

Telephone: 716-286-4371
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CITY OF NIAGARA FALLS, NEW YORK
DIVISION OF PURCHASING
 City Hall, Room 214
 745 Main Street
 Niagara Falls, NY 14302-0069

The City of Niagara Falls, New York (“the City”) is requesting sealed submissions from vendors for the purchase of trees pursuant to the following instructions, General Conditions and Specific Terms, Conditions and Specifications.

Sealed submissions will be received, publicly opened and read aloud in the Purchasing Office at City Hall as follows:

<u>Time</u>	<u>Date</u>
11:00 A.M.	TUESDAY, JANUARY 26, 2021
FOR: PURCHASE OF TREES	

in accordance with the specifications on file at the above address. The City reserves the right to reject any and all submissions, and waive any informality.

One (1) original submission and one (1) copy shall be submitted to:

CITY OF NIAGARA FALLS, NEW YORK
 DIVISION OF PURCHASING
 City Hall, Room 214
 745 Main Street
 PO Box 69
 Niagara Falls, NY 14302-0069

The City will officially distribute submission package documents from the Division of Purchasing. Submission package documents are also available on the Purchasing Division’s website, www.niagarafallsusa.org/government/city-departments/purchasing. Copies from any other source are not considered official copies. Only those vendors who obtain documents from the sources listed are guaranteed to receive addendum information, if such information is issued. If you have obtained this document from a source other than the sources listed, it is recommended that you obtain an official copy.

The envelope or packing container containing the submission must bear the vendor name and address, be sealed and must be clearly marked in the LOWER LEFT CORNER with the submission number. Submissions which are received in a packing envelope or container should also bear the submission number in a conspicuous place. Failure to do this may necessitate the premature opening of the submission which may compromise its confidentiality.

Any and all submissions and contracts/agreements made or awarded by the City or any department, agency or official thereof for work or services performed or to be performed, or goods purchased or sold or to be purchased or sold are made subject to the provisions of Chapter 861 of the Laws of New York, 1953, as amended by Chapter 751 of the Laws of New York, and as now contained or as may hereafter be amended. The provisions of the New York State General Municipal Law Section 103a and 103b are applicable to this offering.

This offering is open to all departments and subdivisions of the City.

The total number of pages contained in this package should be **twelve (12)** including attachments. If any pages are missing, please contact the Purchasing Division.

General Conditions (Page 1 of 4)

1. It is highly recommended that vendors completely read this entire document to become acquainted with the terms and conditions of this document and its requirements. No relief will be allowed from conditions herein unless a vendor takes written exception to that condition in its submission.
2. The City reserves the right to accept any submission hereunder by items, or as a whole, or to reject any or all items or to waive any informalities in a submission. In case of error in the extension of prices in a submission, the unit price will govern.
3. No submission will be accepted unless it is accompanied by a bid bond or a certified check (the "submission deposit") IF REQUIRED. See the "Specific Terms, Conditions and Specifications" section of this document.

If a certified check is submitted, said certified check shall be duly certified by an incorporated bank or trust company. The amount thereof shall become the property of the City as liquidated damages if the vendor whose submission is accepted shall fail to enter into a contract/agreement with the City or shall fail to give the security for the performance of the contract/agreement as required upon notice to it as set forth herein.

The aforementioned submission deposit from each vendor except the successful vendor(s) shall be returned within sixty (60) calendar days of the opening of the submissions. The remaining submission deposit(s) shall be returned after the City has awarded the contract/agreement.

4. Vendors must use this form or a submission may be considered void. All submissions must be printed in ink, typewritten or computer generated. Any additional information a vendor desires to add to its submission shall be neatly handwritten, typed or computer generated on separate sheets of paper, as necessary. SUBMISSIONS MUST BE SIGNED IN BLUE OR BLACK INK.
5. Submissions which are received after the time designated, whether mailed or otherwise submitted, shall not be opened nor otherwise considered. Facsimile and/or electronically mailed submissions are not acceptable and will be rejected.
6. No vendor may withdraw any submission within forty-five (45) days after the opening thereof. All prices set forth therein shall be held firm during the above time period, and for any additional time period specified in the Specific Conditions.
7. No submissions will be accepted from, nor any contract/agreement awarded to, any person or entity who is in arrears in taxes or otherwise indebted to the City or who has defaulted as surety or otherwise upon a contract or obligation to the City.
8. No interpretation of the meaning of the specifications or other documents will be made to any vendor orally. Every request for such interpretation should be in writing, addressed to the City of Niagara Falls, New York Purchasing Division, 745 Main Street, Room 214, Niagara Falls, New York 14301, and to be given any consideration, must be received seven (7) days prior to the date fixed for the opening on submissions. Any and all such interpretations and supplemental instructions will be in the form of written addenda to the specifications, which, if issued, will be mailed by certified mail, return receipt requested, to all prospective vendors (at the respective addresses furnished for such proposals), not later than three (3) days prior to the date fixed for the opening of submissions. Failure of any vendor to receive addendum or interpretation shall not relieve such vendor from any obligation under his submission as submitted. All addenda so issued shall become part of the specifications for this offering. No verbal statement made by a City employee, or anyone else, is binding, nor shall such statement(s) be considered a part of this offering.
9. Vendors must clearly state any contingency upon which a submission is made, if any.

General Conditions (Page 2 of 4)

10. Failure to supply any requested information, or to submit prices for all items may cause a submission to be considered informal or result in a vendor being declared non-responsible.
11. Failure to complete and sign the “Vendor’s Certification & Assignment of Claim” may result in the submission being rejected.
12. Failure to complete, sign and have notarized the “Affidavit of Non-Collusive Submission Certification” may result in the submission being rejected.
13. Failure to complete, sign and have notarized the “Certification of Compliance with the Iran Divestment Act” may result in the submission being rejected.
14. If a vendor is not making a submission, it is important that the vendor answer this offering by completing and mailing back the “Non-Submission Certificate” in this package. Failure to respond to two successive offerings may result in a vendor being removed from the mailing list.
15. The City may make such investigations as deemed necessary to determine the responsibility of any vendor to perform work and/or furnish goods and services, and any vendor shall furnish to the City all information, samples and data required by the City, including financial data, within the time, in the form, and in the manner required by the City. The City reserves the right to reject any submission if the evidence submitted by or investigation of any such vendor fails to satisfy the City that any such vendor is responsible, or is able or qualified to carry out the obligations of the vendor as contemplated herein. Additionally, if a business entity, the vendor must be authorized to do business in the State of New York.
16. Provision of any required performance bond is the responsibility of the vendor. The successful vendor shall, within ten (10) business days after the date of notification of award, furnish the City with a performance bond in a sum equal to the amount set forth herein. In the event a vendor fails to furnish the performance bond within the specified time period, then the submission deposit of the vendor shall be retained by the City as liquidated damages and not as a penalty. IT IS BEING NOW AGREED that said sum is a fair estimate of the amount of damages that the City will sustain due to the vendor’s failure to furnish said bond. See the “Special Conditions” section of this document.
17. Prices are to be submitted: NET, F.O.B. Destination to all Niagara Falls Departments/Agencies, Political Subdivisions and other Niagara Falls municipalities authorized by law, including inside delivery. No unit price change will be permitted during the contract/agreement period. Prices include all transportation charges delivered inside. “Tailgate Delivery” not accepted except where specified. Cash discounts, if any, are to be clearly stated.
18. All submissions are subject to delivery as stated herein and must state when delivery can be made.
19. All postage, freight, express, cartage or other transportation charges shall be prepaid by vendor.
20. The City will not pay any type of fuel surcharge on any item or contract/agreement unless specifically indicated as such by the City in the general or specific conditions. Any fuel charges added which were not authorized in writing by the City will be deleted from any payments made to the vendor.
21. Submissions shall not include any Federal, State, or Local excise, sales, transportation, or other tax unless the Federal or State Law specifically levies such tax on the purchases made by a political subdivision. Exemption certificates will be furnished by the Purchasing Division when required.

General Conditions (Page 3 of 4)

22. In case of default in delivery performance in furnishing items awarded to a vendor, the City may procure the materials and/or services from other sources and hold the vendor responsible for any excess cost occasioned thereby. However, the vendor shall not be charged for any excess cost occasioned by the City by the purchase of materials and/or services in the open market or under other contracts when the delay of the vendor is due to unforeseen causes beyond the control and without the fault or negligence of the vendor.
23. In the event any item or items in this offering are made available to the City on a New York State Government contract or bid/quote from another municipality at a unit price lower than the price upon which award is made hereunder, the City reserves the right to purchase at the lower price under such contract or bid/quote, notwithstanding the award herein, after offering the awarded vendor the opportunity to meet or better the item price therein.
24. The use of a manufacturer or of any particular name, trademark or brand, in describing an item does not restrict vendors to that manufacturer or specific article; but the article on which submissions are made must be of such character or quality that it would serve the purpose for which it is to be used equally as well as that specified. Submissions will only be accepted in accordance with specifications on file or approved equal. In the event a submission is made on alternative or substitute article(s), the vendor must so state and give complete descriptions of the article(s) so offered which explain the differences between the specification and the offering (size, gauge, weight, etc.).

Where a brand name or catalog reference is included in the specifications, it shall be interpreted to mean that proprietary product or equal approved. If item submitted is not the particular brand name product, the vendor shall state in its submission what it is submitting as equal or as alternate item(s). Catalog cuts and descriptive literature shall accompany the submission. In all cases, final judgment as to whether or not an item meets the specifications rests with the City. Alternative proposals for materials and/or equipment to serve the purpose intended will be considered.
25. All items are to be submitted on an “as equal” basis.
26. Quantities listed are on a more or less basis of what the City anticipates unless specified otherwise herein.
27. Samples of items, when required by the City, must be furnished free of expense at the time specified and will, upon request, be returned at the vendor’s expense, if not destroyed by tests.
28. All materials furnished are to be guaranteed free from defects and anything found defective or contrary to order no matter in what stage of completion may be rejected and shall be made good by the vendor at its own expense.
29. Workmanship shall be first class in every respect without exception and shall be equal to the best modern practices.
30. Certain labor tasks/services require the payment of prevailing wage in accordance with state law. If this offering includes such labor tasks/services, the requirements of same shall be set forth in the section entitled “PREVAILING RATE SCHEDULE” herein. Certified payroll reports will be required before payments are made.
31. If installation is required, the vendor shall clean up and remove all debris and rubbish resulting from the work and leave the premises broom clean.
32. The City reserves the right to terminate this contract/agreement at any time for any reason in whole or in part upon thirty (30) days written notice to the successful vendor. The City also reserves the right to cancel the contract/agreement upon ten (10) days written notice for non-performance. The contract/agreement may also be cancelled or amended by the City if the City encounters continuing or irresolvable problems with the selected vendor(s) concerning quality of products, service levels, pricing discrepancies or delivery problems.

General Conditions (Page 4 of 4)

33. No contract/agreement shall be assigned or any part of the same sub-contracted without the written consent of the City, but in no case shall such consent relieve the vendor of its obligations, or change the terms of the contract/agreement.
34. The vendor shall not assign, transfer or convey the contract/agreement or any right, title or interest therein without previous consent, in writing, from the City.
35. The vendor shall, at all times, observe and comply with all Federal, New York State, Niagara County and City of Niagara Falls laws, ordinances and regulations, which may in any manner affect the preparation of proposals or the performance of the contract/agreement.
36. Upon award of this offering, successful vendors shall forward a completed W-9 form to the purchasing Division no later than ten (10) days following the notification of award. Vendors already doing business with the City shall only be required to forward this form if it differs from the one currently on file with the City.
37. As part of this offering and subsequent award, the City shall not complete any credit application or related forms, and shall not be required to agree to any payment terms aside from those set forth herein. If a vendor requires additional payment terms and/or a completed credit application, this must be clearly stated in writing at the time the vendor submits its bid/quotation/proposal.
38. If a vendor attempts to impose additional payment terms and/or attempts to require a completed credit application from City following the opening of the bids/quotations/proposals, this shall be grounds for either rejection of the vendor's submission and/or rescission of an award to said vendor.
39. If you have any questions about this document other than those which are required to be submitted in writing, please contact Purchasing Agent Douglas Janese at (716) 286-4372.

Specific Terms, Conditions and Specifications (Page 1 of 1)

1. Bids will be received by the Purchasing Division of the City of Niagara Falls, New York (“the City”) at City Hall, 745 Main Street, Niagara Falls, New York 14301, Room 214 for the purchase of certain trees as described herein.
2. The term of this contract/agreement shall be for six (6) months from the date of award. All pricing must remain firm for the entire aforementioned term.
3. No bid bond or certified check will be required for this offering.
4. Following the opening of the valid submissions, the City will conduct its due diligence. Once the due diligence investigation is completed, the City shall either reject all bids or the lowest responsible bid will be submitted to the City Council for possible award via majority vote.
5. The City desires to plant a significant quantity of trees at various locations in the City of Niagara Falls.
6. Vendors shall quote a unit price for each type of tree, which shall include the price of the tree plus any and all costs to deliver same to 911 Robbins Drive in the City of Niagara Falls, New York.
7. The successful vendor shall deliver the trees as directed by the City, in the approximate quantities set forth on the Price Sheet on Page 8 herein. Also, the City reserves the right, at its sole discretion, to order lower quantities than the maximum numbers set forth on the Price Sheet from the successful bidder(s).
8. No substitutions shall be allowed with respect to trees listed on the Tree List. Any listed substitutions shall be disregarded by City in making an award.
9. All Red Maple (Autumn Flame) and Northern Pin Oak trees shall be a minimum of two inches (2”) in diameter. All Paper Birch (clump) trees shall be a minimum of ten feet (10’) in height. All aforementioned trees are to be “balled and burlapped” so as to provide maximum survivability.
10. Due to the COVID-19 crisis, entrance into City Hall is currently limited. As such, vendors should make every effort to deliver bid packages via USPS, UPS, FedEx or a similar delivery service. Please note that those deliveries must still be received by the Purchasing Division no later than the scheduled time set forth on the first page of this package. Vendors who are unable to utilize a delivery service may call 716-286-4371 and make an appointment to drop off a package to a member of the Purchasing Division staff at the Main Street entrance door to City Hall. Calls to schedule an appointment should be made no later than 4:00 p.m. the day before the scheduled opening. Neither the Purchasing Division nor the City shall be responsible for the late arrival of bid packages due to delivery failure or the failure to leave adequate time for an appointment to be scheduled.
11. For vendor representatives wishing to attend the bid opening, you will be required to complete and pass a written COVID-19 screening questionnaire before you are permitted to enter the building and attend. Be advised that failure to complete and pass the screening will result in your being denied admittance into the building and the bid opening. The City shall not be responsible for any failure on the part of any bid opening attendee to complete and pass the screening, and will not delay/reschedule the opening to accommodate any such failure.
12. For questions regarding the tree specifications, please contact City Forrester Joseph Urso at (716) 334-0835.
13. For any other questions regarding the bid specifications, please contact Douglas Janese in the Purchasing Division at (716) 286-4372.

Prevailing Wage Rate Schedule

The successful vendors shall meet the requirements of this section as required by state law. If this section does not include information with respect to a location, project type, PRC# or effective dates, it has been determined that there are no prevailing wage requirements for this offering.

The successful vendor shall pay not less than the prevailing wage rate established by the New York State Department of Labor. The Wage Rate Schedule, as prepared by the Department of Labor, hereby becomes part of the contract/agreement.

Prevailing Wage Rate Schedule

Location: XXXXX

Project Type: XXXXX

PRC#: XXXXX

Effective Dates: XXXXX

A unique Prevailing Wage Case Number (PRC#) has been assigned to the schedule for this project.

The current schedule(s) of the prevailing rates and prevailing hourly supplements for the project referenced above may be accessed at the New York State Department of Labor website (www.labor.state.ny.us). Updated PDF copies of the schedule can be accessed by entering the assigned PRC# at the proper location on the website. Rates can also be obtained by contacting the Department of Labor at 585-258-4505.

If you do not have internet access, you may contact the City's Purchasing Division at 716-286-4371 to request a copy of the prevailing rate schedule for this project.

The successful vendor will present a certified payroll report at the time of each billing to the City for work performed for this project, or no payment will be made until such report is received.

Price Sheet

Item Number	Quantity	Common Name (Scientific Name)	Purchase Price (Unit Price)
1	50	Red Maple (Autumn Flame) (Acer Rubrum)	
2	50	Paper Birch (clump) (Betula Papyrifera (clump))	
3	50	Northern Pin Oak (Quercus Ellipsoidalis)	

VENDOR’S CERTIFICATION & ASSIGNMENT OF CLAIM

THIS FORM MUST BE COMPLETED IN INK, BE TYPED OR BE COMPUTER GENERATED, BE CLEARLY LEGIBLE AND BE SIGNED AND DATED WITH EITHER BLUE OR BLACK INK. FAILURE TO DO THIS MAY RESULT IN REJECTION.

I/We, the undersigned, herewith propose and agree to furnish to the City any one or all of the items upon which we have submitted, for the prices indicated herein, in accordance with the instructions, General Conditions and Specific Terms, Conditions and Specifications and any other related formal documents.

The undersigned individual certifies to having read these Instructions, General Conditions, Specific Terms, Conditions and Specifications and any other related formal documents and offers to furnish the articles specified to the City in exact accordance with same at the prices herein stated.

Vendor hereby assigns to the City and the State of New York any and all of its claim(s) for overcharges associated with this contract/agreement which arise under the antitrust laws of the United States, 15 U.S.C. Section 1, et seq. and the antitrust laws of the State of New York, G.B.L. Section 340, et seq.

VENDOR NAME

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

EMAIL ADDRESS

NAME & TITLE OF AUTHORIZED CONTACT

AUTHORIZED SIGNATURE

DATE

AFFIDAVIT OF NON-COLLUSIVE SUBMISSION CERTIFICATION

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

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

**SUBMISSION IS NOT ACCEPTABLE WITHOUT THE ABOVE AFFIDAVIT
SIGNED AND CERTIFIED BY A NOTARY PUBLIC**

VENDOR NAME

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

NAME & TITLE

AUTHORIZED SIGNATURE

Sworn to before me this ____ day
of _____, 20__

Notary Public

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the “Act”), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g. both effective April 12, 2012. Under the Act, the Commissioner of the office of General Services (OGS) will be developing a list of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law) (the “Prohibited Entities List”). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act’s effective date at which time it will be posted on the OGS website.

By making a submission in response to this offering or by assuming the responsibility of an contract/agreement hereunder, each Vendor/Bidder/Contractor, any person signing on behalf of any Vendor/Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website that to the best of its knowledge and belief that each Vendor/Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Vendor/Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Vendor/Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this offering must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

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

The City reserves the right to reject any bid or request for assignment for a Vendor/Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Vendor/Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, _____, being duly sworn, depose and say that I am the _____ of _____, the vendor making this submission and that neither Vendor/Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

Authorized Signature

Sworn to before me this ____ day
of _____, 20__

Notary Public

NON-SUBMISSION CERTIFICATE

Instructions

1. Place an X on the appropriate line(s) below.
2. Complete and return ONLY this page of the package.
3. Make sure to place your submission number on your envelope and return it to the Purchasing Division

NOTE: It is required that you indicate your reason for not making a submission.

____ We are not making a submission.

____ We request that you remove our name from the mailing list for this offering only.

____ We request that you remove our name from the mailing list for all future offerings made by the City.

VENDOR NAME: _____

ADDRESS: _____

CITY, STATE and ZIP CODE: _____

REASON FOR NOT MAKING A SUBMISSION:

SIGNATURE: _____