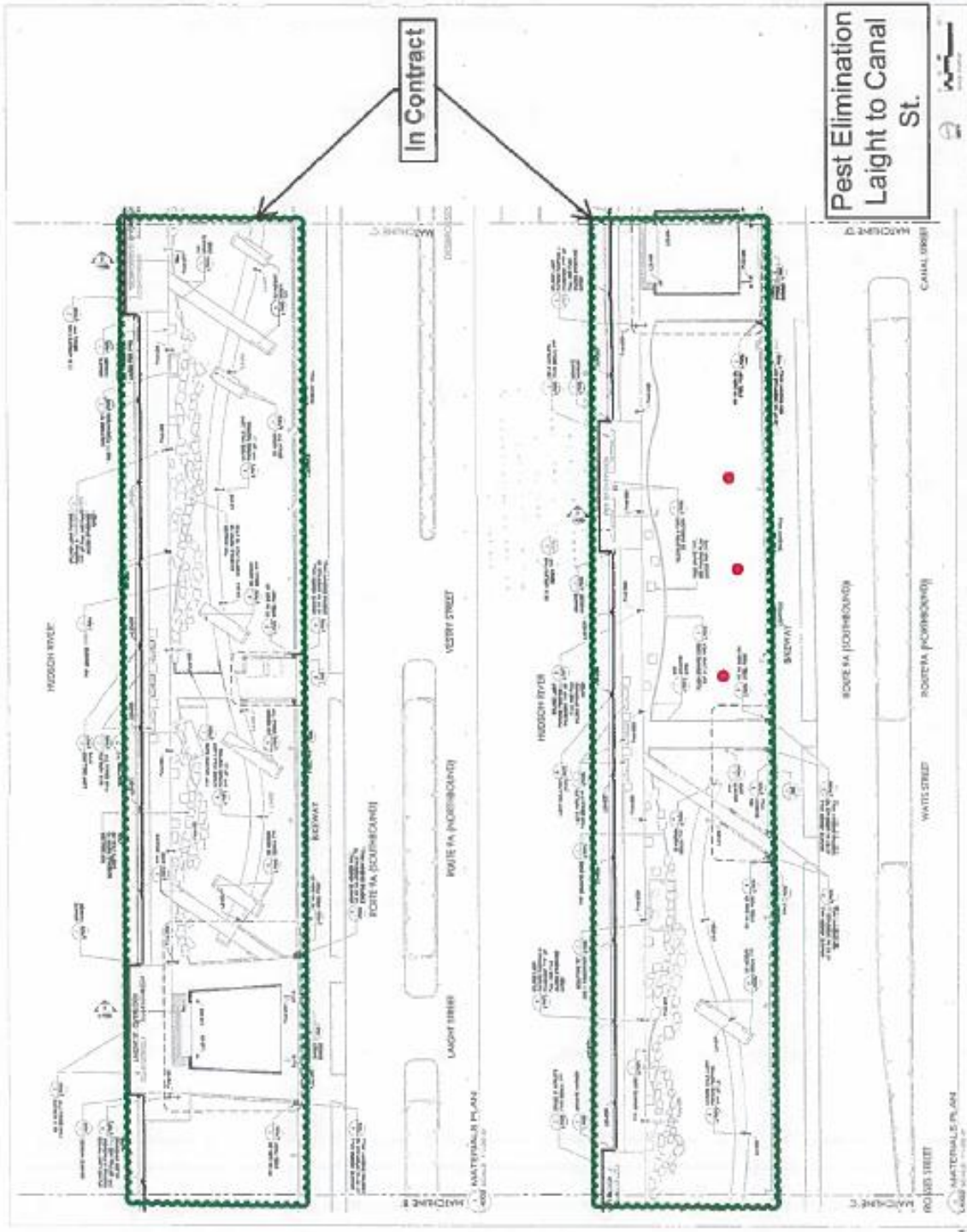


**Pest Elimination  
North Moore St.**

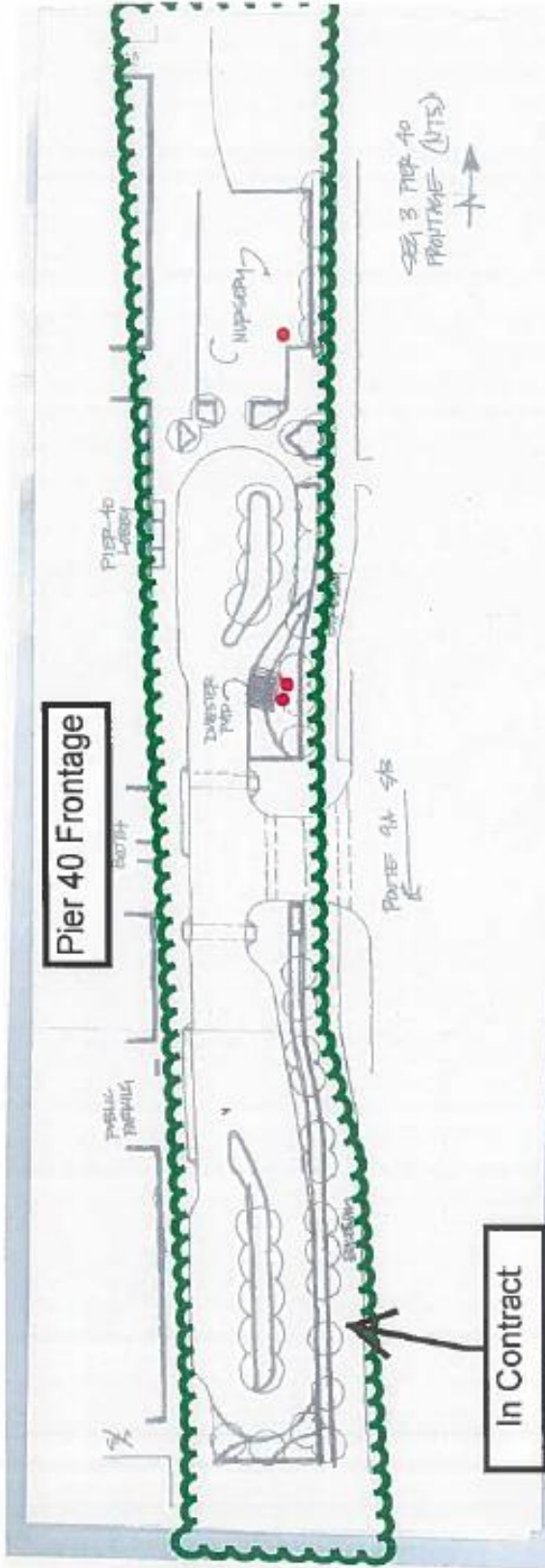
**HUDSON RIVER PARK**  
 Department 3  
 LUDLUM PARK  
 CONSTRUCTION  
 CHIEF ENGINEER & CHIEF  
 OF WORKS

**HUDSON RIVER PARK**  
 DEPARTMENT 3  
 LUDLUM PARK  
 CONSTRUCTION  
 CHIEF ENGINEER & CHIEF  
 OF WORKS

**MATERIALS PLAN**  
 L-4002

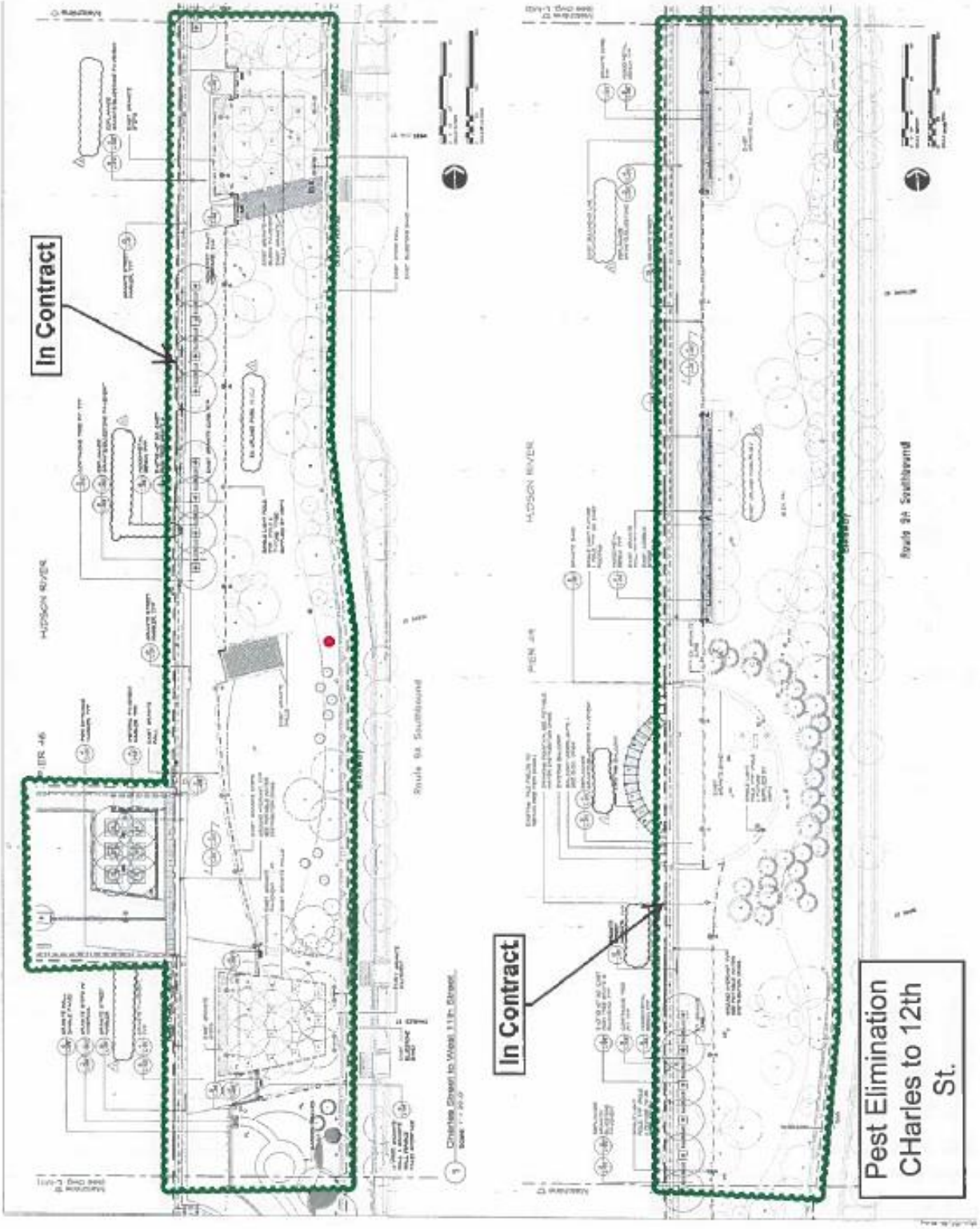




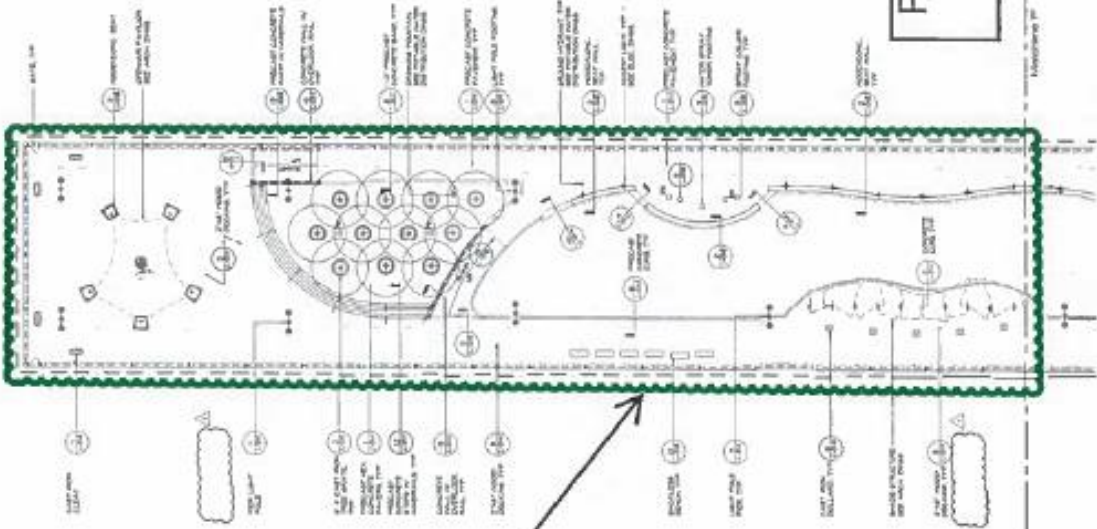


Pest Elimination  
2020

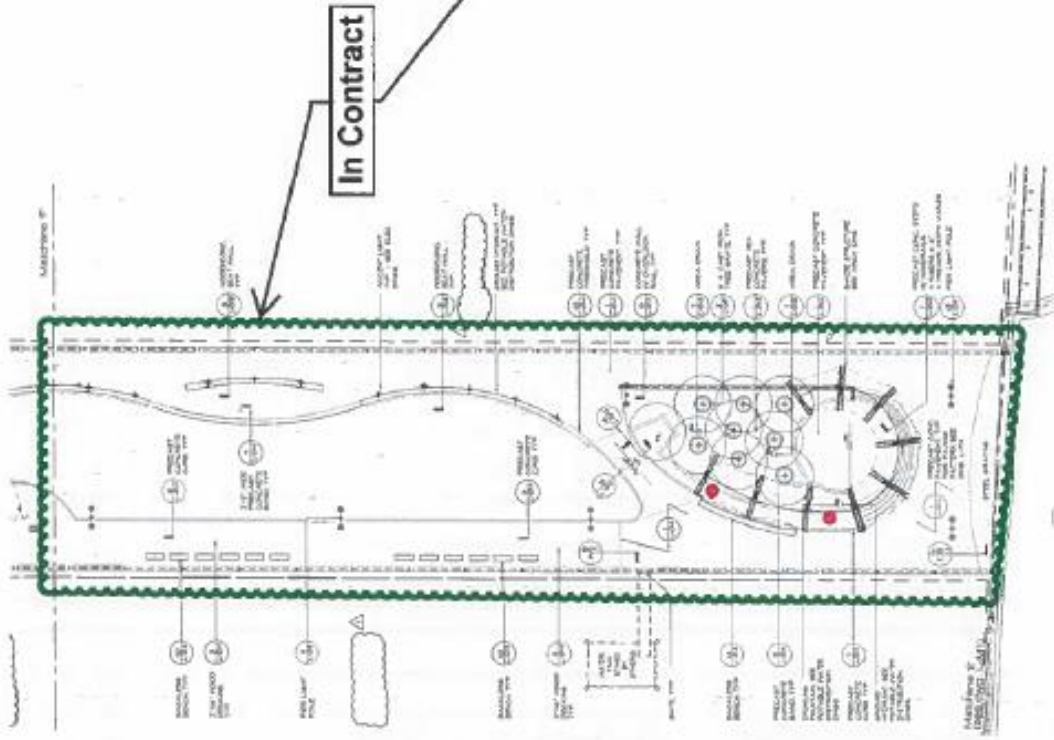








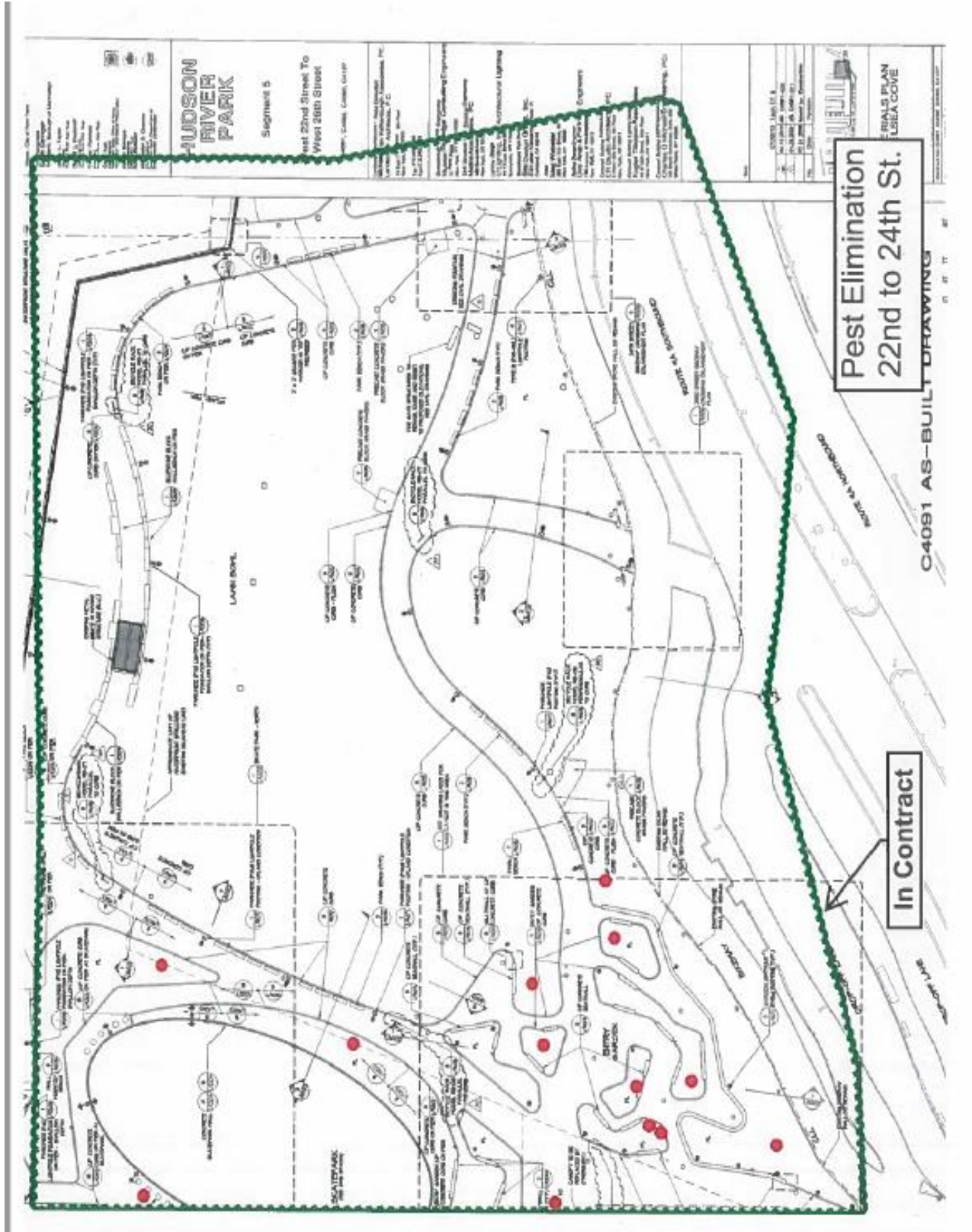
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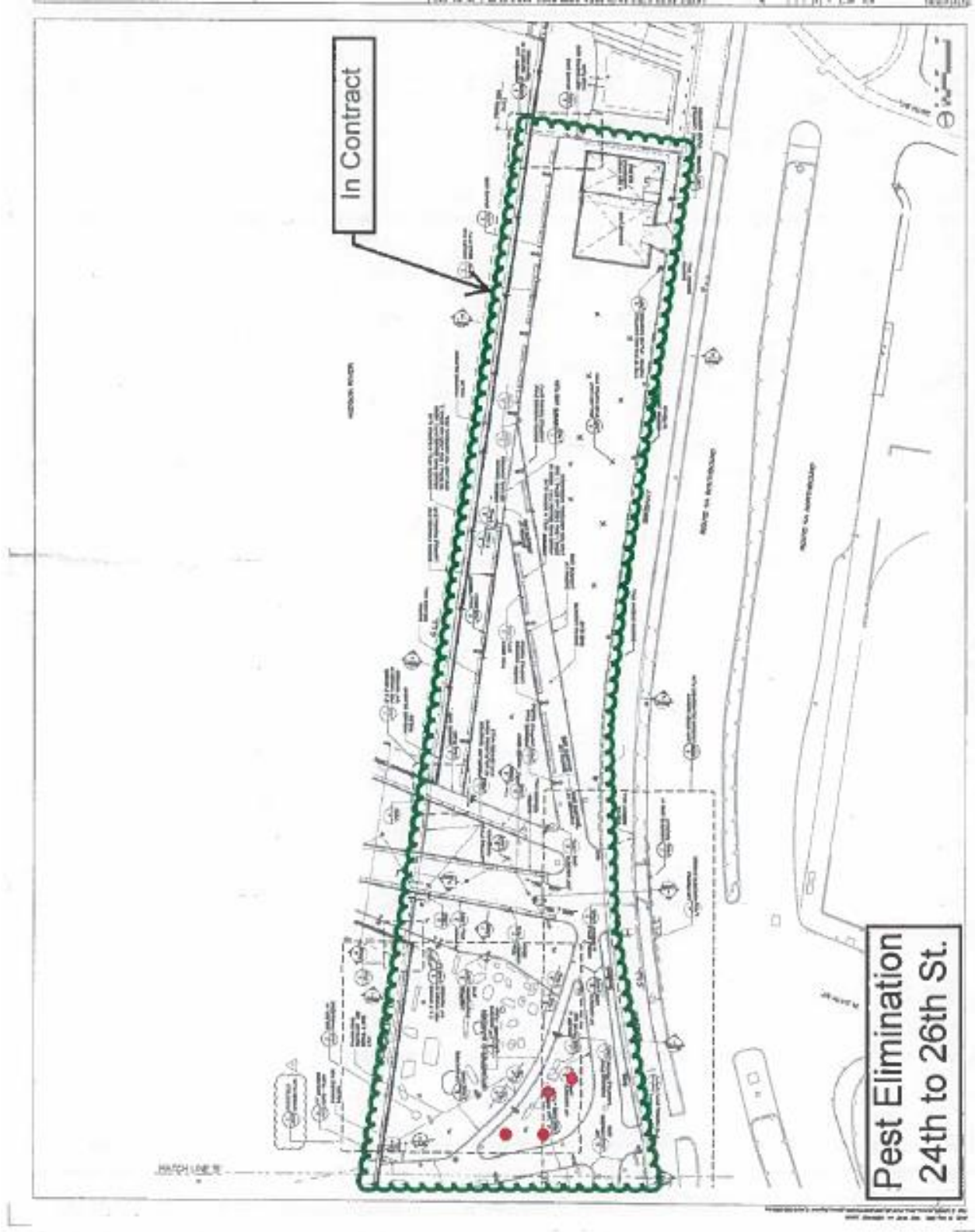


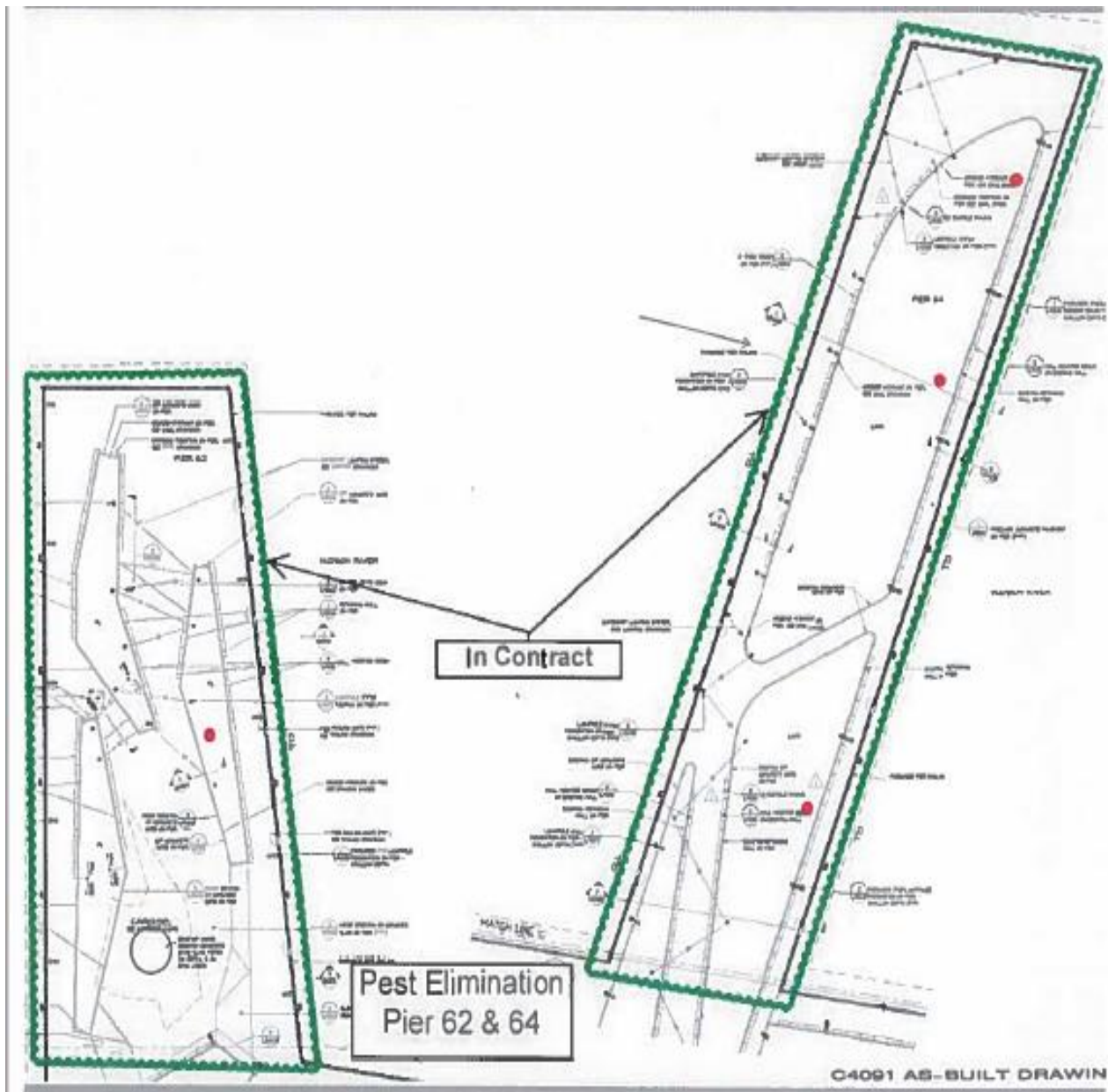
Pier 45 - East  
Scale 1/4" = 10'-0"

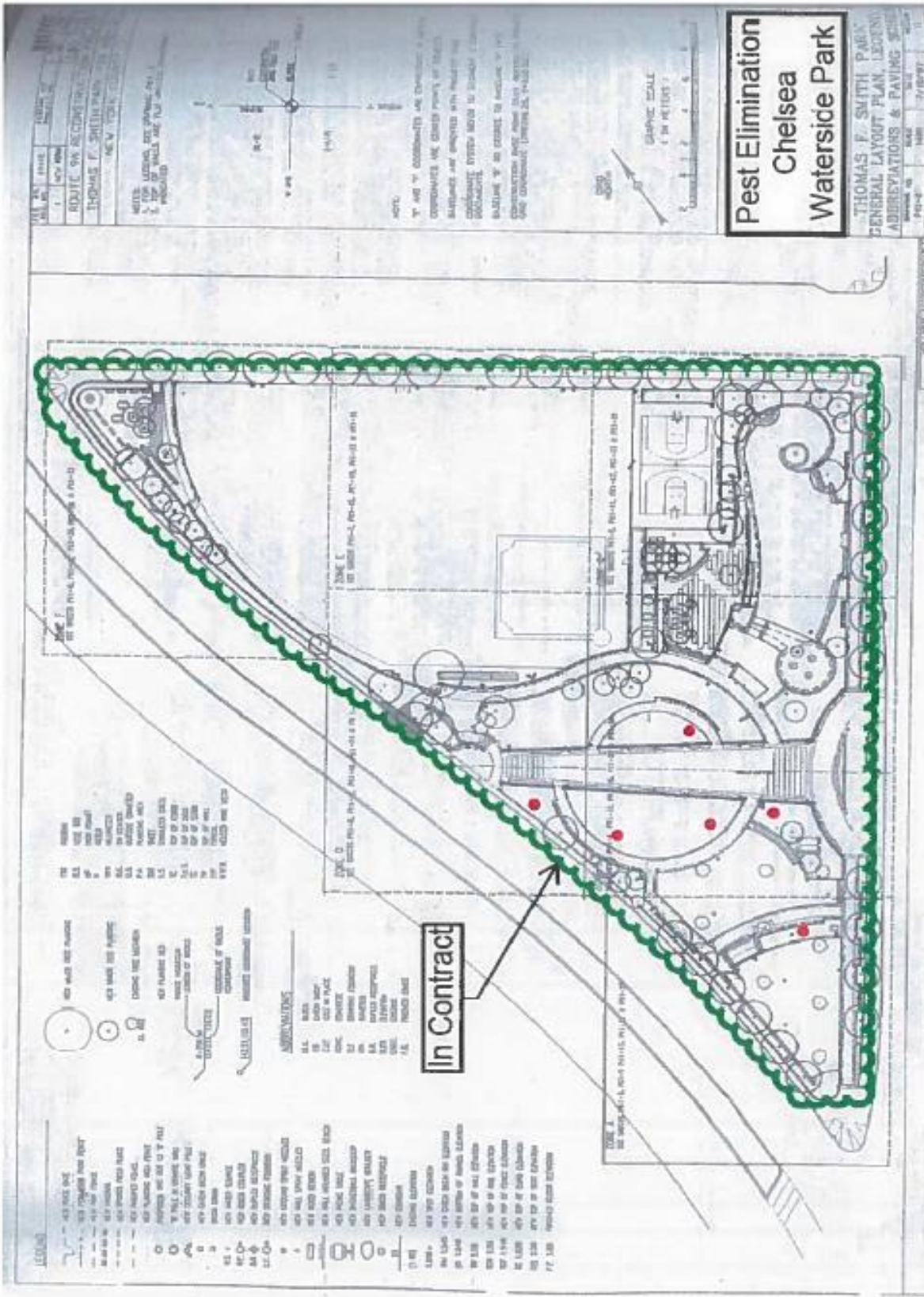










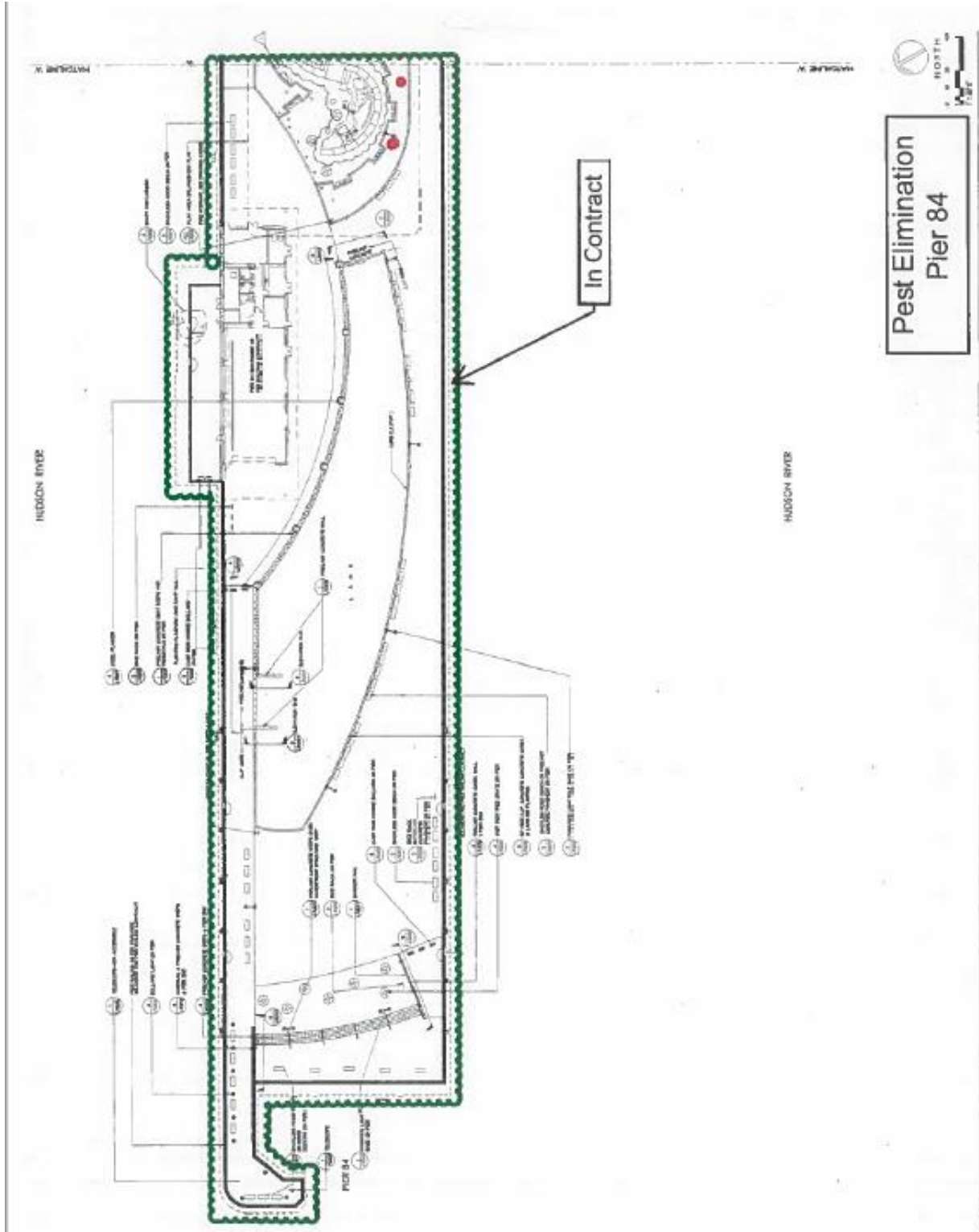




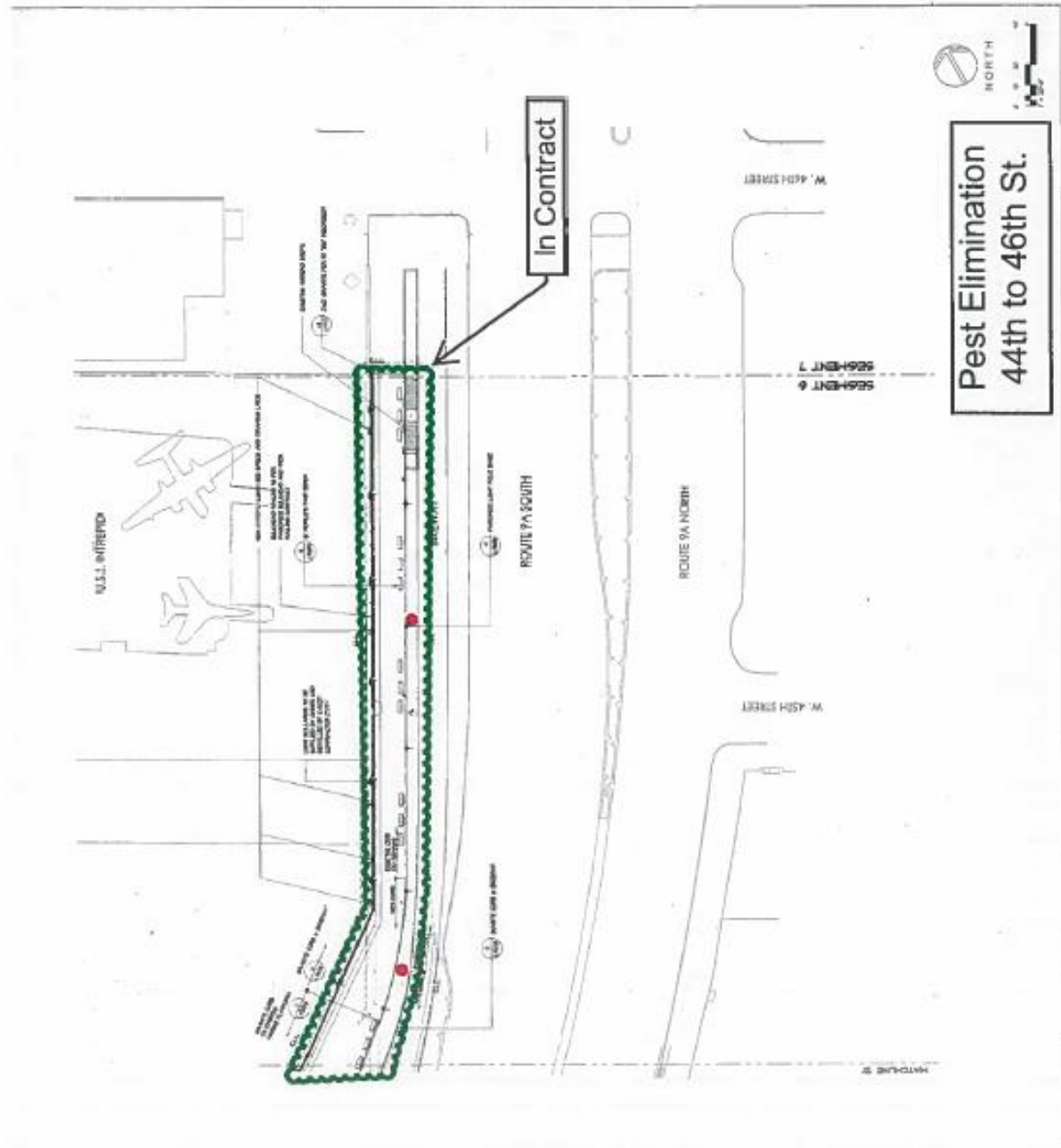


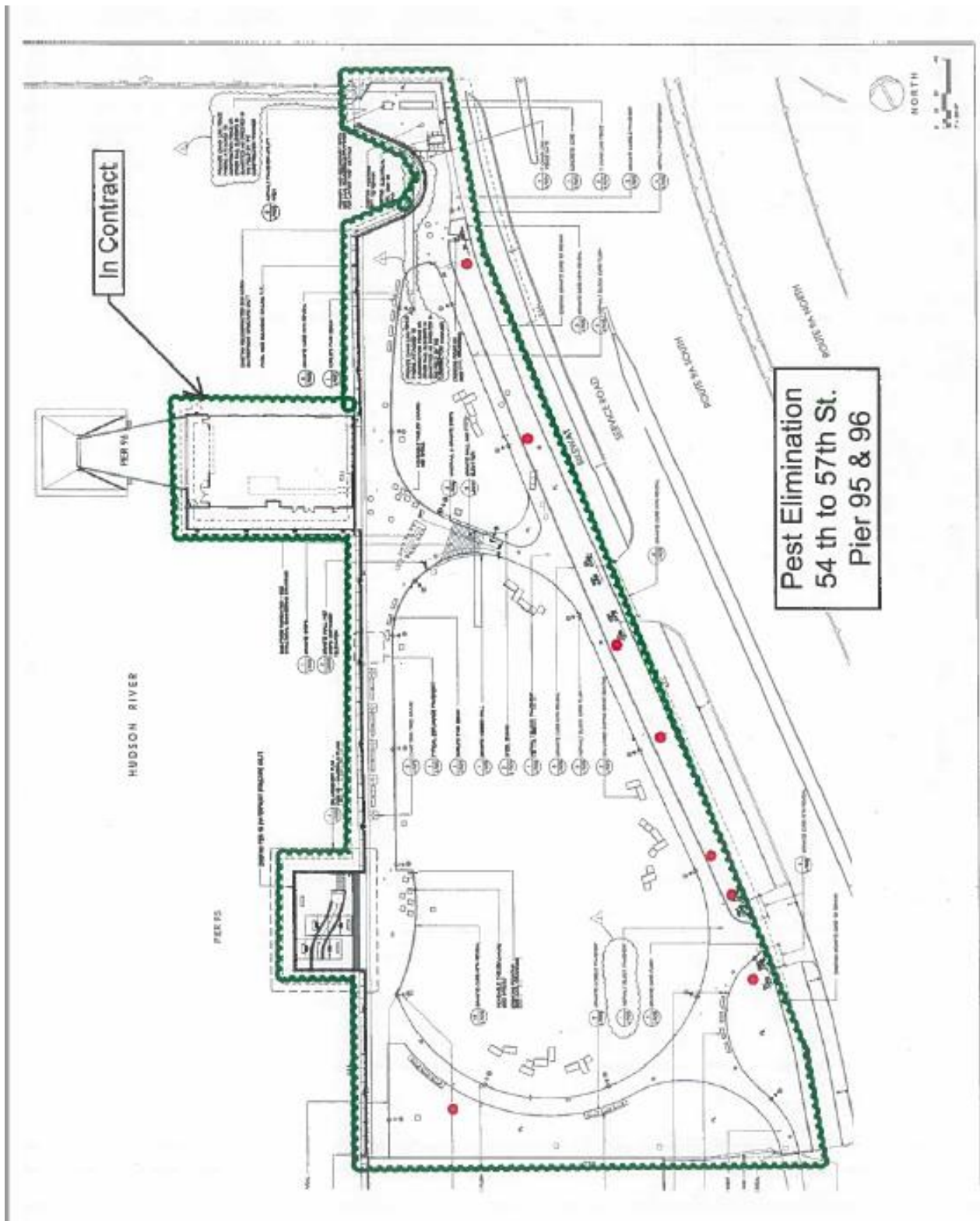






<p><b>HUDSON RIVER PARK</b></p> <p>Segment C</p> <p>RIVER 64</p> <p>CONSTRUCTION</p> <p>6-1831-C-06-C000</p> <p>CR238</p>	<p><b>HUDSON RIVER PARK</b></p> <p>CONSTRUCTION</p> <p>6-1831-C-06-C000</p> <p>CR238</p>	<p><b>HUDSON RIVER PARK</b></p> <p>CONSTRUCTION</p> <p>6-1831-C-06-C000</p> <p>CR238</p>	<p><b>HUDSON RIVER PARK</b></p> <p>CONSTRUCTION</p> <p>6-1831-C-06-C000</p> <p>CR238</p>	<p><b>HUDSON RIVER PARK</b></p> <p>CONSTRUCTION</p> <p>6-1831-C-06-C000</p> <p>CR238</p>	<p><b>HUDSON RIVER PARK</b></p> <p>CONSTRUCTION</p> <p>6-1831-C-06-C000</p> <p>CR238</p>	<p><b>HUDSON RIVER PARK</b></p> <p>CONSTRUCTION</p> <p>6-1831-C-06-C000</p> <p>CR238</p>	<p><b>HUDSON RIVER PARK</b></p> <p>CONSTRUCTION</p> <p>6-1831-C-06-C000</p> <p>CR238</p>	<p><b>HUDSON RIVER PARK</b></p> <p>CONSTRUCTION</p> <p>6-1831-C-06-C000</p> <p>CR238</p>	<p><b>HUDSON RIVER PARK</b></p> <p>CONSTRUCTION</p> <p>6-1831-C-06-C000</p> <p>CR238</p>
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**APPENDIX C**

**FEE AND COST SCHEDULE**

**PAYMENTS BASED UPON HOURLY RATES** [Delete as Necessary]

The Contractor shall be paid pursuant to the Fee Schedule annexed hereto as Appendix C-1 plus “Reimbursable Expenses” in accordance with the Trust’s Reimbursable Policy set forth below. The Fee Schedule will remain in effect for the Term of the Contract and includes all multipliers associated with the Contractor’s staff costs, plus overhead and profit.

- (a) The Contractor shall be paid pursuant to the Fee Schedule plus Reimbursable Expenses in a total amount not to exceed \$\_\_\_\_\_ (“**Fee**”). The Fee shall accrue and be paid in accordance with actual staff time expended in the performance of the Services.
- (b) The Contractor shall submit written requests for payment in a format determined by the Trust on or about the first (1st) day of each calendar month for Services actually performed during the immediately preceding calendar month (“**Payment Requisition**”). The Payment Requisition shall contain detailed monthly invoices that include a description of the Services performed, the staff hours expended for those Services and the hourly rates for each such employee category, Reimbursable Expenses incurred during the billing period, Subcontractor costs incurred during the billing period, and any M/WBE, SDVOBs and Workforce Utilization Reports reporting requirements associated with Subcontractor payments. The Trust shall pay the Contractor within thirty (30) days of the submittal of the Payment Requisition except as provided in Subsection (d) below.
- (c) Each Payment Requisition submitted to the Trust by the Contractor shall constitute a representation that, except as specifically set forth in the Payment Requisition, as of the date of the Requisition, all representations and warranties made by the Contractor under the Contract are true, complete and accurate as if made as of the date of the submission of the Payment Requisition.
- (d) The Trust may withhold payment of a Payment Requisition, in whole or in part, to the extent necessary for the following reasons:
  - (i) Failure of the Contractor to make payments properly and promptly to its Subcontractors;
  - (ii) Failure of the Contractor to comply with M/WBE, SDVOB and Workforce Utilization Reports requirements;
  - (iii) For lien(s) filed in connection with Services, except where the lien(s) has been discharged by bond or otherwise;
  - (iv) Reasonable evidence that the Services cannot be completed due to the Contractor’s negligent performance for such Services; or
    - (v) The Contractor’s failure to perform in accordance with the terms of the Contract.

**PAYMENTS BASED UPON TASKS COMPLETED** [Delete as Necessary]

The Contractor shall be paid pursuant to the Fee Schedule annexed hereto as Appendix C-1 plus “Reimbursable Expenses” in accordance with the Trust’s Reimbursable Policy set forth below in a total amount not to exceed \$\_\_\_\_\_. The Fee shall accrue and be paid as detailed below.

- (a) The maximum payment for each portion of the Services shall be the respective amounts set forth in the Fee Schedule. Interim payments shall be made to the Contractor in an amount equal to the percentage of completion of each portion of the tasks multiplied by the maximum payment for each task performed during the billing period plus Reimbursable Expenses.
- (b) The Contractor shall submit written requests for payment in a format determined by the Trust on or about the first (1st) day of each calendar month for Services actually performed during the immediately preceding calendar month (“**Payment Requisition**”). The Payment Requisition shall contain detailed monthly invoices that include a description of the Services performed, the percentage of completion for each task performed by the Contractor during the billing period, the amount of partial payment requested, Subcontractor costs incurred during the billing period, and any M/WBE, SDVOBs and Workforce Utilization Reports reporting requirements associated with Subcontractor payments. The Trust shall pay the Contractor within thirty (30) days of the submittal of the Payment Requisition except as provided in Subsection (d) below.
- (c) Each Payment Requisition submitted to the Trust by the Contractor shall constitute a representation that, except as specifically set forth in the Payment Requisition, as of the date of the Requisition, all representations and warranties made by the Contractor under the Contract are true, complete and accurate as if made as of the date of the submission of the Payment Requisition.
- (d) The Trust may withhold payment of a Payment Requisition, in whole or in part, to the extent necessary for the following reasons:
  - (i) Failure of the Contractor to make payments properly and promptly to its Subcontractors;
  - (ii) Failure of the Contractor to comply with M/WBE, SDVOBs and Workforce Utilization Reports requirements;
  - (iii) For lien(s) filed in connection with Services, except where the lien(s) has been discharged by bond or otherwise;
  - (iv) Reasonable evidence that the Services cannot be completed due to the Contractor’s negligent performance for such Services; or
  - (v) The Contractor’s failure to perform in accordance with the terms of the Contract.

## HUDSON RIVER PARK TRUST REIMBURSABLE POLICY

A. The Contractor must submit detailed documentation in support of the Contractor's request for reimbursement. All invoices and their accompanying documentation must be forwarded along with a completed copy of the attached sample INVOICE SUMMARY and a letter of transmittal as a part of the monthly application for payment to:

Hudson River Park Trust  
Project Management Field Office  
353 West Street, Pier 40 - 2<sup>nd</sup> Floor  
New York, New York 10014

Invoices should be submitted monthly and include the Trust's contract and project numbers, if any. The Contractor should also include federal identification number with the first invoice.

B. Out-of-pocket expenses should be delineated on any invoices by general category. The Contractor must submit supporting documentation for each individual expense category.

### C. PRINTING / PHOTOGRAPHY.

- (a) Internal printing, photography, Xeroxing, blueprinting or other reprographic work in performance of the scope of services is not reimbursable.
- (b) Outside printing, photography, Xeroxing, blueprinting, or other reprographic work performed will be reimbursed **only to the extent work is specifically requested by the Trust in writing**, and at cost evidenced by a receipt.

### D. TELEPHONE.

- (a) All phone calls are part of Contractor's overhead costs and are not reimbursable.
- (b) Calls between Contractor's office(s) and its employees are not reimbursable.

E. TRANSPORTATION. Only authorized out-of-town travel in connection with the Project is to be reimbursed in accordance with the Trust Schedule of Reimbursable Allowances below, and **only to the extent that the work is specifically requested by the Trust in writing** and as evidenced by a receipt.

F. LODGING. Hotel/motel costs in connection with authorized out-of-town travel are to be reimbursed in accordance with the Trust Schedule of Reimbursable Allowances and **only to the extent that the work is specifically requested by the Trust in writing** and as evidenced by a receipt.

G. OVERNIGHT DELIVERY, MESSENGER. All messenger and delivery costs associated with the performance of the scope of services are part of the Contractor's overhead costs and are not reimbursable. Deliveries between Contractor's office(s) and its employees are not reimbursable. All messenger and delivery costs associated with out of scope services shall be reimbursed at receipted cost of such service without any handling or other Contractor add-on fee and **only to the extent that such work is specifically requested by the Trust in writing.**

### H. NON-REIMBURSABLES.

- (a) Flight insurance.
- (b) Valet Services.

- (c) Personal expenses of any type.
- (d) Delivery charges associated with delivery of Contractor payment vouchers.
- (e) Public transportation, personal vehicle, and/or taxi to any Trust office or meeting.
- (f) Parking or toll charges associated with travel to Trust offices or meetings.

**I. EQUIPMENT AND SUPPLIES.** All costs for equipment and supplies are part of the Contractor’s overhead costs and are not reimbursable. **Where the Trust specifically requests** equipment or supplies not covered by the scope of services, the Contractor must supply the following detailed documentation:

- (a) Receipts of suppliers’ invoices for costs of commodities, equipment and supplies, or other reimbursable items. Invoices must show quantity, description and price (less applicable discounts and purchasing agent's commission).
- (b) Title to all equipment purchased pursuant to the Contract is vested in the Trust. The Trust has the option of claiming any or all of such equipment.

**J. NO REIMBURSEMENT FOR SALES TAX.** The Trust is a public benefit Trust and as such is exempt from all sales taxes in New York State. The Trust will not reimburse the Contractor for sales or use taxes over ten dollars (\$10.00) incurred in connection with the Contract. If the Contractor purchases goods or services that involve sales or use taxes in excess of over ten dollars (\$10.00), the Contractor must, in advance of making such purchases, obtain a sales tax certification from the Trust so that no such taxes are incurred.

**K. GENERAL.**

- (a) All receipts must be legible. Illegible receipts will not be reimbursed.
- (b) Original receipts should be presented for reimbursement whenever possible.
- (c) At any time or times until three (3) years after completion of Contractor’s services or earlier termination of the Contract by the Trust, the Trust may audit the vouchers and statements related to cost. Each payment theretofore made shall be subject to reduction for amounts included in the related voucher that are found on the basis of such audit to not constitute reimbursable costs. Any such payment may be reduced for overpayments or increased for underpayment, as the case may be.

**HUDSON RIVER PARK TRUST  
SCHEDULE OF REIMBURSABLE ALLOWANCES**

See: <http://www.gsa.gov/portal/category/100120> for permissible allowances

**II. TRANSPORTATION ALLOWANCES**

\$ .51 per mile; actual for trips, site visits, out-of-town meetings and to/from airport (not for travel to meetings in Manhattan and/or five boroughs of New York City).

Actual

Actual - evidenced by receipt.

Actual - evidenced by receipt.

**APPENDIX C-1**

**FEE SCHEDULE**

[INSERT APPROPRIATE FEE SCHEDULE HERE]

**APPENDIX D**  
**INSURANCE**

a) Upon the execution date of the Contract or as of the date indicated in a “Notice to Proceed”, the Contractor shall provide the Trust with (i) Certificates of Insurance naming the Additional Insureds set forth below and, (ii) at the request of the Trust, the “Schedules of Forms and Endorsements” and copies of the Forms and Endorsements evidencing compliance with all coverage requirements contained in this Appendix D. Such certificates and Schedules of Forms and Endorsements shall be in form and substance acceptable to the Trust. Acceptance and/or approval of such certificates and/or Schedules of Forms and Endorsements and copies of the Forms and Endorsements by the Trust do not, and shall not, be construed to relieve the Contractor of any obligations, responsibilities or liabilities under this Appendix D.

b) All insurance required by this Appendix D shall include the following as “Additional Insured” if such coverage is available under such insurance policies: Hudson River Park Trust, the State of New York, the New York State Office of Parks, Recreation and Historic Preservation, the New York State Department of Environmental Conservation, the City of New York, and the New York City Department of Parks and Recreation. The Trust offices are located at Pier 40 - 353 West Street, Suite 201, New York, NY 10014 - Attn: Insurance Manager. The Additional Insured protection on the General Liability policy shall be provided on form CG 20 10 11 85 or its equivalent, or may be obtained through a combination of CG 20 10 07 04 and CG 20 37 07 04 or their equivalents. Additional Insured coverage must apply to direct and vicarious liability for both on-going and completed operations.

c) Contractor shall require that any subcontractors or sub-subcontractors that perform work for the Contractor under this Contract in a sub-contract amount of **Five Thousand Dollars (\$5,000)** or more carry insurance with the same limits and provisions provided herein unless otherwise approved by the Trust on a case-by-case basis. All subcontractor insurance policies must include ISO Endorsement CG 20 38 or its equivalent to ensure additional insured protection is afforded the Trust without regard to privity of contract.

d) Each insurance carrier must be rated at least “A-” Class “VII” in the most recently published A.M. Best’s Insurance Report. If, during the term of the policy, a carrier’s rating falls below “A-” Class “VII”, the insurance policy must be replaced no later than the renewal date of the policy with an insurer acceptable to the Trust and rated at least “A-” Class “VII” in the most recently published A.M. Best’s Insurance Report.

e) Contractor shall cause all insurance to be in full force and effect as of the execution date of the Contract, or as of the date indicated in a “Notice to Proceed” if issued by the Trust, and to remain in full force and effect throughout the Term of the Contract and as further required by this Appendix D. Contractor shall not take any action, or omit to take any action, that would suspend or invalidate any of the required coverages during the period of time such coverages are required to be in effect. Coverage shall:

1. Be primary and non-contributing to any insurance or self-insurance maintained by the Trust.

2. Be obtained at the sole cost and expense of Contractor or its respective subcontractor(s), and shall be maintained with insurance carriers authorized to do business in New York State and acceptable to the Trust.

3. Provide written notice to the Trust, at least thirty (30) days prior to the termination, cancellation or non-renewal or material alteration of such insurance policies; notice shall be sent, via express or certified mail to:

Hudson River Park Trust  
Attn: Insurance Manager  
353 West Street  
Pier 40, Second Floor  
New York, NY 10014

4. Be solely responsible for the payment of their respective deductibles and self-insured retentions to which such insurance policies are subject. Self-Insured Retentions may not exceed **Ten Thousand (\$10,000)** per claim unless otherwise approved by the Trust. General liability and umbrella/excess policies shall contain no deductibles in excess of **Ten Thousand Dollars (\$10,000)** per claim unless otherwise approved by the Trust.

f) Under no circumstances shall any insurance policies exclude coverage for claims that result from the imposition of New York Labor Law or for any Public Open Space or any portions of the premises used or for Public Access and Public Benefit Uses.

g) Upon the renewal date of any insurance policies, the Contractor shall supply the Trust with updated replacement proofs of coverage on Certificates of Insurance.

h) Contractor shall cause to be included in each of its insurance policies a waiver of the insurer's right of subrogation against the Trust and/or any Additional Insureds.

i) Contractor, throughout the Term of the Contract, or as otherwise required by this Appendix D, shall obtain and maintain in full force and effect, the following insurance with limits not less than those described below and as required by the terms of this Appendix D, or as required by law, whichever is greater (limits may be provided through a combination of endorsements, primary and umbrella/excess policies):

**(1) Commercial General Liability Insurance** with a limit of not less than **Two Million Dollars (\$2,000,000)** per occurrence. Such insurance shall be written on ISO Form CG 00 01 12 07 or substitute form providing equivalent coverage and shall cover liability arising from premises operations, independent contractors, products-completed operations, personal and advertising injury, cross liability coverage, blanket contractual liability (including tort liability of another assumed in a contract), extended bodily injury coverage, and damage to rented premises. If such insurance includes an aggregate limit, it shall apply separately on a per project or per location basis. If the Contractor's work includes construction activities of any kind, then the Contractor must include a completed Acord 855 NY form when providing evidence of insurance.

**(2) Comprehensive Business Automobile Liability Insurance** with a limit of not less than **One Million Dollars (\$1,000,000)** Combined Single Limit. Such insurance shall cover owned, leased, hired and non-owned automobiles; shall cover bodily injury, property damage and medical payments, and include uninsured and underinsured motorists' coverage.

**(3) Workers Compensation, Employers Liability and Disability Benefits Insurance** at statutory limits as applicable to the CONTRACTOR'S operations and required by law. Proof of Workers Compensation coverage must be presented on the NYS WCB C-105.2 or equivalent form; proof of Disability coverage must be provided on a DB-120.1 form.

- i. The NY State Workers Compensation Board guideline regarding these requirements is available at: <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>
- ii. If Exempt from Worker Compensation please refer to the following link and provide proof on the CE200 form issues by the NY State Workers Compensation Board:  
[http://www.wcb.ny.gov/content/ebiz/wc\\_db\\_exemptions/requestExemptionOverview.jsp](http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp)
- iii. If the Contractor is not a NY State based business, then the Contractor must provide a copy of its Workers' Compensation policy's Declarations Page to show that New York is listed in Part 3A and to confirm the policy provides statutory Employer's Liability coverage applicable in NYS.

The Trust and the Contractor shall cooperate in connection with the collection of any insurance proceeds that may be due in the event of loss, and each party shall execute and deliver such proofs of loss and other instruments that may be required for the purpose of obtaining the recovery of any such insurance proceeds. Contractor's obligations as set forth in this Appendix D shall survive the expiration or earlier termination of the Contract.

