REQUEST FOR PROPOSALS
FOR
DC-FAST/LEVEL 3 AND LEVEL 2 EV CHARGING STATIONS FOR PUBLIC CHARGING FOR THE CITY OF BUFFALO

ISSUED DATE: May 2, 2023
SUBMISSION DEADLINE: June 2, 2023, 11:00 am

Contact Person:
Raymond Wagner
City of Buffalo Division of Parking
65 Niagara Square, Room 111 City Hall
Buffalo, New York 14202
Email: rwagner@buffalony.gov
# TABLE OF CONTENTS

## SECTION 1 - INSTRUCTIONS TO OFFERORS
- General Invitation ................................................................................. 3
- Schedule .................................................................................................. 3
- RFP Review, Additional Information and Questions .................................. 4
- Addenda and Modifications ..................................................................... 4
- Proposal Format ....................................................................................... 5

## SECTION 2 - REQUIRED CONTENT
- Cover Letter ........................................................................................... 5
- Company Profile ...................................................................................... 5
- References ................................................................................................ 7

## SECTION 3 - PURPOSE AND SCOPE OF PROPOSAL
- Scope of Proposal .................................................................................. 7
- Specifications for EVCS .......................................................................... 8
- EVCS Maintenance Service Program Requirements .................................. 9

## SECTION 4 - EVALUATION AND SELECTION PROCESS
- Evaluating Proposals ............................................................................ 11
  Representatives from the Division of Parking will evaluate each proposal based on the criteria outlined in Section 4.2 of this Request for Proposals. ............................... 11
- Evaluation Criteria .................................................................................. 12

## SECTION 5 - CONTRACT AWARD

## SECTION 6 - INDEMNIFICATION/HOLD HARMLESS

## SECTION 7 - INSURANCE COVERAGE REQUIREMENTS
- Workers’ Compensation Insurance and Disability Insurance: .................... 16
- Commercial General Liability Insurance ............................................... 16
- Commercial Automobile Liability Insurance .......................................... 16
- Professional Liability Insurance ................................................................. 16
- Network Security and Privacy Liability Insurance .................................... 16
- Acceptability of Insurers ........................................................................ 17
- Aggregate Limits ..................................................................................... 17
- Waiver of Governmental Immunity ........................................................... 17
- "Tail" Coverage ..................................................................................... 17
- Subcontractors ....................................................................................... 17
- Notice of Cancellation or Nonrenewal ...................................................... 17
- Certificates of Insurance ......................................................................... 18

## SECTION 8 - GENERAL REQUIREMENTS
- Non-Discrimination ............................................................................... 18
- Americans with Disabilities Act Compliance Provisions .......................... 18
- Executive Order 16-04 ........................................................................... 19
- General Compliance ............................................................................... 20
- Performance Monitoring ........................................................................ 20
- Independent Contractor .......................................................................... 20
- Accounting Standards ........................................................................... 20
- Inspection of Records ............................................................................ 20
- Living Wage Policy & Minority/Women Business Enterprise Goal ............ 20
- Applicable Law ...................................................................................... 21
8.11 Conflict and Priority ...........................................................................................................................................21
8.12 Ownership of Materials .........................................................................................................................................21
8.13 Termination ..............................................................................................................................................................21
8.14 Disclaimer ..................................................................................................................................................................22
8.15 Publicity .....................................................................................................................................................................22
8.16 Offerors Restricted ......................................................................................................................................................22
8.17 New York State Executory Clause ................................................................................................................................22
8.18 Copyright and Patent Rights .......................................................................................................................................22
8.20 Freedom of Information Law .......................................................................................................................................23
8.21 Statement of Compliance and Conflict of Interests ..................................................................................................24
8.22 Assignment ..................................................................................................................................................................25
1. Company Information ....................................................................................................................................................26
FORM 2A – OFFERORS AFFIRMATIVE ACTION STATEMENT .........................................................................................29
NON-COLLUSION BIDDING CERTIFICATION ................................................................................................................30
DEBARMENT CERTIFICATION .......................................................................................................................................32
SECTION 1 - INSTRUCTIONS TO OFFERORS

1.1 General Invitation

The City of Buffalo, a municipal corporation, (City) is issuing this Request for Proposals (RFP) seeking sealed proposals from interested vendors (Offeror) for the installation, operation, maintenance, and management of self-service electric vehicle charging stations (EVCS) at various locations throughout the City. Offerors must demonstrate a level of expertise, technical knowledge, innovation, and overall capacity to provide and manage self-service electric vehicle charging station services. The City will suggest certain parking spaces on City-owned streets and maintained surface parking lots that will be available for the Offeror to install the electric vehicle charging stations, but the successful Offeror should be experienced at managing public charging stations and capable of suggesting additional locations based on their own data and experience.

If after your review of the enclosed, you or your firm is interested in performing the services specified, you must provide the information requested in a sealed envelope labeled “DC-Fast/Level 3 and Level 2 EV Charging Stations for Public Charging” by no later than 11:00 AM, June 2, 2023 to:

Raymond Wagner, Parking Commissioner
City of Buffalo Division of Parking
65 Niagara Square, Room 111 City Hall
Buffalo, New York 14202

Each proposal must be submitted to, and be received, via mail or hand delivery, by the Division of Parking no later than 11:00 AM, June 2, 2023. Responses to this RFP will not be accepted by facsimile or e-mail transmissions. Whether the proposal is delivered by hand or mail or commercial express service, the Offeror shall be solely responsible for actual timely delivery of the proposal to the City. The City’s timeclock at the above location shall govern. Expenses incurred in the preparation and/or submission of proposals shall be borne by the Offeror with the express understanding that the Offeror shall not have the right to apply to the City for reimbursement for those expenses. Proposals received after the deadline will not be considered. All proposals become the property of the City.

Proposals are solicited in accordance with the terms, conditions and instructions set forth in this RFP. Proposals must be completed in accordance with the requirements of this RFP. No amendments or changes to proposals will be accepted after the proposal submission deadline. The City reserves the right to reject any or all proposals.

Any material misrepresentation made by a party may void their proposal and eliminate the party from further consideration. Any proposal that is based upon a violation of federal, state or local law, or deemed to be non-responsive will be eliminated from consideration.

We would appreciate the courtesy of promptly advising us if you do not intend to respond to this solicitation so that we may properly maintain our records of those individuals/firms that expressly did not wish to be considered.
1.2 Schedule

Listed below is the anticipated schedule for all actions related to this RFP. In the event that there is any change or deviation from this schedule, such change will be posted on the City’s website at (www.buffalony.gov).

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuance of RFP</td>
<td>May 2, 2023</td>
</tr>
<tr>
<td>Written Questions from Offerors due</td>
<td>May 12, 2023 by 4:00 pm</td>
</tr>
<tr>
<td>Responses to Questions posted on City website</td>
<td>May 19, 2023 by 5:00 pm</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>June 2, 2023 at 11:00 am</td>
</tr>
</tbody>
</table>

1.3 RFP Review, Additional Information and Questions

Each Offeror is responsible for carefully examining all RFP documents and thoroughly familiarizing themselves with each of the City’s requirements prior to their submission of a proposal to ensure that their responses are in compliance with this RFP.

Each Offeror is responsible for conducting its own investigations and any examinations necessary to ascertain conditions and requirements affecting the requirements of this RFP. Failure to perform such investigations and examinations shall not relieve the Offeror from its obligation to comply, in every detail, with all of the provisions and requirements contained in this RFP.

Questions regarding this RFP shall be directed to the City’s designee only. Any impermissible contact with any other City officer or employee regarding this RFP during the procurement period shall result in the rejection of any such Offeror’s proposal. Offerors shall communicate in writing only. No other communications with the City’s designee regarding this RFP are permitted during the procurement period. All questions, requests for clarification or additional information must be sent by email to rwagner@buffalony.gov and must be received no later than 4:00 PM, May 12, 2023. Offerors shall not communicate with the City’s designee regarding this RFP via any other method or outside of the time period set forth herein.

Questions received from all Offerors will be answered and shared with all Offerors via the City’s website at (www.buffalony.gov) by 5:00 pm on May 19, 2023. The City accepts no responsibility for, and each Offeror agrees not to rely upon, any verbal or written statements or representations from any other person, whether or not employed by the City.

The City may, in its sole discretion, also elect to provide both the question(s) and the written answer(s) to all known potential Offerors via e-mail. Offerors are solely responsible for ensuring that the City has accurate contact information, including an e-mail address for the receipt of such correspondence. The City does not assume any responsibility for undelivered e-mails or for the receipt of any communication sent to any Offeror.

1.4 Addenda and Modifications

The City reserves the right, in its sole discretion, to amend this RFP at any time prior to the deadline for submission of the proposals. In the event that it becomes necessary to revise or expand upon any part of this RFP, all addenda, amendments, and interpretations to this RFP will be made.
in writing and posted on the City’s website at (www.buffalony.gov). The City may also endeavor to notify all Offerors to whom this RFP has been forwarded by the City.

All addenda shall be incorporated as part of this RFP documents as though they were originally set forth herein. The City does not assume any responsibility for the receipt of any addenda sent to any Offeror.

Any information supplied by the City relative to this RFP must be considered in preparing proposals. All other contacts that an Offeror may have had before or after the City’s issuance of this RFP with any individuals, employees, subcontractors, consultants or representatives of the City and any information that may have been read in any news media or seen or heard in any communication regarding this RFP should be disregarded in preparing proposals.

1.5 Proposal Format

Offerors are advised to adhere to the submission requirements of this RFP. Failure to comply with the instructions of this RFP may cause their proposal to be rejected. Submission of a sealed proposal in response to this RFP constitutes acceptance of all requirements outlined in this RFP.

Five (5) copies of the proposal, including one (1) original and four (4) copies, must be prepared on 8” x 11” letter size paper, printed single sided and/or double-sided, and bound on the long side. One (1) portable flash drive containing a PDF version of all proposal materials must also be provided. Each page of the submission must be numbered in a manner so that it can be uniquely identified. Legibility, clarity and completeness are required.

The proposal must be signed by each individual Offeror or their authorized representative who shall have the authority to legally bind the Offeror.

In the event that an Offeror cannot comply with any term, condition, or requirement of this RFP, such non-compliance must be clearly noted on the Offeror’s letterhead and submitted with the proposal. Offerors are cautioned that such non-compliance may result in disqualification of their proposal, at the sole discretion of the City. No allowance will be made for un-noted, non-compliance of any kind by the Offeror.

SECTION 2 - REQUIRED CONTENT

2.1 Cover Letter

Each Offeror or their authorized representative shall prepare and sign a cover letter. Submission of the letter shall constitute a representation by the Offeror that it is willing and able to perform the services described in this RFP and their proposal.

2.2 Company Profile

Each Offeror is required to prepare and submit a brief description of the Offeror’s firm which must include the following information:
1. Name, mailing address, email address, telephone number and fax number of the primary contact person for the firm;

2. A brief description of the firm, including but not limited to the firm’s history; number of years in business; size; office locations.

3. The City maintains a goal of contracting with firms that (i) subcontract to minority-owned businesses or employ minorities in the amount of 25% of the total contract price or more, and (ii) subcontract to or employ women in the amount of 5% of the total contract price or more. As such, each Offeror shall provide any information with respect to programs, initiatives, policies or practices that support the development of, and provide business opportunities to Minority or Women Owned Business Enterprises (M/WBEs) in the City of Buffalo, including suppliers and service providers, as follows:

   a) Workforce Development: Offerors should describe any programs or actions they undertake to attract, recruit, train, retain and promote minority and female employees, partners and associates and current representation of minorities and women

   b) Community Involvement: Offerors should describe any programs or initiatives they sponsor or support that further the development of minority or women-owned business enterprises within the City of Buffalo

   c) Vendor Policies: Offerors should describe any procurement policies or practices they have adopted that provide M/WBE suppliers or services business opportunities

4. Describe any relevant special services your firm provides, particularly those that may not be offered by other firms;

5. Proposals must describe the qualifications of those staff members that may be assigned to work with the City. Descriptions must include, but not be limited to the following:

   a) Professional and educational background of each member, including years and types of relevant experience, education, accomplishments, and proficiency with electric vehicle charging stations; and

   b) Proposals should include only those resumes for staff member(s) likely to be assigned to represent the City; and

   c) Copy of any and all licenses and permits required to perform the services described herein for the firm and each staff member likely to be assigned to represent the City; and

   d) Overall supervision to be exercised by the staff member(s) .
6. A copy of executed resolutions or some other form of authority, which lists the specific officers or members who are authorized to execute agreements on behalf of the Offeror;

7. Financial details demonstrating your firm’s financial capacity to undertake and complete the services;

8. Within the past five (5) years, has your firm, or any member of your firm, been involved in litigation, other legal proceedings and/or disciplinary and/or grievance proceedings relating to the provision of services? If so, provide a brief explanation and indicate the current status and/or disposition of the proceedings;

9. Describe any potential or current conflict of interest issues your firm may have in providing services to the City;

10. Within the past five (5) years, have there been any significant developments in your firm such as changes in ownership or restructuring? Do you anticipate any significant changes in the future? If so, please describe;

2.3 References

The successful Offeror will have experience working with municipalities and on street charging stations. Each Offeror must provide references from at least three (3) clients or other entities of comparable characteristics as the City of Buffalo, where their services for electric vehicle charging station solutions for similar use have been successfully implemented and have been in use within the last five (5) years. The City may solicit relevant information concerning Offeror’s record of past performance from previous clients, or any other available sources whether or not disclosed in Offeror’s submitted proposal in response to this RFP.

SECTION 3 - PURPOSE AND SCOPE OF PROPOSAL

3.1 Scope of Proposal

The City is seeking proposals from qualified Offerors available to contract for the services detailed in this RFP. Including but not limited to, the installation, operation, and maintenance of Alternating Current (AC) Level 2 and Direct Current (DC) Level 3 “Fast Chargers” electric vehicle charging stations for public use at various locations within the City of Buffalo limits. The selected Offeror will be required to implement a program which should enable the public to utilize the EVCS. Services would be provided on a 24-hour, 365-day-a-year (full-time) basis with sufficient resources and personnel to successfully support and maintain the program. The successful Offeror should be knowledgeable and experienced in applying for and receiving grants through State, Federal, or other channels. Any contract entered into pursuant to the issuance of this RFP is subject to the terms of any third party-funders and is contingent upon available funding.
3.2 Specifications for EVCS

- Electric Vehicle charging station infrastructure for AC Level 2/DC Level 3 that is open to all drivers without requiring subscription or prepayment. Users should be able to pay via credit card and/or via smartphone app (accessible by both Apple and Android phones).
- The successful Offeror will be experienced with marketing the existence of the charging stations and will be able to aid the City in advertising.
- Drivers should be able locate charging stations via web-enabled cell phones. If you currently work with any aggregators or other sites that track charging stations that information should be included in your proposal.
- The successful offeror will be able to facilitate an Application Programming Interface (API) that will push charging station data to the City’s “Open Data” portal. Please specify which data can be pushed or if none at all.
- Charging stations shall have visible signage identifying their customer service support (telephone, website, or e-mail) and customer service hours of operation.
- Notification by SMS, text or email when charging is complete.
- Authenticated access to eliminate energy theft.
- Security design such as tamper-resistant screws, anti-vandalism hardware, locked enclosures, retractable cables, and graffiti-resistant coating. Any and all security features should be outlined in the proposal.
- The Offeror must include in their proposal safety information, including, but not limited to a detailed account of their system’s safety measures; user instructions; and user instructions in case of emergency.
- The City wants to be able to remotely monitor charging statistics and be able to download reports. Please include a list of available reports, and if ad-hoc reporting is available.
- Equipment must be compliant with ADA regulations for usage.
- Screen display shall be user-friendly and easy to operate. Displays shall be LCD, LED or equivalent, and shall be readable in direct sunlight and at night.
- Equipment must be able to withstand varying temperatures, weather conditions, and accommodate snow removal equipment and maintenance. Offeror must outline maintenance requirements associated with such equipment. However, please note that all maintenance, service requests, and replacement services are the responsibility of the successful Offeror.
- The EVCS must be capable of accepting and processing point of sale transaction payments of all major credit cards and ATM cards through a secure system. Methods and forms of acceptable payment must be explained and provided with response, and payment software must be Payment Card Industry (PCI) compliant.
  - Demonstrate PCI Compliance. The successful Offeror needs to provide documentation of the following:
    - Level 1 Compliant: A PCI Data Security Standard (DSS) Service Level 1 compliant provider that has proven their ability to not only process credit cards in large volume, but also maintain the highest level of security.
    - SOC 1 or SOC 2 Reporting: The Offeror shall indicate whether it has service auditor’s report (commonly referred to as SOC 1 or SOC 2 reports) or a similar document that describes the effectiveness of the Offeror’s internal control environment as it relates to data security. The Offeror shall provide
upon request their current and any annual updates of these reports. The Offeror shall include in the proposal their approach to data security.

- **Network Security and Privacy Policy**: This policy will protect the City if there is a security breach of mobile payment platform. See Section 7 for all insurance requirements.

- The successful Offeror will guarantee timely maintenance services and customer support for both the City and end users. The successful offeror will be monitoring the charging stations and will send a support team without needing to be directed by the City. Please provide the expected turnaround time for both any maintenance as well as available hours for phone customer support.

- Pricing to the consumer will be set by the City, please provide your turnaround time for any changes made to the rate as requested by the City. If your system has the ability to do “demand pricing” based on utilization please note that.

- The project deliverables should meet all requirements as necessary to submit for certification under the New York State Department of Environmental Conservation (NYS DEC) Climate Smart Communities (CSC) program, and any other such recognition and reporting efforts, such as the New York State Energy Research and Development Authority (NYSERDA) Clean Energy Communities (CEC) program; CDP Cities annual carbon reporting; or others, as identified as relevant during the project process.

### 3.3 **EVCS Maintenance Service Program Requirements**

- The Successful Offeror shall inspect, maintain, repair, and replace EV charging stations as needed to maintain charging stations in working condition. The Successful Offeror shall provide all labor, material, and necessary equipment for the proper execution of inspection and preventative maintenance service. Please include your recommended inspection/maintenance plan in your proposal.

- Any services that have been omitted from this scope of work, which are clearly necessary, or in conformance with normal charging stations, preventive maintenance, and repair services shall be considered a requirement although not directly specified or called for in the scope of work.

- The Successful Offeror shall maintain and repair all charging stations, so they operate to the original manufacturer's performance specifications.

- The Successful Offeror shall be responsible for ensuring the safety of their employees, City employees, and the general public during performance of all services under this contract. The Successful Offeror shall ensure that all crews are fully and properly equipped to perform services promptly and safely. Employees shall be in company uniform, with company identification prominently visible when performing any work on the equipment.

- The Successful Offeror shall immediately notify the Contract Administrator or their designee of recall notices, warranty replacements, safety notices, or any applicable notice
regarding the parts installed. Failure to report any recall, warranty replacements, safety notices or other applicable notices within 15 calendar days of notification of such information may result in termination of the contract:

- The Successful Offeror shall provide a single point of contact (SPOC) who is skilled, knowledgeable, and experienced in providing service and repairs to the Charging Stations. The City should have the ability to contact the Successful Offeror by e-mail, fax, or telephone to place an order for service. If the SPOC changes, the Contract Administrator shall be notified within one (1) week of the change and provided contact information for the new SPOC.

- The Successful Offeror shall use trained technicians for any work performed on the charging stations. Record and document damaged charging stations and/or any repairs made. Reports should be made available to the City upon request.

- The City’s intent is to prevent maintenance problems or failures before they take place by following routine and comprehensive maintenance procedures for EV charging stations. The goal is to achieve fewer, shorter, and more predictable failures and ensure that all charging station equipment necessary to charge electric vehicles is always operating 100% efficiency. Repeated maintenance issues, functional problems or consistent or frequent equipment down-times may constitute grounds for termination of the contract. Offeror shall provide the City a preventive maintenance schedule.

- Successful Offeror shall perform preventative maintenance including but not limited to the following:
  
  o Preventative Service Inspections
    
    ▪ Output Cables - Examine cables and replace any cable that exhibits signs of damage (splits, cracks, tears, exposed conductors etc.) or excessive wear.
    
    ▪ Output Cables Connectors - Examine connectors and replace any connector that exhibits signs of damage (splits, cracks, exposed or pitted power pins, etc.) or excessive wear.
    
    ▪ Charger Exterior - Examine the exterior of the charger for signs of damage or excessive wear. Repair or replace any charger that has been damaged in such a way that conductors are exposed, or the cabinet may contact internal conductors.
    
    ▪ Charger Interior - Vacuum out dust from air inlet and exhaust vents. It may be necessary to vacuum out dust more frequently if unit is installed in a highly dusty environment.
    
    ▪ Charger Interior Harness connections - Examine for signs of damage or wear in all harness connections. Repair or replace any damaged harness connections.
    
    ▪ Check for discoloration: - Examine high current path for signs of discoloration and replace any discolored components – making sure to use correct torque on all fasteners.
Preventive maintenance shall include, but not be limited to: inspection, testing using an emulator device, cleaning, checking connector’s wires and holster, and overall functionality of the stations.

All non-working charging stations shall have visible signage identifying the station(s) as being “temporarily out of service” and decommission non-working stations until repairs are completed. Offerors should identify in their proposal the standard maximum time limits for equipment down-time and/or out-of-service equipment.

Decommission non-working charging stations until they are repaired. If charging stations are removed from site, all exposed wires shall be covered by junction box.

Electric access in parks may be located in existing facilities (shelter houses, concessions, casinos, etc.). The successful offeror may be responsible for coordinating sub-metering existing sources for electricity.

3.3.1 Installation Requirements

A successful Offeror should provide full details on installation procedures and any applicable structure requirements.

Offeror shall be solely responsible for the survey, design, permitting, utility connection, and construction of all necessary infrastructure needed in order to operate each electric vehicle charging station. Offeror will design and install signage as requested by the City.

Upon the completion of construction of each electric vehicle charging station any and all equipment, including but not limited to, any conduit, wire, electric vehicle ground mounting anchorage system, the electric vehicle charging station, baseplate connection, and signage that is related to the charging station, will become the property of the City of Buffalo unless otherwise agreed upon by both the City and the Offeror.

SECTION 4 - EVALUATION AND SELECTION PROCESS

4.1 Evaluating Proposals

Representatives from the Division of Parking will oversee the release of this RFP and the evaluation of the proposals. The City reserves the right, at the time of the evaluation of any proposals, to request any additional information that it deems necessary in order to make a decision on any proposal. The City is under no obligation to make any selection, and it reserves the right, in its sole discretion, to cancel this solicitation at any time before or after the proposal submission deadline date and time, without providing reasons for such cancellation. If only one proposal is received, the City reserves the right to reject it.

Representatives from the Division of Parking will evaluate each proposal based on the criteria outlined in Section 4.2 of this Request for Proposals.
4.2 Evaluation Criteria

The evaluation criteria that the City will utilize will be based upon the Offeror demonstrating its prior proven experience and ability to meet the City’s needs.

The City’s evaluation process will be structured to secure a highly skilled, diligent, responsive and experienced Offeror who will be effective in providing the highest quality of services that the City requires. The process for selecting winning proposals for this solicitation will be an open and fair solicitation process. The professional services sought herein are not subject to NYS competitive bidding requirements. The City intends to select the Offeror whose proposal it deems to be in the best interests of the City.

Offerors are encouraged to submit proposals that fully meet and/or exceed the specifications contained in this RFP by providing recommendations of alternatives, enhancements or improvements, as options for consideration by the City. Offerors must specifically identify any requirement contained in this RFP that they are unable to satisfy. Features that exceed beyond the specified requirements, or recommendations for alternative specifications, must be separately identified in the proposal so as to not impact the evaluation of the proposal where they contribute to an additional cost. The City will consider such options, in its sole discretion, as supplements to any contract arising from this solicitation after the determination to award has been made.

The successful Offeror will: (a) possess prior demonstrative experience; (b) possess the professional and administrative capabilities to provide the proposed services; (c) will agree to work under the City’s terms and conditions; (d) will agree to provide services based upon such conditions determined by the City to provide the greatest benefit to the City. All proposals will be evaluated upon, but not limited to, the following criteria:

Weight Factors

50% Offeror’s experience, qualifications, carrier relationships, demonstrated ability to fulfill the requirements of Offeror’s proposal, resumes of key members of the team, references, and other factors, which the City considers relevant.

30% Offeror’s demonstrated ability to deliver desired results and outcomes in a cost effective and efficient manner, including but not limited to, an evaluation of the Offeror’s fee submission though it should be noted that while price is not the only consideration, it is an important one. The City of Buffalo is open to considering different pricing structures. Our initial goal is for the City to own any and all of the infrastructure, with the successful offeror handling installation/procurement, and then managing/maintaining the charging stations moving forward. We would like to see proposals that propose costs based on a revenue sharing model. However we are open to other models. If you would like to propose a different model please make sure benefits are outlined.
The review of proposals will also include an analysis of each Offeror’s minority and women workforce development, policies and community involvement. Each Offeror must provide demonstrative evidence of how it meets these factors as more fully described in Section 2.2 Company Profile. The weight given to each factor is as follows:

15%   Minority workforce development, community involvement and policies.
5%    Women workforce development, community involvement and policies.

TOTAL = 100%

4.3 City’s Reservation of Rights

Upon submission of a proposal in response to this RFP, each Offeror acknowledges and consents to the following conditions relative to the submission and review and consideration of its proposal:

1. All costs incurred by the Offeror in connection with responding to this RFP and for participating in this procurement process shall be borne solely by the Offeror.

2. The City reserves the right, in its sole discretion, to reject, for any reason, any and all responses or components thereof and to eliminate any and all Offerors responding to this RFP from further consideration for this procurement.

3. The City reserves the right, in its sole discretion, to reject any Offeror that submits incomplete responses to this RFP, or proposal that is not responsive to the requirements of this RFP.

4. The City reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or otherwise request additional information.

5. All proposals submitted in response to this RFP shall become the property of the City and will not be returned.

6. All proposals in response to this RFP shall constitute public records subject to disclosure, unless specifically designated in whole or part as proprietary and/or confidential.

7. The City may request that Offerors personally attend or send representatives to the City for interviews and a demonstration of Offeror’s proffered services.

8. Any and all proposals in response to this RFP that are not received by the Division of Parking by **11:00 AM on June 2, 2023** will be rejected.

9. Neither the City, nor its officers, officials nor employees shall be liable for any claims or damages resulting from the solicitation or preparation of the proposal in response to this RFP.
The City reserves that it may, in its’ sole discretion, exercise the following rights and options with regard to this RFP and the procurement process in order to obtain the most advantageous offer for the City:

1. To waive irregularities and/or minor non-compliance by any Offeror with the requirements of this RFP;

2. To request clarification and/or further information from one or more Offerors after closing without becoming obligated to offer the same opportunity to all Offerors;

3. To enter into negotiations with one or more Offerors without being obligated to negotiate with, or offer the same opportunity, to all Offerors;

4. To reject any or all proposals or parts of proposals, to accept part or all of proposals on the basis of considerations other than lowest cost and to create a project of lesser or greater expense and reimbursement than described in this RFP or the Offeror’s proposal based on the component prices submitted;

5. To determine that any proposal received in response to this RFP complies or fails to comply with the terms set forth herein;

6. To determine whether any perceived, actual or potential conflict of interest exists that would affect or impair the selection of any Offeror;

7. To waive any technical non-conformance with the terms of this RFP;

8. To change or alter the schedule for any events called for in this RFP;

9. To conduct investigations of any or all of the Offerors, as the City deems necessary or convenient, to clarify the information provided as part of the proposal and to request additional information to support the information included in any proposal;

10. To suspend or terminate the procurement process described in this RFP at any time. If terminated, the City may determine to commence a new procurement process without any obligation to the Offerors;

11. The City shall be under no obligation to complete all or any portion of the procurement process described in this RFP.

Offerors are advised to submit a complete offer as their proposal. Any waiver, clarification or negotiation will not be considered as an opportunity for Offerors to correct errors in their proposal.
SECTION 5 – CONTRACT AWARD

The successful Offeror may be awarded a three (3) year contract with the option to renew the contract for two (2) additional periods of one (1) year each, on the same terms and provisions, at the sole discretion of the City. Any contract arising from this solicitation shall not operate as an exclusive contract for services between the City and the successful Offeror and the City reserves to right to contract with others for provision of the same or similar services.

SECTION 6 – INDEMNIFICATION/HOLD HARMLESS

For any contract arising from this solicitation, the successful Offeror shall defend, indemnify and save harmless the City and its officers and employees from all claims, suits, actions, damages, losses, and costs of every name, nature, and description to which the City may be subjected or put by reason of any injury to the person or property of another, or the property of the City, resulting from the negligence or carelessness, active or passive, of the successful Offeror, its employees, agents or subcontractors, in the performance of any work under the contract. In addition to and in furtherance of the foregoing indemnity, the insurance coverage described herein must include language that states that the insurance carrier will defend the City for any and all claims arising or resulting from the contract. Furthermore, the whole, or so much of the money to become due under the contract as shall be considered necessary by the City, may be retained by it until all suits or claims for damages shall have been settled or otherwise disposed of, and evidence to that effect furnished to the satisfaction of the City.

SECTION 7 - INSURANCE COVERAGE REQUIREMENTS

The City of Buffalo requires insurance coverage as listed below for this service. The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state or local law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or exclude the City from additional limits and coverage provided. Coverage shall be primary and non-contributory.
Minimum Scope and Limits of Insurance

7.1 Workers’ Compensation Insurance and Disability Insurance:

With respect to all operations the successful Offeror performs, the successful Offeror shall carry Workers’ Compensation Insurance and Disability Insurance in accordance with the requirements of the laws of the State of New York. Evidence of Workers’ Compensation Insurance and Disability Insurance must be provided on the New York State approved insurance forms. The Accord form is not acceptable. Each certificate of insurance evidencing such coverages shall be submitted and must name the City of Buffalo as certificate holder.

7.2 Commercial General Liability Insurance

With respect to all operations the successful Offeror performs, the successful Offeror shall carry Commercial General Liability insurance providing for a total limit of not less than one million dollars ($1,000,000) per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification provided under this contract. Each annual aggregate limit shall not be less than two million dollars ($2,000,000). A certificate of insurance evidencing such coverage shall be submitted and must name the City of Buffalo as additional insured and certificate holder. The City of Buffalo must also be named as an additional insured under any excess/umbrella liability policy.

7.3 Commercial Automobile Liability Insurance

With respect to any owned, non-owned, or hired vehicles of the successful Offeror, the successful Offeror shall carry Automobile Liability insurance providing not less than one million dollars ($1,000,000) per accident for bodily injury and property damage. A certificate of insurance evidencing such coverage shall be submitted and must name the City of Buffalo as additional insured and certificate holder.

7.4 Professional Liability Insurance

With respect to any damage caused by any error, omission or any negligent acts of the successful Offeror, performed under any contract arising from this solicitation, the successful Offeror shall carry Professional Liability insurance providing not less than one million dollars ($1,000,000) of coverage per claim for any wrongful act. A certificate of insurance evidencing such coverage shall be submitted and must name the City of Buffalo as certificate holder.

7.5 Network Security and Privacy Insurance

With respect to all operations the Offeror performs the Offeror shall provide evidence of Network Security and Privacy coverage in an amount of not less than one million dollars ($1,000,000) per 22 occurrence/aggregate. A certificate of insurance evidencing such coverage shall be submitted by the Offeror and must name the City of Buffalo as certificate holder.
7.6 **Acceptability of Insurers**

The successful Offeror insurance policies shall be written by insurance companies admitted and licensed in the State of New York and authorized to do business in the State of New York or otherwise acceptable to the City in its sole discretion.

7.7 **Aggregate Limits**

Any aggregate limits must be declared to and approved by the City. It is agreed that the Offeror shall notify the City when fifty percent (50%) of the aggregate limits are eroded during the contract term. If the aggregate limit is eroded for the full limit, the Offeror agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. The premium shall be paid for solely by the Offeror. Deductibles and Self-Insured Retentions: Any deductible or self-insured retentions must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the Offeror to pay and/or to indemnify.

7.8 **Waiver of Governmental Immunity**

Unless requested otherwise by the City, the Offeror and his insurer shall waive governmental immunity as a defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

7.9 **“Tail” Coverage**

If any of the required liability insurance is on a “claims made” basis, “tail” coverage will be required at the completion of this contract for the duration of 24 months, or the maximum time period reasonably available in the marketplace, whichever is longer. Offeror shall furnish certification of “tail” coverage as described or continuous “claims” made liability coverage for 24 months following Contract completion. Continuous “claims made” coverage will be acceptable in lieu of “tail” coverage provided its retroactive date is on or before the effective date of the pertinent Contract. If continuous “claims made” coverage is used, Offeror shall be required to keep the coverage in effect for the duration of not less than 24 months from the end of the Contract.

7.10 **Subcontractors**

The Offeror shall require sub-contractors or consultants to provide the same “Minimum Scope and Limits of Insurance” as required in this Section 7, except for Professional Liability insurance, unless Professional Liability insurance is applicable to the work performed by the subcontractor or consultant. All Certificates of Insurance shall be provided to the Corporation Counsel’s office as required herein and must be acceptable to the Corporation Counsel in his or her sole discretion.

7.11 **Notice of Cancellation or Nonrenewal**

Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in coverage or in limits except after 30 days prior written notice has been given to the City.
7.12 **Certificates of Insurance**

The successful Offeror shall furnish certificate(s) of insurance to the Division of Parking prior to the award of any contract arising from this solicitation and prior to Offeror commencement of services on behalf of the City. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance certificates should be mailed to:

Raymond Wagner  
Director of Parking  
City of Buffalo Division of Purchasing  
65 Niagara Square, Room 111 City Hall  
Buffalo, New York 14202

**SECTION 8 – GENERAL REQUIREMENTS**

8.1 **Non-Discrimination**

The successful Offeror shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, sex, national origin, affectional preference, disability, age, marital status or status with regard to public assistance or as a disabled veteran or veteran of the Vietnam era. Such prohibition against discrimination shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

The successful Offeror shall agree to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the City, setting forth this nondiscrimination clause. In addition, the successful Offeror shall, in all solicitations or advertisements for employees placed by or on behalf of the successful Offeror, state that all qualified applicants will receive consideration for employment without regard to race, creed, religion, ancestry, sex, national origin, affectional preference, disability, age, marital status or status with regard to public assistance or status as disabled veteran or veteran of the Vietnam era, and comply in all other aspects with the requirements the Buffalo City Charter and Code.

8.2 **Americans with Disabilities Act Compliance Provisions**

Any Offeror retained pursuant to this RFP is required to abide by the regulations of the Americans with Disabilities Act of 1990 (ADA) which prohibits discrimination against individuals with disabilities. The successful Offeror will not discriminate against any employee or applicant for employment because of their disability and will take affirmative action to ensure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, discharge, compensation and fringe benefits, classification, referral and
training. The ADA also requires the successful Offeror associated with the City of Buffalo to provide qualified applicants and employees with disabilities with reasonable accommodation that does not impose undue hardship. The successful Offeror also agrees to post in a conspicuous place, accessible to employees and applicants, notices of their policy on non-discrimination.

In the event of any the successful Offeror’s noncompliance with the non-discrimination clauses, any contract arising from this solicitation may be canceled, terminated, or suspended, in whole or in part, and the successful Offeror may be declared ineligible from any further participation in City contracts in addition to other remedies as provided by law.

**8.3 Executive Order 16-04**

The City encourages the selection of individuals, firms and businesses that are active in the recruitment, training and retention of women, blacks, Hispanics and all other minority groups. The inclusion of specific selection criteria for those individuals, firms and businesses desiring to provide professional services to the City, that also considers the firm’s recruitment, training and retention of Women, Blacks, Hispanics and all other minority groups, supports and encourages these practices.

Pursuant to Executive Order 16-04, issued in accordance with the laws of the State of New York and Article 2, Sections 2-3 and Article 4, Section 4-1 of the Charter of the City of Buffalo, all City departments are required to incorporate into their Requests for Proposals (RFPs) or Requests for Qualifications (RFQs) for professional services, including but not limited to, legal, architectural, accounting and engineering services, the following:

1. A minimum of fifteen percent (15%) of the total score of the professional services response to a RFP or RFQ issued by the City of Buffalo is to be based on the Offeror’s minority workforce development, community involvement and vendor policies;

2. A minimum of five percent (5%) of the total score of the professional services response to a RFP or RFQ issued by the City of Buffalo is to be based on the Offeror’s women workforce development, community involvement and vendor policies.

3. The factors to be considered include, but are not limited to, the following:

   a. **Workforce:** Offerors should describe any programs or actions they undertake to attract, recruit, train, retain and promote minority and female employees, partners and associates and current representation of minorities and women.

   b. **Community Involvement:** Offerors should describe any programs or initiatives they sponsor or support that further the development of minority or women-owned business enterprises in the City of Buffalo.

   c. **Vendor Policies:** Offerors should describe any procurement policies or practices they have adopted that provide M/WBE suppliers or services business opportunities.
8.4 **General Compliance**

The successful Offeror agrees to comply with all applicable Federal, State and Local laws and regulations governing funds provided under this contract.

8.5 **Performance Monitoring**

The City will monitor the performance of any the successful Offeror against goals and performance standards required herein. Substandard performance as determined by the City will constitute non-compliance with any contract arising from this solicitation. If action to correct such substandard performance is not taken by the successful Offeror within a reasonable period of time after being notified by the City, contract termination procedures will be initiated. All invoices for work submitted by the successful Offeror shall be subject to the approval and acceptance by the Division of Parking.

8.6 **Independent Contractor**

Nothing contained in this agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The successful Offeror shall at all times remain an independent contractor with respect to the services to be performed under this contract. Any and all employees of the successful Offeror or other persons engaged in the performance of any work or services required by the successful Offeror under the contract shall be considered employees or sub-contractors of the successful Offeror only and not of the City; and any and all claims that might arise, including Workers’ Compensation claims under the Workers’ Compensation Act of the State of New York or any other state, on behalf of said employees or other persons while so engaged in any of the work or services to be rendered herein, shall be the sole obligation and responsibility of the successful Offeror.

8.7 **Accounting Standards**

The successful Offeror agree to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices to properly account for expenses incurred for any policy requested by the City.

8.8 **Inspection of Records**

All records with respect to any matters covered by the contract shall be made available to the City or its designees at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

8.9 **Living Wage Policy & Minority/Women Business Enterprise Goal**

The Buffalo Living Wage ordinance applies to City contracts for services, in excess of $50,000 annually, where the contractor providing the service employs more than ten (10) people and where the City is obligated to expend funds or is entitled to receive funds from a contractor in connection with a contract or subcontract for services. Professional contracts such as legal, architectural or engineering services are excluded from the requirements of the Living Wage ordinance. Notwithstanding the foregoing, the attached “City of Buffalo Living Wage
Commission Application For Contract with the City of Buffalo” must be completed and accompany each proposal.

In addition, each Offeror must submit an executed Form 2A statement together with its proposal indicating that the Offeror will work towards the City’s business utilization goal for minority business enterprise of 25% and women business enterprise of 5%.

Any proposal(s) submitted without the fully completed above-referenced forms shall be deemed non-responsive.

8.10 Applicable Law

The laws of the State of New York shall govern all interpretations of any contract arising from this solicitation, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Erie, State of New York, regardless of the place of business, residence or incorporation of the Offeror. Each party agrees that all claims and matters shall be heard and determined in any such court and each party waives any right to object to such filing on venue, forum non-conveniens or similar grounds.

8.11 Conflict and Priority

In the event that a conflict is found between provisions in any contract arising from this solicitation, the successful Offeror’s Proposal or the City’s Request for Proposals, the provisions in the following rank order shall take precedence: 1) Request for Proposals; and 2) Offeror’s Proposal.

8.12 Ownership of Materials

All finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials resulting from any contract arising from this solicitation shall constitute the property of the City of Buffalo. The City may use, extend, or enlarge any document produced under the contract without the consent, permission of, or further compensation to the successful Offeror.

8.13 Termination

The City shall have the unilateral right to terminate any services awarded hereunder, without cause, upon 30 days’ notice to the successful Offeror.

If termination shall be without cause, the City shall pay the successful Offeror all compensation earned to the date of termination. If the termination shall be for breach of contract by the successful Offeror, the City shall pay all compensation earned prior to the date of termination minus any damages and costs incurred by the City as a result of the breach.

Notwithstanding the above, the successful Offeror shall not be relieved of liability to the City for damages sustained by the City as a result of any breach by the successful Offeror. The City may, in such event, withhold payments due to the successful Offeror for the purpose of set-off until such time as the exact amount of damages due to the City is determined. The rights or
remedies provided for herein shall not limit the City, in case of any default by the successful Offeror, from asserting any other right or remedy allowed by law, equity, or by statute.

8.14 **Disclaimer**

This RFP and the process it describes are proprietary to the City and are for the sole and exclusive benefit of the City. This RFP is not binding on the City. No other party, including any Offeror to this RFP or further Offerors to any RFP that may be issued by the City, is intended to be granted any rights hereunder. Any response to this RFP, including written documents and verbal communication, with the exception of materials marked as trade secrets or confidential, may be subject to public disclosure by the City, or any authorized agent of the City. Any materials submitted or ideas elicited in response to this RFP shall be the sole and absolute property of the City with the City having title thereto and unrestricted use thereof.

8.15 **Publicity**

All publicity (including, but not limited to, news releases, news conferences, and commercial advertising) relating to this RFP and/or the services or products sought by this RFP and/or any contract awarded pursuant to this RFP shall require the prior written approval of the City.

8.16 **Offerors Restricted**

No proposal shall be accepted from or contract awarded to any City employee or official, or any firm in which a City employee or official has a direct or indirect financial interest. No Offeror may be the prime contractor or prime Offeror for more than one proposal submitted pursuant to this RFP. Entities that are legally related to each other or to a common entity may not submit separate proposals as prime Contractors or prime Offerors. Any proposal may be rejected that, in the City’s sole judgment, does not comply with these conditions. Nothing contained in this RFP is intended to preclude a proposal by a system integrator that proposes to perform the substantive work proposed through sub-contractors.

8.17 **New York State Executory Clause**

Any contract(s) for services arising from this RFP shall be deemed executory only to the extent of monies appropriated and available for the purpose of the contract, and no liability on account thereof shall be incurred by the City of Buffalo beyond the amount of such monies. Neither the full faith and credit nor the taxing powers of the City of Buffalo are pledged to the payment of any amount due or to become due under such contract. It is understood that neither this contract nor any representation by any public employee or officer creates any legal or moral obligation to appropriate or make monies available for the purpose of the contract.

8.18 **Copyright and Patent Rights**

The successful Offeror warrants that there are no existing claims of violation and Offeror has no knowledge of any potential claims of violation of copyrights or patent rights in products or services being proposed in Offeror’s proposal as of the date of proposal submittal. Offeror shall indemnify and defend the City of Buffalo in any claim or action brought against the City of Buffalo.
based upon a claim that the software or hardware provided by the Offeror violated any copyright or patent rights.

8.19 Non-Collusion Bidding Certification

If the Offeror is a corporation, the execution of the Non-Collusion Bidding Certification shall be deemed to include the signing to non-collusion as the act and deed of the corporation.

No proposal shall be considered for an award nor will any award be made to an Offeror where the proposal does not include an executed Non-Collusion Bidding Certification as set forth herein, provided however, that if in any case the Offeror cannot make the foregoing certification, the Offeror shall so state and furnish with the proposal a signed statement which sets forth in detail the reasons therefor. In such event, the proposal shall not be considered for award nor shall any award be made unless the Director of Purchase determines that such disclosure was not made for the purpose of restricting competition. In this connection, it should be noted that the fact that an Offeror has published price lists, rates or tariffs covering items being procured or has informed prospective customers of the proposed or pending publication of new or revised price lists for such items, or has sold the same items to other customers at the same price as being proposed, does not constitute, without more, a disclosure to any other Offeror or to any competitor within the meaning of the Non-Collusion Bidding Certification contained herein.

8.20 Freedom of Information Law

The City of Buffalo is subject to the provisions of Article 6 Section 89 of New York State Public Officers Law, entitled the Freedom of Information Law. All proposals, in their entirety, submitted in response to this Request for Proposals, shall constitute a record subject to public disclosure pursuant to the Freedom of Information Law. It is the sole responsibility of each Offeror to identify those portions deemed to constitute information exempt by state or federal law, trade secret, or proprietary information of the commercial enterprise. Any such information shall be clearly marked “CONFIDENTIAL”. The phrase trade secret is more extensively defined to include a formula, process, device or compilation of information used in one’s business which confers a competitive advantage over those in similar businesses who do not know it or use it. The subject of the trade secret must not be of public knowledge or of a general knowledge in the trade or business. A corresponding letter, on company letterhead, must be provided describing the factors and extent to which the disclosure of the “CONFIDENTIAL” information would cause substantial injury to the competitive position of the commercial enterprise. The entire proposal shall not be marked “CONFIDENTIAL”. Any portion of the proposal that is not clearly identified as “CONFIDENTIAL” may be disclosed pursuant to the Freedom of Information Law. **THE CITY OF BUFFALO DOES NOT ASSUME ANY RESPONSIBILITY WHATSOEVER TO ANY OFFEROR IN THE DISCLOSURE OF RECORDS PURSUANT TO THE FREEDOM OF INFORMATION LAW, COURT ORDER, OR ANY OTHER METHOD OF DISCLOSURE PROVIDED FOR UNDER THE LAW.**
8.21 Statement of Compliance and Conflict of Interests

Pursuant to Article IX of New York State Finance Law §139, no Offeror shall engage in any impermissible contact with the governmental entity during the “restricted period” for this Request for Proposals. Contact shall include any oral, written or electronic communication with the governmental entity under circumstances where a reasonable person would infer that the communication was intended to influence the governmental entity’s conduct or decision regarding the governmental procurement. The “restricted period” shall mean the period of time commencing with the earliest written notice, advertisement or solicitation of a request for proposals, invitation for bids, or solicitation of proposals, or any other method for soliciting a response from Offeror intending to result in a procurement contract with the governmental entity and ending with the final contract award and approval by the governmental entity and, where applicable, the State Comptroller. Except as otherwise permitted under State Finance Law §139, any contact with the governmental entity, other than to discuss current business with the City of Buffalo, or during the question and answer period (via email ONLY) with the person designated herein, may result in a Offeror’s immediate disqualification. Offeror will be required to submit a Contract Certification Statement if awarded a contract.

All inquiries during the question and answer period only should be directed via e-mail only to the City’s designee for this solicitation.

Your signature below denotes that your organization, company or corporation and /or the officers, directors, employees or agents thereof have reviewed and agreed to comply with State Finance Law §139. No past or present lobbyist, employee, officer or board member of your organization, company or corporation may contact any past or present City of Buffalo employee, union leader, elected Official (City or otherwise) in an attempt to influence the outcome of the RFP decision.

Additionally, any potential or identified conflicts of interest shall be disclosed below. As conflicts are discovered, they must be disclosed in writing, to the designated contact person identified in the RFP, during the entire RFP, award, contract negotiation, ratification, and execution process and even after contract award.

Conflict or Potential Conflict:

Signature: ________________________________

Company: ________________________________

Title: ________________________________

Date: ________________________________
8.22 Assignment

In accordance with General Municipal Law §109 you are hereby prohibited from assigning, transferring, conveying, subletting or otherwise disposing of any contract awarded pursuant to the issuance of this RFP, or of any right, title, or interests therein, or the power to execute such contract, to any other person or corporation without the previous consent in writing of the City.

If any Offeror, to whom any contract is let, granted or awarded, as required by law, shall without the previous written consent of the City, assign, transfer, convey, sublet or otherwise dispose of this contract, or any right, title or interest therein, or the power to execute such contract, to any other person or corporation, the City shall have the unilateral right to revoke and annul such contract, and the City shall be relieved and discharged from any and all liability and obligations growing out of such contract to such Offeror, and to the person or corporation to which such contract shall have been assigned, transferred, conveyed, sublet or otherwise disposed of, and such Offeror, and his assignees, transferees or sub-lessees shall forfeit and lose all moneys, theretofore earned under such contract, except so much as may be required to pay his employees. The provisions of this section shall not hinder, prevent, or affect an assignment by any such Offeror for the benefit of his creditors made pursuant to the laws of the State of New York.
APPLICATION FOR CONTRACT WITH THE CITY OF BUFFALO

The City’s Living Wage Ordinance applies to contracts for services in which the City pays – or receives – more than $50,000 per year, and the contractor employs more than ten people. If you are bidding, responding to an RFP, or otherwise planning to make a contract with the City, you must complete this form, which will be forwarded to the Living Wage Commission. Your subcontractors need not file a separate Application, but they must pay a living wage. If you win the contract, you and your subcontractors will file quarterly reports with the Commission.

You must certify that you will pay at least the living wage, which is based on 150% of the federal poverty line for a family of three and adjusted each year. For July 1, 2022 to June 30, 2023, the rate will be $16.61 per hour.

There are two exceptions to the Ordinance. Professional contracts such as legal, architectural, or engineering services are not covered by the Ordinance. Also, persons employed in construction work covered by prevailing wage laws are exempt. Employers of tipped workers may take a tip credit, so long as tips plus wages equal or exceed the living wage rate.

The City department responsible for the contract should forward the completed Application for Contract of the employer awarded the contract to: Living Wage Commission, c/o Cornell University ILR, 617 Main St., Suite 300, Buffalo, NY, 14203, lwcbuffalo@gmail.com

1. Company Information

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<th>Company Name:</th>
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<td>Executive Officer:</td>
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<td>Address:</td>
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<td>City, State, Zip:</td>
<td></td>
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<tr>
<td>Phone No.:</td>
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<tr>
<td>Total No. of Employees:</td>
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2. Please describe the specific project or service for which the contract is sought:


3. Contract Information

Dollar Value of Your Bid/Contract: 

Identifying City Contract or Project Number: 

Start and End Dates of Contract: 

4. If you answer “Yes” to any of these, you need not complete parts 5, 6, and 7

<table>
<thead>
<tr>
<th>A) Are all persons who will work under the contract construction workers covered by federal or state prevailing wage laws?</th>
<th>□ Yes □ No</th>
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<tr>
<td>B) Is this a contract for professional services such as legal, architectural, or engineering?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>C) Do you employ less than ten people?</td>
<td>□ Yes □ No</td>
</tr>
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<td>D) Is the total value of the contract less than $50,000 per year?</td>
<td>□ Yes □ No</td>
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5. Please describe the employees who will work on this contract. Attach additional sheets as needed.

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<tr>
<th>Job Title</th>
<th>Duties to be Performed</th>
<th>Hourly Wage</th>
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6. Subcontractors

<table>
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<tr>
<th>Will there be subcontractors?</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
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<tr>
<td>If yes, please provide name address, and phone for each subcontractor. Attach additional sheets as needed.</td>
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</table>

7. Please provide a signature by an official of your company with the legal authority to make binding commitments.

I certify that if awarded a City contract I will fully comply with the Living Wage Ordinance.

Date: __________
Signature: ____________________________________________

Print: ______________________
Title: ______________________
FORM 2A – OFFERORS AFFIRMATIVE ACTION STATEMENT

The ____________________________________________________________

(Company Name)

hereby states that we will make good faith efforts to ensure a diverse workforce and minority business participation for this proposal/bid in accordance with the City of Buffalo Charter, Chapter 96, Bonds and Contracts.

We will work toward a minority workforce goal of 25%, and woman workforce goal of 5%. In addition, we will work toward a business utilization goal for minority business enterprise of 25% and woman business enterprise of 5%.

____________________________________________
(Signature of Authorized representative of Offeror)

Date________________________________________

BIDS/PROPOSALS FAILING TO INCLUDE OR COMPLETE ANY OF THE ABOVE ITEMS WILL BE CONSIDERED NON-RESPONSIVE AND WILL NOT BE ACCEPTED.

EEO-2
NON-COLLUSION BIDDING CERTIFICATION

PROJECT NAME: __________________________
PROPOSALS/BIDS DUE DATE: __________________________

__________________________________________, being duly sworn, deposes and affirms that:

(Name)

I am the, ________________________________, with the ____________________________
(Title) (Company Name)
located at ____________________________________ am familiar with the enclosed proposal
(Company Address)

or bid submitted herein to the City of Buffalo, a municipal corporation with offices located at 65
Niagara Square, Buffalo, New York; and

Where pursuant to New York State General Municipal Law §103-d, every bid or proposal
hereafter made to a political subdivision of the state or any public department, agency or official
thereof where competitive bidding is required by statute, rule, regulation or local law, for work or
services performed or to be performed or goods sold or to be sold, shall contain the following
statement subscribed by the bidder and affirmed by such bidder as true under the penalties of
perjury, I hereby affirm that the statements contained herein are true:

(a) By submission of this bid, each bidder and each person signing on behalf of any bidder
certifies, and in the case of a joint bid each party thereto certifies as to its own organization,
under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation,
    communication, or agreement, for the purpose of restricting competition, as to any matter
    relating to such prices with any other bidder or with any competitor;

(2) (Unless otherwise required by law, the prices which have been quoted in this bid have not
    been knowingly disclosed by the bidder and will not knowingly be disclosed by the
    bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;
    and
(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Dated: ___________

____________________________________________________

Name: 

Title: 

State of New York) 

County of Erie ) ss 

On _______ day of _____________ in the year _____, before me the undersigned, personally appeared ______________________________________, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and he/she acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

__________________________________

Notary Public
DEBARMENT CERTIFICATION

Has your company or any affiliate been debarred from any state or federal contract within the last five (5) years?

Yes       No

If Yes, please specify the contract, contract type, dollar amount, reason and date of debarment.

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Company Name: ___________________________________________________________________________

Signature ________________________________________________________________________________

Date: __________________________