

Contract #: 2026-0011

Contract Type: standard

Contract Action: new

Procurement Type: Bid

Department: Shaker Place Rehabilitation and Nursing Center NH6020

Date Submitted:

Contact Person: [Andy Lucarelli]

Contact Phone: 518-213-8938

Vendor Info: Kone Inc

Estimated Amount: 28744.20

Scope of Services: Elevator Maintenance and Repair Services

Budget Line Item: 44069

Fiscal Impact:

County: 100.00

State: 0.00

Federal: 0.00

BID, RFP, RFQ Completed? Yes - Bid

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Joanne Cunningham, Chairwoman
Albany County Legislature

DIGITAL SIGNATURE PAGE

TO: The Honorable Daniel P. McCoy
 Albany County Executive

 The Honorable Joanne Cunningham
 Chairwoman, Albany County Legislature

 The Honorable Bruce Hidley
 Albany County Clerk

FROM: Mark S. Olsen
 Executive Director
 Shaker Place Rehabilitation and Nursing Center

DATE: 01/02/2026

SUBJECT: Kone, Inc.

Shaker Place Rehabilitation and Nursing Center respectfully requests to enter into a contract with Kone, Inc. for elevator preventative maintenance and repair services for the three (3) elevators located at the facility.

A Request for Bids (RFB) was issued and Kone, Inc. was the lowest responsible bidder for the elevators located at Shaker Place. Kone, Inc. will service the elevators in accordance with the manufacture specifications along with providing the ability to make repairs for issues not defined in the maintenance specifications.

This contract request is for a thirty-six (36) month period commencing on January 1st, 2026 and conclude on December 31st, 2028. The total cost for the three (3) year period will be a not to exceed amount of \$28,744.20.

We respectfully request approval of this contract.



COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: Elevator Preventative Maintenance
Bid Number: 2025-039

THIS BID IS SUBMITTED TO:

Pamela O Neill, Purchasing Agent
Albany County Department of General Services
Purchasing Division
112 State Street, Room 820
Albany, NY 12207

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into a Contract with the owner in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the Disposition of Bid Security. This Bid may remain open for ninety (90) days after the day of Bid opening. BIDDER will sign the Contract and submit the Contract Security and other documents required by the Contract Documents within fifteen days after the date of OWNER'S Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in this Contract, that:

- (a) BIDDER has examined copies of all the Contract Documents and of the following addenda: (If none, so state)

Date	Number
11/12/25	# 1
11/17/25	# 2

(receipt of all of which is hereby acknowledged) and also copies of the Notice to Bidders and the Instructions to Bidders;

- (b) BIDDER has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as BIDDER deems necessary;

BF1

- (c) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other BIDDER to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or a corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or over the owner.

4. BIDDER will complete the Work for the following prices(s): (Attach Bid Proposal)
5. BIDDER agrees to commence the Work within the number of calendar days or by the specific date indicated in the Contract. BIDDER agrees that the Work will be completed within the number of Calendar days or by the specific date indicated in the contract.
6. The following documents are attached to and made a condition of this Bid:
- (a) Non-Collusive Bidding Certificate (Attachment "A")
 - (b) Acknowledgment by Bidder (Attachment "B")
 - (c) Vendor Responsibility Questionnaire (Attachment "C")
 - (d) Iranian Energy Divestment Certification (Attachment "D")
 - (e) MS-4-1 Certification Statement RE: Stormwater Discharges (Attachment "E")
 - (f) Bidder Qualification Questionnaire (Attachment "F")
 - (g) Non Interruption of Work Agreement (Attachment "G")
 - (h) Required Apprenticeship Training Program Documentation (refer to RFB Section 27) If applicable

7. Communication concerning this Bid shall be addressed to:

ANDREW N. DI NOVO - RENE
25 POST RD.
ALBANY, N.Y. 12205
Phone: 518 - 229 - 0069

8. Terms used in this Bid have the meanings assigned to them in the Contract and General Provisions.

Harold L. Joyce Albany County Office Building			
CONTRACT#1			
A: Monthly Maintenance			
	Monthly Maintenance Fee Per Month	36 Months	Total
Elevator#1	\$ 288.50		\$ 10,386.00
Elevator#2	\$ 288.50		\$ 10,386.00
Elevator#3	\$ 288.50		\$ 10,386.00
Elevator#4	\$ 288.50		\$ 10,386.00
Elevator#5	\$ 288.50		\$ 10,386.00
Elevator#6	\$ 288.50		\$ 10,386.00
		Total of Section A	\$ 62,316.00
B: Repairs not defined by Maintenance Specifications			
B1	Prevailing Wage Rate for Mechanic		
B2	Prevailing Wage for Helper		\$ 57.73
B3	Prevailing Wage Rate for Mechanic Team (B1 + B2)		\$ 40.41
			\$ 98.14
B4	Percent Markup over Prevailing Wage Rate for team		200 %
B5	Estimated Total Repair Hours for contract		10 Hours
B6	Total bid for Repairs not defined by maintenance specifications		
	(B3x B4) + B3) x B5	Total of Section B	\$ 2,944.20
C: Parts/Materials not Defined by Maintenance Specifications			
C1	Percent Mark up Bid over Documented Cost from Manufacturer		20 %
C2	Estimated Total of Parts/Materials Cost for contract		\$200.00
C3	Total bid for Parts/Materials not Defined by Maintenance Specifications		
	(C1 x C2) + C2	Total of Section C	\$ 240.00
D: Grand Total Bid for Contract (Sum Totals for A + B+ C)			\$ 65,500.20

Albany County Department of Social Services 162 Washington			
CONTRACT#1			
A: Monthly Maintenance			
	Monthly Maintenance Fee Per Month	36 Months	Total
Elevator#1	\$ 250.00		\$ 9,000.00
Elevator#2	\$ 250.00		\$ 9,000.00
		Total of Section A	\$ 18,000.00
B: Repairs not defined by Maintenance Specifications			
B1	Prevailing Wage Rate for Mechanic	\$	57.73
B2	Prevailing Wage for Helper	\$	40.41
B3	Prevailing Wage Rate for Mechanic Team (B1 + B2)	\$	98.14
B4	Percent Markup over Prevailing Wage Rate for team		200 %
B5	Estimated Total Repair Hours for contract		10 Hours
B6	Total bid for Repairs not defined by maintenance specifications		
	(B3xB4) + B3) x B5	Total of Section B	\$ 2944.20
C: Parts/Materials not Defined by Maintenance Specifications			
C1	Percent Mark up Bid over Documented Cost from Manufacturer		20 %
C2	Estimated Total of Parts/Materials Cost for contract		\$200.00
C3	Total bid for Parts/Materials not Defined by Maintenance Specifications		
	(C1 x C2) + C2	Total of Section C	\$ 240.00
D: Grand Total Bid for Contract (Sum Totals for A + B+ C)			
			\$ 21,184.20

Albany County Department of Health 175 Green Street			
CONTRACT#1			
A: Monthly Maintenance			
	Monthly Maintenance Fee Per Month	36 Months	Total
Elevator#1	\$ 110.00		\$ 3,960.00
		Total of Section A	\$ 3,960.00
B: Repairs not defined by Maintenance Specifications			
B1	Prevailing Wage Rate for Mechanic	\$	57.73
B2	Prevailing Wage for Helper	\$	40.41
B3	Prevailing Wage Rate for Mechanic Team (B1 + B2)	\$	98.14
B4	Percent Markup over Prevailing Wage Rate for team		200 %
B5	Estimated Total Repair Hours for contract	10 Hours	
B6	Total bid for Repairs not defined by maintenance specifications		
	(B3xB4) + B3) x B5	Total of Section B	\$ 2,944.20
C: Parts/Materials not Defined by Maintenance Specifications			
C1	Percent Mark up Bid over Documented Cost from Manufacturer		20 %
C2	Estimated Total of Parts/Materials Cost for contract		\$200.00
C3	Total bid for Parts/Materials not Defined by Maintenance Specifications		
	(C1 x C2) + C2	Total of Section C	\$ 240.00
D: Grand Total Bid for Contract (Sum Totals for A + B+ C)			\$ 7,144.20

Albany County Department of Mental Health 260 South Pearl Street			
CONTRACT#1			
A: Monthly Maintenance			
	Monthly Maintenance Fee Per Month	36 Months	Total
Elevator#1	\$ 110.00		\$ 3,960.00
		Total of Section A	\$ 3,960.00
B: Repairs not defined by Maintenance Specifications			
B1	Prevailing Wage Rate for Mechanic	\$	57.73
B2	Prevailing Wage for Helper	\$	40.41
B3	Prevailing Wage Rate for Mechanic Team (B1 + B2)	\$	98.14
B4	Percent Markup over Prevailing Wage Rate for team		200 %
B5	Estimated Total Repair Hours for contract		10 Hours
B6	Total bid for Repairs not defined by maintenance specifications		
	(B3xB4) + B3) x B5	Total of Section B	\$ 2,944.20
C: Parts/Materials not Defined by Maintenance Specifications			
C1	Percent Mark up Bid over Documented Cost from Manufacturer		20 %
C2	Estimated Total of Parts/Materials Cost for contract		\$200.00
C3	Total bid for Parts/Materials not Defined by Maintenance Specifications		
	(C1 x C2) + C2	Total of Section C	\$ 240.00
D: Grand Total Bid for Contract (Sum Totals for A + B+ C)			
			\$ 7,144.20

Albany County Court House 16 Eagle Street			
CONTRACT#1			
A: Monthly Maintenance			
	Monthly Maintenance Fee Per Month	36 Months	Total
Elevator#1	\$ 310.00		\$ 11,160.00
Elevator#2	\$ 310.00		\$ 11,160.00
Elevator#3	\$ 310.00		\$ 11,160.00
Elevator#4	\$ 310.00		\$ 11,160.00
		Total of Section A	\$ 44,640.00
B: Repairs not defined by Maintenance Specifications			
B1	Prevailing Wage Rate for Mechanic	\$	57.73
B2	Prevailing Wage for Helper	\$	40.41
B3	Prevailing Wage Rate for Mechanic Team (B1 + B2)	\$	98.14
B4	Percent Markup over Prevailing Wage Rate for team		200 %
B5	Estimated Total Repair Hours for contract	10 Hours	
B6	Total bid for Repairs not defined by maintenance specifications		
	(B3xB4) + B3) x B5	Total of Section B	\$ 2,944.20
C: Parts/Materials not Defined by Maintenance Specifications			
C1	Percent Mark up Bid over Documented Cost from Manufacturer		20 %
C2	Estimated Total of Parts/Materials Cost for contract		\$200.00
C3	Total bid for Parts/Materials not Defined by Maintenance Specifications		
	(C1 x C2) + C2	Total of Section C	\$ 240.00
D: Grand Total Bid for Contract (Sum Totals for A + B+ C)			\$ 46,824.20

Albany County Judicial Center 6 Lodge Street			
CONTRACT#1			
A: Monthly Maintenance			
	Monthly Maintenance Fee Per Month	36 Months	Total
Elevator#1	\$ 315.75		\$ 11,367.00
Elevator#2	\$ 315.75		\$ 11,367.00
Elevator#3	\$ 315.75		\$ 11,367.00
Elevator#4	\$ 315.75		\$ 11,367.00
		Total of Section A	\$ 45,468.00
B: Repairs not defined by Maintenance Specifications			
B1	Prevailing Wage Rate for Mechanic	\$	57.73
B2	Prevailing Wage for Helper	\$	40.41
B3	Prevailing Wage Rate for Mechanic Team (B1 + B2)	\$	98.14
B4	Percent Markup over Prevailing Wage Rate for team		200 %
B5	Estimated Total Repair Hours for contract		10 Hours
B6	Total bid for Repairs not defined by maintenance specifications		
	(B3x B4) + B3) x B5	Total of Section B	\$ 2,944.20
C: Parts/Materials not Defined by Maintenance Specifications			
C1	Percent Mark up Bid over Documented Cost from Manufacturer		20 %
C2	Estimated Total of Parts/Materials Cost for contract		\$200.00
C3	Total bid for Parts/Materials not Defined by Maintenance Specifications		
	(C1 x C2) + C2	Total of Section C	\$ 240.00
D: Grand Total Bid for Contract (Sum Totals for A + B+ C)			\$ 48,652.20

Albany County Family Court 30 Clinton Ave			
CONTRACT#1			
A: Monthly Maintenance			
	Monthly Maintenance Fee Per Month	36 Months	Total
Elevator#1	\$ 310.00		\$ 11,160.00
Elevator#2	\$ 310.00		\$ 11,160.00
Elevator#3	\$ 310.00		\$ 11,160.00
Elevator#4	\$ 310.00		\$ 11,160.00
Elevator #5	\$ 310.00		\$ 11,160.00
		Total of Section A	\$55,800.00
B: Repairs not defined by Maintenance Specifications			
B1	Prevailing Wage Rate for Mechanic	\$	57.73
B2	Prevailing Wage for Helper	\$	40.41
B3	Prevailing Wage Rate for Mechanic Team (B1 + B2)	\$	98.14
B4	Percent Markup over Prevailing Wage Rate for team		200 %
B5	Estimated Total Repair Hours for contract		10 Hours
B6	Total bid for Repairs not defined by maintenance specifications		
	(B3xB4) + B3) x B5	Total of Section B	\$ 2,944.20
C: Parts/Materials not Defined by Maintenance Specifications			
C1	Percent Mark up Bid over Documented Cost from Manufacturer		20 %
C2	Estimated Total of Parts/Materials Cost for contract		\$200.00
C3	Total bid for Parts/Materials not Defined by Maintenance Specifications		
	(C1 x C2) + C2	Total of Section C	\$ 240.00
D: Grand Total Bid for Contract (Sum Totals for A + B+ C)			\$ 58,984.20

CONTRACT#1

Mercantile 60 South Pearl			
CONTRACT#1			
A: Monthly Maintenance			
	Monthly Maintenance Fee Per Month	36 Months	Total
Elevator#1	\$ 138.00		\$ 4,968.00
Elevator#2	\$ 138.00		\$ 4,968.00
		Total of Section A	\$ 9,936.00
B: Repairs not defined by Maintenance Specifications			
B1	Prevailing Wage Rate for Mechanic	\$	57.73
B2	Prevailing Wage for Helper	\$	40.41
B3	Prevailing Wage Rate for Mechanic Team (B1 + B2)	\$	98.14
B4	Percent Markup over Prevailing Wage Rate for team		200 %
B5	Estimated Total Repair Hours for contract	10 Hours	
B6	Total bid for Repairs not defined by maintenance specifications		
	$(B3 \times B4) + B3 \times B5$	Total of Section B	\$ 2,944.20
C: Parts/Materials not Defined by Maintenance Specifications			
C1	Percent Mark up Bid over Documented Cost from Manufacturer		20 %
C2	Estimated Total of Parts/Materials Cost for contract		\$200.00
C3	Total bid for Parts/Materials not Defined by Maintenance Specifications		
	$(C1 \times C2) + C2$	Total of Section C	\$ 240.00
D: Grand Total Bid for Contract (Sum Totals for A + B+ C)			\$ 13,120.20

Albany County Correctional Facility			
840 Albany Shaker Road			
CONTRACT#2			
A: Monthly Maintenance			
	Monthly Maintenance Fee Per Month	36 Months	Total
Elevator#1	\$ 132.50		\$ 4,770.00
Elevator#2	\$ 132.50		\$ 4,770.00
Elevator#3	\$ 132.50		\$ 4,770.00
Elevator#4	\$ 132.50		\$ 4,770.00
Elevator#5	\$ 132.50		\$ 4,770.00
		Total of Section A	\$ 23,850.00
B: Repairs not defined by Maintenance Specifications			
B1	Prevailing Wage Rate for Mechanic		
B2	Prevailing Wage for Helper		\$ 57.73
B3	Prevailing Wage Rate for Mechanic Team (B1 + B2)		\$ 40.41
			\$ 98.14
B4	Percent Markup over Prevailing Wage Rate for team		200 %
B5	Estimated Total Repair Hours for contract		10 Hours
B6	Total bid for Repairs not defined by maintenance specifications		
	(B3xB4) + B3) x B5	Total of Section B	\$ 2,944.20
C: Parts/Materials not Defined by Maintenance Specifications			
C1	Percent Mark up Bid over Documented Cost from Manufacturer		20 %
C2	Estimated Total of Parts/Materials Cost for contract		\$200.00
C3	Total bid for Parts/Materials not Defined by Maintenance Specifications		
	(C1 x C2) + C2	Total of Section C	\$ 240.00
D: Grand Total Bid for Contract (Sum Totals for A + B+ C)			\$ 27,034.20

Shaker Place Nursing and Rehabilitation Center			
100 Heritage Lane			
CONTRACT#3			
A: Monthly Maintenance			
	Monthly Maintenance Fee Per Month	36 Months	Total
Elevator#1	\$ 230.00		\$ 8,280.00
Elevator#2	\$ 230.00		\$ 8,280.00
Elevator#3	\$ 250.00		\$ 9,000.00
		Total of Section A	\$25,560.00
B: Repairs not defined by Maintenance Specifications			
B1	Prevailing Wage Rate for Mechanic		
B2	Prevailing Wage for Helper		\$ 57.73
B3	Prevailing Wage Rate for Mechanic Team (B1 + B2)		\$ 40.41
			\$ 98.14
B4	Percent Markup over Prevailing Wage Rate for team		200 %
B5	Estimated Total Repair Hours for contract		10 Hours
B6	Total bid for Repairs not defined by maintenance specifications		
	(B3x B4) + B3) x B5	Total of Section B	\$2,944.20
C: Parts/Materials not Defined by Maintenance Specifications			
C1	Percent Mark up Bid over Documented Cost from Manufacturer		20 %
C2	Estimated Total of Parts/Materials Cost for contract		\$200.00
C3	Total bid for Parts/Materials not Defined by Maintenance Specifications		
	(C1 x C2) + C2	Total of Section C	\$ 240.00
D: Grand Total Bid for Contract (Sum Totals for A + B+ C)			\$28,744.20

COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: Elevator Preventative Maintenance
Bid Number: 2025-039

COMPANY: KONE, Inc.
ADDRESS: 25 POST Rd.
CITY, STATE, ZIP: ALBANY, N.Y. 12205
TEL. NO.: 518-229-0069
FAX NO.: 518-464-0014
FEDERAL TAX ID NO.: 36-2357423

CERTIFICATE OF REGISTRATION NUMBER
(ARTICLE 8 PUBLIC WORK CONTRACTOR REGISTRY)

25-64V74-CR (COPY ATTACHED)

REPRESENTATIVE: ANDREW N. DiNOVO

E-MAIL: ANDREW.DINOVO@KONE.COM

SIGNATURE AND TITLE Andrew N. DiNovo, SR. SALES EXECUTIVE

DATE 11/18/25

WE ARE YOUR DOL



DIVISION OF SAFETY AND HEALTH LICENSE AND CERTIFICATE UNIT, STATE OFFICE CAMPUS, BUILDING 12, ALBANY, NY 12226

CERTIFICATE OF CONTRACTOR REGISTRATION

This Certificate Entitles the Holder to Perform and Bid on Public Work and

Covered Private Construction Projects in the State of New York,
Subject to the Prevailing Wage Requirements of
NYS Labor Law Article 8

KONE Inc.

One KONE Court

MOLINE, Illinois 61265

Phone Number: 3097435574

Registration Number: 25-64V74-CR

Date of Issue: 2025-01-08

Expiration Date: 2027-01-08

(This license is valid only for the contractor named above)

Roberta Reardon
Commissioner
New York State Department of
Labor



ATTACHMENT "A"
NON-COLLUSIVE BIDDING CERTIFICATE PURSUANT TO
SECTION 103-D OF THE NEW YORK STATE GENERAL MUNICIPAL LAW

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 organizations, 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.

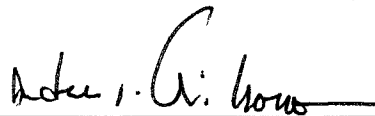
(2) Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, prior to opening, to any bidder or to any competitor.

(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.

A bid shall not be considered for award nor shall any award be made where (1), (2), and (3) above have not been complied with; provided, however, that in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (1), (2), and (3) above have not been complied with, the bid shall not be considered for any award nor shall any award be made unless the head of the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customer of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph "A" above.

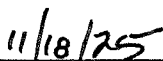
B. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, local law, and where such bid contains the certification referred to in paragraph "A" of this section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation



Signature



Title



Date



Company Name

ATTACHMENT "B"
ACKNOWLEDGMENT BY BIDDER

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 200__, before me personally appeared _____ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he (or they severally) acknowledged to me that he (or they) executed the same.

Notary Public, State of _____

Qualified in _____

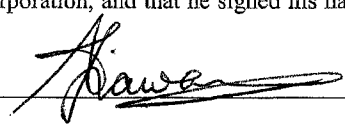
Commission Expires _____

If Corporation:

STATE OF New York)
COUNTY OF Albany) SS.:

On this 20th day of November, 2025, before me personally appeared ANDREW N. DI NOVO to me known, who, being by me sworn, did say that he resides at (give address) 6 LEACT, Schenectady, N.Y. 12309; that he is the (give title) SR. SALES EXECUTIVE of the (name of corporation) KONE, INC., the corporation described in and which executed the above instrument; that he knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he signed his name thereto by like order.

Anoeska Nandanie Jiawan
Notary Public, State of New York
Qualified in Schenectady County
No. 01JI0041744
Commission Expires Sept. 18, 2029


Notary Public, State of _____

Qualified in _____

Commission Expires _____

If Partnership:

STATE OF _____)
COUNTY OF _____) SS.:

On the _____ day of _____, 200__, before me personally came _____ to me known to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he / she is a partner of the firm of _____ and that he / she has the authority to sign the same, and acknowledged that he / she executed the same as the act and deed of said partnership.

Notary Public, State of _____

Qualified in _____

Commission Expires _____

ATTACHMENT "C"
ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE

1. VENDOR IS: ☒ PRIME CONTRACTOR			
2. VENDOR'S LEGAL BUSINESS NAME KONE, Inc.		3. IDENTIFICATION NUMBERS a) FEIN # 36-2357423 b) DUNS # 00-526-2308	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD: N/A		5. WEBSITE ADDRESS (if applicable) WWW.KONE.COM	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE 25 POST RD. ALBANY, N.Y. 12205		7. TELEPHONE NUMBER 518-464-0002	8. FAX NUMBER 518-464-0014
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE IN NEW YORK STATE, if different from above SAME AS ABOVE		10. TELEPHONE NUMBER —	11. FAX NUMBER —
12. AUTHORIZED CONTACT FOR THE QUESTIONNAIRE Name ANDREW DI NOVO Title SR. SALES EXECUTIVE Telephone Number 518-229-0069 Fax Number 518-464-0014 e-mail ANDREW.DINOVO@KONE.COM			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS.			
a) NAME CORPORATION	TITLE	b) NAME	TITLE
c) NAME	TITLE	d) NAME	TITLE
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A "YES," AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor.		☐ Yes ☒ No	
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRINCIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS:		☐ Yes ☒ No	
a) An elected or appointed public official or officer? List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service		☐ Yes ☒ No	
b) An officer of any political party organization in Albany County, whether paid or unpaid? List each individual's name, business title or consulting capacity and the official political position held with applicable service dates.		☐ Yes ☒ No	

16.	WITHIN THE PAST (5) YEARS, HAS THE VENDOR, ANY INDIVIDUALS SERVING IN MANAGERIAL OR CONSULTING CAPACITY, PRINCIPAL OWNERS, OFFICERS, MAJOR STOCKHOLDER(S) (10% OR MORE OF THE VOTING SHARES FOR PUBLICLY TRADED COMPANIES, 25% OR MORE OF THE SHARES FOR ALL OTHER COMPANIES), AFFILIATE OR ANY PERSON INVOLVED IN THE BIDDING OR CONTRACTING PROCESS:	
a)	1. been suspended, debarred or terminated by a local, state or federal authority in connection with a contract or contracting process; 2. been disqualified for cause as a bidder on any permit, license, concession franchise or lease; 3. entered into an agreement to a voluntary exclusion from bidding/contracting; 4. had a bid rejected on an Albany County contract for failure to comply with the MacBride Fair Employment Principles; 5. had a low bid rejected on a local, state or federal contract for failure to meet statutory affirmative action or M/WBE requirements on a previously held contract; 6. had status as a Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise, de-certified, revoked or forfeited; 7. been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal government contract; 8. been denied an award of a local, state or federal government contract, had a contract suspended or had a contract terminated for non-responsibility; or 9. had a local, state or federal government contract suspended or terminated for cause prior to the completion of the term of the contract.	☐ Yes ☒ No
b)	been indicted, convicted, received a judgment against them or a grant of immunity for any business-related conduct constituting a crime under local, state or federal law including but not limited to, fraud extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct?	☐ Yes ☒ No
c)	been issued a citation, notice, violation order, or are pending an administrative hearing or proceeding or determination of violations of: 1. federal, state or local health laws, rules or regulations.	☐ Yes ☒ No
17.	IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES 1 HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY? Indicate if this is applicable to the submitting vendor or affiliate. State whether the situation(s) was a claim, judgment, injunction, lien or other with an explanation. Provide the name(s) and address(es) of the agency, the amount of the original obligation and outstanding balance. If any of these items are open, unsatisfied, indicate the status of each item as "open" or "unsatisfied."	☐ Yes ☒ No
18.	DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO: a) file returns or pay any applicable federal, state or city taxes? <i>Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability.</i> b) file returns or pay New York State unemployment insurance? <i>Indicate the years the vendor failed to file/pay the insurance and the current status of the liability.</i> c) Property Tax <i>Indicate the years the vendor failed to file.</i>	☐ Yes ☒ No ☐ Yes ☒ No ☐ Yes ☒ No
19.	HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR ITS AFFILIATES 1 WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR ITS AFFILIATES REGARDLESS OF THE DATE OF FILING? Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address and docket number. Indicate if the proceedings have been initiated, remain pending or have been closed. If closed, provide the date closed.	☐ Yes ☒ No
20.	IS THE VENDOR CURRENTLY INSOLVENT, OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ratio, Debt Ratio, Age of Accounts Payable, Cash Flow and any documents that will provide the agency with an understanding of the vendor's situation.	☐ Yes ☒ No

21. IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES¹ :

☐ Yes ☒ No

a) defaulted or been terminated on, or had its surety called upon to complete, any contract (public or private) awarded;

Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency.

¹ "Affiliate" meaning: (a) any entity in which the vendor owns more than 50% of the voting stock; (b) any individual, entity or group of principal owners or officers who own more than 50% of the voting stock of the vendor; or (c) any entity whose voting stock is more than 50% owned by the same individual, entity or group described in clause (b). In addition, if a vendor owns less than 50% of the voting stock of another entity, but directs or has the right to direct such entity's daily operations, that entity will be an "affiliate" for purposes of this questionnaire.

**ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE**

FEIN #

36-2357423

State of: New York

County of: Albany) ss:
)

CERTIFICATION:

The undersigned recognizes that this questionnaire is submitted for the express purpose of assisting the County of Albany in making a determination regarding an award of contract or approval of a subcontract; acknowledges that the County may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine and/or imprisonment of up to five years under 18 USC Section 1001 and may result in contract termination; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned certifies that he/she:

- Has not altered the content of the questions in the questionnaire in any manner;
- Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;
- Has supplied full and complete responses to each item therein to the best of his/her knowledge, information and belief;
- Is knowledgeable about the submitting vendor's business and operations;
- Understands that Albany County will rely on the information supplied in the questionnaire when entering into a contract with the vendor;
- Is under duty to notify the Albany County Purchasing Division of any material changes to the vendor's responses.

Name of Business Kene, Inc.

OWNER'S REPRESENTATIVE

Signature of Owner

Andrew N. DiNovo

Address 25 Post Rd.

Printed Name of Signatory

ANDREW N. DINOVO

City, State, Zip ALBANY, N.Y. 12205

Title SALES EXECUTIVE

Sworn before me this 20 day of November 2025

Notary Public

Anoeska Nandanie Jiawan
Notary Public, State of New York
Qualified in Schenectady County
No. 01JI0041744
Commission Expires Sept. 18, 2029

Anoeska N. Jiawan
Printed Name

Signature

[Signature]

Date

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES PURCHASING DIVISION
112 STATE STREET, ROOM 820, ALBANY, NY 12207
TELEPHONE: 518-447-7140/ FAX: 518-447-5588
Pamela.oneill@albanycountyny.gov

TITLE: ELEVATOR PREVENTATIVE MAINTENANCE AND
REPAIR SERVICES RFB NUMBER: 2025-039

Receipt Confirmation Form

Please complete and return this confirmation form as soon as possible:

Pamela O'Neill
Purchasing Agent
County of Albany
112 State Street, Room 820
Albany, NY 12207

IF YOU PLAN TO SUBMIT A BID, YOU MUST RETURN
THIS FORM TO ENSURE THAT YOU WILL RECEIVE ALL
FURTHER COMMUNICATION REGARDING THIS RFB.

Company Name: KONE, INC.
Address: 25 POST RD.
City: ALBANY State: N.Y. Zip Code: 12205
Contact Person: ANDREW N. DINOVO
Title: SR. SALES EXECUTIVE
Phone Number: 518-229-0069 Fax Number: 518-464-0014 E-Mail: ANDREW.DINOVO@KONE.COM

If a Bidders/Proposers meeting has been arranged for this Bid/RFP, please indicate if you plan to attend:
☒ Yes / ☐ No

I authorize the County of Albany to send further correspondence that the County deems to be of an urgent nature by the following method (check):

Fax Number: _____ E-Mail: ANDREW.DINOVO@KONE.COM

COUNTY OF ALBANY

**ELEVATOR PREVENTATIVE MAINTENANCE AND REPAIR
SERVICES**

RFP#2025-039

ADDENDUM #1

Adrian C. Lewis
11/18/25

November 12, 2025

The following Addendum No. 01 consisting of two (2) pages (including this cover page) is hereby issued on the 12th day of November 2025, in connection with the Request for Elevator Preventative Maintenance and Repair as requested by the Albany County Department of General Services, Albany County Correctional Facility, and the Albany County Shaker Place Nursing and Rehabilitation Center.

COUNTY OF ALBANY

RFB-2025-039

Elevator Preventative Maintenance and Repair Services

ADDENDUM #1

The following information is provided as a result of a question(s) posed by vendor(s):

ITEM #1: Bid due date has been extended to 11:00am Thursday November 20, 2025.

End of Addendum #1


11/18/25

COUNTY OF ALBANY

**ELEVATOR PREVENTATIVE MAINTENANCE AND REPAIR
SERVICES**

RFP#2025-039

ADDENDUM #2

Arthur J. Leone
11/18/25

November 17, 2025

The following Addendum No. 02 consisting of four (4) pages (including this cover page) is hereby issued on the 17th day of November 2025, in connection with the Request for Elevator Preventative Maintenance and Repair as requested by the Albany County Department of General Services, Albany County Correctional Facility, and the Albany County Shaker Place Nursing and Rehabilitation Center.

COUNTY OF ALBANY

RFB-2025-039

Elevator Preventative Maintenance and Repair Services

ADDENDUM #2

The following information is provided as a result of a question(s) posed by vendor(s):

ITEM #1: Question for clarification: Section 4d calls for the bid to be full maintenance, but the specs call out for lamps to be replaced when they burn out. There is also a vague mention of the packing being replaced in part O. Can you confirm if we can invoice for additional repairs found during service calls? The bid tabulation section also has estimated repair hours for each building. Can we invoice if we exceed those hours?

Answer: Please see attached clarification and expectations of Full Service Contracts.

ITEM#2: The bid tabulation section also has estimated repair hours for each building. Can we invoice if we exceed those hours?

Answer: Posted estimated repair hours are for bid tabulation only. Please see attached clarification and expectations of Full Service Contracts.

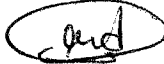
ITEM#3: Question: Section 4b requires the vendor to take a sample of oil in to be tested for viscosity, color, and contamination. This feels excessive. If required, are we to include that cost in the base maintenance fee for the lab fees?

Answer: All annual hydraulic testing for viscosity, color, and contamination should be included in the base maintenance bid for associated facilities.

ITEM#4: Question: While going through the RFB-2025-039 we came across the section for MBE/WBE would you accept SDVOB participation in place of MBE/WBE?

Answer: At this time we do not accept SDVOB participation in place of MBE or WBE. We still encourage the use of SDVOB's but they will not count in place of a MBE or WBE.

End of Addendum #2

 11/18/25

D) This is a full service contract. For the purposes of this contract, full service shall mean that the Contractor's bid price includes, but is not necessarily limited to: all labor, all material and supplies, all emergency work and special requests; all administrative, reporting or other requirements, all overhead costs and profit. It shall also include all travel costs, parking fees, and any other ancillary fees and costs including permits, licenses, insurance, etc. Details of services not explicitly stated in these specifications, but necessarily attendant is deemed to be understood by the Contractor and included herein.

Further clarification and expectations of Full Service Contract,

Along With Scheduled Preventive Maintenance Services:

1) Service Calls and Emergency Repair Services -

The Contractor shall provide 24-hour-a-day, 7 days-a-week, callback service, as part of the monthly maintenance fee and at no added cost to the County. The Contractor may only bill for callback service if the work performed is not the responsibility of the Contractor (e.g. repairs for vandalism, fire, acts of God, negligence by the State, or other unusual circumstances). In the event of callback service, a journeyman elevator mechanic will report to the site of the call when requested by the Agency Representative or those persons designated by the Agency Representative, in accordance with the following schedule:

1. Within one (1) hour after receipt of request for any stalled elevator(s) containing trapped passenger or any elevator designated in the bid contract as being essential. An attachment titled, "Elevators To Be Serviced", will be attached to each project definition to designate if an elevator is classified as essential or non-essential.
2. Within the first two (2) regular work hours of the next regular working day for any of the other elevator(s) covered by the bid contract.

2) GENERAL REQUIREMENTS -

- a. The intent of the specifications detailed in RFB# 2025-039, is to ensure the provision of complete elevator maintenance services, in every respect. Details of service not explicitly stated in RFB# 2025-039 but necessarily attendant thereto, is deemed understood by the contractor and included herein. The contractor shall furnish all material and equipment usually furnished with elevator services, in accordance with the latest adopted editions of ASME A17.1, Safety Code for Elevators and Escalators, A17.2 Inspectors Guide for Elevator and Escalators and A17.3 Safety Code for Existing Elevators and Escalators (including supplements).
- b. All material and equipment furnished shall be new and in excellent working condition. All replacement parts shall be new as specified by the original manufacturer or new after-market parts that are accepted by the elevator industry as equal or better (see II.4 Statement of Work).
- c. The Contractor is completely responsible for their work, including any damages or breakdowns caused by their failure to take appropriate action.

The Contractor shall give immediate notice to the Agency Representative of any apparent damage to the equipment covered under this contract. The Contractor shall notify the Agency Representative, verbally on the day of discovery, and shall follow-up in writing no later than three (3) days thereof, informing of the existence or development of any defects in, or repairs

required to, the elevator equipment which the Contractor does not consider to be its responsibility under the terms of the contract. Failure to do so will render the Contractor responsible for those repairs at no additional cost to the Authorized User. The Contractor shall furnish the Agency Representative with a written estimate of the cost to correct the defects or make the required repairs. The Contractor's estimate shall be itemized into labor and material costs not to exceed the labor and material rates as bid in the Project Definition. The Agency Representative reserves the right to make final decision concerning the responsibility for such corrections or repairs. In those instances when the Authorized User determines that the Authorized User is responsible for such corrections or repairs, the County may enter into negotiations with the Contractor to affect the repairs. If the County and Contractor reach agreement over the price and conduct of the repair, the County will issue an Authorization Letter that will authorize the repair and serve as the Contractor's notice to proceed. However, the Authorized User reserves the right to solicit offers from, and have corrections or repairs made by, other sources.

3) WORK NOT INCLUDED IN CONTRACT

The following items of work are specifically not included as work which the Contractor is responsible to perform:

1. Refinishing of the elevator car interior walls, elevator car interior ceiling, elevator car floor covering, and escalator balustrades, trim and moldings
2. Elevator equipment room lighting ballasts and light fixtures (except bulb replacement is included).
3. Hoist way enclosure walls, and hoist way door frames and sills.
4. Telephone Company lines (except elevator telephone or intercommunication systems are included).
5. Main line power switches.
6. Emergency power plants and associated supplies.

Attachment "D"
Certification Pursuant to Section 103-g
Of the New York State
General Municipal Law

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer 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 its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.



Signature

SR. Sales Executive

Title

KLONE, Inc.

Company Name

11/18/25

Date

ATTACHMENT "E"

Sheet MS4-1: Bidder/Proposer Certification Statement (to be used with Section 34 Part A – General Contracts)

As a bidder seeking to provide services on behalf of Albany County, I certify under penalty of law that I understand and agree to comply with the terms and conditions of the New York State Pollutant Discharge Elimination System ("SPDES") General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4 Permit) and Albany County Local Law 7 of 2007, and agree to implement any Best Management Practices or corrective actions identified by Albany County or an authorized representative thereof as necessary to maintain compliance. I understand that Albany County must comply with the terms and conditions of the aforementioned MS4 Permit, and that it is unlawful for any person to directly or indirectly cause or contribute to a violation of water quality standards. I am also aware that County Local Law 7 of 2007 prohibits any activities that cause or contribute to a violation of the County's SPDES permit. Further, I understand that any non-compliance by Albany County will not diminish, eliminate or lessen my own liability.

Name of Third Party Entity: Konic, Inc.

Address: 25 Post Rd.

Albany, N.Y. 12205

Phone Number(s): 518-224-0069

Description of activities to be performed by your firm or organization within Albany County are related to the Albany County Storm Water Management Program (SWMP) (include any activities that have the potential to generate or prevent pollution and/or affect water quality):

ELEVATOR PREVENTATIVE MAINTENANCE

Description of where the work is to be performed within Albany County facilities:

ELEVATOR & MACHINE ROOMS

Andrew N. DiNovo

Signature

ANDREW N. DINOVO

Printed Name

SR. Sales Executive

Title

11/18/25

Date

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

The undersigned guarantees the accuracy of all statements and answers herein contained. (Please print in ink or type in the spaces provided). Attach additional sheets if necessary. This statement of Bidder's qualifications is required of all Bidders. Additional data on Bidder's qualifications may be requested from selected Bidders after the Bid opening.

1. How many years has your firm been in business? 69 years

2. List up to three (3) projects of this nature that you have completed in the last three (3) years, and give the name, address and telephone number of a reference from each. Also give the completion date, the original contract bid price and the completed cost of each project listed.

1. ALBANY COUNTY OFFICE OF GENERAL SERVICES (EXISTING)
Commissioner LATINA

2. ALBANY INTERNAL AIRPORT (AIRPORT AUTHORITY)
KEVIN HEHIR
518-281-0609

3. STATE OF NEW YORK OFFICE OF GENERAL SERVICES
EMPIRE STATE PLAZA.
MATT QUACKENBUSH, 518-488-1769

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

3. List projects presently under contract by your firm, the dollar volume of the contract and the percentage completion of the contract.

1.) STATE OF NEW YORK DGS - HARRISMAN CAMPUS
\$6M

2) ALBANY COUNTY
\$2M

4. Has your firm ever failed to complete work awarded to it, if so, state where and why.

Not Applicable (NO)

5. Is your firm presently or has your firm ever been a party defendant in a lawsuit commenced against your firm alleging failure to properly complete work in accordance with the contract for same; if so, give details.

Not Applicable (NO)

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

6. Has your firm received two (2) final determinations within any consecutive six-year period, the second final determination occurring within the past five (5) years, that your firm willfully failed to pay the prevailing rate of wages or to provide supplements with Article 8 of the Labor Law, if so, give details.

Not Applicable (no)

7. Do you plan to sublet any part of this work? If so, give details.

No

8. Give the name, address and telephone number of an individual who represents each of the following and whom the Owner may contact to investigate your financial responsibility: a surety, and a bank.

Vicki LaHayette

None

1 NONE CURRENT

Moline, IL 61265

(563) 320-3311

BQ3

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

9. Give a summary of your financial statement. (List assets and liabilities, use an insert sheet, if needed).

SEE ATTACHED PREQUALIFICATION PACKAGE

10. State the true, exact, correct and complete name of the partnership, corporation or trade name under which you do business, and the address of the place of business. (If a corporation, state the name and title of all officers. If a partnership, state the name of all partners. If a trade name, state the names of the individuals who do business under the trade name.) It is absolutely necessary that information be furnished.

KONE, INC.

Correct Name of Bidder

- (a) The business is a: CORPORATION

- (b) The address of principal place of business is: ONE KONE COURT
MOBILE, AL 36685

- (c) The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows:

SEE ATTACHED PRE-QUALIFICATION PACKET

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

11. Is your firm qualified to do business in the State of New York? Yes ☒ No ☐
If No, signing this qualification statement constitutes agreement to obtain such qualification prior to award of contract immediately upon owner's request.

KONE, Inc.
Firm

Dated: 11/18/25

By ANDREW W. DiNOVO
Andrew W. DiNovo
(Typed)

ATTACHMENT "G"
NON-INTERRUPTION OF WORK AGREEMENT

By submission of the bid for:

The bidder agrees that if this bid is accepted, he/she will not intentionally engage in any course of conduct or activity, or employ for the purposes of performing the public work, any subcontractors, employees, labor or materials which will or may result in the interruption of the performance of the public work due to labor strife or unrest by workmen employed by the bidder or by any of the trades working in or about the public works and/or premises where the work is being performed.

Firm: KONE, Inc.

By: Andrew N. DiNovo
(Signature)

Andrew N. DiNovo
(Typed)

Title: EX. SALES EXECUTIVE

Date: 11/18/25

Dedicated to People Flow™



Submitted to:
Albany County
112 State Street
Albany, New York 12207

Submitted by:
Drew DiNovo

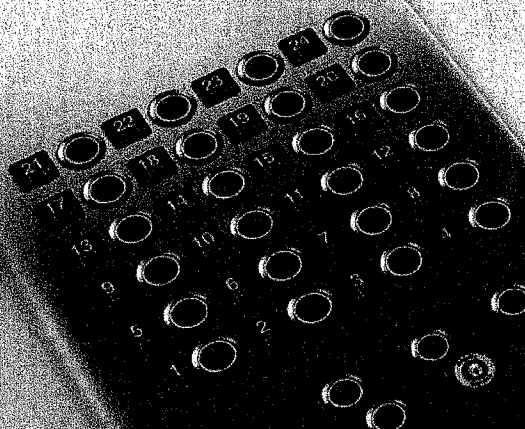
Contact: Drew DiNovo
Phone: 518-229-0069
E-mail: andrew.dinovo@kone.com

This information is up-to-date and
accurate to the best of our knowledge.

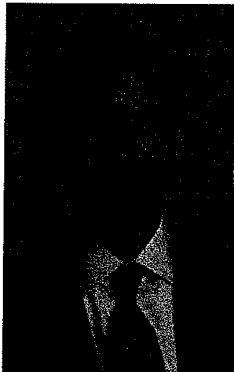
Date: November 18, 2025

CONFIDENTIALITY STATEMENT

The information contained herein is being disclosed to you in connection with a bid or prequalification. KONE Inc. requests that you keep this information in confidence, not disclose such information to any third party and use such information only in connection with the bid or prequalification.



Thank you for considering KONE Inc.
as a partner for your project!



KONE, one of the global leaders in the elevator and escalator industry, was founded in 1910. The company's objective is to offer the best People Flow experience by developing and delivering solutions that enable people to move smoothly, safely, comfortably and quickly through buildings in an increasingly urbanizing environment.

Our solutions are known for their industry leading eco-efficiency, design and innovative technology. Additionally, we offer a portfolio of services to support our customers and partners – architects, consultants, builders, developers, building owners and facility managers – at every step of their building's lifecycle; from design and construction to maintenance and modernization of their buildings.

KONE delivers a performance edge with a strong focus on Safety and Quality. In addition, we are proud to have engaged employees who are focused on providing the best Customer Experience possible.

The detail you will find throughout this Qualification Package provides KONE information and responses to the most commonly asked questions we see from customers when selecting KONE – and these are the same types of questions we ask of our partners! I trust you will find this package informative and helpful in your vendor qualification process. Please feel free to contact your local sales representatives for any further detail needed.

Thank you for considering KONE to work on your project. We look forward to doing business with you in the future.

A handwritten signature in black ink, reading "Kenneth E. Schmid Jr." with a stylized flourish at the end.

Kenneth E. Schmid Jr.
President, CEO and Chairman of the Board; Director
KONE Americas

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Organization



KONE Inc.'s objective is to offer the best People Flow experience by developing and delivering solutions that enable people to move smoothly, safely, comfortably and without waiting in buildings in an increasingly urbanizing environment.

Legal Name:	KONE Inc.
Principal Office:	One KONE Court Moline, IL 61265
Type of Entity:	Corporation
State of Incorporation:	Delaware
Date of Incorporation:	12/31/1956
FEIN:	36-2357423
Website:	www.kone.us
Parent Company:	KONE Holdings Inc.
Address:	One KONE Court Moline, IL 61265
History:	Founded in 1892*
Former names:	Moline Elevator Company (1892 –1913) Montgomery Elevator (1913 –1994) Montgomery KONE Inc. (1994 – 2000) KONE Inc. (2000 – present)
Nature of Business:	Design, manufacture, install, service, repair, maintain and modernize elevators, escalators and autowalks.
Licensing:	KONE Inc. is authorized to do business in all 50 states, U.S. Virgin Islands and Puerto Rico and holds current contractor licenses and business registrations where applicable.
NAICS Codes	238290 & 333921
SIC Codes	1796 & 3534
Subcontractor Scope of Work	Division 14
DUNS#:	00-526-2308
Unique Entity ID (SAMS)	RR4DVMQCVAS5
CAGE Code:	1LZ56

* KONE Inc. is an indirect subsidiary of KONE Corporation, a Finnish company founded in 1910.

Organization



General Workforce Summary

The America's Workforce Summary as of January 1, 2025*:

US	5,713
Mexico	1,148
Canada	1,126

US Workforce Summary by:

Job Category	Employee Count
Exec/Sr Officials & Managers	17
First/Mid-Level Officials and Managers	646
Professionals	321
Technicians	6
Sales Workers	307
Admin Support Workers	361
Craft Workers	3,910
Operatives	145
.....	
Grand Total	5,713

* Workforce demographic data for specific locations is available upon request.

KONE Inc. Directors and Officers

First Name	Last Name	Title	Business Address
Kenneth E.	Schmid, Jr.	President, CEO & Chairman of the Board; Director	3333 Warrenville Road, Suite 700, Lisle, IL 60532
Johannes	Frände	Exec VP	KONE Corp: Keilasatama 3, FIN-02150 Espoo, Finland
Kenneth	Lindgren	SVP Finance	3333 Warrenville Road, Suite 700, Lisle, IL 60532
Steve	Gonzalez	SVP US New Building Solutions	3333 Warrenville Road, Suite 700, Lisle, IL 60532
Aaron	Ites	SVP US East and Mexico	3333 Warrenville Road, Suite 700, Lisle, IL 60532
Roberts	Brad	SVP US West and Mexico	450 Century Parkway, Allen, TX 75013
Vinay	Kapur	SVP Service	1488 Cliveden Ave, Delta, BC V3m 6L9 Canada
Nicole	Manzo	SVP People and communications	3333 Warrenville Road, Suite 700, Lisle, IL 60532
Divya R.	Mehta	SVP Legal; Secretary	3333 Warrenville Road, Suite 700, Lisle, IL 60532
Dennis	Viehweg	SVP Modernization	3333 Warrenville Road, Suite 700, Lisle, IL 60532
Corey	Ward	SVP Safety, Quality and Environment	3333 Warrenville Road, Suite 700, Lisle, IL 60532
Bryce	Warren	SVP Supply Chain	450 Century Parkway, Allen, TX 75013
Donny	Keller	VP Service Operations	One KONE Court, Moline, IL 61265
Margot	Taylor	VP Strategy and M&A	3333 Warrenville Road, Suite 700, Lisle, IL 60532
Rangarajan	Krishnamurthy	Treasurer	3333 Warrenville Road, Suite 700, Lisle, IL 60532
John	Dahlgust, Jr.	Assistant Secretary	3333 Warrenville Road, Suite 700, Lisle, IL 60532
Mary	Damitio	Assistant Secretary	3333 Warrenville Road, Suite 700, Lisle, IL 60532
Cheryl	Gabriel	Assistant Secretary	One KONE Court, Moline, IL 61265
Diana	Himes	Assistant Secretary	One KONE Court, Moline, IL 61265
Sandeep	Kumar	Assistant Secretary	3333 Warrenville Road, Suite 700, Lisle, IL 60532
Lorraine	Pelzer	Assistant Secretary	One KONE Court, Moline, IL 61265
Kim	Thompson	Assistant Secretary	3333 Warrenville Road, Suite 700, Lisle, IL 60532
Matthew	Swanstrom	Assistant Secretary	3333 Warrenville Road, Suite 700, Lisle, IL 60532
Meggan	Zobrist	Assistant Secretary	One KONE Court, Moline, IL 61265
Beth	Forret	Assistant Treasurer	One KONE Court, Moline, IL 61265
Jennifer	Olson	Assistant Treasurer	3333 Warrenville Road, Suite 700, Lisle, IL 60532
Carrie	Rolfes	Assistant Treasurer	3333 Warrenville Road, Suite 700, Lisle, IL 60532
Adam	Winger	Assistant Treasurer	One KONE Court, Moline, IL 61265

Insurance and Bonding



Bonding Company: **Fidelity and Deposit Company of Maryland (Zurich)**
1299 Zurich Way, 10th Floor, Schaumburg, IL 60196
Underwriter: Lindy Serio
State Incorporated: IL
Bonding Capacity: \$700,000,000
Best Key Rating: A+ / XV
Relationship Duration: 07/01/2002

Bonding Company: **Travelers Casualty and Surety Company of America**
One Tower Square, Hartford, CT 06183
Underwriter: Trey Kolenda
State Incorporated: CT
Bonding Capacity: \$700,000,000
Best Rating: A++ / XV
Relationship Duration: 05/01/2009

Bonding Company: **Federal Insurance Company (Chubb Insurance Group)**
202B Hall's Mills Rd, Whitehouse Station, NJ 08889
Underwriter: Jacob Ahn
State Incorporated: IN
Bond Capacity: \$450,000,000
Best Rating: A++ / XV
Relationship Duration: 06/01/2009

Agent/Broker for All: **Aon Surety**
Jean Torres
Surety Analyst/Aon Construction Services Group
Phone: 312-381-5214

Mariano Viale
Managing Director/Global Surety – Aon Commercial Risk Solutions
Phone: 305-961-5921

200 East Randolph Street, 4th Floor, Chicago, IL 60601
Email: kone.bonds@aon.com
Relationship Duration: 07/17/2007

KONE Inc.'s Surety program has been able to furnish all Performance and Payment Bonds required to date. Additional Surety capacity is available should the need arise. There have been no claims paid to date by our Surety program. Current bond rate is \$2.75 per thousand dollars of total contract amount for contracts 2 years or less.

Insurance and Bonding



Sample Certificate of Insurance

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)	
				1/3/2025	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.					
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).					
PRODUCER Aon Risk Services Central, Inc. Chicago, IL Office 200 East Randolph Chicago, IL 60601		CONTACT NAME: Aon Client Services PHONE (A/C No. Ext): 888-283-7122 FAX (A/C No.): 800-363-0105 EMAIL: Acs.chicago@aon.com ADDRESS: Acs.chicago@aon.com			
INSURED KONE Inc. Attn: InsuranceRequests@kone.com One KONE Court Moline IL 61265		INSURER(S) AFFORDING COVERAGE INSURER A: Old Republic Insurance Company 24147 INSURER B: Potlatch Insurance Ltd N/A INSURER C: AXIS Surplus Insurance Company 26520 INSURER D: INSURER E: INSURER F:			
COVERAGES		CERTIFICATE NUMBER: 83434751		REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF. DATE	POLICY EXPI. DATE	LIMITS
A COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☒ PROJECT ☐ LOC OTHER:		MWZY 57732	1/1/2025	1/1/2026	EACH OCCURRENCE \$10,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$10,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$10,000,000 GENERAL AGGREGATE \$10,000,000 PRODUCTS-COMP/OP AGG \$10,000,000 \$
A AUTOMOBILE LIABILITY ANY AUTO ☒ OWNED AUTOS ONLY ☐ HIRSD AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-SCHEDULED AUTOS ONLY ☐		MW7B 20016	1/1/2025	1/1/2026	COMBINED SINGLE LIMIT (Ea occurrence) \$5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B UMBRELLA LIAB ☒ EXCESS LIAB ☒ DED ☐ RETENTION \$ ☐ CLAIMS-MADE ☒		18-883-331-6	1/1/2025	1/1/2026	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
A WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETORS/PARTNERS/EXECUTIVE OFFICERS/MEMBERS EXCLUDED? ☐ If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	MWC 115397 17 (AOS) MWXS 822 17 (OH)	1/1/2025 1/1/2025	1/1/2026 1/1/2026	PER STATUTE ☒ OTHER ☐ ILL EACH ACCIDENT \$5,000,000 ILL DISEASE - EA EMPLOYEE \$5,000,000 ILL DISEASE - POLICY LIMIT \$5,000,000 \$5M Ea. Occurrence / \$5M Aggregate
C Excess Auto & Employer's Liability		P-001-001065181-03	1/1/2025	1/1/2026	
DESCRIPTION OF OPERATIONS (LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)) Contract No. Sample - Project/Location: Sample - 12345 Street Moline IL As respects Excess Liability, if evidenced above, Aon Risk Solutions U.S. is generating & distributing this COI in an administrative capacity.					
CERTIFICATE HOLDER		CANCELLATION			
SAMPLE COI One KONE Court Moline IL 61265		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Aon Risk Services Central, Inc.			

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

83434751 : C20-U.S. : 1/25/25 CL AQ X2 MC : Durable Certificate : 1/3/2025 3:05:02 PM (GMT) : Page 2 of 2
This certificate cancels and supersedes all previously issued certificates.

Insurance and Bonding



One Tower Square, Bond/5PB
Hartford, CT 06183

September 18, 2025

RE: KONE Inc.

To Whom It May Concern:

Since 2007, Aon Risk Services Central, Inc. and the Travelers Casualty and Surety Company of America have had the continuing privilege of providing surety bonds for KONE INC. KONE INC. has a bonding capacity on individual projects of \$25,000,000.00 and a total program capacity of \$700,000,000.00, sufficient capacity is available to support the above referenced project. Travelers Casualty and Surety Company of America is rated "A++" (Superior) with a financial size category of XV (\$2 billion +) by AM Best and has a US Treasury Limit of \$225,563,000.00.

If KONE Inc. is awarded a contract for an upcoming project and requests that we provide the necessary Performance and/or Payment Bonds, we will be prepared to execute the bonds subject to our acceptable review of the contract terms and conditions, bond forms, appropriate contract funding and any other underwriting considerations at the time of the request.

Our consideration and issuance of bonds is a matter solely between KONE Inc. and ourselves, and we assume no liability to third parties or to you by the issuance of this letter. KONE Inc. is represented by Aon Risk Services Central, Inc. at 200 East Randolph St., Chicago, IL 60601, Attn: Ann Mullins, 312-520-1294. We trust that this information meets with your satisfaction.

Sincerely,

Travelers Casualty and Surety Company of America

Jean Torres
Attorney-in-Fact



Insurance and Bonding



TRAVELERS

**Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company**

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **JEAN TORRES** of **CHICAGO, Illinois**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 21st day of April, 2021.



State of Connecticut

City of Hartford ss.

By:

Robert L. Raney, Senior Vice President

On this the 21st day of April, 2021, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2026



Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 18th day of September, 2025.



Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3888.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

At KONE, safety is a high priority area. We strongly believe that each employee has the right to return home injury-free after each workday; therefore, we have zero tolerance towards unsafe behavior and attitudes and our ultimate goal is to have zero incidents. To minimize incidents, we ensure that all our employees have the right set of competencies they need in order to perform their work in a safe manner. We have the same level of requirements for the safety of our subcontractors' employees as our own employees.

KONE continually strives to improve the safety of its equipment and work methods to realize the zero-incident expectation. To improve KONE's safety culture, incidents and near-misses are continuously monitored and investigated. The lessons learned are discussed with the entire organization on a regular basis.

KONE trains employees on safety

The minimum requirement for all KONE employees is to have a general level of training in health and safety, which must be regularly refreshed. Additional training relating to respective work roles and tasks must be completed in order to develop and maintain the needed competencies.

KONE's steps to achieving world-class EHS performance

KONE Inc. is committed to becoming a world-class leader of Environment, Health, and Safety (EHS) excellence in everything we do and everywhere we conduct business. The actions below demonstrate KONE Inc.'s steps towards achieving world-class EHS performance:

- Employs full time safety-trained and health personnel.
- In place procedures for investigating, reporting, and follow-up of accidents and occupational injuries. Action items are documented to completion.
- Written Safety and Health program addressing management's commitment and expectations, employee participation, accountability, and responsibility, as well as work best practices and procedures.
- Serious injury and Fatality (SIF) prevention program for field operations to address high risk safety areas.
- Personnel trained in first aid and CPR, where applicable.
- Maintain inspection and maintenance certification for operating equipment.
- Safety field inspections are conducted on a quarterly basis, while safety and health audits of company policies and procedures are conducted annually.
- Trained employees in appropriate job skills. Understanding is verified through written and oral exams, performance testing, and job monitoring.
- Conduct safety and health orientation for new hires and personnel promotions.

Safety



Safety Team

Corey Ward
Senior Vice President, SQE
Phone: 630-955-4220
E-mail: Corey.Ward@kone.com

Valdez Hails
S&E Director – Northeast, NY Metro and USK
Phone: 240-743-8175
E-mail: Valdez.Hails@kone.com

Jacob Osterman
Sr. S&E Manager – Great Plains and Central West
Phone: 816-804-9435
E-mail: Jacob.osterman@kone.com

Robert Whitaker
Sr. S&E Manager – Central and Southeast
Phone: 678-290-4100
E-mail: Robert.Whitaker@kone.com

Vern Kellow
Sr. S&E Manager - Pacific
Phone: 778-919-1697
Email: Vern.kellow@kone.com

Matthew Walsh
S&E Manager
Phone: 331-202-8848
E-mail: Matthew.Walsh@kone.com

Lena Velluso
S&E Process Development Director
Phone: 425-260-1359
E-mail: Lena.Velluso@kone.com

Corporate Safety Statistics

Interstate (National) EMR	2024	2023	2022	2021	2020
# Total OSHA Recordable Cases	73	70	67	85	87
# Restricted Work Activity Cases	39	46	42	51	63
# Restricted Workdays	3,017	2,366	3,077	3,076	4,216
# Lost Workday Cases	10	7	6	13	9
# Lost Workdays	501	332	244	371	340
# Fatalities	0	0	0	0	0
Employees Hours Worked	12,493,024	11,833,749	11,211,553	11,325,646	11,414,417
# Employees	6,247	5,662	5,606	5,662	5,707
Total Recordable Rate	1.17	1.18	1.20	1.50	1.52
Lost Workday Incident Rate (Lost Time Only)	0.16	0.12	0.11	0.22	0.16
DART Rate (Lost Time and Restricted Time)	0.78	0.90	0.86	1.13	1.26

Safety



Experience Modification Rate (EMR) Verification



OLD REPUBLIC RISK MANAGEMENT

445 South Moorland Road, Suite 300, Brookfield, Wisconsin 53005 | T: 262.797.3400

December 16, 2024

Kristin Kahn
AON Risk Services Central, Inc.
200 East Randolph Street
Chicago, IL 60601

Re: KONE, Inc.
Effective 1/1/25 – 1/1/26

Dear Kristin:

According to your request, below are the NCCI Experience Modification Factors for the last five years.

0.76 eff 1/1/2025
0.80 eff 1/1/2024
0.75 eff 1/1/2023
0.70 eff 1/1/2022
0.74 eff 1/1/2021

These modification factors are true and correct as per the National Council on Compensation Insurance, Inc. (NCCI).

Sincerely,

OLD REPUBLIC RISK MANAGEMENT, INC.

A handwritten signature in cursive script that reads "Maria Egle".

Maria Egle
Account Manager

Workers' Compensation Rates

Class Code 5160

Rates Effective 1/1/25

Rate per \$100 payroll

State	2025 Rate	State	2025 Rate
AK	upon request	MT	2.17
AL	1.45	NC	1.55
AR	0.91	ND	upon request
AZ	1.23	NE	1.78
CA	2.16	NH	upon request
CO	1.68	NJ	3.52
CT	2.85	NM	1.52
DC	upon request	NV	1.93
DE	upon request	NY	5.31
FL	1.59	OH	1.46
GA	1.66	OK	1.78
HI	2.06	OR	1.18
IA	2.75	PA	2.59
ID	upon request	RI	upon request
IL	3.60	SC	upon request
IN	0.99	SD	2.11
KS	1.23	TN	0.97
KY	1.41	TX	1.63
LA	2.33	UT	1.18
MA	2.67	VA	1.42
MD	1.71	VT	upon request
ME	1.49	WA	upon request
MI	0.96	WI	2.58
MN	1.88	WV	upon request
MO	1.90	WY	upon request
MS	upon request		

*For DE and PA, class code 675 is equivalent to 5160. For WA, class code is 0602-03.

KONE Quality Objectives are to improve customer loyalty, reduce call outs and minimize the cost of poor quality. To achieve our objectives, our established Quality Strategy is to provide superior service experience by strengthening involvement of people and continuously improve the quality of our solutions and processes. A copy of the KONE Quality Manual describing the KONE Management System focused on Quality and Environment is available upon request.

KONE uses the ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018 for selected units to provide benchmarks against which entire global operations can be measured. KONE Americas Supply Line is certified under the global Certification Process. Certificates are available upon request.

Supply Chain America Locations
450 & 500 Century Parkway, Allen, TX
2266 US Highway 6, Coal Valley, IL

Activities
ISO 9001:2015, ISO 14001:2015
ISO 9001:2015, ISO 14001:2015, ISO 45001:2018

KONE ISO 9001, 1400, & 45001 Certificate Number:

Certificate Identity number: 10633815

Expires June 30, 2027

Issued by Lloyd's Register Quality Assurance Limited

Supplier Quality Management

KONE has created one KONE Sourcing organization to continuously improve customer value with the aim of reducing total cost of ownership. Supplier Quality Management, as a part of the KONE Sourcing organization, is responsible to set up and implement a harmonized supplier qualification process across the organization and assure an effective supplier development system.

Cross functional teams take into account the sensitivity of the goods/services purchased. We maintain a list of supplier profiles to achieve quality targets and competitiveness when changing products and/or suppliers.

A "Quality Annex" is a part of the supply agreement. The Quality Annex contains all the Quality targets and the Quality control plan agreed with supplier, in line with KONE targets and processes.

Supplier Quality Management monitors the performance of suppliers using KONE Process (Preventative and Corrective Action System, Feedback Process and KPI measurements). Regular performance reporting between KONE and key suppliers are conducted in order to motivate both parties to improve continuously toward the agreed quality targets.

KONE Inc. is an indirect subsidiary of KONE Corporation located in Espoo, Finland. KONE operates on a calendar year end (December 31). The KONE Annual Report and audited financial statements are prepared globally on a consolidated basis only, and reflect KONE worldwide operations. A condensed income statement and balance sheet are attached for your reference. Please visit the KONE Investor page for a complete copy of the current and past interim and annual reports.

<http://www.kone.com/en/investors/>

The audited financials and annual reports are prepared by:
Ernst & Young Oy
Finland

KONE Inc. has never filed for Bankruptcy or Reorganization. A copy of the *Letter of Support* from KONE Corporation is included.

Key Figures

Currency = MEUR (Million Euros)	2024	2023	2022	2021	2020
Sales	11,098	10,952	10,907	10,514	9,939
Orders received	8,759	8,578	9,131	8,853	8,185
Order book	9,059	8,716	9,026	8,564	7,729
Total Assets	9,284	8,731	9,090	9,720	8,792
Total Liabilities	6,391	5,945	6,224	6,521	5,595
Equity / Net Worth (Total Assets - Total Liabilities)	2,893	2,786	2,866	3,199	3,197
Leverage (Total Liab / Equity)	2.21	2.13	2.17	2.03	1.75
Current Assets	5,963	5,764	6,309	6,922	6,126
Current Liabilities	5,276	5,090	5,404	5,652	4,918
Working Capital (Current Assets - Current Liabilities)	687	674	905	1,270	1,208
Current Ratio (Current Assets / Current Liabilities)	1.13	1.13	1.17	1.22	1.25

KONE Consolidated Balance Sheet

Assets MEUR (Million Euros)	Dec 31, 2024	Dec 31, 2023
Non-current assets		
Goodwill	1,558.4	1,469.0
Other intangible assets	333.3	287.2
Property, plant and equipment	898.5	779.7
Employee Benefits	15.0	9.2
Deferred tax assets	365.7	320.2
Shares and other non-current assets	150.3	101.5
Total non-current assets	3,321.2	2,966.8
Current assets		
Inventories	856.7	820.9
Accounts receivable	2,494.8	2,495.1
Deferred assets	693.6	641.0
Income tax receivables	119.0	118.7
Current deposits and loans receivable	1,223.0	1,263.9
Cash and cash equivalents	576.0	424.5
Total current assets	5,963.1	5,764.0
Total assets	9,284.3	8,730.8
Equity and liabilities MEUR (Million Euros)	Dec 31, 2024	Dec 31, 2023
Capital and reserves attributable to the shareholders of the parent company		
Share capital	66.2	66.2
Share premium account	100.3	100.3
Paid-up unrestricted equity reserve	245.7	245.7
Fair value and other reserves	-25.3	-20.0
Translation differences	135.3	69.7
Remeasurements of employee benefits	-105.2	-96.5
Treasury Shares	-217.5	-230.2
Retained earnings	2,667.2	2,616.9
Total shareholders' equity	2,866.7	2,752.1
Non-controlling interests	26.3	33.9
Total equity	2,893.1	2,786.0
Non-current liabilities		
Loans	700.5	438.7
Employee benefits	141.4	132.9
Deferred tax liabilities	87.3	86.3
Total non-current liabilities	929.3	657.9
Provisions	185.9	196.9
Current liabilities		
Current Portion of Long-term loans	145.1	116.1
Advance payments received	2,016.9	1,915.7
Accounts payable	982.9	927.0
Accruals	1,986.6	1,993.4
Income tax payables	144.4	137.7
Total current liabilities	5,275.9	5,090.0
Total equity and liabilities	9,284.3	8,730.8

KONE Consolidated Statement of Income

Currency = MEUR (Million Euros)	Jan 1 - Dec 31, 2024	%	Jan 1 - Dec 31, 2023	%
Sales	11,098.4		10,952.3	
Costs and expenses	-9,557.3		-9,482.8	
Depreciation and amortization	-292.2		-269.4	
Operating income	1,249.0	11.3	1,200.1	11.0
Financing income	48.3		50.0	
Financing expenses	-43.1		-43.9	
Income before taxes	1,254.1	11.3	1,206.1	11.0
Taxes	-293.1		-274.6	
Net income	961.0	8.7	931.6	8.5
Net income attributable to:				
Shareholders of the parent company	951.3		925.8	
Non-controlling interests	9.7		5.8	
Total	961.0		931.6	
Earnings per share for profit attributable to the shareholders of the parent company, EUR				
Basic earnings per share, EUR	1.84		1.79	
Diluted earnings per share, EUR	1.84		1.79	

Form W-9 (Rev. March 2024) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification Go to www.irs.gov/FormW9 for instructions and the latest information.	Give form to the requester. Do not send to the IRS.																																																		
Before you begin. For guidance related to the purpose of Form W-9, see <i>Purpose of Form</i> , below.																																																				
1 Name of entity/individual. An entity is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) KONE INC.																																																				
2 Business name/disregarded entity name, if different from above.																																																				
3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☒ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) 5 Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) N/A (Applies to accounts maintained outside the United States.)																																																			
3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. ☐																																																				
5 Address (number, street, and apt. or suite no.). See instructions. ONE KONE COURT 6 City, state, and ZIP code MOLINE, IL 61265	Requester's name and address (optional)																																																			
7 List account number(s) here (optional)																																																				
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td> </tr> <tr> <td colspan="10" style="text-align: center;">or</td> </tr> <tr> <td colspan="10" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 5%;">3</td><td style="width: 5%;">6</td><td style="width: 5%;"> </td><td style="width: 5%;">2</td><td style="width: 5%;">3</td><td style="width: 5%;">5</td><td style="width: 5%;">7</td><td style="width: 5%;">4</td><td style="width: 5%;">2</td><td style="width: 5%;">3</td> </tr> </table>			Social security number																				or										Employer identification number										3	6		2	3	5	7	4	2	3
Social security number																																																				
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Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.																																																				
Sign Here	Signature of U.S. person <i>Brian J. Fort</i>	Date 5/8/2025																																																		

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Corporate Financial Letter of Support



29 January 2025

To whom it may concern

LETTER OF SUPPORT

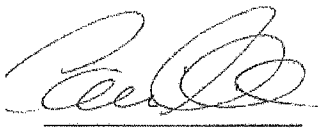
KONE Inc, One KONE Court, Moline, IL 61825, USA, is a solely, indirectly 100 % owned subsidiary of KONE Corporation.

We confirm that it is our business policy to closely follow all units of our group companies to ensure they are able to fulfil their obligations. We further confirm that we intend to adhere to this policy also with respect to KONE Inc.

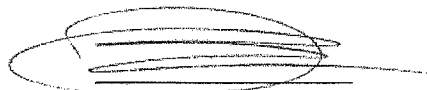
IN WITNESS THEREOF, we have caused this letter of confirmation to be executed by our duly authorized representatives on this 29th day of January 2025 and confirm that this letter shall be valid until 31 December 2025 after which it will automatically become void.

Yours faithfully

KONE CORPORATION



Camilla Orko
Vice President, Global Compliance



Johannes Frände
EVP, General Counsel



Dedicated to
People Flow™

References and Experience



Our customers' success is our goal. We work for and with them to identify and deliver solutions that exceed expectations. We keep our promises. We drive new ideas to realization with speed and an obsession for customer-driven quality.

Bank References

Main Operating Account

Citibank N.A.
111 Wall Street
New York, NY 10043
Contact: Kewen Xie
Phone: 212-816-9936
Account: 30915201
ABA(Routing): 021000089

Trade References

Gliese Companies

Attn: Marvin Heiderscheit

7025 Chavenelle Road

Dubuque, IA 52002

Tel: 563-588-8772

Email: Mark@gieseco.com

DRAKA Elevator Products

Attn: Wynne Ellis, Global
Director of Operations

2151 North Church Street, PO B

Rocky Mount, NC 27802-0400

Tel: 877-372-5237

Email: Wynne.Ellis@prysmiangroup.com

Innovation Industries, Inc.

Attn: Accounts Receivable

3500 East Main Street, PO Box 29

Russellville, AR 72802

Tel: 800-843-1004

Email: Innovation-AR@innovationind.com

Wurtec

Attn: Kelly Rucki

6200 Brent Dr

Toledo, OH 43611

Tel: 419-726-1066

Email: kelly.rucki@wurtec.com

References and Experience



Citibank Reference Letter (Credit Facility)



10/1/2025

TO: Kone Inc
One Kone Court
Moline, IL 61265

RE: Bank Reference Letter

This letter confirms that Kone Inc. is a customer of Citibank, N.A. ("Citibank"). Kone Inc. currently has a credit facility of \$2.5 million with Citibank. The facility currently has a zero utilization. Kone Inc has maintained Demand Deposit Accounts with Citibank since 2013. We confirm that this relationship has been maintained in a satisfactory manner.

If you need any additional information, please contact Kewen Xie, Relationship Manager at (212) 816-9936.

Sincerely,

A handwritten signature in black ink, appearing to read "Kewen Xie".

Kewen Xie
Relationship Manager
Citi | Banking, Capital Markets, Advisory
Global Subsidiaries Group (GSG)
388 Greenwich Street
New York, NY 10013

References and Experience



Construction Volume (past 5 years)

2024 – 6.595 Billion Euros
2023 – 6.825 Billion Euros
2022 – 7.016 Billion Euros
2021 – 7.064 Billion Euros
2020 – 6.723 Billion Euros

KONE Inc. subcontracts <2% of all construction work. On occasion, KONE may need to retain the service of qualified hole drillers.

Certified LEED Buildings

KONE has successfully helped projects across the United States earn LEED credits in the Energy & Atmosphere and Innovation in Design categories through the installation of KONE's Machine Room-Less elevator solutions. We fully support the needs of our customers and their projects and will work to gather all necessary quantitative data needed for your projects.

Building Name	Location	Level of Certification
110 North Wacker	Chicago, IL	Gold
320 South Canal	Chicago, IL	Gold
1900 Lawrence	Denver, CO	Gold
Hyatt Regency Tower & Convention Center (808 Howell)	Seattle, WA	Gold
Arrivé-Potala Tower (2116 4th Ave)	Seattle, WA	Silver
Kinects Tower (1823 Minor Ave)	Seattle, WA	Silver
University Town Center (6515 Belcrest Rd)	Hyattsville, MD	Silver
F5 Tower (801 5th Ave & Columbia)	Seattle, WA	Silver
Helios Tower (1600 2nd Ave & Pine)	Seattle, WA	Gold
The Bower (1300 4th St SE)	Washington, DC	Silver
Stratus Tower (820 Lenora St)	Seattle, WA	Silver
Tower 12 Apartments (2015 2nd Ave)	Seattle, WA	Silver
River Point (2121 First St. SW)	Washington, DC	Gold
University of Washington (Denny Hall)	Seattle, WA	Gold
University of Washington (Maple and Terry Halls)	Seattle, WA	Gold

References and Experience



Top 10 Completed Projects within the last 5 years by Quantity of Units *

Project Name	Location	Quantity	Project End Date
WMATA – Phase 1	Washington DC	139	February 2020
LaGuardia Redevelopment	New York	75	December 2022
Raiders Stadium	Las Vegas	73	October 2020
SEATAC IAF	Seattle	34	August 2022
Wildflower Studios	New York	33	July 2024
110 N WACKER	Chicago	30	November 2020
320 S CANAL	Chicago	28	February 2022
Signia by Hilton Atlanta	Atlanta	22	June 2024
First National Center	Oklahoma City	20	October 2022
Nike Merchandising	Beaverton	18	March 2022

Top 10 Projects in Progress by Quantity of Units*

Project Name	Location	Quantity	Project End Date
WMATA – Phase 3	Washington DC	139	December 2027
JFK Terminal One New Terminal	New York	127	March 2026
IAD Tier 2 Concourse	Sterling	43	September 2026
Harry Reid Airport	Las Vegas	41	October 2026
Bellevue 600	Bellevue	40	December 2025
TSMC	Phoenix	39	March 2025
HJAIA	Atlanta	33	June 2026
Eppley Airfield	Omaha	32	March 2028
CMH Airport	Columbus	29	June 2026
North Shore Towers	New York	24	March 2026

* KONE is publicly listed on the NASDAQ OMX Helsinki exchange. Due to KONE Disclosure Guidelines, we are unable to release specific contract dollar amounts. Disclosure guidelines also prevent release of specific customer information without customer approval.

References and Experience



Litigation, Arbitration, Mediation and Claims

Like other large American corporations, at any given time KONE has a variety of claims and lawsuits filed against it. KONE can state with confidence that there are no outstanding judgments against KONE, and that no known claims now existing, nor aggregate of known claims now pending, in any manner impinge on the financial strength of the company or in any manner limit the ability of KONE to perform any contract or project. KONE is seldom, if ever, subject to a judgment against it in a contractual dispute. KONE takes its contractual obligations very seriously and is committed to meeting all its obligations in a timely, professional and satisfactory manner. We take pride in being able to resolve disputes with or against our customers in a non-litigious manner to the satisfaction of both parties.

COUNTY OF ALBANY

REQUEST FOR BIDS

**ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES,
ALBANY COUNTY CORRECTIONAL FACILITY, AND ALBANY
COUNTY SHAKER PLACE NURSING AND REHABILITATION
CENTER**



RFB #2025-039

**ELEVATOR PREVENTATIVE MAINTENANCE AND REPAIR
SERVICES**

**ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
PAMELA O NEILL, PURCHASING AGENT
112 STATE STREET, ROOM 820
ALBANY, NY 12207**

**COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES PURCHASING DIVISION
112 STATE STREET, ROOM 820, ALBANY, NY 12207
TELEPHONE: 518-447-7140/ FAX: 518-447-5588
Pamela.oneill@albanycountyny.gov**

**TITLE: ELEVATOR PREVENTATIVE MAINTENANCE AND
REPAIR SERVICES RFB NUMBER: 2025-039**

Receipt Confirmation Form

Please complete and return this confirmation form as soon as possible:

Pamela O Neill
Purchasing Agent
County of Albany
112 State Street, Room 820
Albany, NY 12207

**IF YOU PLAN TO SUBMIT A BID, YOU MUST RETURN
THIS FORM TO ENSURE THAT YOU WILL RECEIVE ALL
FURTHER COMMUNICATION REGARDING THIS RFB.**

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Title: _____

Phone Number: _____ Fax Number: _____ E-Mail: _____

If a Bidders/Proposers meeting has been arranged for this Bid/RFP, please indicate if you plan to attend:

☐ Yes / ☐ No

I authorize the County of Albany to send further correspondence that the County deems to be of an urgent nature by the following method (check):

Fax Number: _____ E-Mail: _____

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 820
ALBANY, NY 12207

NON-BIDDER RESPONSE

RFB #2025-039

ELEVATOR MAINTENANCE AND REPAIR SERVICES

The Albany County Department of General Services, Purchasing Division, is interested in the reasons why bidders fail to submit bids. Please indicate your reason(s) by checking all appropriate item(s) below and returning this form to the above address.

- ☐ Could not meet specifications or Scope of Services.
- ☐ Items or materials requested not manufactured by us or not available to our company.
- ☐ Insurance requirements are too restricting.
- ☐ Bond requirements are too restricting.
- ☐ Specifications or Scope of Services not clearly understood or applicable (too vague, too rigid, etc.).
- ☐ Project not suited to firm.
- ☐ Quantities too small.
- ☐ Insufficient time allowed for preparation of bid.
- ☐ Other reasons; please state and define:

Vendor Name: _____

Contact Person: _____

Vendor Address: _____

Vendor Telephone: _____

NOTICE TO BIDDERS -- ALBANY COUNTY
REQUEST FOR BIDS #2025-039

Sealed Bids for Elevator Preventative Maintenance and Repairs as requested by Albany County Department of General Services, Correctional Facility and the Albany County Shaker Place Nursing and Rehabilitation Center will be received by the Albany County Purchasing Agent, Room 820, 112 State Street, Albany, New York 12207 until 11:00 AM, local time on Thursday, November 13, 2025.

Request for Bid (RFB) documents may be obtained at the office of the Albany County Purchasing Agent, as noted above. RFB documents may be available for download from the Empire State Bid System website at <http://www.empirestatebidsystem.com> starting by close of business (4:30 p.m.) on **October 23, 2025**.

Pamela O Neill
Purchasing Agent

Dated: Albany, New York
October 20, 2025

PUBLISH ONE DAY – OCTOBER 23, 2025 -- THE EVANGELIST
PUBLISH ONE DAY – OCTOBER 23, 2025 -- THE TIMES UNION

COUNTY OF ALBANY
REQUEST FOR BIDS
GENERAL INSTRUCTIONS TO BIDDERS

BID DISTRIBUTION- *IMPORTANT NOTICE*

The County of Albany officially distributes bidding documents through the Purchasing Division Office or through the Empire State Bid System website at <http://www.empirestatebidsystem.com>. Copies of bidding documents obtained from any other source are not considered official documents. Only those vendors who obtain bidding documents from either the Purchasing Division Office or the Empire State Bid System are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Albany County Purchasing Division or the Empire State Bid System, it is strongly recommended that you obtain an official copy.

IF APPLICABLE USE FOR ARTICLE 8 CONSTRUCTION PROJECTS

IMPORTANT NOTICE: ARTICLE 8 CONSTRUCTION NEW REQUIREMENT FOR PUBLIC WORK CONTRACTOR AND SUBCONTRACTOR REGISTRY (SEE SECTION 10)

SECTION 1: BID IDENTIFICATION

- 1.1 Title: **Elevator Preventative Maintenance and Repairs**
- 1.2 Requesting Department: **Albany County Department of General Services, Albany County Correctional Facility, and the Albany County Shaker Place Nursing and Rehabilitation Center.**
- 1.3 Bid Number: **2025-039**

SECTION 2: PURPOSE

- 2.1 The intent of these specifications is to furnish information to responsible bidders for the purpose of obtaining bids for **Elevator Preventative Maintenance and Repairs** as requested by **Albany County Department of General Services, Albany County Correctional Facility, and the Albany County Shaker Place Nursing and Rehabilitation Center**. As a result of this bid there will be three separate contract awards:

Contract #1: All Department of General Services Locations

Contract#2: Albany County Correctional Facility

Contract#3: Albany County Shaker Place Nursing and Rehabilitation Center

- 2.2 Minority Business Enterprises (MBE's) and Women Business Enterprises (WBE's) are encouraged to apply.
- 2.3 The apparent Successful Bidder will be required to submit DBE participation information and, as a condition of receiving the contract, demonstrate good faith efforts in meeting DBE goals, as outlined in Article SC 19 of the Albany County Affirmative Action Plan, attached hereto.

SECTION 3: BIDDING DOCUMENTS

- 3.1 Complete sets of the Bidding Documents may be obtained or examined as stated in the Notice to Bidders.
- 3.2 Complete sets of Bidding Documents must be used in preparing bids. The County does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

SECTION 4: SUBMISSION OF BIDS

- 4.1 Bids and any other required documents must be submitted, sealed in an opaque envelope, plainly marked with the name and number of the bid and the name and address of the bidder and accompanied by the required documents. Bids must be received no later than **11:00am Thursday November 13, 2025** at the following address:

Pamela O'Neill
Albany County Purchasing Agent
112 State Street, **Room 820 Please make note of the new room number**
Albany, NY 12207

- 4.2 All bids received after the time stated in the "Notice to Bidders", or the bid submission deadline as modified by formal addendum consistent with Section 14 of this Request for Bids, may not be considered and will be returned to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of Albany County. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his bid deposited on time at the place specified.
- 4.3 Albany County reserves the right to reject any or all bids in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional bids.
- 4.4 Upon request vendors can view each location by contacting the following representative:
- Contract#1: Department of General Services (Tom Stover 518-447-3020 and David Quinn for the three court house locations @518-487-5361)

- Contract#2: Correctional Facility: Zachary Porto 518-817-1429
- Contract#3: Shaker Place Nursing and Rehabilitation Center: Any Lucarelli 518-869-2231 Ext 8938

SECTION 5: TERM OF BID

- 5.1 The bid shall be for the period of three years and shall commence on the date of the fully executed contract. Prices shall remain firm for the entire bid period.

SECTION 6: BID SECURITY

- 6.1 There will be no bid security requested for this bid.

SECTION 7: QUALIFICATION OF BIDDER

- 7.1 All bidders shall submit the Bidder Qualification Questionnaire as part of the bid. Each bid must contain evidence of the bidder's qualification to do business in New York State or covenant to obtain such qualification prior to award.
- 7.2 All bidders shall submit the Vendor Responsibility Questionnaire (Attachment "C") as part of the bid.
- 7.3 In addition, Albany County may make such investigations it deems necessary to determine the ability of the Bidder to perform the work. The bidder shall furnish to the County, within five (5) days of a request, all such information and data for this purpose as may be requested. The County reserves the right to reject any bid if the information submitted by, or investigation of, a bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.
- 7.4 All bidders must document five (5) or more years in the business of providing the **Elevator Maintenance and Repairs**
- 7.5 Bidder must include at least five **Elevator Maintenance and Repairs**, customer references.

SECTION 8: Section not in use

SECTION 9: DISQUALIFICATION

- 9.1 The County reserves the right to refuse to issue Bidding Documents to a prospective bidder should such bidder be in default for any of the following reasons:

- (a) Failure to comply with any pre-qualification regulations of the County, if such regulations are cited, or otherwise included, in the Bidding Documents as a requirement for bidding.
 - (b) Bidder's failure to pay, or satisfactorily settle, all bills due for labor and materials on former contracts in force (with the Owner) at the time the County issues the Bidding Documents to a prospective bidder.
 - (c) Bidder's default under previous contracts with the County.
 - (d) Bidder's unsatisfactory work on previous contracts with the County.
- 9.2 Bids received from bidders who have previously failed to complete contracts within the time required, or who have previously performed similar work in an unsatisfactory manner, may be rejected. A bid may be rejected if the bidder cannot show that it has the necessary ability, plant and equipment to commence the work at the time prescribed and thereafter to perform and complete the work at the rate or within the time specified. A bid may be rejected if the bidder is already obligated for the performance of other work which would delay the commencement, performance or completion of the work.
- 9.3 Albany County reserves the right to reject any bid if the information submitted by, or investigation of, such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- 9.4 Bids will be considered irregular and shall be subject to rejection for the following reasons:
- (a) If the bid is on a form other than that furnished by Albany County, or, if the Albany County's form is altered, or, if any part of the bidding documents is detached.
 - (b) If there are unauthorized additions, conditional or alternate pay items, or irregularities of any kind which make the bid incomplete, indefinite, or otherwise ambiguous.
 - (c) If the bid is not accompanied by the bid security specified by the Albany County.

SECTION 10: PREVAILING WAGE

- 10.1 All laborers providing services under this contract, whether employed by the Contractor or by the Subcontractor(s), shall be paid not less than the current prevailing rate of wages and shall be provided supplements not less than the prevailing supplements as established by the New York State Department of Labor, per the New York State Prevailing Schedule of Wages.
- 10.2 All vendors submitting bids agree to conform to all current NYS Department of Labor and prevailing wage laws. The County has applied for and has received a PRC number for this project, which has been included with this document as an attachment. The successful vendor(s) is/are responsible for complying with all current labor rates and regulations

throughout the duration of any contract resulting from this document. For policy or rate questions call the NYS Department of Labor at (585) 258-4505. Actual rates are available via the internet at: <https://wpp.labor.state.ny.us/wpp/showFindProject.do?method=showIt> **or** from the Albany County Purchasing Department at the address listed on the Notice to Bidders.

- 10.3 Payrolls and Payroll Records: Every contractor and subcontractor **MUST** keep original payrolls or transcripts subscribed and affirmed as true under penalty of perjury. Payrolls must be maintained for at least five (5) years from the project's date of completion. At a minimum, payrolls must show the following information for each person employed on a public work project: Name, Social Security number, Classification(s) in which the worker was employed, Hourly wage rate(s) paid, Supplements paid or provide, and Daily and weekly number of hours worked in each classification.

Every contractor and subcontractor shall submit to the Department of Jurisdiction (Contracting Agency), within thirty (30) days after issuance of its first payroll and every thirty (30) days thereafter, a transcript of the original payrolls, subscribed and affirmed as true under penalty of perjury. The Department of Jurisdiction (Contracting Agency) shall receive and maintain such payrolls.

USE FOR ARTICLE 8 CONSTRUCTION PROJECTS

“New Requirement”

Public Work Contractor and Subcontractor Registry

- 10.4 Starting December 30, 2024**, all contractors and subcontractors submitting bids or performing construction work on public work projects or private projects covered by Article 8 of the Labor Law are required to register with the New York State Department of Labor (NYSDOL) under Labor Law Section 220-i.

<https://dol.ny.gov/contractor-and-subcontractor-landing>

The law defines a “contractor” as any entity entering into a contract to perform construction, demolition, reconstruction, excavation, rehabilitation, repair, installation, renovation, alteration, or custom fabrication. The law defines “subcontractor” as any entity subcontracting with a contractor to perform construction, demolition, reconstruction, excavation, rehabilitation, repair, installation, renovation, alteration, or custom fabrication, which is subject to Article 8 of the Labor Law. Contractors are responsible for verifying that any subcontractors they work with are registered.

Contractors need to register before submitting any new bids or commencing new work on a covered project on or after December 30, 2024. Subcontractors need to register before commencing new work on a covered project on or after December 30, 2024. NYSDOL encourages all contractors and subcontractors to register as soon as

possible to obtain a Certificate of Registration to avoid negatively impacting a bidding period or project schedule.

The Bureau of Public Work & Prevailing Wage Enforcement at the New York State Department of Labor is responsible for enforcing prevailing wage laws in New York State.

The Bureau of Public Work & Prevailing Wage Enforcement publishes the annual prevailing wage schedule every year on July 1. To find information about the prevailing wage rate for your area, or to find contact information for your local Public Works and Prevailing Wage Enforcement District Office, please visit Bureau of Public Work and Prevailing Wage Enforcement website or send an email to labor.sm.pwask@labor.ny.gov.

SECTION 11: NON-COLLUSIVE BIDDING CERTIFICATE

- 11.1 All bidders bidding under the provisions of the specifications are subject to the provisions of Section 103 of the General Municipal Law of the State of New York. A signed Non-Collusive Bidding Certificate (Attachment "A") is required to be submitted with each bid on the form provided by the County.

SECTION 12: BID FORM

- 12.1 The Bid Form is attached hereto; additional copies may be obtained from the County.
- 12.2 Bids must be made on the Bid Form provided by the County. The Bid Form must be completed in ink or by typewriter. The Bid Form must also be signed by an authorized representative of the bidder.
- 12.3 Bids by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign on behalf of the corporation) and the corporate seal must be affixed by the secretary or an assistant secretary. The corporate address and state of incorporation must be shown below the signature.
- 12.4 Bids by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature. The official address of the partnership must be shown below the signature.
- 12.5 All names must be printed or typed below the signature.
- 12.6 The bid must contain an acknowledgment of receipt of all Addenda (the number of which will be filled in on the Bid Form).
- 12.7 The address to which communications regarding the bid are to be directed must be included on the Bid Form.

SECTION 13: EQUIVALENT GOODS

- 13.1 Manufacturers name brands are listed to indicate minimum requirements and bidding may be on brands listed, (if specified), or equivalent. Specifications shall be furnished by bidder to support equivalency. In the event of any claim by any unsuccessful bidder concerning or relating to the issue of “equal or better” or “or equal”, the successful bidder agrees, that his own cost and expense, to defend such claim or claims and agrees to hold the County of Albany free and harmless from any and all claims for loss or damage arising out of this transaction for any reasons.

SECTION 14: SPECIFICATION CLARIFICATION

- 14.1 All inquiries with respect to this Request for Bids must be directed to the Albany County Purchasing Agent as follows:

Pamela O Neill
Albany County Purchasing Agent
112 State Street, **Room 820**
Albany, NY 12207
Telephone: (518) 447-7140
Facsimile: (518) 447-5588
Email: pamela.oneill@albanycountyny.gov

- 14.2 All questions about the meaning or intent of the specifications must be submitted to the aforementioned designated person in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded as having received the bidding documents. Questions received less than four (4) days prior to the date of submission of bids will not be answered. The County will be bound only by responses given by formal written Addenda.

SECTION 15: BID EVALUATION

- 15.1 Bids shall remain valid until:

- (a) the execution of a contract by Albany County; or
- (b) the award of a purchase order by Albany County; or
- (c) as otherwise rejected by Albany County.

- 15.2 Bids received will be evaluated by Albany County and will be based, as a minimum, upon the following criteria:

- (a) Lowest total bid cost and projected timetable for completion of services and/or delivery of goods described herein;

(b) Completeness of the bid; and

(c) Bidder's demonstrated capabilities and professional qualifications.

15.3 The County reserves the right to award this contract on a per item or aggregate basis, whichever is most beneficial to the County of Albany. Bidders need not submit bids for all items listed to be eligible for an award of this contract.

15.4 The County reserves the right to purchase items pursuant to General Municipal Law 103 from New York State Contracts, other County, political subdivision or district contracts, or other Governmental Agency or New York State Preferred Sources within its discretion.

SECTION 16: MODIFICATION AND WITHDRAWAL OF BIDS

16.1 Bids may be modified or withdrawn at any time prior to the opening of bids by an appropriate document duly executed (in the manner that a bid must be executed) and delivered to the place where bids are to be submitted.

16.2 If, prior to awarding of the contract or within three days after opening, whichever period is shorter, any bidder files a duly signed written notice with the County and promptly thereafter demonstrates to the reasonable satisfaction of the County that there was a material and substantial mistake in the preparation of its bid, that bidder may withdraw its bid and the bid security will be returned.

SECTION 17: AWARD OF BID

17.1 After the award has been approved by the proper County governing authority, the successful bidder will be issued a Notice of Award. A notice of contract award shall not be binding upon the County until the contract has been fully executed by both parties.

The following documents shall be incorporated, to the extent deemed appropriate in the sole discretion of the County, within the contract between Albany County and the apparent successful Bidder: the successful Bidder's bid, this Request For Bids and any written Addenda issued by Albany County in response to inquiries of prospective bidders as set forth in Section 12.2 hereof.

17.2 No successful bidder to whom a contract or purchase order is let, granted or awarded, shall assign, transfer, convey, sublet, or otherwise dispose of same, or of its right, title, and interest herein, including the performance of the contract or purchase order or the right to receive monies due or to become due, or of its power to execute the contract or purchase order without the prior written consent of the Albany County Purchasing Agent. In the event the contractor shall without prior written consent assign, transfer, convey, sublet or otherwise dispose of the contract or purchase order or of its right, title and interest therein, including the performance of this contract or purchase order, or the right to receive monies

due or to become due, or its power to execute such contract or purchase order to any other person or corporations, or upon receipt by Albany County of an attachment against the Successful Bidder, the County of Albany shall be relieved and discharged from any and all liability and obligation growing out of such contract or purchase order to such contractor, and the person or corporation to which such contract or purchase order shall have been assigned, its assignees, transferees or sub lessees shall forfeit and lose all monies theretofore assigned under the contract or purchase order, except so much as may be required to pay its employees.

SECTION 18: PERFORMANCE BOND

18.1 No Performance bond is requested for this bid.

SECTION 19: INSURANCE REQUIREMENTS

19.1 The successful Bidder will be required to procure and maintain at its own expense the following insurance coverage:

- (a) **Workers' Compensation and Employers Liability Insurance:** A policy or policies providing protection for employees in the event of job-related injuries.
- (b) **Automobile Liability Insurance:** A policy or policies with the limits of not less than \$500,000 combined for each accident because of bodily injury sickness or disease, sustained by any person, caused by accident, and arising out of the ownership, maintenance or use of any automobile for damage because of injury to or destruction of property, including the loss of use thereof, caused by accident and arising out of the ownership, maintenance or use of any automobile.
- (c) **General Liability Insurance:** A policy or policies of comprehensive all-risk insurance with limits of not less than:

Liability For:	Combined Single Limit
Property Damage	\$1,000,000
Bodily Injury	\$1,000,000
Personal Injury	\$1,000,000

- (d) **Disability Insurance:** A policy or policies providing appropriate disability benefits in accordance with Section 220 Subdivision 8 of the Disability Benefits Law (DBL)

19.2 Each policy of insurance required shall be of form and content satisfactory to the Albany County Attorney.

(a) The insurance policies shall name the County of Albany as certificate holder and primary/non-contributory additional insured on all liability policies. **The bid number must appear on policy.**

(b) The policy shall not be changed or canceled until the expiration of thirty (30) days after written notice to Albany County. It shall be automatically renewed upon expiration and continued in force unless Albany County is given at least thirty (30) days written notice to the contrary.

19.3 No work shall be commenced under the contract or purchase order until the successful Bidder has delivered to the County Purchasing Agent or his designee proof of issuance of all policies of insurance required by the contract to be procured by the successful Bidder. If at any time, any of said policies shall expire or become unsatisfactory to the County, the successful Bidder shall promptly obtain a new policy and submit proof of insurance of the same to the County for approval. Upon failure of the successful Bidder to furnish, deliver and maintain such insurance as above provided, the contract or purchase order may, at the election of the County, be forthwith declared suspended, discontinued or terminated. Failure of the successful Bidder to procure and maintain any required insurance shall not relieve the successful Bidder from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the successful Bidder concerning indemnification.

SECTION 20: INDEMNIFICATION

20.1 The successful Bidder shall defend, indemnify and save harmless the County, its employees and agents, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful Bidder, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

SECTION 21: REMEDY FOR BREACH

21.1 In the event of a breach by CONTRACTOR, CONTRACTOR shall pay to the COUNTY all direct and consequential damages caused by such breach, including, but not limited to, all sums expended by the COUNTY to procure a substitute contractor to satisfactorily complete the contract work, together with the COUNTY's own costs incurred in procuring a substitute contractor.

SECTION 22: DELIVERY AND PAYMENT

22.1 All bid prices shall include freight and shall be quoted F.O.B. destination.

22.2 Prior to payment, the items furnished and or work performed will be inspected by the Purchasing Agent or his designee to determine their conformity to specification. No payment will be made for items or work not meeting specification.

22.3 Payment will be made upon the submission of a completed Albany County Claim Form.

22.4 ALBANY COUNTY IS NOT SUBJECT TO FEDERAL, STATE OR LOCAL TAXES.

SECTION 23: CASH DISCOUNT

23.1 Cash discounts may be offered by a bidder for prompt payment of bills, but such cash discounts will not be taken into consideration in determining the low bidder.

23.2 For purposes of any applicable cash discount, the payment date shall be calculated from the receipt of invoice or final acceptance of the goods, whichever is later.

SECTION 24: EXTENSION OF BIDS TO ALL POLITICAL SUBDIVISIONS AND AUTHORIZED DISTRICTS LOCATED IN THE STATE OF NEW YORK

24.1 It is the intent of this Request For Bids that all political subdivisions, and districts located in the State of New York, be entitled to make purchases of materials, equipment or supplies from the resulting the bid award.

24.2 No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.

24.3 All purchases shall be subject to audit and inspection by the other political subdivisions for which the purchase was made.

24.4 All orders will be placed by the participating entities. Each participating entity shall be billed by and make payment directly to the successful Bidder.

24.5 Upon request, participating entities must furnish the successful Bidder with the proper tax exemption certificates or documentation of tax exempt status. (Purchase orders should have this information and be retained for documenting the tax exempt sale.)

24.6 The sole responsibility in regard to performance of the bid, or any obligation, covenant, condition or term thereunder by the successful Bidder and the participating entities will be borne and is expressly assumed by the successful Bidder and the participating entities and not by Albany County. In the event of a failure or breach in performance of any such bid by a participating entity or the successful Bidder, Albany County, specifically and expressly disclaims any and all liability for such defective performance or breach, or failure of either party to perform in accordance with its obligations, covenants and the terms and conditions of this Albany County centralized bid.

SECTION 25: MACBRIDE PRINCIPLES

25.1 Contractor/Proposer hereby represents that said contractor/proposer is in compliance with the MacBride Principles of Fair Employment as set forth in Albany County Local Law No.

[3] for 1993, in that said contractor/proposer either (a) has no business operations in Northern Ireland or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Principles, and shall permit independent monitoring of their compliance with such principles. In the event of a violation of this stipulation, the County reserves all rights to take remedial measures as authorized under section 4 of Local Law No. [3] in 1993, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the contract/proposer in default and/or seeking debarment or suspension of the contractor/proposer.

- 25.2 In the case of a contract which must be let by competitive sealed bidding, whenever the lowest bidder has not agreed to stipulate to the conditions set forth in this section, and another bidder who has agreed to stipulate to such conditions has submitted a bid within five percent of the lowest bid for a contract to supply goods, services or construction of comparable quality, the contracting entity shall refer the contract to the County Legislature, which shall determine whether the lowest bidder is responsible. In making such determination, the County Legislature may consider, as a factor bearing on responsibility, whether the lowest bidder discriminates in employment in Northern Ireland.
- 25.3 As used in this section, the term "contract" shall not include contracts with government and non-profit organizations, contracts awarded pursuant to an emergency procurement procedure or contracts, resolutions, indentures, declarations of trust or other instruments of authorizing or relating to the authorization, issuance, award, sale or purchase or bonds, certificates of indebtedness, notes or other fiscal obligations of the County, provided that the policies of this section shall be considered when selecting managing underwriters in connection with such activities.
- 25.4 The provisions of this section shall not apply to contracts for which the County receive funds administered by the United States Department of Transportation, except to the extent Congress has directed that the Department of Transportation not withhold funds from states and localities that choose to implement selective purchasing policies based on agreement to comply with the MacBride Principles, or to the extent that such funds are not otherwise withheld by the Department of Transportation.

SECTION 26: NON-INTERRUPTION OF WORK AGREEMENT

- 26.1 The following is taken from Resolution No. 298 adopted by the Albany County Legislature on December 4, 1986:

"RESOLVED, That any person, firm, corporation, partnership or other entity (hereinafter "contractor") as a prerequisite to the award of any public works contract by the County of Albany, shall agree that it will not intentionally engage in any course of conduct or activity, or employ for the purposes of performing the public work, any subcontractors, employees, labor or materials which will or may result in the interruption of the performance of the public work due to labor strife or unrest by workmen employed by the contractor or by any of the trades working in or about the public works and/or premises where the work is being performed, and, be it further

“RESOLVED, That in awarding contracts for public works, the County of Albany shall consider the ability of the contractor to undertake the work without interruption due to labor strife or unrest, and, be it further

“RESOLVED, That unless such contractor shall demonstrate to the satisfaction of the County of Albany that it will not intentionally engage in such conduct as aforesaid which will or may result in the interruption of the performance of the public work, then and in that event, such public works contract shall not be awarded to such contractor.”

A signed Non-Interruption of Work Agreement is required to be submitted with each bid in the form specified with the bid documents.

SECTION 27: APPRENTICESHIP TRAINING PROGRAMS

Contractors on an Albany Construction Project with an **anticipated total project cost** of more than \$250,000 are subject to the following:

- A. In accordance with Albany County Legislative Resolution No. 70 of February 10, 2003, Resolution No. 251-a of September 12, 2011 and Resolution No. 373 of August 13, 2018, together with Section 816-b of the New York State Labor Law, contractors of County construction projects with an aggregate value (which shall mean the total cost of all contracts of the project) in excess of \$250,000 or more shall have in place agreements providing appropriate apprenticeship training programs approved by the Commissioner of the Department of Labor for the type and scope of work to be performed, at the time of bid date and prior to entering into a contract with Albany County.
- B. A bidder who submits a bid for a County construction contract for which the contract amount is \$250,000 or more **shall submit with the bid package** the following documents **for each apprentice agreement** intended to meet the requirements of Res. No. 373 for 2018:
 - (1). A copy of the current New York State Department of Labor (NYS DOL) “Apprentice Training Program Registration Agreement” (NYS DOL Agreement) issued to the bidder as a sponsor –or- issued to a NYS DOL apprenticeship sponsor with whom the bidder has an apprenticeship training agreement; AND
 - (2). If the bidder is not the named sponsor on the NYS DOL Agreement described in (a), a copy of the apprenticeship training agreement between the bidder and the named sponsor.
- C. Prior to entering into a construction agreement with Albany County, a contractor shall submit, Certificates of Completion showing that the contractor, or its sponsor, graduated at least one apprentice from a state approved and registered apprenticeship program, in the trade and/or job title called for within the construction contract, within a time period immediately preceding the bid date of such project, the length of said time period to be calculated by adding twenty-four months to the specific trade’s program length as set forth

in the New York State Prevailing Wage Schedule, except for the trade of laborer for which the length of the program is hereby defined to be two years. If a contractor is a signatory to a sponsor, the contractor shall submit to the County a letter from the sponsor verifying its signatory status.

Note: Apprenticeship agreements which are in probationary status shall be exempt from the graduation requirement during the period of probationary status, and apprenticeship agreements in place as of August 13, 2018 which were in probationary status during the period preceding the specific trade's program length as set forth in the New York State Prevailing Wage Schedule, shall be exempt from the graduation requirement for a period measured from the date of the apprenticeship program is registered with the New York State Department of Labor, plus the specific trade's program length, plus two years.

- D. The contractor shall submit the required Certificates of Completion as part of any bid submitted in connection with a construction contract and shall provide to the County department or agency administering the construction contract the identity of apprentices who have graduated from its apprenticeship program.
- E. If a contractor utilizes a subcontractor on the project, the contractor shall submit Certificates of Completion showing that the subcontractor or the subcontractor's sponsor graduated at least one apprentice from a state approved and registered apprenticeship program, in the trade and/or job title called for within the construction contract, within a time period immediately preceding the bid date of such project, the length of said time period to be calculated by adding twenty-four months to the specific trade's program length as set forth in the New York State Prevailing Wage Schedule, except for the trade of laborer for which the length of the program is hereby defined to be two years. The contractor shall submit these certificates at a time designated by the department or agency administering the construction contract, but in any event, these forms must be received by the County prior to a subcontractor beginning work under the contract. If the subcontractor is a signatory to a sponsor, the contractor shall submit to the County a letter from the sponsor verifying the signatory status.

SECTION 28: OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) CONSTRUCTION SAFETY AND HEALTH COURSE

- 28.1 In compliance with NYS Labor Law Sec. 220-h, the contract required for the construction, reconstruction, maintenance and/or repair of the public work herein described, where the total cost of all work to be performed is at least TWO HUNDRED FIFTY THOUSAND (\$250,000.) DOLLARS, shall require that all laborers, workers, and mechanics employed in the performance of the work on the public work site either by the Contractor, sub-contractor or other person doing or contracting to do the whole or a part of the work herein described, shall be certified prior to performing any work on the project as having successfully completed a course in construction safety and health approved by the U.S. Department of Labor's Occupational Safety and Health Administration that is at least ten hours in duration.

SECTION 29: AFFIRMATIVE ACTION REQUIREMENTS

- 29.1 It is the policy of the County of Albany that Minority Business Enterprises (MBE) and Woman Business Enterprises (WBE) are afforded the maximum opportunity to participate in the performance of contracts, in excess of \$100,000, let by the County and its several agencies and authorities. The County commits itself to a goal oriented Contract Compliance Program which assures that Minority Business Enterprises and Woman Business Enterprises are considered in awarding contracts for goods, services and construction. Furthermore, it is the policy of the County of Albany that contractors and subcontractors utilize minority and women labor to the greatest extent feasible.
- 29.2 In bidding on this contract, the contractor acknowledges an understanding of this policy. The contractor shall carry out the policy by making every reasonable effort to award contracts and subcontracts to MBEs and WBEs and utilizing minority and women labor in the performance of this contract.
- 29.3 In an effort to assist contractors with compliance attached you will find the following:
Article SC19-Affirmative Action Plan and Department of Affirmative Action Compliance Forms.

SECTION 30: SUBCONTRACTORS

- 30.1 When the preparation of separate specifications is not required, each bidder must submit with its bid a separate sealed list that names each subcontractor that the bidder will use to perform the work on the contract, and the agreed upon amount to be paid to each, for (1) plumbing and gas fitting, (2) steam heating, hot water heating, ventilating and air conditioning apparatus, and (3) electric wiring and standard illuminating fixtures. After the low bid is announced, the sealed list submitted with the low bid must be opened and the names of the subcontractors announced. The sealed lists submitted by all other bidders must be returned unopened after the award of the contract.

Any subsequent change of subcontractor or agreed upon amount to be paid to each subcontractor must be approved by the political subdivision, upon a showing of "legitimate construction need" for the change, which must be open to public inspection. The term "legitimate construction need" is defined to include, but not be limited to (1) a change in project specification, (2) a change in construction material costs, (3) a change in subcontractor status as determined pursuant to Labor Law §222(2)(e), relative to project labor agreements, or (4) a situation in which the subcontractor has become otherwise unwilling, unable or unavailable to perform the subcontract.

SECTION 31: INTERPRETATION

- 31.1 In the event of any discrepancy, disagreement or ambiguity among the documents which comprise this RFB, and/or, the Agreement (between the County and the successful bidder/proposer) and its incorporated documents, the documents shall be given preference in

the following order to interpret and to resolve such discrepancy, disagreement or ambiguity:
1) the Agreement; 2) the RFB; 3) the Contractor's bid.

SECTION 32: NON APPROPRIATIONS CLAUSE

- 32.1 Notwithstanding anything contained herein to the contrary, no default shall be deemed to occur in the event no funds or insufficient funds are appropriated and budgeted by or are otherwise unavailable to the County for payment under this Agreement. The County will immediately notify the Contractor of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the County of any kind whatsoever, except as to those portions herein agreed upon for which funds shall have been appropriated and budgeted.

SECTION 33: IRANIAN ENERGY SECTOR DIVESTMENT

- 33.1 Contractor/Proposer hereby represents that said Contractor/Proposer is in compliance with New York State General Municipal Law Section 103-g entitled "Iranian Energy Sector Divestment", in that said Contractor/Proposer has not:
- (a) Provided goods or services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
 - (b) Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person's intent was to use the credit to provide goods or services in the energy sector in Iran.
- 33.2 Any Contractor/Proposer who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible bidder pursuant to Section 103 of the New York State General Municipal Law.
- 33.3 Except as otherwise specifically provided herein, every Contractor/Proposer submitting a bid/proposal in response to this Request for Bids/Request for Proposals must certify and affirm the following under penalties of perjury:
- (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 its knowledge and belief, that each bidder is not on the list created pursuant to NYS Finance Law Section 165-a (3)(b)."

Albany County will accept this statement electronically in accordance with the provisions of Section 103 of the General Municipal Law.

33.4 Except as otherwise specifically provided herein, any Bid/Proposal that is submitted without having complied with subdivision (a) above, shall not be considered for award. In any case where the Bidder/Proposer cannot make the certification as set forth in subdivision (a) above, the Bidder/Proposer shall so state and shall furnish with the bid a signed statement setting forth in detail the reasons therefor. The County reserves its rights, in accordance with General Municipal Law Section 103-g to award the Bid/Proposal to any Bidder/Proposer who cannot make the certification, on a case-by-case basis under the following circumstances:

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

SECTION 34: STORMWATER MANAGEMENT PROGRAM

34.1 Bidder understands that Albany County is a regulated entity subject to the SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (GP-0-25-001), and must comply with the terms and conditions of the aforementioned Permit. Bidder further understands that under the New York State Environmental Conservation Law, it is unlawful for any person to directly or indirectly cause or contribute to a violation of water quality standards, and that Albany County adopted Local Law 7 of 2007 enabling the County to take action against any discharges that cause or contribute to a violation of water quality standards. Bidder agrees to comply with the terms and conditions of the SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (GP-0-25-001) as well as Albany County Local Law No. 7 for 2007 and any Best Management Practices developed pursuant to the foregoing, as established in Albany County's Stormwater Management Program Plan. Bidder also agrees to implement any corrective actions identified by Albany County or a representative pursuant to the above regulations, and further understands that any non-compliance by the County will not diminish, eliminate, or lessen Bidder's own liability. **Awarded bidder shall execute and deliver to the County a certification statement acknowledging the above provisions prior to commencing any work (see Sheet MS4-1/Attachment "E").**

SECTION 35: Section not in use



Kathy Hochul, Governor

Roberta Reardon, Commissioner

Albany County

Pamela O'Neill, Purchasing Agent
112 State Street
Albany NY 12207

Schedule Year 2025 through 2026
Date Requested 09/25/2025
PRC# 2025011963

Location Various Locations
Project ID# RFB-2025-039
Project Type Preventative Maintenance for Albany County Department of General Services, Correctional Facility, and Shaker Place

PREVAILING WAGE SCHEDULE FOR ARTICLE 8 PUBLIC WORK PROJECT

Attached is the current schedule(s) of the prevailing wage rates and prevailing hourly supplements for the project referenced above. A unique Prevailing Rate Case Number (PRC#) has been assigned to the schedule(s) for your project.

The schedule is effective from July 2025 through June 2026. All updates, corrections, posted on the 1st business day of each month, and future copies of the annual determination are available on the Department's website www.labor.ny.gov. Updated PDF copies of your schedule can be accessed by entering your assigned PRC# at the proper location on the website.

It is the responsibility of the contracting agency or its agent to annex and make part, the attached schedule, to the specifications for this project, when it is advertised for bids and /or to forward said schedules to the successful bidder(s), immediately upon receipt, in order to insure the proper payment of wages.

Please refer to the "General Provisions of Laws Covering Workers on Public Work Contracts" provided with this schedule, for the specific details relating to other responsibilities of the Department of Jurisdiction.

Upon completion or cancellation of this project, enter the required information and mail **OR** fax this form to the office shown at the bottom of this notice, **OR** fill out the electronic version via the NYSDOL website.

NOTICE OF COMPLETION / CANCELLATION OF PROJECT

Date Completed: _____ Date Cancelled: _____

Name & Title of Representative: _____

Phone: (518) 457-5589 Fax: (518) 485-1870
W. Averell Harriman State Office Campus, Bldg. 12, Room 130, Albany, NY 12240

V. General Requirements:

A. The Contractor shall perform preventive maintenance service as described in Section B. The schedule for preventive maintenance visits will be determined by the County in consultation with the Contractor.

Upon request vendors can view each location by contacting the following representative:

Contract#1: Department of General Services (Tom Stover 518-447-3020 and David Quinn for the three court house locations @518-487-5361

Contract#2: Correctional Facility: Zachary Porto 518-817-1429

Contract#3: Shaker Place Nursing and Rehabilitation Center: Any Lucarelli 518-869-2231 Ext 8938

B. The schedule of maintenance work requirements is as follows.

1. Monthly Maintenance

- a. Perform general inspection of machinery, pumps, piping, drives, valves and selector or floor controllers (when used.) Lubricate as required.
- b. Empty drip pans, discard oil, check reservoir oil level.
- c. Inspect and lubricate machinery, contacts, linkage and gearing.
- d. Clean and inspect controllers, selectors, relays, connectors, contacts, etc.
- e. Ride car and observe operation of doors, leveling, reopening devices, smoothness, etc. If rails are lubricated, check condition and lubrication. Service lubricators.
- f. Replace all burned out lamps in elevator car, machine room, pit, hall lanterns, etc.
- g. Remove litter, dust, oil, etc. from all machine room equipment.
- h. Clean trash from pit and empty drip pans, discard oil, examine plunger seals and correct excess leakage.
- i. Observe operation of elevator throughout its full range and at all floors it serves to test controls, safety devices, leveling, relieving and other devices. If creeping is excessive, determine cause and correct it.
- j. Check door operation, clean, lubricate and adjust brakes, checks, linkages, gears, wiring motors, check keys, set screws, contacts, chains and cams.
- k. Inspect interior of cab. Test telephone or intercommunication system, normal and emergency lights, fan, emergency call system or alarm, car station.

- l. Inspect hoist way and pit. Clean and lubricate equipment as required. Service guide rail lubricators.
 - m. Observe operation of motor and pump, oil lines, tanks, controls, plunger, packing, etc. Adjust or repair as required.
 - n. Test manual and emergency control.
 - o. Check packing glands of valves and cylinder and tighten to prevent loss of fluid.

 - p. Visually inspect controller, contacts, and relays. Check adjustment and replace contacts as required. Clean , lubricate, check door brake, operation of door checks, check keyways, set screws, contacts, etc.
 - q. Observe operation of signal system used
 - r. Check locking bar operation (where used) and lubricate as required.
 - s. Check sill filler operation (where used) and lubricate as required.
2. **Quarterly Maintenance**
- a. Check leveling operation. Clean and adjust leveling switches, hoist way vanes, magnets, and inductors. Repair and/or adjust for proper leveling.
 - b. Check hoist way doors. Clean, lubricate and adjust tracks, hangers and up thrust eccentrics, linkages jibs and interlocks.
3. **Semi-Annual Maintenance**
- a. Check controllers. Clean with blower, check alignment of switches, relays, timers and contacts, hinge pins, etc. Adjust and lubricate. Check all resistance tubes and grids. Check oil in overload relays, settings and operation of overloads. Clean and inspect fuses and holders and all controller connections.
 - b. In hoist way examine guide rails, cams and fastenings. Inspect and test limit and terminal switches. Check and adjust car shoes, jibs or roller guides. Adjust or replace as required.
 - c. Clean all overhead beams, sills, bottom of platform, car tops and hoist way walls.
 - d. Clean car light fixture or luminous ceiling panel.
 - e. On tape drives, check hitches and broken tape switch.
 - f. Check car stile channels for bends or cracks; also car frame, cams, supports and car steadying plates.
 - g. Lubricate moving parts of vertical rising or collapsible car gates. Check pivot points, sheaves, guides and track for wear.
 - h. Lubricate guide shoe stems.
 - i. Check governor and tape tension sheave fastenings.
 - j. For bi-parting doors, clean chains, tracks and sheaves, lubricate as required. Check door contacts.
 - k. Check fastenings and operation of door checks, interlocks, clean and lubricate pivot points as required.

4. **Annual Maintenance**

- a. Thoroughly clean car guide rails using a nonflammable or high flash point solvent to remove lint, dust and excess lubricant.
 - b. Take a sample of hydraulic fluid and have tested by a certified laboratory for viscosity, color, contamination, foaming and other properties specified by equipment manufacturer. Drain and replace fluid if it fails to meet manufacturer's specified properties.
 - c. Thoroughly clean the mechanism, pit, top and bottom of car, etc.
- C. The County will not be liable for any expense incurred by the Contractor as a consequence of any traffic infraction or pacing violations attributable to employees of the Contractor.
- D. This is a full service contract. For the purposes of this contract full service shall mean that the Contractor's bid price includes, but is not necessarily limited to: all labor, all material and supplies, all emergency work and special requests; all administrative, reporting or other requirements, all overhead costs and profit. It shall also include all travel costs, parking fees, and any other ancillary fees and costs including permits, licenses, insurance, etc. Details of services not explicitly stated in these specifications, but necessarily attendant is deemed to be understood by the Contractor and included herein.
- E. The County's interpretation of specifications shall be final and binding upon the Contractor.
- F. The County will make no allowance or concession to the Contractor for any alleged misunderstanding or deception because of quantity, quality, character, location, or other conditions.
- G. Inspection: The quality of service shall be subject to inspection by the County at any time. Should it be found that the quality of services being performed is not satisfactory, and that the requirement of the specifications are not being met, the County may terminate the contract, and employ another Contractor to fulfill the requirements of the contract. The existing Contractor shall be liable to the County of Albany for costs incurred on account thereof.
- H. Stop Work Order: The County reserves the right to stop the work covered by this proposal and the contract at any time that it is deemed the successful contractor is unable or incapable of performing the work to their satisfaction. In the event of such stopping, the County shall have the right to arrange for the completion of the work in such manner as it may deem advisable and if the costs thereof exceeds the amount of the bid, the successful contractor shall be liable to the County of Albany for any such cost on account thereof.

Correctional Facility Requirement

- I. The Albany County Correctional Facility representative reserves the right to reject and bar from the facility any employee hired by the Contractor. See attached “ Correctional Facility Security Requirements”

ALBANY COUNTY CORRECTIONAL FACILITY SECURITY REQUIREMENTS

All scheduling and planning for work to be performed must be coordinated with the Superintendent of the Albany County Correctional Facility or his designated representative. Such planning shall include, but not be limited to, personal identification of Contractor's workers and employees in accordance with established Correctional Facility procedure, planning for the control and security of tools and materials in the Correctional Facility and its environs. Key requirements and restrictions are listed below. This list is not intended to be all-inclusive, but shall serve to inform the contractor of the nature of some security requirements. The contractor shall advise and accordingly supervise his personnel, workmen, staff and/or subcontractors of all facility rules. Ignorance of proper procedure and/or directives will not excuse any person from removal and/or prosecutions.

KEY REQUIREMENTS AND RESTRICTIONS:

1. Failure to adhere strictly to the Owner's security requirements, whether listed herein or communicated hereafter, may be cause for contract cancellation.
2. The Contractor shall perform all work in strict accordance with all applicable Codes, Regulations, Standards, Laws and Ordinances, in addition to rules and regulations established by the Owner.
3. The Contractor(s) shall cooperate with the Correctional Facility during all phases of the work to insure progress and to avoid the possibility of accidents to persons and/or property damage. Parts of the Correctional Facility may contain hazards, a partial list is as follows: asbestos; lead; confined space; chemicals; fall hazards, etc. Each contractor shall comply with all Federal, State and Local laws and instruct his personnel in the proper treatment of each.
4. The Correctional Facility procedures may limit availability of the work area. Work in such areas shall therefore be scheduled and conducted under advisement of the Correctional Facility to provide adequate security during construction.
5. The delivery of materials and/or personnel access will require preplanning and coordination.
6. The Contractor(s) agree(s) to attend all Progress Meetings, when required by the Engineer, Construction Manager, or by the Owners, to discuss the progress of the work under this contract. Failure to attend such meetings may be cause for contract cancellation.

7. The Correctional Facility will remain in operation, the Contractor shall not create hazards or inconvenience to occupants, including, but not limited to: smoke, dust, unscheduled power-water-sewer shut downs, trip hazards, egress, etc.
8. Anything brought into the Correctional Facility must be checked in and out for each working period, unless and until the Correctional Facility specifically approves a method and location for storage on site. In addition, a full inventory of all equipment must be completed daily. Any items not accounted for must be brought to the attention of Correctional Facility personnel immediately. If the Contractor intends to use power activated tools, files, tungsten carbide saw blades, etc., he shall request approval from the Correctional Facility by submitting a written list of such equipment, a schedule for its intended use, and how and where it will be stored and transported.
9. Hours of work shall be within the limits of 8 a.m. to 4:30 p.m., Monday through Friday, inclusive except as otherwise approved in writing by the Superintendent of the Albany County Correctional Facility or his designee.
10. All Contractor(s) and sub-contractor personnel or other agents, advisors, or consultants on Correctional Facility property are subject to the approval for access to the Correctional Facility by the Superintendent of the Correctional Facility or his designee.
11. Times when workmen, including truck drivers, may enter and leave the Correctional Facility shall be as established by the Facility. Except for emergencies, only the Contractor's Superintendent, or truck drivers (as approved), will be allowed to leave the Facility from the time work is started in the morning until it is completed in the evening. Workmen will be required to bring their lunches and eat them at the work site or at a site designated by the Correctional Facility.
12. Glass and metal drink containers are not allowed on the Correctional Facility grounds. All beverages must be in plastic containers.
13. Badges: At the discretion of the Correctional Facility, all employees may be required to wear badges at all times while working in the Correctional Facility. The contractor shall make arrangements in advance for obtaining clearance and identification as required by the Correctional Facility. Failure to do so will not be accepted as cause of any change in contract time or allowance for any delays.
14. No extra costs will be allowed for the schedule adjustments which may be required.

15. All personnel shall avoid any physical contact, proximity, and conversation with inmates or any other unidentified no-uniformed persons anywhere in the Correctional Facility or on Correctional Facility grounds. Unauthorized willful interactions or exchanges of any articles, money, or information with inmates may result in expulsion or arrest of the person involved and cancellation of the contract. The Contractor shall immediately report to the Correctional Facility any attempt by any inmate, visitor, or unidentified person to initiate or conduct such interactions or exchanges.

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
ELEVATOR SPECIFICATIONS
CONTRACT#1

Harold L. Joyce Albany County Office Building:

Elevator#1

Type: Overhead Gearless Traction

Name/Model: KONE ReSolve Controller / MX18 AC Gearless Machine

Location: Building East Side Front

Floors Services: 13

Load Capacity: 2,500lb

Speed: 600 FPM

Use: Passenger

Elevator#2

Type: Overhead Gearless Traction

Name/Model: KONE ReSolve Controller / MX18 AC Gearless Machine

Location: Building East Side, Middle

Floors Served: 14

Load Capacity: 2,500lb

Speed: 600 FPM

Use: Passenger/Freight

Elevator#3

Type: Overhead Gearless Traction

Name/Model: KONE ReSolve Controller / MX18 AC Gearless Machine

Location: Building East Side, Back

Floors Served: 13

Load Capacity: 2,500lb

Speed: 600 FPM

Use: Passenger

Elevator#4

Type: Overhead Gearless Traction

Name/Model: KONE ReSolve Controller / MX18 AC Gearless Machine

Location: Building, West Side Back

Floors Served: 13

Load Capacity: 2,500lb

Speed: 600 FPM

Use: Passenger

Elevator#5

Type: Overhead Gearless Traction

Name/Model: KONE ReSolve Controller / MX18 AC Gearless Machine

Location: Building West Side Middle

Floors Served: 14

Load Capacity: 2,500lb

Speed: 600 FPM

Use: Passenger/Freight

Elevator#6

Type: Overhead Gearless Traction

Name/Model: KONE ReSolve Controller / MX18 AC Gearless Machine

Location: Building West Side Front

Floors Served: 13

Load Capacity: 2,500lb

Speed: 600 FPM

Use: Passenger

Department of Social Services

Elevator#1

Name/Model: KONE ReSolve DX Controller / Hollister Whitney Geared Overhead Machine

Type: Traction

Use: Passenger

Floors Served: 8

Load Capacity: 3,000 lbs

Speed: 250 FPM

Elevator#2

Name/Model: KONE ReSolve DX Controller / Hollister Whitney Geared Overhead Machine

Type: Traction

Use: Passenger

Floors Served: 7

Load Capacity: 3,000 lbs

Speed: 250 FPM

Albany County Health Department

Elevator#1

Name/Model: Dover/Otis

Type: Hydraulic

Use: Passenger

Serial Number: 181-P

Floors Served: 2 plus basement

Load Capacity: 2,000lbs

Albany County Mental Health

Elevator#1

Name/Model: Inclinator Lift-Ette

Type: Electric Freight

Use: Passenger/Wheelchair

Floors Served: 1st and 2nd Floor

Load Capacity: 750lbs

Albany County Court House

Elevator#1

Location: Northeast Corner of Building

Floors Served: (6) Sub Basement - 4th Floor

Electric Motor Mfg: Reuland

Serial# 06-1064a-2

Otis Part# AAA20570c99

Control panel Manufacturer: Otis

Serial# 390609

Model# AHB2129or (LMCSS)

Load Capacity: 3,500lbs

Elevator#2

Location: Southeast Corner of Building

Floors Served: (6) Sub-Basement – 4th Floor

Electric Motor Mfg: Reuland

Serial# 06-1061a-2

Otis Part# AAA20570c99

Control Panel Manufacturer: Otis

Serial# 370609

Model# AHB21290R (LMCSS)

Load Capacity: 3,500lbs

Elevator#3

Location: Northwest Corner of Building

Floors Served: (5) Basement-4th Floor

Electric Motor Mfg: Reuland

Serial#06-1064a-1

Otis Part#: AAA20570c99

Control Panel Manufacturer: Otis

Serial# 360609

Model#: AHB21290R (LMCSS)

Load Capacity: 3,500lbs

Elevator#4
Location: Southwest Corner of Building
Floors Served: (5) Basement-4th Floor
Electric Motor Mfg: Reuland
Serial# 06-1061a-1
Otis Part# AAA20570c99
Control Panel Manufacturer: Otis
Serial# 380609
Model# AHB21290R (LMCSS)
Load Capacity: 3,500lbs

Judicial Center

Elevator#1
Name/Model: Thyssen Krupp
Type: Gear Traction
Use: Passenger
Serial Number: CT6143
Floors Served: 5
Load Capacity: 3500lbs

Elevator#2
Name/Model: Thyssen Krupp
Type: Geared Traction
Use: Passenger
Serial Number CT6144
Floors Served: 5
Load Capacity: 3500lbs

Elevator#3
Name/Model: Thyssen Krupp
Type: Geared Traction
Use: Employees
Serial Number: CT6145
Floors Served: 6
Load Capacity: 3500lbs

Elevator#4
Name/Model: Thyssen Krupp
Type: Geared Traction
Use: Prisoner
Serial Number: CT6146
Floors Served: 5
Load Capacity: 3500lbs

Family Court

Elevator#1

Name/Model: Thyssen Krupp Model#590AG3

Type: Hydraulic Power Elevator

Serial Number: 082304110648

Location: Lobby

Floors Served: (3) Basement-2nd Floor

Use: Public

Load Capacity: 3500lbs

Elevator#2

Name/Model: Thyssen Krupp Model#590AG3

Type: Hydraulic Power Elevator

Serial Number: 082404094744

Location: Lobby

Floors Served: (3) Basement -2nd Floor

Use: Public

Load Capacity: 3500lbs

Elevator#3

Name/Model: Thyssen Krupp Model #590AF3

Type: Hydraulic Power Elevator

Serial Number: 082504101829

Location: Back of Building

Floors Served: (2) Basement and 2nd (does not stop at 1st Floor)

Use: Prisoner

Load Capacity: 2,500 lbs

Elevator#4

Name/Model: Thyssen Krupp Model#590AF3

Type: Hydraulic Power Elevator

Serial Number: 082504102454

Location: Front of Building

Floors Served: (2) Basement and 2nd (does not stop at 1st Floor)

Use: Prisoner

Load Capacity: 2,500lbs

Elevator#5

Name/Model: Thyssen Krupp Model#590AG3

Type: Hydraulic Power Elevator

Serial Number: 082304105923

Location: Parking Garage

Floors Served: (3) Basement-2nd Floor

Use: Judges

Load Capacity: 3,500lbs

Mercantile Building

Elevator#1

Name/Model: Dover

Type: Hydraulic

Use: Passenger

Serial Number: AP150-25

Floors Served: 4

Load Capacity: 2,500lbs

Elevator#2

Name/Model: Dover

Type: Hydraulic

Use: Passenger

Serial Number: AP150-30

Floors Served: 4 Plus Basement

Load Capacity: 2500lbs

COUNTY OF ALBANY
ELEVATOR MAINTENANCE
ALBANY COUNTY CORRECTIONAL FACILITY

ELEVATOR SPECIFICATIONS: CONTRACT#2

GENERAL:

The information provided below describes the five (5) elevators included in this Request for Bids.

All elevators are located at: Albany County Correctional Facility
840 Albany-Shaker Road
Albany, NY 12211.

ELEVATOR #1

Name / Model: Baystate Elevator w/ Virginia Controls
Type: Hydraulic / Submersible Pump Motor
Serial Number: 12152
Location: East Side
Floors Served: 4
Load Capacity: 2,500 lbs.

ELEVATOR #2

Name / Model: Dover Elevator / Motion Controls (MCE) HMC-1000-PHC
Type: Hydraulic / Submersible Pump Motor
Serial Number: 3007654
Location: West Side
Floors Served: 4
Load Capacity: 2,500 lbs.

ELEVATOR #3

Name / Model: Dover Elevator / Dmc 1/A
Type: Hydraulic / Submersible Pump Motor
Serial Number: C11766 (information on record, could not be confirmed)
Location: Administration
Floors Served: 2
Load Capacity: 2,500 lbs.

COUNTY OF ALBANY
ELEVATOR MAINTENANCE
ALBANY COUNTY CORRECTIONAL FACILITY

ELEVATOR SPECIFICATIONS (CONTINUED) CONTRACT#2

ELEVATOR #4

Name / Model: Dover Freight Elevator /
Ems Group#Bc4093 Project #103-4536
Type: Hydraulic / Submersible Pump Motor
Serial Number: IN46475
Location: Kitchen
Floors Served: 2

Load Capacity: 2,500 lbs.

ELEVATOR #5

Name / Model: ThyssenKrupp
EP8020A
Type: Hydraulic / Submersible Pump Motor
Serial Number: EAK411
Location: Mental Health
Floors Served: 2

Load Capacity: 2,500 lbs.

Shaker Place Rehabilitation &

Nursing Center

Elevator Specs

CONTRACT#3

Elevator#1

Type: Microprocessor Based Traction Control System
Name/Model: KONE Resolve 20 – Equipment #20354716
Location: Building East Side Front
Floors Services: 6
Load Capacity: 4,000lbs
Speed: 250 FPM
Use: Passenger

Elevator#2

Type: Microprocessor Based Traction Control System
Name/Model: KONE Resolve 20 – Equipment #20354717
Location: Building East Side Front
Floors Services: 6
Load Capacity: 4,000lbs
Speed: 250 FPM
Use: Passenger

Elevator#3

Type: Machine room-less elevator system
Name/Model: KONE EcoMod MRL – Equipment #20354721
Location: Building East Side Front
Floors Services: 2
Load Capacity: 4,000lb
Speed: 150 FPM
Use: Freight

COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: Elevator Preventative Maintenance
Bid Number: 2025-039

THIS BID IS SUBMITTED TO:

Pamela O Neill, Purchasing Agent
Albany County Department of General Services
Purchasing Division
112 State Street, Room 820
Albany, NY 12207

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into a Contract with the owner in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the Disposition of Bid Security. This Bid may remain open for ninety (90) days after the day of Bid opening. BIDDER will sign the Contract and submit the Contract Security and other documents required by the Contract Documents within fifteen days after the date of OWNER'S Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in this Contract, that:

- (a) BIDDER has examined copies of all the Contract Documents and of the following addenda: (If none, so state)

Date

Number

(receipt of all of which is hereby acknowledged) and also copies of the Notice to Bidders and the Instructions to Bidders;

- (b) BIDDER has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as BIDDER deems necessary;

- (c) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other BIDDER to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or a corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or over the owner.

4. BIDDER will complete the Work for the following prices(s): (Attach Bid Proposal)

5. BIDDER agrees to commence the Work within the number of calendar days or by the specific date indicated in the Contract. BIDDER agrees that the Work will be completed within the number of Calendar days or by the specific date indicated in the contract.

6. The following documents are attached to and made a condition of this Bid:

- (a) Non-Collusive Bidding Certificate (Attachment "A")
- (b) Acknowledgment by Bidder (Attachment "B")
- (c) Vendor Responsibility Questionnaire (Attachment "C")
- (d) Iranian Energy Divestment Certification (Attachment "D")
- (e) MS-4-1 Certification Statement RE: Stormwater Discharges (Attachment "E")
- (f) Bidder Qualification Questionnaire (Attachment "F")
- (g) Non Interruption of Work Agreement (Attachment "G")
- (h) Required Apprenticeship Training Program Documentation (refer to RFB Section 27) If applicable

7. Communication concerning this Bid shall be addressed to:

Phone: _____

8. Terms used in this Bid have the meanings assigned to them in the Contract and General Provisions.

Harold L. Joyce Albany County Office Building			
CONTRACT#1			
A: Monthly Maintenance			
	Monthly Maintenance Fee Per Month	36 Months	Total
Elevator#1	\$		\$
Elevator#2	\$		\$
Elevator#3	\$		\$
Elevator#4	\$		\$
Elevator#5	\$		\$
Elevator#6	\$		\$
		Total of Section A	\$
B: Repairs not defined by Maintenance Specifications			
B1	Prevailing Wage Rate for Mechanic		
B2	Prevailing Wage for Helper		\$ 57.73
B3	Prevailing Wage Rate for Mechanic Team (B1 + B2)		\$ 40.41
			\$ 98.14
B4	Percent Markup over Prevailing Wage Rate for team		%
B5	Estimated Total Repair Hours for contract		10 Hours
B6	Total bid for Repairs not defined by maintenance specifications		
	(B3x B4) + B3) x B5	Total of Section B	\$
C: Parts/Materials not Defined by Maintenance Specifications			
C1	Percent Mark up Bid over Documented Cost from Manufacturer		%
C2	Estimated Total of Parts/Materials Cost for contract		\$200.00
C3	Total bid for Parts/Materials not Defined by Maintenance Specifications		
	(C1 x C2) + C2	Total of Section C	\$
D: Grand Total Bid for Contract (Sum Totals for A + B+ C)			\$

Albany County Department of Social Services 162 Washington			
CONTRACT#1			
A: Monthly Maintenance			
	Monthly Maintenance Fee Per Month	36 Months	Total
Elevator#1	\$		\$
Elevator#2	\$		\$
		Total of Section A	\$
B: Repairs not defined by Maintenance Specifications			
B1	Prevailing Wage Rate for Mechanic		\$ 57.73
B2	Prevailing Wage for Helper		\$ 40.41
B3	Prevailing Wage Rate for Mechanic Team (B1 + B2)		\$ 98.14
B4	Percent Markup over Prevailing Wage Rate for team		%
B5	Estimated Total Repair Hours for contract		10 Hours
B6	Total bid for Repairs not defined by maintenance specifications		
	(B3xB4) + B3) x B5	Total of Section B	\$
C: Parts/Materials not Defined by Maintenance Specifications			
C1	Percent Mark up Bid over Documented Cost from Manufacturer		%
C2	Estimated Total of Parts/Materials Cost for contract		\$200.00
C3	Total bid for Parts/Materials not Defined by Maintenance Specifications		
	(C1 x C2) + C2	Total of Section C	\$
D: Grand Total Bid for Contract (Sum Totals for A + B+ C)			
			\$

Albany County Department of Health 175 Green Street			
CONTRACT#1			
A: Monthly Maintenance			
	Monthly Maintenance Fee Per Month	36 Months	Total
Elevator#1	\$		\$
		Total of Section A	\$
B: Repairs not defined by Maintenance Specifications			
B1	Prevailing Wage Rate for Mechanic		\$ 57.73
B2	Prevailing Wage for Helper		\$ 40.41
B3	Prevailing Wage Rate for Mechanic Team (B1 + B2)		\$ 98.14
B4	Percent Markup over Prevailing Wage Rate for team		%
B5	Estimated Total Repair Hours for contract		10 Hours
B6	Total bid for Repairs not defined by maintenance specifications		
	(B3xB4) + B3) x B5	Total of Section B	\$
C: Parts/Materials not Defined by Maintenance Specifications			
C1	Percent Mark up Bid over Documented Cost from Manufacturer		%
C2	Estimated Total of Parts/Materials Cost for contract		\$200.00
C3	Total bid for Parts/Materials not Defined by Maintenance Specifications		
	(C1 x C2) + C2	Total of Section C	\$
D: Grand Total Bid for Contract (Sum Totals for A + B+ C)			\$

Albany County Department of Mental Health 260 South Pearl Street			
CONTRACT#1			
A: Monthly Maintenance			
	Monthly Maintenance Fee Per Month	36 Months	Total
Elevator#1	\$		\$
		Total of Section A	\$
B: Repairs not defined by Maintenance Specifications			
B1	Prevailing Wage Rate for Mechanic		\$ 57.73
B2	Prevailing Wage for Helper		\$ 40.41
B3	Prevailing Wage Rate for Mechanic Team (B1 + B2)		\$ 98.14
B4	Percent Markup over Prevailing Wage Rate for team		%
B5	Estimated Total Repair Hours for contract		10 Hours
B6	Total bid for Repairs not defined by maintenance specifications		
	(B3xB4) + B3) x B5	Total of Section B	\$
C: Parts/Materials not Defined by Maintenance Specifications			
C1	Percent Mark up Bid over Documented Cost from Manufacturer		%
C2	Estimated Total of Parts/Materials Cost for contract		\$200.00
C3	Total bid for Parts/Materials not Defined by Maintenance Specifications		
	(C1 x C2) + C2	Total of Section C	\$
D: Grand Total Bid for Contract (Sum Totals for A + B+ C)			
			\$

Albany County Court House 16 Eagle Street			
CONTRACT#1			
A: Montly Maintenance			
	Monthly Maintenance Fee Per Month	36 Months	Total
Elevator#1	\$		\$
Elevator#2	\$		\$
Elevator#3	\$		\$
Elevator#4	\$		\$
		Total of Section A	\$
B: Repairs not defined by Maintenance Specifications			
B1	Prevailing Wage Rate for Mechanic	\$	57.73
B2	Prevailing Wage for Helper	\$	40.41
B3	Prevailing Wage Rate for Mechanic Team (B1 + B2)	\$	98.14
B4	Percent Markup over Prevailing Wage Rate for team		%
B5	Estimated Total Repair Hours for contract	10 Hours	
B6	Total bid for Repairs not defined by maintenance specifications		
	(B3xB4) + B3) x B5	Total of Section B	\$
C: Parts/Materials not Defined by Maintenance Specifications			
C1	Percent Mark up Bid over Documented Cost from Manufacturer		%
C2	Estimated Total of Parts/Materials Cost for contract	\$200.00	
C3	Total bid for Parts/Materials not Defined by Maintenance Specifications		
	(C1 x C2) + C2	Total of Section C	\$
D: Grand Total Bid for Contract (Sum Totals for A + B+ C)			\$

Albany County Judicial Center 6 Lodge Street			
CONTRACT#1			
A: Monthly Maintenance			
	Monthly Maintenance Fee Per Month	36 Months	Total
Elevator#1	\$		\$
Elevator#2	\$		\$
Elevator#3	\$		\$
Elevator#4	\$		\$
		Total of Section A	\$
B: Repairs not defined by Maintenance Specifications			
B1	Prevailing Wage Rate for Mechanic	\$	57.73
B2	Prevailing Wage for Helper	\$	40.41
B3	Prevailing Wage Rate for Mechanic Team (B1 + B2)	\$	98.14
B4	Percent Markup over Prevailing Wage Rate for team		%
B5	Estimated Total Repair Hours for contract	10 Hours	
B6	Total bid for Repairs not defined by maintenance specifications		
	(B3xB4) + B3) x B5	Total of Section B	\$
C: Parts/Materials not Defined by Maintenance Specifications			
C1	Percent Mark up Bid over Documented Cost from Manufacturer		%
C2	Estimated Total of Parts/Materials Cost for contract	\$200.00	
C3	Total bid for Parts/Materials not Defined by Maintenance Specifications		
	(C1 x C2) + C2	Total of Section C	\$
D: Grand Total Bid for Contract (Sum Totals for A + B+ C)			\$

Albany County Family Court 30 Clinton Ave			
CONTRACT#1			
A: Monthly Maintenance			
	Monthly Maintenance Fee Per Month	36 Months	Total
Elevator#1	\$		\$
Elevator#2	\$		\$
Elevator#3	\$		\$
Elevator#4	\$		\$
Elevator #5	\$		\$
		Total of Section A	\$
B: Repairs not defined by Maintenance Specifications			
B1	Prevailing Wage Rate for Mechanic	\$	57.73
B2	Prevailing Wage for Helper	\$	40.41
B3	Prevailing Wage Rate for Mechanic Team (B1 + B2)	\$	98.14
B4	Percent Markup over Prevailing Wage Rate for team		%
B5	Estimated Total Repair Hours for contract	10 Hours	
B6	Total bid for Repairs not defined by maintenance specifications		
	(B3xB4) + B3) x B5	Total of Section B	\$
C: Parts/Materials not Defined by Maintenance Specifications			
C1	Percent Mark up Bid over Documented Cost from Manufacturer		%
C2	Estimated Total of Parts/Materials Cost for contract	\$200.00	
C3	Total bid for Parts/Materials not Defined by Maintenance Specifications		
	(C1 x C2) + C2	Total of Section C	\$
D: Grand Total Bid for Contract (Sum Totals for A + B+ C)			\$

CONTRACT#1

Mercantile 60 South Pearl			
CONTRACT#1			
A: Monthly Maintenance			
	Monthly Maintenance Fee Per Month	36 Months	Total
Elevator#1	\$		\$
Elevator#2	\$		\$
		Total of Section A	\$
B: Repairs not defined by Maintenance Specifications			
B1	Prevailing Wage Rate for Mechanic	\$	57.73
B2	Prevailing Wage for Helper	\$	40.41
B3	Prevailing Wage Rate for Mechanic Team (B1 + B2)	\$	98.14
B4	Percent Markup over Prevailing Wage Rate for team		%
B5	Estimated Total Repair Hours for contract	10 Hours	
B6	Total bid for Repairs not defined by maintenance specifications		
	$(B3 \times B4) + B3 \times B5$	Total of Section B	\$
C: Parts/Materials not Defined by Maintenance Specifications			
C1	Percent Mark up Bid over Documented Cost from Manufacturer		%
C2	Estimated Total of Parts/Materials Cost for contract	\$200.00	
C3	Total bid for Parts/Materials not Defined by Maintenance Specifications		
	$(C1 \times C2) + C2$	Total of Section C	\$
D: Grand Total Bid for Contract (Sum Totals for A + B+ C)			\$

Albany County Correctional Facility			
840 Albany Shaker Road			
CONTRACT#2			
A: Monthly Maintenance			
	Monthly Maintenance Fee Per Month	36 Months	Total
Elevator#1	\$		\$
Elevator#2	\$		\$
Elevator#3	\$		\$
Elevator#4	\$		\$
Elevator#5	\$		\$
		Total of Section A	\$
B: Repairs not defined by Maintenance Specifications			
B1	Prevailing Wage Rate for Mechanic		
B2	Prevailing Wage for Helper		\$ 57.73
B3	Prevailing Wage Rate for Mechanic Team (B1 + B2)		\$ 40.41
			\$ 98.14
B4	Percent Markup over Prevailing Wage Rate for team		%
B5	Estimated Total Repair Hours for contract		10 Hours
B6	Total bid for Repairs not defined by maintenance specifications		
	(B3xB4) + B3) x B5		
		Total of Section B	\$
C: Parts/Materials not Defined by Maintenance Specifications			
C1	Percent Mark up Bid over Documented Cost from Manufacturer		%
C2	Estimated Total of Parts/Materials Cost for contract		\$200.00
C3	Total bid for Parts/Materials not Defined by Maintenance Specifications		
	(C1 x C2) + C2		
		Total of Section C	\$
D: Grand Total Bid for Contract (Sum Totals for A + B+ C)			\$

Shaker Place Nursing and Rehabilitation Center			
100 Heritage Lane			
CONTRACT#3			
A: Monthly Maintenance			
	Monthly Maintenance Fee Per Month	36 Months	Total
Elevator#1	\$		\$
Elevator#2	\$		\$
Elevator#3	\$		\$
		Total of Section A	\$
B: Repairs not defined by Maintenance Specifications			
B1	Prevailing Wage Rate for Mechanic		
B2	Prevailing Wage for Helper		\$ 57.73
B3	Prevailing Wage Rate for Mechanic Team (B1 + B2)		\$ 40.41
			\$ 98.14
B4	Percent Markup over Prevailing Wage Rate for team		%
B5	Estimated Total Repair Hours for contract		10 Hours
B6	Total bid for Repairs not defined by maintenance specifications		
	(B3xB4) + B3) x B5		Total of Section B
			\$
C: Parts/Materials not Defined by Maintenance Specifications			
C1	Percent Mark up Bid over Documented Cost from Manufacturer		%
C2	Estimated Total of Parts/Materials Cost for contract		\$200.00
C3	Total bid for Parts/Materials not Defined by Maintenance Specifications		
	(C1 x C2) + C2		Total of Section C
			\$
D: Grand Total Bid for Contract (Sum Totals for A + B+ C)			\$

COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: Elevator Preventative Maintenance
Bid Number: 2025-039

COMPANY:

ADDRESS:

CITY, STATE, ZIP:

TEL. NO.:

FAX NO.:

FEDERAL TAX ID NO.:

***CERTIFICATE OF REGISTRATION NUMBER
(ARTICLE 8 PUBLIC WORK CONTRACTOR REGISTRY)***

REPRESENTATIVE:

E-MAIL:

SIGNATURE AND TITLE

DATE

ATTACHMENT "A"
NON-COLLUSIVE BIDDING CERTIFICATE PURSUANT TO
SECTION 103-D OF THE NEW YORK STATE GENERAL MUNICIPAL LAW

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 organizations, 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 knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, prior to opening, to any bidder or to any competitor.

(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.

A bid shall not be considered for award nor shall any award be made where (1), (2), and (3) above have not been complied with; provided, however, that in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (1), (2), and (3) above have not been complied with, the bid shall not be considered for any award nor shall any award be made unless the head of the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customer of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph "A" above.

B. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, local law, and where such bid contains the certification referred to in paragraph "A" of this section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation

Signature

Title

Date

Company Name

ATTACHMENT "B"
ACKNOWLEDGMENT BY BIDDER

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 200__, before me personally appeared _____ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he (or they severally) acknowledged to me that he (or they) executed the same.

Notary Public, State of _____

Qualified in _____

Commission Expires _____

If Corporation:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 200__, before me personally appeared _____ to me known, who, being by me sworn, did say that he resides at (give address) _____; that he is the (give title) _____ of the (name of corporation) _____, the corporation described in and which executed the above instrument; that he knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he signed his name thereto by like order.

Notary Public, State of _____

Qualified in _____

Commission Expires _____

If Partnership:

STATE OF _____)
COUNTY OF _____) SS.:

On the _____ day of _____, 200__, before me personally came _____, to me known to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he / she is a partner of the firm of _____ and that he / she has the authority to sign the same, and acknowledged that he / she executed the same as the act and deed of said partnership.

Notary Public, State of _____

Qualified in _____

Commission Expires _____

ATTACHMENT "C"
ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE

1. VENDOR IS: ☐ PRIME CONTRACTOR			
2. VENDOR'S LEGAL BUSINESS NAME		3. IDENTIFICATION NUMBERS a) FEIN # b) DUNS #	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD:		5. WEBSITE ADDRESS (if applicable)	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE		7. TELEPHONE NUMBER	8. FAX NUMBER
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>IN NEW YORK STATE, if different from above</i>		10. TELEPHONE NUMBER	11. FAX NUMBER
12. AUTHORIZED CONTACT FOR THIS QUESTIONNAIRE Name Title Telephone Number Fax Number e-mail			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS.			
a) NAME	TITLE	b) NAME	TITLE
c) NAME	TITLE	d) NAME	TITLE
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A "YES," AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor. ☐ Yes ☐ No 			
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRICIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS: a) An elected or appointed public official or officer? <i>List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service</i> ☐ Yes ☐ No b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individuals name, business title or consulting capacity and the official political position held with applicable service dates.</i> ☐ Yes ☐ No			

16.	WITHIN THE PAST (5) YEARS, HAS THE VENDOR, ANY INDIVIDUALS SERVING IN MANAGERIAL OR CONSULTING CAPACITY, PRINCIPAL OWNERS, OFFICERS, MAJOR STOCKHOLDER(S) (10% OR MORE OF THE VOTING SHARES FOR PUBLICLY TRADED COMPANIES, 25% OR MORE OF THE SHARES FOR ALL OTHER COMPANIES), AFFILIATE OR ANY PERSON INVOLVED IN THE BIDDING OR CONTRACTING PROCESS:	
a)	1. been suspended, debarred or terminated by a local, state or federal authority in connection with a contract or contracting process; 2. been disqualified for cause as a bidder on any permit, license, concession franchise or lease; 3. entered into an agreement to a voluntary exclusion from bidding/contracting; 4. had a bid rejected on an Albany County contract for failure to comply with the MacBride Fair Employment Principles; 5. had a low bid rejected on a local, state or federal contract for failure to meet statutory affirmative action or M/WBE requirements on a previously held contract; 6. had status as a Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise, de-certified, revoked or forfeited; 7. been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal government contract; 8. been denied an award of a local, state or federal government contract, had a contract suspended or had a contract terminated for non-responsibility; or 9. had a local, state or federal government contract suspended or terminated for cause prior to the completion of the term of the contract.	☐ Yes ☐ No
b)	been indicted, convicted, received a judgment against them or a grant of immunity for any business-related conduct constituting a crime under local, state or federal law including but not limited to, fraud extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct?	☐ Yes ☐ No
c)	been issued a citation, notice, violation order, or are pending an administrative hearing or proceeding or determination of violations of: 1. federal, state or local health laws, rules or regulations.	☐ Yes ☐ No
17.	IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES ¹ HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY? Indicate if this is applicable to the submitting vendor or affiliate. State whether the situation(s) was a claim, judgment, injunction, lien or other with an explanation. Provide the name(s) and address(es) of the agency, the amount of the original obligation and outstanding balance. If any of these items are open, unsatisfied, indicate the status of each item as "open" or "unsatisfied."	☐ Yes ☐ No
18.	DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO: a) file returns or pay any applicable federal, state or city taxes? <i>Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability.</i> b) file returns or pay New York State unemployment insurance? <i>Indicate the years the vendor failed to file/pay the insurance and the current status of the liability.</i> c) Property Tax <i>Indicate the years the vendor failed to file.</i>	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No
19.	HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR ITS AFFILIATES ¹ WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR ITS AFFILIATES REGARDLESS OF THE DATE OF FILING? Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address and docket number. Indicate if the proceedings have been initiated, remain pending or have been closed. If closed, provide the date closed.	☐ Yes ☐ No
20.	IS THE VENDOR CURRENTLY INSOLVENT, OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ration, Debt Ration, Age of Accounts Payable, Cash Flow and any documents that will provide the agency with an understanding of the vendor's situation.	☐ Yes ☐ No

21.	IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES ¹ :	☐ Yes	☐ No
	a) defaulted or been terminated on, or had its surety called upon to complete, any contract (public or private) awarded;		
Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency.			

¹ "Affiliate" meaning: (a) any entity in which the vendor owns more than 50% of the voting stock; (b) any individual, entity or group of principal owners or officers who own more than 50% of the voting stock of the vendor; or (c) any entity whose voting stock is more than 50% owned by the same individual, entity or group described in clause (b). In addition, if a vendor owns less than 50% of the voting stock of another entity, but directs or has the right to direct such entity's daily operations, that entity will be an "affiliate" for purposes of this questionnaire.

**ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE**

FEIN #

State of:)
) ss:
County of:)

CERTIFICATION:

The undersigned: recognizes that this questionnaire is submitted for the express purpose of assisting the County of Albany in making a determination regarding an award of contract or approval of a subcontract; acknowledges that the County may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine and/or imprisonment of up to five years under 18 USC Section 1001 and may result in contract termination; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned certifies that he/she:

- Has not altered the content of the questions in the questionnaire in any manner;
- Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;
- Has supplied full and complete responses to each item therein to the best of his/her knowledge, information and belief;
- Is knowledgeable about the submitting vendor's business and operations;
- Understands that Albany County will rely on the information supplied in the questionnaire when entering into a contract with the vendor;
- Is under duty to notify the Albany County Purchasing Division of any material changes to the vendor's responses.

Name of Business

Signature of Owner _____

Address

Printed Name of Signatory _____

City, State, Zip

Title

Sworn before me this _____ day of _____, 20____;

Notary Public

Printed Name

Signature

Date

Attachment "D"
Certification Pursuant to Section 103-g
Of the New York State
General Municipal Law

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer 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 its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

Signature

Title

Date

Company Name

ATTACHMENT "E"

Sheet MS4-1: Bidder/Proposer Certification Statement (to be used with Section 34 Part A – General Contracts)

As a bidder seeking to provide services on behalf of Albany County, I certify under penalty of law that I understand and agree to comply with the terms and conditions of the New York State Pollutant Discharge Elimination System ("SPDES") General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4 Permit) and Albany County Local Law 7 of 2007, and agree to implement any Best Management Practices or corrective actions identified by Albany County or an authorized representative thereof as necessary to maintain compliance. I understand that Albany County must comply with the terms and conditions of the aforementioned MS4 Permit, and that it is unlawful for any person to directly or indirectly cause or contribute to a violation of water quality standards. I am also aware that County Local Law 7 of 2007 prohibits any activities that cause or contribute to a violation of the County's SPDES permit. Further, I understand that any non-compliance by Albany County will not diminish, eliminate or lessen my own liability.

Name of Third Party Entity: _____

Address: _____

Phone Number(s): _____

Description of activities to be performed by your firm or organization within Albany County are related to the Albany County Storm Water Management Program (SWMP) (include any activities that have the potential to generate or prevent pollution and/or affect water quality):

Description of where the work is to be performed within Albany County facilities:

Signature

Printed Name

Title

Date

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

The undersigned guarantees the accuracy of all statements and answers herein contained. (Please print in ink or type in the spaces provided). Attach additional sheets if necessary. This statement of Bidder's qualifications is required of all Bidders. Additional data on Bidder's qualifications may be requested from selected Bidders after the Bid opening.

1. How many years has your firm been in business? _____ years

2. List up to three (3) projects of this nature that you have completed in the last three (3) years, and give the name, address and telephone number of a reference from each. Also give the completion date, the original contract bid price and the completed cost of each project listed.

1. _____

2. _____

3. _____

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

3. List projects presently under contract by your firm, the dollar volume of the contract and the percentage completion of the contract.

4. Has your firm ever failed to complete work awarded to it, if so, state where and why.

5. Is your firm presently or has your firm ever been a party defendant in a lawsuit commenced against your firm alleging failure to properly complete work in accordance with the contract for same; if so, give details.

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

6. Has your firm received two (2) final determinations within any consecutive six-year period, the second final determination occurring within the past five (5) years, that your firm willfully failed to pay the prevailing rate of wages or to provide supplements with Article 8 of the Labor Law, if so, give details.

7. Do you plan to sublet any part of this work? If so, give details.

8. Give the name, address and telephone number of an individual who represents each of the following and whom the Owner may contact to investigate your financial responsibility: a surety, and a bank.

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

9. Give a summary of your financial statement. (List assets and liabilities, use an insert sheet, if needed).

10. State the true, exact, correct and complete name of the partnership, corporation or trade name under which you do business, and the address of the place of business. (If a corporation, state the name and title of all officers. If a partnership, state the name of all partners. If a trade name, state the names of the individuals who do business under the trade name.) It is absolutely necessary that information be furnished.

Correct Name of Bidder

(a) The business is a: _____

(b) The address of principal place of business is: _____

(c) The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows:

ATTACHMENT "F"
BIDDER QUALIFICATION QUESTIONNAIRE

11. Is your firm qualified to do business in the State of New York? Yes _____ No _____.

If No, signing this qualification statement constitutes agreement to obtain such qualification prior to award of contract immediately upon owner's request.

Firm

Dated: _____

By _____

(Typed)

ATTACHMENT "G"
NON-INTERRUPTION OF WORK AGREEMENT

By submission of the bid for:

The bidder agrees that if this bid is accepted, he/she will not intentionally engage in any course of conduct or activity, or employ for the purposes of performing the public work, any subcontractors, employees, labor or materials which will or may result in the interruption of the performance of the public work due to labor strife or unrest by workmen employed by the bidder or by any of the trades working in or about the public works and/or premises where the work is being performed.

Firm: _____

By: _____
(Signature)

(Typed)

Title: _____

Date: _____

County of Albany
Article SC19- Affirmative Action Plan

STATEMENT OF POLICY

The following is taken from Resolution No. 495 adopted by the Albany County Legislature on October 9, 2018.

Resolved, That the Albany County Legislature hereby approves and adopts the updates to the Affirmative Action Policy as reflected in the document annexed hereto, and be it further that the updated Affirmative Action Plan shall take effect immediately, and that the Commissioner of Human Resources and Director of the Division of Affirmative Action are directed to implement the policies reflected in the updated language of the Affirmative Action policy immediately and on a County-wide basis.

The following is taken from Resolution No. 26 adopted by the Albany County Legislature on June 10, 1996.

Resolved, By the Albany County Legislature that the Affirmative Action Plan so endorsed by the Albany County Executive and which is currently on file with the Clerk of the County Legislature, shall be the official plan of the County of Albany including the objectives, procedures and goals so stipulated.

It is the policy of the County of Albany that Minority Business Enterprises (MBE) and Woman Business Enterprises (WBE) are afforded the maximum opportunity to participate in the performance of contracts, in excess of \$100,000, let by the County and its several agencies and authorities. The County commits itself to a goal oriented Contract Compliance Program which assures that Minority Business Enterprises and Woman Business Enterprises are considered in awarding contracts for goods, services and construction. Furthermore, it is the policy of the County of Albany that contractors and subcontractors utilize minority and women labor to the greatest extent feasible.

In bidding on this contract, the contractor acknowledges an understanding of this policy. The contractor shall carry out the policy by making every reasonable effort to award contracts and subcontracts to MBEs and WBEs and utilizing minority and women labor in the performance of this contract.

ANTI-DISCRIMINATION CLAUSE 220-E - NYS Labor Law. Provisions in contracts prohibiting discrimination on account of race, creed, color or national origin in employment of citizens upon public works. Every contract for or on behalf of the state or a municipality for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies shall contain provisions by which the contractor with the state or municipality agrees: (a) That in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason of race, creed, color, disability, sex or national origin discriminate against any citizen of the state of New York who is qualified and available to perform the work to which the employment relates; (b) That no contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, color, disability, sex or national origin; (c) That there may be deducted from the amount payable to the contractor by the state or municipality under this contract a penalty of fifty dollars for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of the contract; (d) That this contract may be cancelled or terminated by the state or municipality, and all moneys due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this section of the contract; and (e) The aforesaid provisions of this section covering every contract for or on behalf of the state or a municipality for the manufacture, sale or distribution of materials, equipment or supplies shall be limited to operations performed within the territorial limits of the state of New York.

ADMINISTRATION

The County's Division of Affirmative Action is charged with the responsibility of monitoring Affirmative Action in all contracts. All County procurements will be made with an understanding that the complete participation of bona fide MBE and WBE shall be assured by balanced and equitable contract involvement.

The **subcontracting participation goals** for County public procurements are:

- to award 7% of the total dollar value of the contract to a certified MBE.
- to award 5% of the total dollar value of the contract to a certified WBE.

The **workforce goals** for County public procurements are as follows:

- 7% of the total workforce should be minorities.
- 5% of the total workforce should be women.

• CONTRACTOR'S RESPONSIBILITIES

The Contractor's responsibilities include, but are not limited to, the following. The Contractor **must**:

- 1) Submit to the Division of Affirmative Action a completed Schedule of MBE/WBE and Labor Performance or Request for Waiver within **fifteen (15) days** of receiving the Notice of Award.
- 2) Prior to being issued a Notice to Proceed, submit evidence of MBE/WBE contracts proposed to the Division of Affirmative Action.
- 3) Submit monthly utilization reports to the Division of Affirmative Action for review.
- 4) Immediately notify the Division of Affirmative Action of any changes during the project, especially if the change affects the Schedule of MBE/WBE and Labor Performance submitted for the project.
- 5) Make good faith efforts to replace an MBE/WBE subcontractor that is unable to perform successfully with another MBE/WBE.
- 6) Notify the Division of Affirmative Action of any suspected instances of companies fraudulently claiming MBE/WBE status.
- 7) If possible, provide any needed technical assistance to MBE/WBE firms under subcontract.
- 8) If possible, design payment schedules to minimize cash flow problems faced by MBEs/WBEs.
- 9) Maintain for three years such records as are necessary to determine compliance with MBE/WBE obligations and to submit regular reports to enable the Albany County MBE Officer to monitor this compliance.

• DEVELOPING A SCHEDULE OF MBE/WBE AND LABOR PERFORMANCE

The Schedule of MBE/WBE and Labor Performance must detail:

1. The contractor's name, address, phone number, federal identification number and the total dollar value of the contract.
2. Whether the contract is a joint venture.
3. The MBE and WBE goal for the contract.
4. A brief description of each proposed subcontractor, including the name, address, phone number, federal identification number and the total dollar amount of each subcontractor.
5. An estimate of the total number of hours to be worked on the project.

• COMPLIANCE

Each contractor must furnish monthly utilization reports while working on the project. The reports must detail the total number of hours worked, total minority /female labor hours and payments made to MBE and WBE firms.

- **WAIVER REQUEST FOR SUBCONTRACTING AND/OR LABOR PERFORMANCE**

Contractors which determine that the subcontracting and/or labor participation goals must cannot be achieved **must** request a waiver within **fifteen (15) days** of receiving the Notice of Award. The request must justify why the firm cannot accomplish the subcontracting and/or labor participation goals established for the project. The justification must detail actions taken to solicit MBE/WBE subcontractors, minority or female labor participation and the impediments encountered. Each waiver request will be evaluated individually. Submission of the request for waiver does **not** guarantee the requirements will be waived. Additional information or supporting documentation may be required to determine a contractor's good faith effort.

- **MBE/WBE RESPONSIBILITIES**

Each Minority Business Enterprise/Woman Business Enterprise shall:

1. Establish through certification that the company is a bona fide MBE/WBE. The Division of Affirmative Action reviews MBE/WBE eligibility status for contractors and subcontractors.
2. Exhibit an interest in bidding a particular project by attending pre-bid conferences and/or by responding timely to contract solicitations for bid quotations prior to bid date.
3. Be responsible for entering into all necessary contractual agreements.
4. Arrange for and supervise contract performance.
5. Secure equipment, materials and crew sufficient to complete their contract or subcontract.
6. Provide bonding, insurance and collateral as required for surety in contract performance.
7. Authorize payrolls, payments and reports as required for routine compliance.

The County will accept MBE/WBE Certifications made by other governmental agencies which are in compliance with our DBE policy.

SANCTIONS

SC-19.5.1

If **CONTRACTOR** cannot meet the WBE/MBE participation goals, he must document to the Albany County MBE Officer, that he has made all positive efforts to achieve it. Failure to meet the goals or to document that all positive efforts have been made to achieve it may result in the County invoking any legal or equitable remedy available to the County for breach of contract including withholding future payments under the **CONTRACT** involved; disqualification of the **CONTRACTOR** from future contracting opportunities for a period not to exceed two years; and cancellation of the contract and declaration of forfeiture of the **PERFORMANCE BOND**.

A decision by the Albany County MBE Officer to invoke the above sanctions shall be issued in writing by registered mail. The **CONTRACTOR** shall have ten (10) days from receipt of the decision to appeal the MBE Officer's decision to the Grievance committee of the Albany County Legislature. Both sides of the dispute shall have the opportunity to be heard at a meeting of the Grievance Committee to be held within ten (10) days of the receipt of an appeal, and the Committee shall send a final decision to both sides within ten (10) days by registered mail (or hand delivery in the case of the MBE Officer's copy).

STANDARDS

A **Minority Business Enterprise (MBE)** shall be any business enterprise which is at least fifty-one percent (51%) owned or in that case of a publicly-owned business, at least fifty-one percent (51%) of the common stock of which is owned, by a minority person(s), and such ownership interest is real, substantial and continuing. The minority ownership must have and exercise the authority to independently control the business decisions of the entity.

A **Woman Business Enterprise (WBE)** shall be any business enterprise which is at least fifty-one percent (51%) owned or in the case of a publicly-owned business, at least fifty-one percent (51%) of the common stock of which is owned, by a woman (women), and such ownership interest is real, substantial and continuing. The woman ownership must have and exercise the authority to independently control the business decisions of the entity. WBEs shall not be considered as MBEs unless 51% of the assets of the company is held by a minority person(s).

A Disadvantaged Business Enterprise (DBE) mean a business enterprise controlled by one or more socially or economically disadvantaged individuals and whose management and daily business operations are controlled by one or more socially and economically disadvantaged individuals who own it. Such disadvantaged may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to citizens of the United States (or lawfully admitted permanent residents) and who are African Americans, Puerto Ricans, Hispanic Americans, Asian-Pacific Americans, American Indians, Eskimos, Aleuts, Asian Indians and Women.

Minority: A person who is a member of one or more of the following groups:

- A) Black (not of Hispanic origin) – a person having origins in any of the Black racial group of Africa.
- B) Hispanic -- a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- C) Asian or Pacific Islander – a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- D) Native American or Alaskan Natives – a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Woman: A person who is of the feminine gender who are not otherwise classified as a minority. For

assistance or additional information, contact

County of Albany

Division of Affirmative Action

112 State Street, Room 900, Albany, NY 12207

Phone: (518) 447-7010

Fax: (518) 447-5586

County of Albany
Division of Affirmative Action
MBE/WBE Compliance Forms



Daniel P. McCoy
Albany County Executive

County of Albany
Schedule of MBE/WBE and Labor Performance

The Division of Affirmative Action monitors subcontracting and labor participation for contracts let by agencies and authorities of Albany County. The Schedule of MBE/WBE and Labor Performance must be completed and submitted within 15 days of receiving the Notice of Award. The figures represent the contractor's best estimate of workforce needs and minority/female representation of that workforce.

Questions regarding completion of this form can be directed to the County of Albany, Division of Affirmative Action at (518) 447-7010.

Contractor: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax Number: _____ Federal ID No.: _____

Project Name: _____ Project Cost: _____ Completion Date: _____

Contract Description: _____

Bidder is an approved



MBE



WBE

If yes, specify agency: _____

Joint Venture

MBE/WBE participation is broken down into Joint Ventures with Bidder, Subcontracting Construction, Trucking or Services, and Materials or Supplies. Joint ventures between the Prime Bidder and MBE/WBE firms are shown below. Joint Ventures with Bidder (check one):

No MBE/WBE joint ventures
with Bidder on this Contract.

Bidder is joint venturing with the following firm(s)
(Attach a copy of joint venture agreements to this form)

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Federal ID No.: _____

MBE Share of Joint Venture: _____ % x Total Bid Amount = \$ _____

WBE Share of Joint Venture: _____ % x Total Bid Amount = \$ _____

Sub-contractor Performance

MBE Goal: 7% x Total Bid Amount = \$ _____

WBE Goal: 5% x Total Bid Amount = \$ _____

Please provide the information requested for **all** subcontractors participating on this project (include MBE/WBE firms).

Sub-contractor Name, Address, Phone	MBE, WBE or N/A	Amount of Sub- contract & Award Date	Description of Work (Trade)	Start Date Completion Date	Contracted Payment Schedule
	Select				
	Select				
	Select				
	Select				
	Select				
	Select				
	Select				
	Select				
	Select				
	Select				

I, _____, representative of _____
 declare that the information provided is true and represents accurately my firm's efforts to comply with the Affirmative Action Policy. We shall continue to make every effort to ensure that MBE/WBE firms have the maximum opportunity to compete for, and perform contracts let by the County of Albany.

SUBMIT MONTHLY

**County of Albany MBE/WBE and
Labor Performance
Monthly Utilization Report**

This report must be completed by each firm working on the site and submitted to the General Contractor on a monthly basis. The General Contractor forwards the reports to the County of Albany, Division of Affirmative Action, 112 State Street, Room 900, Albany, NY 12207. Fax (518) 447-5560. For assistance, call (518) 447-7010.

Contractor: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax Number: _____ Federal ID No.: _____

Project Name: _____ Project Cost: _____ Completion Date: _____

Reporting Period: _____ Month _____ Year

Trade	Number of Hours Worked by Minorities	Number of Hours Worked by Women	Number of Hours Worked by Non-Minorities	Total Hours Worked
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Total(s):	0.00	0.00	0.00	0.00

Information Provided By _____

Date _____

MBE/WBE Payments

MBE/WBE Firm(s) Participating on the Project	Payments Made this Month	Payments Made to Date

INSTRUCTIONS

This form must be completed and submitted by the Contractor/Vendor by the **10th** of each month for the duration of the contract. The form must be accompanied by copies of checks (front and back) made payable to MBE/WBE subcontractor and suppliers.

This form is required pursuant to the contract specifications. Failure to submit will result in non-compliance.

County of Albany
Department of Human Resources Division of
Affirmative Action
112 State Street, Room 900, Albany, NY 12207
Phone:(518) 447-7010

NOTE: IF THERE IS NO ACTIVITY FOR THE REPORTING PERIOD, PLEASE NOTE ACCORDINGLY.

County of Albany
Waiver Request for MBE/WBE Subcontracting and/or Labor Performance

If your firm has determined that it is not feasible to meet the subcontracting and/or labor performance goals specified in the contract, complete and return this form within fifteen days of the Intent to Award. The request must identify reasons why the firm cannot reach the labor and subcontractor goals applicable. The Division of Affirmative Action will evaluate each waiver individually. Please be advised that submission of this request does not guarantee waiver of the requirements. Attach additional sheets if necessary. Please refer to the County of Albany Criteria for Establishing Good Faith Effort.

Contractor: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax Number: _____ Federal ID No.: _____

Contract Type/Number: _____ Project Cost: _____

(☐) **Request Waiver of Minority/Women Labor Participation Goal. Please explain:**

Actions taken to include minority/women labor _____

(☐) **Request Waiver of Minority Subcontractor Participation Goal. Please explain:**

Actions taken to include MBE and/or WBE Subcontractor(s) _____

Signature

Name (Printed)

Title

County Of Albany
Criteria for Establishing Good Faith Effort

The following list of the good faith efforts criteria complies with NYS Executive Law, Article 15-A which should be considered for determining whether a contractor has documented good faith efforts:

1. Was a completed, acceptable utilization plan submitted in accordance with applicable requirements to meet goals for participation of certified minority and women-owned business enterprises established in the same contract?
2. Were advertisements placed in appropriate trade, general circulation and minority and women- oriented publications in a timely fashion?
3. Were written solicitations made in a timely fashion of certified minority and women-owned business enterprises listed in the directory of certified business?
4. Were timely responses to any such advertisements and solicitations provided by certified minority and women-owned business enterprises?
5. Did the contractor attend pre-bid, pre-award, or other meetings, if any, scheduled by the agency awarding the contract, with certified minority or women-owned business enterprises which the State or County agency determined were capable of performing the contract scope of work, for purposes of complying with goal requirements?
6. What efforts were undertaken by the contractor to reasonably structure the contract scope of work for purposes of subcontracting with certified minority and women-owned business enterprises?
7. How many minority and women-owned business enterprises in the directories of certified businesses could perform work required by the contract scope of work in your region?
8. What actions were taken to contact and assess the financial ability of certified minority and women- owned businesses enterprises to participation on the contract, and which enterprises are located out- side of the region in which the contract scope of work was or will be performed?
9. Were relevant plans, specification or terms and conditions of the contract, necessary to prepare an informed response to a contractor solicitation, provided in a timely fashion to certified minority or women-owned business enterprises?
10. What subcontract terms and conditions were offered to certified minority and women- owned business enterprises, and how do those subcontract terms and conditions compare to those offered in the ordinary course of the contractor's business and to other subcontractors of the contractor?
11. Has the contractor made payments for work performed by certified minority and women- owned business enterprises in a timely fashion so as to facilitate continued performance by certified minority or women-owned business enterprises?
12. Has the contractor offered to make up any inability to comply with the minority and women-owned business enterprise goals established in a contract, in other contracts being performed or to be awarded to the contractor?

COUNTY OF ALBANY

**ELEVATOR PREVENTATIVE MAINTENANCE AND REPAIR
SERVICES**

RFP#2025-039

ADDENDUM #1

November 12, 2025

The following Addendum No. 01 consisting of two (2) pages (including this cover page) is hereby issued on the 12th day of November 2025, in connection with the Request for Elevator Preventative Maintenance and Repair as requested by the Albany County Department of General Services, Albany County Correctional Facility, and the Albany County Shaker Place Nursing and Rehabilitation Center.

COUNTY OF ALBANY

RFB-2025-039

Elevator Preventative Maintenance and Repair Services

ADDENDUM #1

The following information is provided as a result of a question(s) posed by vendor(s):

ITEM #1: Bid due date has been extended to 11:00am Thursday November 20, 2025.

End of Addendum #1

COUNTY OF ALBANY

**ELEVATOR PREVENTATIVE MAINTENANCE AND REPAIR
SERVICES**

RFP#2025-039

ADDENDUM #2

November 17, 2025

The following Addendum No. 02 consisting of four (4) pages (including this cover page) is hereby issued on the 17th day of November 2025, in connection with the Request for Elevator Preventative Maintenance and Repair as requested by the Albany County Department of General Services, Albany County Correctional Facility, and the Albany County Shaker Place Nursing and Rehabilitation Center.

COUNTY OF ALBANY

RFB-2025-039

Elevator Preventative Maintenance and Repair Services

ADDENDUM #2

The following information is provided as a result of a question(s) posed by vendor(s):

ITEM #1: Question for clarification: Section 4d calls for the bid to be full maintenance, but the specs call out for lamps to be replaced when they burn out. There is also a vague mention of the packing being replaced in part O. Can you confirm if we can invoice for additional repairs found during service calls? The bid tabulation section also has estimated repair hours for each building. Can we invoice if we exceed those hours?

Answer: Please see attached clarification and expectations of Full Service Contracts.

ITEM#2: The bid tabulation section also has estimated repair hours for each building. Can we invoice if we exceed those hours?

Answer: Posted estimated repair hours are for bid tabulation only. Please see attached clarification and expectations of Full Service Contracts.

ITEM#3: Question: Section 4b requires the vendor to take a sample of oil in to be tested for viscosity, color, and contamination. This feels excessive. If required, are we to include that cost in the base maintenance fee for the lab fees?

Answer: All annual hydraulic testing for viscosity, color, and contamination should be included in the base maintenance bid for associated facilities.

ITEM#4: Question: While going through the RFB-2025-039 we came across the section for MBE/WBE would you accept SDVOB participation in place of MBE/WBE?

Answer: At this time we do not accept SDVOB participation in place of MBE or WBE. We still encourage the use of SDVOB's but they will not count in place of a MBE or WBE.

End of Addendum #2

D) This is a full service contract. For the purposes of this contract, full service shall mean that the Contractor's bid price includes, but is not necessarily limited to: all labor, all material and supplies, all emergency work and special requests; all administrative, reporting or other requirements, all overhead costs and profit. It shall also include all travel costs, parking fees, and any other ancillary fees and costs including permits, licenses, insurance, etc. Details of services not explicitly stated in these specifications, but necessarily attendant is deemed to be understood by the Contractor and included herein.

Further clarification and expectations of Full Service Contract,

Along With Scheduled Preventive Maintenance Services:

1) Service Calls and Emergency Repair Services -

The Contractor shall provide 24-hour-a-day, 7 days-a-week, callback service, as part of the monthly maintenance fee and at no added cost to the County. The Contractor may only bill for callback service if the work performed is not the responsibility of the Contractor (e.g. repairs for vandalism, fire, acts of God, negligence by the State, or other unusual circumstances). In the event of callback service, a journeyman elevator mechanic will report to the site of the call when requested by the Agency Representative or those persons designated by the Agency Representative, in accordance with the following schedule:

1. Within one (1) hour after receipt of request for any stalled elevator(s) containing trapped passenger or any elevator designated in the bid contract as being essential. An attachment titled, "Elevators To Be Serviced", will be attached to each project definition to designate if an elevator is classified as essential or non-essential.
2. Within the first two (2) regular work hours of the next regular working day for any of the other elevator(s) covered by the bid contract.

2) GENERAL REQUIREMENTS -

- a. The intent of the specifications detailed in RFB# 2025-039, is to ensure the provision of complete elevator maintenance services, in every respect. Details of service not explicitly stated in RFB# 2025-039 but necessarily attendant thereto, is deemed understood by the contractor and included herein. The contractor shall furnish all material and equipment usually furnished with elevator services, in accordance with the latest adopted editions of ASME A17.1, Safety Code for Elevators and Escalators, A17.2 Inspectors Guide for Elevator and Escalators and A17.3 Safety Code for Existing Elevators and Escalators (including supplements).
- b. All material and equipment furnished shall be new and in excellent working condition. All replacement parts shall be new as specified by the original manufacturer or new after-market parts that are accepted by the elevator industry as equal or better (see II.4 Statement of Work).
- c. The Contractor is completely responsible for their work, including any damages or breakdowns caused by their failure to take appropriate action.

The Contractor shall give immediate notice to the Agency Representative of any apparent damage to the equipment covered under this contract. The Contractor shall notify the Agency Representative, verbally on the day of discovery, and shall follow-up in writing no later than three (3) days thereof, informing of the existence or development of any defects in, or repairs

required to, the elevator equipment which the Contractor does not consider to be its responsibility under the terms of the contract. Failure to do so will render the Contractor responsible for those repairs at no additional cost to the Authorized User. The Contractor shall furnish the Agency Representative with a written estimate of the cost to correct the defects or make the required repairs. The Contractor's estimate shall be itemized into labor and material costs not to exceed the labor and material rates as bid in the Project Definition. The Agency Representative reserves the right to make final decision concerning the responsibility for such corrections or repairs. In those instances when the Authorized User determines that the Authorized User is responsible for such corrections or repairs, the County may enter into negotiations with the Contractor to affect the repairs. If the County and Contractor reach agreement over the price and conduct of the repair, the County will issue an Authorization Letter that will authorize the repair and serve as the Contractor's notice to proceed. However, the Authorized User reserves the right to solicit offers from, and have corrections or repairs made by, other sources.

3) WORK NOT INCLUDED IN CONTRACT

The following items of work are specifically not included as work which the Contractor is responsible to perform:

1. Refinishing of the elevator car interior walls, elevator car interior ceiling, elevator car floor covering, and escalator balustrades, trim and moldings
2. Elevator equipment room lighting ballasts and light fixtures (except bulb replacement is included).
3. Hoist way enclosure walls, and hoist way door frames and sills.
4. Telephone Company lines (except elevator telephone or intercommunication systems are included).
5. Main line power switches.
6. Emergency power plants and associated supplies.



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 820
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: Shawn Thelen, Deputy Director
Shaker Place

FROM: Pamela O Neill *Pamela*
Purchasing Agent

DATE: January 2, 2026

RE: RFB-2025-039 Elevator Maintenance

I am in receipt of your recommendation to award the aforementioned to KONE, Inc. in the amount of \$28,744.20.

As KONE Inc. is the lowest responsible and responsive bidder, I concur with your recommendation.

Please obtain the necessary contract approval of the Contract Administration Board so that we may issue a Notice of Award.

M E M O R A N D U M

TO: Pamela O'Neill
Purchasing Agent

FROM: Shawn Thelen
Deputy Director
Shaker Place Rehabilitation and Nursing Center

DATE: December 29th, 2025

SUBJECT: Recommendation of Elevator Preventative Maintenance – Kone, Inc.

We have reviewed the bid tabulation and proposal for bid number 2025-039. We recommend the award of the bid to Kone, Inc. as the lowest responsible bidder. The contract is for a three-year (36 month) period with a not to exceed amount of \$28,744.20. The contract term will commence January 1st, 2026 and end December 31st, 2028

If you have any questions, please feel free to contact us.

Attached: Master tabulation with facility totals.xlsx
Tabulation Elevator Shaker Place-KONE.xlsx
Kone.pdf



Shaker Place Nursing and Rehabilitation Center			
100 Heritage Lane			
CONTRACT#3			
A: Monthly Maintenance			Kone
	Monthly Maintenance Fee Per Month	36 Months	Total
Elevator#1	\$ 230.00		\$ 8,280.00
Elevator#2	\$ 230.00		\$ 8,280.00
Elevator#3	\$ 250.00		\$ 9,000.00
		Total of Section A	\$ 25,560.00
B: Repairs not defined by Maintenance Specifications			
B1	Prevailing Wage Rate for Mechanic		
B2	Prevailing Wage for Helper		\$ 57.73
B3	Prevailing Wage Rate for Mechanic Team (B1 + B2)		\$ 40.41
			\$ 98.14
B4	Percent Markup over Prevailing Wage Rate for team		200%
B5	Estimated Total Repair Hours for contract		10 Hours
B6	Total bid for Repairs not defined by maintenance specifications		
	$(B3 \times B4) + B3 \times B5$	Total of Section B	2944.2
C: Parts/Materials not Defined by Maintenance Specifications			
C1	Percent Mark up Bid over Documented Cost from Manufacturer		20%
C2	Estimated Total of Parts/Materials Cost for contract		\$200.00
C3	Total bid for Parts/Materials not Defined by Maintenance Specifications		
	$(C1 \times C2) + C2$	Total of Section C	\$ 240.00
D: Grand Total Bid for Contract (Sum Totals for A + B+ C)			\$ 28,744.20

Contract #: 2026-0019

Contract Type: standard

Contract Action: new

Procurement Type: RFP

Department: Shaker Place Rehabilitation and Nursing Center NH6020

Date Submitted:

Contact Person: [Shawn Thelen]

Contact Phone: 518-447-7108

Vendor Info: Dvg Media, Inc.

Estimated Amount: 205194

Scope of Services: Consultant to Provide an Integrated Communication Plan Contract

Budget Line Item: 44047

Fiscal Impact:

County: 100.00

State: 0.00

Federal: 0.00

BID, RFP, RFQ Completed? Yes - RFP

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Joanne Cunningham, Chairwoman
Albany County Legislature

DIGITAL SIGNATURE PAGE



Daniel P. McCoy
County Executive

Mark S. Olsen
Executive Director

TO: The Honorable Daniel P. McCoy
Albany County Executive

The Honorable Joanne Cunningham
Chairwoman, Albany County Legislature

The Honorable Bruce Hidley
Albany County Clerk

FROM: Mark S. Olsen
Executive Director
Shaker Place Rehabilitation and Nursing Center

DATE: 01/02/2026

SUBJECT: Brawn Media

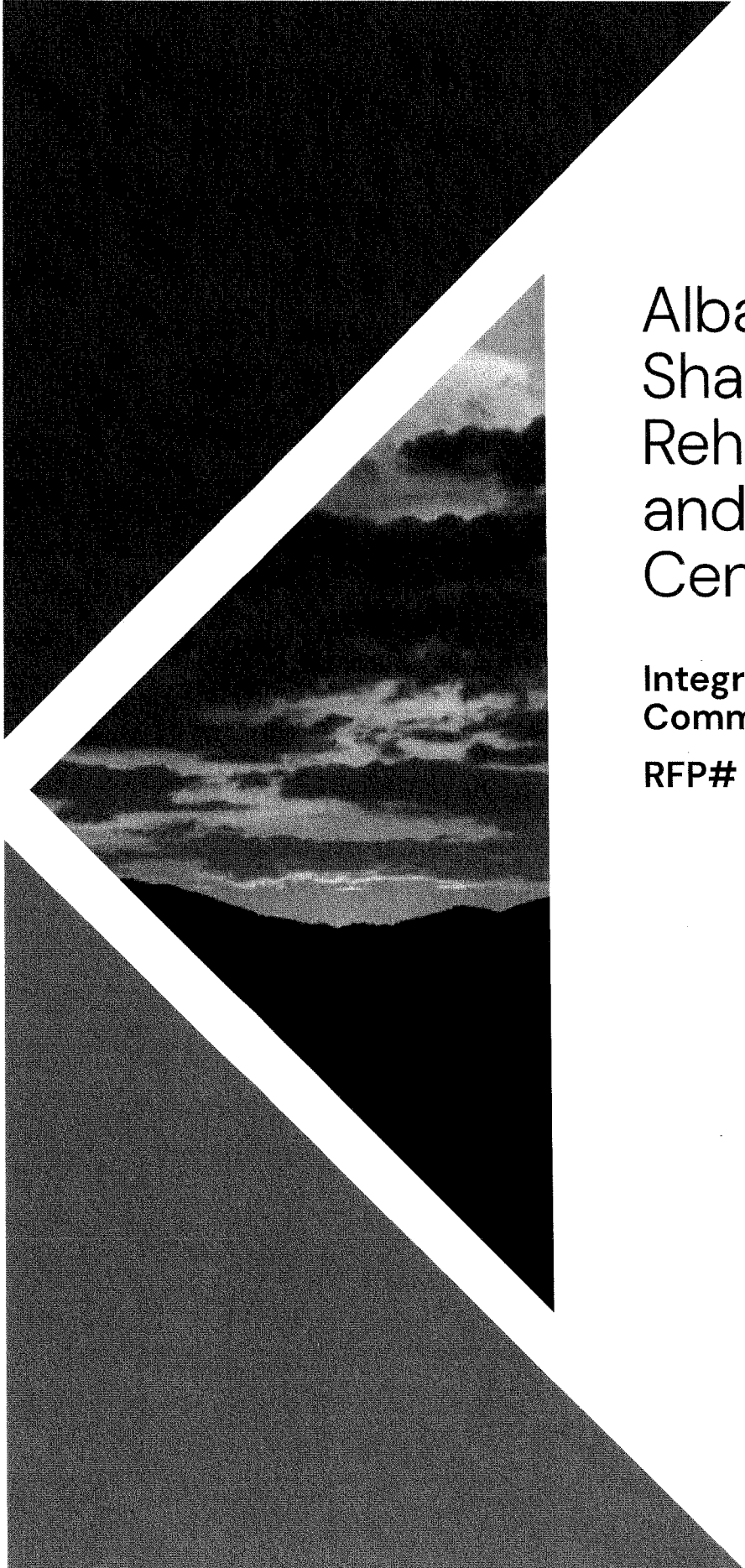
Shaker Place Rehabilitation and Nursing Center respectfully requests to enter into a contract with Brawn Media to provide an integrated communication plan solicited through Request For Proposal (RFP) 2025-163.

The RFP was issued and received three (3) respondents. Brawn Media was the lowest responsible bidder and also had the highest rated response according to the RFP grading.

This contract request is for a twenty-four (24) month period commencing on January 1st, 2026 and concluding on December 31st, 2027. The RFP also includes the option for two mutually agreed renewals of one-year terms for each. The total cost for the initial two (2) year period will be a not to exceed amount of \$205,194.00.

We respectfully request approval of this contract.





Albany County, Shaker Place Rehabilitation and Nursing Center

**Integrated
Communications Plan**

RFP# 2025-163

BRAWN
MEDIA

Donna Brownson
(518) 472-0060, x 101
441 New Karner Road,
Suite 2, Albany, NY 12205

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QUALIFICATIONS & EXPERIENCE

About Brawn Media

A TRUE FULL SERVICE MARKETING AGENCY

Brawn Media is a full-service, Albany County-based advertising and marketing agency with a deep-rooted passion for helping organizations grow through data-driven, creative, and customized strategies. Since 2009, we have helped clients in healthcare, education, government, tourism, legal, and other sectors achieve measurable success across all media channels. We are proud to be a Google Partner, giving our clients access to exclusive tools and insights.

Our experience managing strategic communications and brand reputation for client's across many industries, including healthcare organizations, has made us a trusted partner in this space. We understand the critical importance of trust, transparency, and consistency in long-term care marketing, especially when engaging families, residents, and prospective employees.

NEW YORK STATE CERTIFIED WBE

A New York State Women Business Enterprise certified business, our team is made up of industry savvy & sharp-minded experts from diverse backgrounds who raise the bar on what it means to be creative.

The company's legal address and corporate headquarters is located at 441 New Karner Rd, Suite #2, Albany, NY 12205. Founded in June 2009, Donna Brownson is the sole majority owner of DVG Media, INC. (DBA Brawn Media).

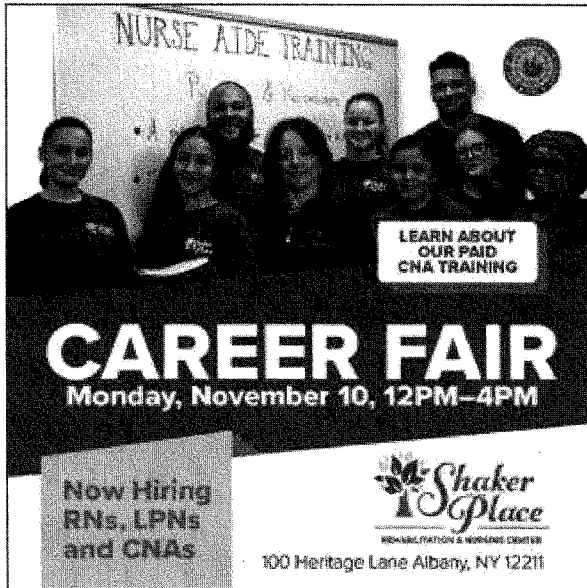
Our Relationship with Shaker Place

Brawn Media has proudly supported Shaker Place Rehabilitation and Nursing Center since 2019, beginning with the transformative rebranding effort that coincided with the \$80 million renovation. We guided the shift from Albany County Nursing Home to "Shaker Place Rehabilitation & Nursing Center," crafting a name, logo, brand identity, and comprehensive communications strategy to reflect its modernized, state-of-the-art environment.

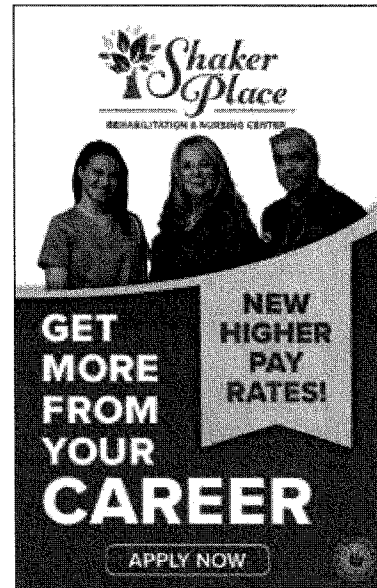
Since then, our work has evolved to support, community engagement and trust-building campaigns, resident acquisition and family communications, ongoing recruitment efforts in a competitive healthcare labor market, social media management, video and photo production, digital advertising, website maintenance, and print collateral.

We bring unmatched institutional knowledge and a proven track record of results, uniquely positioning us to lead the next phase of Shaker Place's marketing evolution.

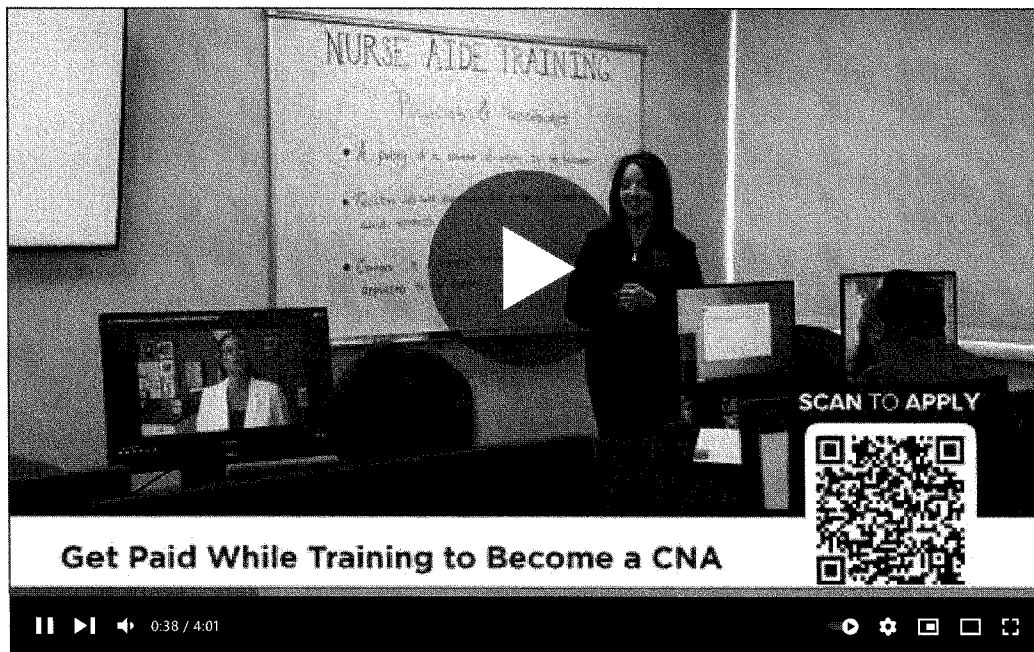
Sample Work



Career Fair social media ad



Recruitment display ad



CNA training video

Sample Work



Little Sprouts logo design



Employee entrance wall mural

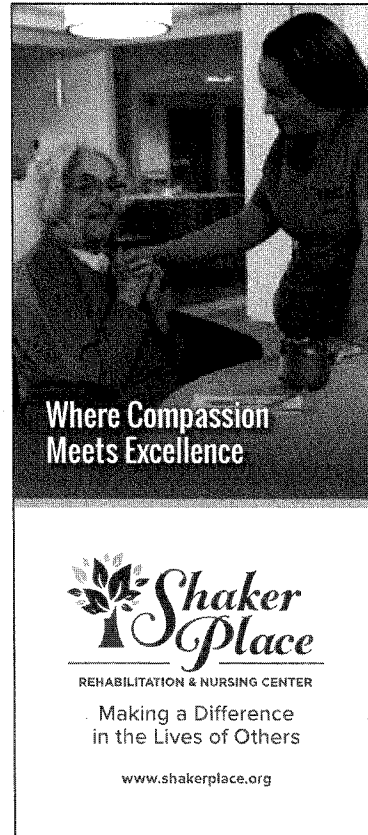


Organic social media posts

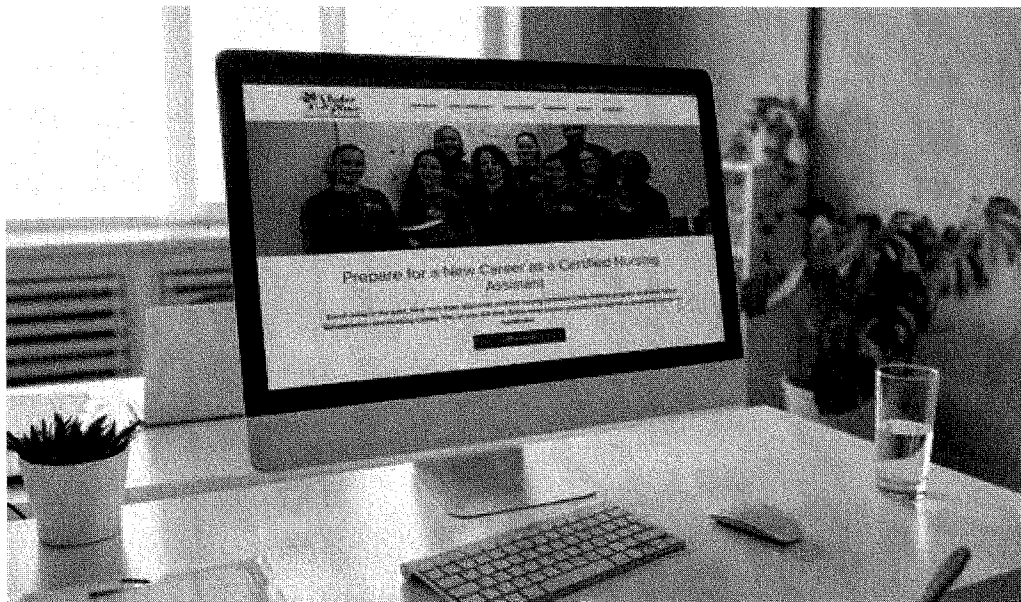
Sample Work



Vehicle wrap



Brochure



Website design and development

Core Services

- Brand Strategy & Creative Design
- Website Development & Hosting
- Paid Search & Social Media Advertising
- Organic Social Media Content Creation
- Recruitment Marketing & Lead Generation
- Search Engine Optimization (SEO)
- Online Reputation Management
- Video Production & Photography

Key Personnel

Resumes are included in the following order of the team members below. Additional team members will be working on this project under their supervision as well. All staff works in our main office located in Colonie, NY.

- **Donna Smith Brownson**, CEO & President
- **Alexandra Tighe**, Vice President
- **Mikey Boyle**, Creative Strategist
- **Dan Smith**, Senior Web Developer
- **Eli Melas**, Digital Marketing Director
- **Rachel Dottino**, Assistant Account Executive

Resumes

Donna Smith Brownson

10 Winifred Drive, Albany, NY 12206
518-482-8831 (home) 518-542-6867 (cell)
dbrownson@nycap.rr.com

WORK EXPERIENCE

BRAWNMEDIA *Owner/President*

Albany, NY
July 2009 - Current

- Own and operate a full service Marketing/Advertising agency with 17 employees
- Maintain the day-to-day operation of a business
- Oversee the operations/finance department of the business
- Build, negotiate and coordinate marketing /advertising plans for a diverse client base
- Develop creative messaging and concepts
- Create client strategies to develop "brands", drive sales and meet sales goals target
- Responsible for all client relations but manage "key" accounts
- Implement client campaigns utilizing digital and traditional media strategies
- Promoted and managed the client base

Albany Broadcasting *General Sales Manager*

Latham, NY
March 2008-June 2009

- Coaches and develops Local Sales Managers and other team members
- Drives revenue with the development of new sales projects and promotions
- Cut sales operating and wage costs by 45% first year
- Create new revenue streams with promotions, outside vendors
- Maintained and build client relations
- Manages the financial performance of the sales team including budgets, profitability and controlling expenses
- Actively recruits new team members, trains sales team leading weekly sales training

AUTOTRADER.COM *District Sales Manager*

Albany, NY
April 2006 – March 2008

- Manage Sales team of 9, Sales Service Representatives of 3
- Organize monthly coaching and sales training classes
- Drive sales to meet monthly/quarterly target goals
- Develop strong client relations through training and support
- Train team on all new products, system roll outs
- Create marketing campaigns and contests to attract new business to ensure team is making monthly and quarterly goals
- Pursued and coordinated monthly community service projects, client events for team

WRGB / WNYA *Local Sales Manager*

Schenectady, NY
June 2004 – April 2006

- Managed Sales team of 11, New Business Director, Sales Assistant and Marketing Coordinator
- Lead weekly sales training
- Educated sales on competition, sales techniques, bonding skills
- Brainstormed creative advertising campaigns for clients
- Built strong client relations
- Dug under rocks for new business opportunities
- Sought out opportunities to co-promote with clients, events, etc.

Resumes

BRAWNMEDIA

Owner/President

Albany, NY

June 1999 - June 2004

- Owned and operated a full service Marketing/Advertising agency
- Maintained the day-to-day operation of a business
- Developed / coordinated marketing /advertising plans for a diverse client base
- Created client "brands" and executed their campaigns with a cohesive plan
- Drove sales and meet sales goals target
- Responsible for all client relations
- Implemented client campaigns utilizing web, public relations, radio, TV and print
- Promoted and managed the client base

NORTHEAST ONE-STOP

Marketing and Ad Director /Buyer

Albany, NY

January 1995 – June 1999

- Managed / coordinated advertising for major record labels and high volume record chains
- Generated new business and created multiple advertising vehicles which doubled our advertising revenue the first year.
- Tracked and collected over 2 million dollars annually in co-op advertising dollars
- Designed advertising campaigns for various artist including album covers, websites, etc.
- Managed a staff of 8 designers / media planners
- Oversaw the merchandising and buying plan for rack accounts including college bookstores and record departments of small chains
- Oversaw the purchasing of all wholesale accessories including blank casse

WXLE

Promotions Director

Clifton Park, NY

November 1993 – January 1995

- Produced and executed visibility campaigns for AAA format FM radio station
- Created and implemented radio advertising programs for clients
- Organized / managed all station outside promotions and events
- Performed special projects that arose on a continuous basis

RECORDS 'n SUCH

General Manager

Albany, NY

September 1990 –November1993

- Responsible for the day to day operations and financial success by controlling budgets, shrink, inventory, expenses and wages for 3 locations
- Managed staffs for 3 locations
- Exceeded sales goals each year to create expansion?
- Responsible for merchandising layouts for stores
- Coordinated stores marketing efforts including street level marketing to co-op advertising

LEONARD SMITH INC.

District Manager

Latham, NY

September 1987 – September 1990

- Managed staffs for up to 11 locations (over 100 employees)
- Responsible for merchandise ordering and related cost controls
- Developed merchandising plans and layouts for store promotions and continuity
- Coached store mangers to develop stores sales
- Coordinated co-op advertising

Resumes

RECORD TOWN/ RECORDS ETC.

Store Manager

Albany, NY

September 1983 –September 1987

- Worked extensively in the retail industry starting from a sales clerk to regional operation manager
- Managed and trained team
- Controlled costs and hit sales goals
- Ordered merchandise
- Responsible for merchandising stores
- Recruited to do additional store training and setup of new locations

SKILLS

- Ability to organize, prioritize, delegate and implement, achieving optimum results
- Creative and innovative
- Manage multiple projects while maintaining deadlines
- Team Building – keen observer of other's, drawing out their strength in order to build a great organization
- Proficient use of personal computers and software
- Detail oriented with big picture mentality
- Well connected to many Capital Region businesses and professionals
- Ability to build strong, trusted client relationships

VOLUNTEER WORK

- Chair/Committee of the Alzheimer's Association Gala 2002-2006, 2014-2015, 2017
- Colonie Girls LAX Booster VP/Pres/Committee 2014-2016
- MS Home Helper 2016
- Shenendehowa Dollars For Scholars Board of Trustee 1999- Present
- St. Pius X School Board President –2007-2008
- St. Pius X School Board 2002-2007
- The Chair of the St. Jude Golf Tournament 2006-Present
- President of the Albany Association of Record Merchants 1986-1999
- Board of Directors for Big Brothers / Big Sisters 1991-1993
- Chair/Committee for the Make-A-Wish Foundation's annual golf tournament 1993-1999
- Chair/Committee of the St. Pius X Winter's Night Out Major Fundraiser 2003-present
- National Multiple Sclerosis Leadership Program Class of 2003

* References provided upon request.

Resumes

ALEXANDRA N. TIGHE

63 Sutton Place
Coxsackie, NY 12051

Cell: 917.494.9042
alxtighe@gmail.com

SUMMARY OF SKILLS/ACCOMPLISHMENTS

- Created several viral social media campaigns that reached national and international audiences, over 2 million impressions, and picked up by national TV & Radio news outlets.
- Expertise managing PPC, display, video, social media, mobile & traditional advertising programs
- 20+ years' experience managing people and cross-functional teams
- Expertise in interpreting data, including research, response tracking, campaign analysis and optimization
- Excellent relationship building, communication and influencing skills
- Demonstrated leadership, integrity and ethics

PROFESSIONAL EXPERIENCE

BRAWN MEDIA

Albany, NY

Brawn Media is a full-service marketing and advertising agency in Albany, NY

Vice President, June 2014 to Present

- Lead the development, execution, optimization, and post campaign analysis of digital media programs across a portfolio of agency clients
- Work closely with account team, creative leads and ad planning and analytics teams to clearly communicate online media strategy that supports product messaging and overall brand positioning
- Lead strategic planning development of emerging digital/media best practice
- Develop strategic and operational plans for the digital ad team, managing media planning and execution, and measuring campaign results
- Oversee a staff of 10 people.
- Work closely with account management teams to schedule new projects and manage project details on time and in concert with overall ad campaigns
- Work with management and key stakeholders to develop business growth strategies

ISA ADVERTISING

New York, NY

ISA Advertising is a full service advertising agency specializing in direct response media campaigns

SVP, Media Director, Jan 1998 to Dec 2013

- Built and implemented integrated media campaigns, including objectives, strategies, messaging, RFP process, negotiating contracts, establishing goals and projections, and recommending new media
- Responsible for marketing and media initiatives for Guthy-Renker, one of the largest and most respected direct marketing companies in the world, with distribution in 68 countries and sales of more than \$1.5 billion per year.
 - Managed the conceptualization and testing of new creatives and offers with clearly defined segmentation and positioning which led to a 59% year over year increase in total orders.
 - Conducted market research and analysis that provided the foundation for successfully penetrating previously unprofitable market segments by identifying these customers unique value propositions and translating that into effective ad messaging
 - Saved up to \$25 million annually in media expenditure through advanced rate contract negotiations.
 - Negotiated a 15% rate decrease in our largest media vendor's annual contract at a critical time of economic downturn
- Designed and deployed customized digital media campaigns for Rider University and Pace University
 - Maximized the effectiveness of sourcing prospective students while maintaining a strong brand image through online and offline channel strategies, including Google Adwords, email marketing, digital display campaigns and social media
 - Actively engaged current students to act as brand ambassadors for their school through social media

Resumes

ALEXANDRA N. TIGHE

63 Sutton Place
Coxsackie, NY 12051

Cell: 917.494.9042
alxtighe@gmail.com

- Increased the number and quality of new leads by introducing effective social media strategies on Facebook and Linked In
- Responsible for end-to-end campaign planning and execution for all agency clients
- Collaborated with client management to define campaign objectives and ensure all messaging reflects the brand
- Managed campaign budgets to an expected ROI and optimized campaign elements to achieve defined objectives
- Analyzed and reported campaign performance to both the internal team and to clients, including leads, conversion, acquisition rates, comprehensive cost, ROI and LTV analysis
- Supervised, trained and guided staff, established and documented employee goals, conducted performance reviews and served as a mentor to my team

THE BANK OF NEW YORK

New York, NY

The Bank of New York is one of the largest bank holding companies in the United States and one of the world's leading financial institutions.

Personal Banking Representative, June 1997 to December 1997

- Earned Regional Excellence Award for outstanding customer service
- Consistently ranked among the top five Manhattan Division Bankers for new account development
- Graduated from an intensive five week training program that reinforced sales and resource management

EDUCATION

State University of New York at Binghamton

- B.A., cum laude in Philosophy, Politics and Law, Concentration in Political Science May 1997

ADDITIONAL SKILLS

- Advanced knowledge in digital and social media advertising platforms and tools: Marin, Reach Local, Ad Espresso, Social Smart, Sprout Social, Hootsuite, Vendasta, SEM Rush, Spyfu, BuzzSumo, Know Em
- Advanced Microsoft Word, Excel and PowerPoint user
- Working knowledge of HTML, web site development, Wordpress and Adobe Business Catalyst platforms
- Working knowledge of Email Marketing Tools: Constant Contact and MailChimp

VOLUNTEER WORK

COXSACKIE-ATHENS FOUNDATION FOR EDUCATION (C.A.F.É.)

Coxsackie, NY

The C.A.F.É. enriches educational programs in the C-A School community, honors the achievements of teachers and alumni, and recognizes significant contributions made to the C-A school community

Board Member

July 2012 – Present

- Obtain local PR and social media promotion that has resulted in an annual sell out of the C.A.F.É.'s largest fundraising event
- Act as chairperson for all C.A.F.É.'s fundraising events; Duties include volunteer recruitment, event planning and promotion and securing major sponsors

Resumes

MIKEY BOYLE

CREATIVE DIRECTOR

205 Warren Street, Hudson NY
Mikeyboylephoto@gmail.com | 518-819-6626
www.mikeyboyle.com

Career Summary

Over 3 years of experience as a Creative Director, recognized for leading strategic and innovative brand-building initiatives. Skilled at developing and executing creative concepts that enhance client competitiveness and drive business growth.

Education

2010 - 2014

Saint John's University

BA Film & Television

Work Experience

Creative Strategist

Dec 2025 - Current
Brawn Media

- Mediate communication between Account Executives and Design Team. Lead design projects from conception to completion.

Creative Director

Oct 2021 - Dec 2025
CheckedUp

- Spearheaded end-to-end UI/UX design for 12+ products, driving seamless content strategy, management, and population to enhance user engagement.
- Partnered with Sponsorship Sales, Provider Sales, and Operations teams to develop persuasive go-to-market presentations that accelerated business initiatives.
- Directed content strategy and curation across specialized medical TV networks, tailoring programming for Oncology, Ophthalmology, Cardiology, and other key fields.
- Orchestrated planning and execution of major industry conferences and internal events—managing logistics, ticketing, booth design, and print advertising for high-profile gatherings including AAO, ADA, and Digital Pharma East.
- Facilitated smooth onboarding and integration of new employees post-acquisition, supporting cross-divisional alignment and cultural transition.
- Led creative design team in developing and maintaining websites for corporate, nonprofit, podcast, and media platforms, ensuring cohesive branding and optimized user experience.
- Designed and refreshed logos and branding assets for company-wide initiatives, newsletters, nonprofit programs, and special events.
- Managed CMS content workflows, ensuring timely and accurate upload and distribution of digital assets across multiple networks.

Producer (Second Company Role)

Feb 2025 - Current
The Point

- Lead development and production of two original television shows, Inside This Life and The Pulse, managing all stages from concept to completion.
- Oversaw hiring of directors, talent casting, script collaboration, location scouting, shoot scheduling, and on-set presence.
- Designed logos for both shows and created the company's branding, including The Point's official logo.
- Developed and launched The Point's website, managing all aspects of design and content.
- Produced a company podcast: scheduled guests and hosts, procured recording equipment, and managed recording sessions and post-production.

Resumes

MIKEY BOYLE

CREATIVE DIRECTOR

205 Warren Street, Hudson NY
Mikeyboylephoto@gmail.com | 518-819-6626
www.mikeyboyle.com

Work Experience

Sept 2020 - Sept 2021
Maesa LLC

Product Photographer

- Managed social media and e-commerce content creation for multiple brands, including **Believe Beauty, Flower by Drew Barrymore, TPH by Taraji Henson, Heritage by Mindy McKnight, Designline, Blossom, and others.**
- Captured behind-the-scenes moments during model shoots and designed sets while effectively collaborating in a remote work environment.

Apr 2018 - Jan 2020
Tao Group

Digital Marketing Manager / Photographer

- Managed digital marketing and content creation for 6+ social media accounts, including **Ch f Chris Santos' personal Instagram and restaurants: The Stanton Social, Vandal New York, Beauty & Essex, Avra Madison Estiatorio, Avra Beverly Hills, and Tao Uptown.**
- Developed and executed social media strategies, daily posts, and targeted ad campaigns on Instagram and Facebook within budget.
- Maintained and updated website content via WordPress and managed listings on Yelp, TripAdvisor, and Google.
- Coordinated in-house events and promotions collaborating with partners, PR, and design teams.
- Served as lead photographer and content creator for additional properties including **Legasea, Magic Hour, Egghead, Cathedrale, Little Sister, The Rickey, Bodega Negra, Tao Downtown, Natura, The Beach at Dream Hotel, Bar Moxy, Lavo, and Fleur Room;** content featured in magazines and online publications.

Oct 2016 - March 2018
Paige Hospitality Group

Digital Marketing Manager / Photographer

- Managed social media accounts for multiple restaurant locations in New York, Southampton, New Jersey, Kansas City, and Nashville, primarily **The Ainsworth Restaurants and The Chester.**
- Crafted engaging copy and developed creative content across all platforms.
- Led company-wide photography to support brand visuals.
- Created content for Instagram, Twitter, Facebook, websites, posters, flyers, subway advertisements, magazines, and other marketing materials.

Freelance photo with Brands Including:

Additional Skills

- Bespoke Post
- Heir Premium Smoking Essentials
- Ohom
- Barteslan
- Freehold Brooklyn
- Event Photography: Gary Clarke Jr, Misterwives, Blackillac, cntd.

- Adobe Creative Cloud Software Suite
- Canva
- Microsoft Office Suite
- Management
- Leadership
- Communication
- Brand Development

Resumes

Dan Smith

Web & Print Designer
518.821.7147
dan@dansmithgraphics.com

Education

BFA in Graphic Design, 2010
The College of Saint Rose, Albany, NY
AS in Liberal Arts, 2007
Columbia Greene Community College

Design & Programming Skills

Formation of designs from concepts to pre-press production and digital rollout in corporate branding, small business branding, and franchise marketing. Design skills include hand lettering, type design, packaging, mailers, promotions, editorials, newspaper, display ads, facebook ads, twitter ads, email, and websites. Development skill include HTML5, CSS3, javascript, PHP, jQuery and script libraries, and Wordpress theming and implementation. Experienced in studio photography, screen printing, sculpture, databases, domain management, and educating designers and developers to work together. Managed email marketing department and started the Marketing Automation division at Potratz. Lead internal marketing efforts, including digital ads, social campaign, webinar broadcasts, design, and development.

Computer Programs

Proficient in Illustrator, Photoshop, InDesign, Flash, Dreamweaver, Acrobat, Coda2, Filezilla, Eclipse, NotePad++, Adobe Brackets, Wordpress, Google Docs, Microsoft Word, PowerPoint, and Excel on both Macintosh and Windows platforms. Familiar with Quark Xpress, Corel Draw, Painter, 3DS Max, Adobe After Effects, and Adobe Premier.

Honors and Awards

2014 GD USA Website Design Award: For MySistersGuidingLight.com	Senior Art Show, 2010 College of Saint Rose, Albany, NY
2011 Nori Awards Finalist Saratoga's ABSOLUT Best Bartender Campaign,	2009 GD USA Web Design Award: For RestaurantConsultingPartners.com
2010 Internet Advertising Competition Best Directory Site For WolfRoadOnline.com	2008 Todd Oldham Award for Creativity Design Against Fur, poster contest, NY, NY

Professional Experience

Senior Developer, IT Manager

Brawn Media
Albany, NY

April 2016 – Present

Conducts a strong knowledge of current web standards and practices, ADA-compliance training, front-end and back-end experience, UI/UX development. Create a secure, dynamic, and manageable website with a easy-to-use backend and automated integrations can be built and customized for the Business Council's needs. Development skills include HTML5, CSS3, javascript, PHP, jQuery and script libraries, Wordpress, JSON, CMS customizations and integrations, email development, ADA compliance, and responsive site development.

Resumes

Senior Designer, Front-End Developer, and Manager

POTRATZ Advertising
Schenectady, NY

Fall 2012 – April 2016

Design, develop, train, and launch all company websites, assist development team in client-facing projects, execute new 3rd party tools and training, weekly reporting, lead projects and teams to ensure completion, design and develop custom Wordpress themes, event promotions, live-broadcast production, maintain 4 weekly emails and video blogs, create marketing automation sequences and emails, and solve any design or development problem that comes my way with a good attitude and realistic expectations.

Online Content Coordinator

Clear Channel Communications
Latham, NY

Summer 2010 – Fall 2012

Design, build, and monitor online contesting for 5 radio stations, manage social networking (Facebook, twitter, personality blogs), create the email template and build email blasts, setup live artist webcasts in studio, transform Sales staff's ideas into something possible, create promotional videos, and multitask under a very tight and last minute schedule.

Intern

School House Graphics
Colonie, NY

Summer 2008 – Winter 2010

Design and coding on WolfRoadOnline.com, along with sales and customer interactions. Designed mailers, updated Websites, created flash ads and videos, poster design, form design, javascripting. Attended photoshoots, worked with a small team. Attended press checks, paper pickups, client meetings, portfolio reviews, and mail house meetings.

Resumes

Elijah Melas

316 Eden Street
Buffalo, NY 14220

(716) 531-3781
elijahmelas@gmail.com

OBJECTIVE:

To advance my career in the Digital Marketing field by utilizing the education, knowledge, experiences, and skills developed during my four years in the industry. This includes strong analytical skills, effective communication of results to our clients and a strong desire to continue to learn and grow.

EXPERIENCE:

Brawn Media | Albany, NY

Director of Digital Marketing | November 2022 - Present

Oversee the management of the digital marketing team, which includes PPC, Paid Social, & SEO specialists.

Work closely with our internal team on the development, implementation, management, and growth potential for our clients across a variety of industries and verticals.

Advanced level of experience working with Google Tag Manager and Google Analytics to set-up on-site tracking actions to measure campaign success and engagement.

Provide campaign analysis and insights to our internal team to evaluate the variety of digital tactics and strategies that we are utilizing for each client.

Brawn Media | Albany, NY

PPC Specialist | February 2022 – November 2022

Manage, develop & optimize paid social and pay-per-click campaigns for a variety of clients across different verticals and industries.

Perform in-depth keyword analysis to better understand users' searching behavior and habits.

Develop campaign performance reports to be used by our internal team and external clients.

Invue Digital, A Division of Hearst Media Services | Buffalo, New York

SEM Account Manager | December 2021 – February 2022

Manage, develop & optimize approximately 30-40 pay-per-click campaigns across a variety of different industries and verticals.

Manage approximately \$130K - \$150K in total media spend budget per month.

Design, analyze, and optimize the landing pages being used in the SEM campaigns to improve users experience on the website and increase lead generation.

Experience in managing all types of pay-per-click campaigns, including Paid Search, Display, Remarketing, TrueView, Google Grants, Google Shopping, & Gmail.

Experience in managing paid media campaigns on Google Ads, Bing Ads, Kenshoo/Skai and NextDoor platforms.

Resumes

Develop customized reporting tailored to each client and communicate the results on monthly strategy calls to discuss campaign performance, insights, recommendations, and next steps.

LocalEdge, A Division of Hearst Media Services | Buffalo, New York

Senior SEM Strategist for the Select Digital Team | March 2019 - December 2021

Manage, develop & optimize approximately 40-50 pay-per-click campaigns across a variety of different industries and verticals.

Manage approximately \$110K - \$130K in total media spend budget per month.

Work closely with a team of strategists to align a client's marketing strategies across all marketing channels (PPC, SEO, Paid Social).

Search Engine Marketing Strategist | February 2018 - March 2019

Manage, develop & optimize approximately 70-80 pay-per-click campaigns across a variety of different industries and verticals.

Manage approximately \$80K - \$100K in total media spend budget per month.

Develop keyword lists and ad copy for Paid Search campaigns.

Oversee campaign optimization and provide performance analysis, insights, and recommendations towards improving online presence.

EDUCATION

John Carroll University | University Heights, Ohio | May 2017

Bachelor of Arts in Tim Russert Department of Communications (Cumulative G.P.A: 3.31)

CERTIFICATIONS

Certifications in Google Analytics, Google Ads Search, Google Ads Display, Google Shopping Ads, Google Ads Video

RECOGNITION:

LocalEdge Employee of the Month | September 2019

LocalEdge Employee of the Month | March 2020

Resumes

RACHELCDOTTINO@GMAIL.COM • (518) 209-6753

RACHEL DOTTINO

EMPLOYMENT HISTORY

ASSISTANT ACCOUNT EXECUTIVE September 2025 – Present – *Brawn Media Albany, NY*

- ❖ Serve as the primary client contact, building trusted relationships while clearly communicating strategy, timelines, and performance
- ❖ Translate client goals into actionable marketing plans and coordinate closely with internal paid, SEO, creative, and production teams
- ❖ Manage day-to-day account needs including meetings, approvals, deliverables, and proactive issue resolution
- ❖ Monitor performance at a high level, surface insights and opportunities, and ensure clients clearly understand results and next steps

MULTIMEDIA SPECIALIST June 2021 – September 2025 - *Spotlight News Delmar, NY*

- ❖ Coordinate digital and print advertising campaigns, build client relationships, and generate sales.
- ❖ Oversee website development projects for clients, managing timelines, resources, and deliverables to ensure seamless integration and successful completion.
- ❖ Create and track the status of advertising sales agreements.
- ❖ Run Google Ads Manager campaigns to increase site visibility and advertiser reach.
- ❖ Direct digital advertising efforts across Display, CTV, OTT, and Pre-roll platforms to support client campaigns.
- ❖ Update website and social media content to ensure timely coverage of news and events.
- ❖ Assist with coordination of advertisements and content ensuring weekly print deadlines are met.
- ❖ Develop weekly newsletters to improve audience engagement and reach.
- ❖ Provide event photography to feature both print and online platforms.
- ❖ Represent the newspaper at Bethlehem Chamber of Commerce meetings and events.
- ❖ Manage subscription databases, handle customer inquiries by phone and in person, providing timely and professional responses to resolve issues.

BRIDAL SALES STYLIST December 2019 - June 2021 - *David's Bridal Albany, NY*

- ❖ Began as a special events stylist and promoted to bridal stylist.
- ❖ Assisted brides, bridal parties, and special event customers in selecting gowns, ensuring a positive and personalized shopping experience.
- ❖ Explained product features to guide clients and generate sales.
- ❖ Organized inventory and supported merchandising for floor displays.
- ❖ Answered multi-line phones and scheduled customer appointments.

HOSTESS August 2016 - January 2018 - *Swiftly's Restaurant and Pub Delmar, NY*

- ❖ Created a warm and welcoming first impression while managing multiple priorities, including phone lines, walk-ins, and reservations. Responded to guest requests in a timely, friendly, and efficient manner.

EDUCATION

Hudson Valley Community College Troy, NY - A.S. General Studies, Marketing focus

Bethlehem Central School District Delmar, NY - Regents Diploma - June 2018

SKILLS

Customer Service, Sales, Digital Marketing, Social Media, WordPress, SEO, SEM, Mailchimp, Excel, PowerPoint, Google Drive, Office Management, Inventory Management, Event Photography, Database Management, Project Management, Advertising, Time Management Skills

REFERENCES

ALBANY MEDICAL CENTER

Contact: Eli Fanning

Phone: 518.264.3422

Email: fannine@amc.edu

Relationship: Longstanding agency partner for media buying, digital marketing, SEO, web, social media, creative consulting and more.

FORT TICONDEROGA

Contact: Beth Hill

Phone: 518.585.2821

Email: bhill@fort-ticonderoga.org

Relationship: 8-year agency of record for tourism marketing, branding, creative, and media buying.

BURNS MANAGEMENT

Contact: Peter Rosecrans

Phone: 518.456.7155

Email: prosecrans@burnsmgmt.com

Relationship: Full-service marketing partner for 30+ property portfolio including website, SEO, creative, and advertising.

PLAN IMPLEMENTATION

Overview

Our communications plan will build on existing momentum while implementing the expanded scope outlined in RFP #2025-163. Our approach includes a blend of strategy, branding, recruitment, community trust-building, and multi-platform marketing that ensures consistent messaging, performance tracking, and positive visibility for Shaker Place.

BRANDING & IDENTITY

- Maintain and evolve the Shaker Place brand with consistent messaging
- Design creative assets that align with brand standards
- Update collateral as needed to reflect changes in services, leadership, or positioning

COMMUNITY & FAMILY ENGAGEMENT

- Strengthen trust among families and the public through transparent messaging
- Create content that celebrates resident life, facility quality, and staff excellence

RECRUITMENT MARKETING

- Develop data-informed campaigns for clinical and non-clinical staff recruitment
- Execute digital and traditional media campaigns
- Manage creative development, media planning, campaign tracking and reporting
- Support career fairs and hiring events with materials and strategy

WEBSITE & SEO

- Host and maintain the Shaker Place website
- Provide regular updates, ADA compliance, and security monitoring
- Implement SEO strategies to increase visibility and lead generation
- Manage chatbot/pop-ups to streamline inquiries and applications

SOCIAL MEDIA & CONTENT

- Develop organic social media posts (minimum 4 per month)
- Engage with the community through interactive content and visuals
- Monitor and respond to user engagement as appropriate
- Photography & Video
- Monthly candid photos of daily activities or holiday events
- Create social media content and assets for recruitment, brand awareness, and internal motivation

PHOTOGRAPHY & VIDEO

- Coordinate two (2) photoshoots and two (2) video productions per year
- Monthly candid photos of daily activities or holiday events
- Create content and assets for recruitment, brand awareness, social media and internal motivation

Cost Proposal Form

COUNTY OF ALBANY

COST PROPOSAL FORM

PROPOSAL IDENTIFICATION:

Title: Consultant to provide Integrated Communication Plan
RFP Number: 2025-163

COMPANY: DVG Media Inc. dba Brown Media
ADDRESS: 441 New Karner Rd. Ste 2
CITY, STATE, ZIP: Albany, NY 12205
TEL. NO.: (518) 472-0060
FAX NO.: N/A
FEDERAL TAX ID NO.: 20-2974704
REPRESENTATIVE: Donna Brownson
E-MAIL: DonnaB@brownmediacny.com
SIGNATURE AND TITLE:  President
DATE: 12/18/25

COST PROPOSAL

Brawn Media is thrilled to provide the following cost proposal for a new, two-year contract term with Shaker Place Rehabilitation and Nursing Center. Please note, the scope of work requested in this RFP has already been completed and our cost proposal may not be fairly compared apples to apples with other bidders.

These costs are based on our experience working with Shaker Place Rehabilitation and Nursing Center for the past seven years. We look forward to building on the knowledge we have gained to continue with the current services we provide and position the brand as the best choice among nursing homes and rehabilitation centers in the Albany area.

SEO & ONLINE REPUTATION MANAGEMENT SERVICES

- Technical Monitoring
 - Proper redirect set up and maintenance
 - Maintain Site Structure and Integrity
 - Site Speed monitoring and maintenance
- BrawnGuard for online business listings management and location data management for Shaker Place
- Sync, correct and/or create business listings for Shaker Place across 70 different online search engines, directories, and mapping sites
- Suppress incorrect/duplicate listings that appear online
- Add enhanced content and features to online listings
- Manage online reputation through real-time review monitoring, includes formulating responses, and posting approved responses

ORGANIC SOCIAL MEDIA SERVICES

- Write (4) social posts per month and schedule/post on Shaker Place's Facebook and Instagram pages
- Create/source imagery for post from monthly visits to capture candid photos as well as from Brawn's creative resources
- Monitor social media and engage with comments on Facebook & Instagram

WEBSITE ADD ONS: POP UP, VIDEO HOSTING, AND CHATBOT

- Utilize pop ups to call out urgent or time sensitive information for families, residents or recruitment lead capture
- Hosting to support video on the website

- Intelligent chatbot to capture lead information and route contact information to staff at Shaker Place for recruitment or new resident inquiries

ANNUAL SSL CERTIFICATE, ANTI-SPAM CAPTCHA AND WEBSITE HOSTING

- Annual costs to keep your website online and secure

ADA COMPLIANCE TOOL

- Provides web accessibility solutions, helping your website become compliant with standards like WCAG and the ADA by using artificial intelligence to automate fixes and offering a user-friendly interface for individuals with disabilities to customize their browsing experience (e.g., font size, contrast, keyboard navigation).

COOKIE COMPLIANCE MANAGEMENT TOOL

- If your website uses Google for analytics, ads or user tracking, you are required to obtain consent and disclose how data is used. Noncompliance with privacy laws can result in fines and penalties. We recommend a branded cookie banner and consent management tool that keeps your site compliant and user-friendly. While New York State does not have a specific cookie law, its consumer protection statutes require that businesses provide clear, truthful and non-misleading disclosures about their privacy practices, including how user data is collected and used through cookies. In addition, nearby states such as MA and CT do have Cookie Laws and if your website receives traffic from those states, you should be in compliance.

PHOTOGRAPHY AND VIDEOGRAPHY

- Refresh video and photo assets for staff and residents 2x per year. Assets are used to create ads for advertising campaigns, on social media, on the website and in other brand collateral

CAREER FAIR EVENT PROMOTIONS & RECRUITMENT/BRANDING MEDIA CAMPAIGNS

- Budgets include 15% Agency Commission on Traditional Media Buys and 15–30% Agency Commission on Digital Media Buys and include the following services:
 - Media planning
 - Media negotiating and placement
 - Analysis and review of media opportunities
 - Verification of placements
 - Trafficking of all buys
 - Management of make goods
 - Post buy analysis
 - Optimization
 - Setup of digital campaigns
 - Execution of buys
 - Reporting
 - Meetings with Shaker Place
 - Meetings with media vendors
 - Securing value added opportunities
 - Review invoices and if necessary, resolve conflict

Shaker Place 2026 Proposed Budget

(Flexible and subject to change based on approved budget)

CAMPAIGN	JAN	FEB	MA	APRIL	MAY	JUNE	JULY	AU	SEPT	OCT	NOV	DEC	TOTAL
SEO/Reputation Management	\$850	\$850	\$850	\$850	\$850	\$850	\$850	\$850	\$850	\$850	\$850	\$850	\$10,200
Organic Social Media Posting (4/mo)	\$550	\$550	\$550	\$550	\$550	\$550	\$550	\$550	\$550	\$550	\$550	\$550	\$6,600
Monthly Photos for Social Media	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$1,800
Website Pop-Up	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$900
Website Video Hosting	\$50			\$50			\$50			\$50			\$200
Brawn360 Website Chatbot	\$249	\$249	\$249	\$249	\$249	\$249	\$249	\$249	\$249	\$249	\$249	\$249	\$2,988
Annual Website Hosting/SSL/ Anti-Spam Catcha							\$490						\$490
ADA Compliance Website Tool	\$599												\$599
Cookie Compliance Management Platform	\$220												\$220
Photography - Recruitment refresh		\$1,250							\$1,250				\$2,500
Video Production - Recruitment, 30 second		\$2,500							\$2,500				\$5,000
Monthly Career Fair Event Promotions	\$11,100	\$11,100											
Recruitment and/or Branding Advertising	\$60,000	\$60,000											
RECOMMENDED TOTAL	\$73,843	\$5,624	\$1,874	\$1,924	\$1,874	\$1,874	\$2,414	\$1,874	\$5,624	\$1,924	\$1,874	\$1,874	\$102,597

MANDATORY DOCUMENTATION

Attachments

- NON-COLLUSIVE BIDDING CERTIFICATE (ATTACHMENT A)
- ACKNOWLEDGMENT BY PROPOSER (ATTACHMENT B)
- VENDOR RESPONSIBILITY QUESTIONNAIRE (ATTACHMENT C)
- IRANIAN ENERGY DIVESTMENT CERTIFICATION (ATTACHMENT D)

ATTACHMENT "A"
NON-COLLUSIVE BIDDING CERTIFICATE PURSUANT TO
SECTION 103-D OF THE NEW YORK STATE GENERAL MUNICIPAL LAW

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 organizations, 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 knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, prior to opening, to any bidder or to any competitor.

(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.

A bid shall not be considered for award nor shall any award be made where (1), (2), and (3) above have not been complied with; provided, however, that in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (1), (2), and (3) above have not been complied with, the bid shall not be considered for any award nor shall any award be made unless the head of the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customer of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph "A" above.

B. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, local law, and where such bid contains the certification referred to in paragraph "A" of this section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation



Signature

President

Title

DUG Media dba Brown Media

Company Name

12/18/25

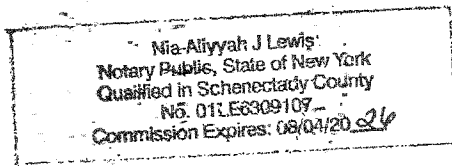
Date

ATTACHMENT "B"
ACKNOWLEDGMENT BY PROPOSER

If Individual or Individuals:

STATE OF New York)
COUNTY OF Schenectady) SS.:

On this 18th day of December, 2025, before me personally appeared Donna Brown to me known and known to me to be the same person(s) described in and who executed the within instrument, and he (or they severally) acknowledged to me that he (or they) executed the same.



[Signature]
Notary Public, State of New York
Qualified in Schenectady County
Commission Expires 08/04/26

If Corporation:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 20____, before me personally appeared _____ to me known, who, being by me sworn, did say that he resides at (give address) _____; that he is the (give title) _____ of the (name of corporation) _____, the corporation described in and which executed the above instrument; that he knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he signed his name thereto by like order.

Notary Public, State of _____
Qualified in _____
Commission Expires _____

If Partnership:

STATE OF _____)
COUNTY OF _____) SS.:

On the _____ day of _____, 20____, before me personally came _____ to me known to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he / she is a partner of the firm of _____ and that he / she has the authority to sign the same, and acknowledged that he / she executed the same as the act and deed of said partnership.

Notary Public, State of _____
Qualified in _____
Commission Expires _____

ATTACHMENT "C"
ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE

1. VENDOR IS: ☐ PRIME CONTRACTOR			
2. VENDOR'S LEGAL BUSINESS NAME DVB Media Inc dba Brown Media		3. IDENTIFICATION NUMBERS a) FEIN # 20-2974704 b) DUNS #	
4. D/B/A - Doing Business As (if applicable) & COUNTY FIELD:		5. WEBSITE ADDRESS (if applicable) www.brownmediary.com	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE 441 New Karner Rd. Ste 2 Albany NY 12205		7. TELEPHONE NUMBER (518) 472-0060	8. FAX NUMBER N/A
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE IN NEW YORK STATE, if different from above		10. TELEPHONE NUMBER	11. FAX NUMBER N/A
12. AUTHORIZED CONTACT FOR THE QUESTIONNAIRE Name: Donna Brownson Title: President Telephone Number: (518) 472-0060 ext. 101 Fax Number: e-mail: donnab@brownmediary.com			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS.			
a) NAME	TITLE	b) NAME	TITLE
c) NAME	TITLE	d) NAME	TITLE
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A "YES," AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor.		☐ Yes ☒ No	
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRICIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS:		☐ Yes ☒ No	
a) An elected or appointed public official or officer? List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service		☐ Yes ☒ No	
b) An officer of any political party organization in Albany County, whether paid or unpaid? List each individuals name, business title or consulting capacity and the official political position held with applicable service dates.		☐ Yes ☒ No	

16.	WITHIN THE PAST (5) YEARS, HAS THE VENDOR, ANY INDIVIDUALS SERVING IN MANAGERIAL OR CONSULTING CAPACITY, PRINCIPAL OWNERS, OFFICERS, MAJOR STOCKHOLDER(S) (10% OR MORE OF THE VOTING SHARES FOR PUBLICLY TRADED COMPANIES, 25% OR MORE OF THE SHARES FOR ALL OTHER COMPANIES), AFFILIATE OR ANY PERSON INVOLVED IN THE BIDDING OR CONTRACTING PROCESS:	☐ Yes ☒ No
a)	1. been suspended, debarred or terminated by a local, state or federal authority in connection with a contract or contracting process; 2. been disqualified for cause as a bidder on any permit, license, concession franchise or lease; 3. entered into an agreement to a voluntary exclusion from bidding/contracting; 4. had a bid rejected on an Albany County contract for failure to comply with the MacBride Fair Employment Principles; 5. had a low bid rejected on a local, state or federal contract for failure to meet statutory affirmative action or M/WBE requirements on a previously held contract; 6. had status as a Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise, de-certified, revoked or forfeited; 7. been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal government contract; 8. been denied an award of a local, state or federal government contract, had a contract suspended or had a contract terminated for non-responsibility; or 9. had a local, state or federal government contract suspended or terminated for cause prior to the completion of the term of the contract.	☐ Yes ☒ No
b)	been indicted, convicted, received a judgment against them or a grant of immunity for any business-related conduct constituting a crime under local, state or federal law including but not limited to, fraud extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct?	☐ Yes ☒ No
c)	been issued a citation, notice, violation order, or are pending an administrative hearing or proceeding or determination of violations of: 1. federal, state or local health laws, rules or regulations.	☐ Yes ☒ No
17.	IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY? Indicate if this is applicable to the submitting vendor or affiliate. State whether the situation(s) was a claim, judgment, injunction, lien or other with an explanation. Provide the name(s) and address(es) of the agency, the amount of the original obligation and outstanding balance. If any of these items are open, unsatisfied, indicate the status of each item as "open" or "unsatisfied."	☐ Yes ☒ No
18.	DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO: a) file returns or pay any applicable federal, state or city taxes? <i>Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability.</i> b) file returns or pay New York State unemployment insurance? <i>Indicate the years the vendor failed to file/pay the insurance and the current status of the liability.</i> c) Property Tax <i>Indicate the years the vendor failed to file.</i>	☐ Yes ☒ No ☐ Yes ☒ No ☐ Yes ☒ No
19.	HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR ITS AFFILIATES WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR ITS AFFILIATES REGARDLESS OF THE DATE OF FILING? Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address and docket number. Indicate if the proceedings have been initiated, remain pending or have been closed. If closed, provide the date closed.	☐ Yes ☒ No
20.	IS THE VENDOR CURRENTLY INSOLVENT, OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ratio, Debt Ratio, Age of Accounts Payable, Cash Flow and any documents that will provide the agency with an understanding of the vendor's situation.	☐ Yes ☒ No

21. IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES: a) defaulted or been terminated on, or had its surety called upon to complete, any contract (public or private) awarded; Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency.	☐ Yes ☒ No
---	---

1 "Affiliate" meaning: (a) any entity in which the vendor owns more than 50% of the voting stock; (b) any individual, entity or group of principal owners or officers who own more than 50% of the voting stock of the vendor; or (c) any entity whose voting stock is more than 50% owned by the same individual, entity or group described in clause (b). In addition, if a vendor owns less than 50% of the voting stock of another entity, but directs or has the right to direct such entity's daily operations, that entity will be an "affiliate" for purposes of this questionnaire.

FEIN # 20-2974704

Attachment "D"
Certification Pursuant to Section 103-g
Of the New York State
General Municipal Law

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer 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 its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

Signature

Title

Date

Company Name

12/18/25


President
DVS Media Inc dba Brown Media

COUNTY OF ALBANY

REQUEST FOR PROPOSALS

SHAKER PLACE REHABILITATION AND NURSING CENTER



INSERT RFP#2025-163

CONSULTANT TO PROVIDE INTEGRATED COMMUNICATIONS PLAN

**ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
PAMELA O NEILL, PURCHASING AGENT
112 STATE STREET, ROOM 820
ALBANY, NY 12207**

**COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES PURCHASING DIVISION
112 STATE STREET, ROOM 820, ALBANY, NY 12207
TELEPHONE: 518-447-7140/ FAX: 518-447-5588
Pamela.oneill@albanycountyny.gov**

TITLE: CONSULTANT TO PROVIDE INTEGRATED COMMUNICATIONS PLAN

RFP NUMBER: 2025-163

Receipt Confirmation Form

Please complete and return this confirmation form as soon as possible:

Pamela O Neill
Purchasing Agent
County of Albany
112 State Street, Room 1000
Albany, NY 12207

**IF YOU PLAN TO SUBMIT A PROPOSAL, YOU MUST RETURN
THIS FORM TO ENSURE THAT YOU WILL RECEIVE ALL
FURTHER COMMUNICATION REGARDING THIS RFP.**

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Title: _____

Phone Number: _____ Fax Number: _____ E-Mail: _____

If a Bidders/Proposers meeting has been arranged for this Bid/RFP, please indicate if you plan to attend:

☐ Yes / ☐ No

I authorize the County of Albany to send further correspondence that the County deems to be of an urgent nature by the following method (check):

Fax Number: _____ E-Mail _____

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 820
ALBANY, NY 12207

NON-PROPOSER RESPONSE

RFP #2025-163

The Albany County Department of General Services, Purchasing Division, is interested in the reasons why bidders/proposers fail to submit bids/proposals. Please indicate your reason(s) by checking all appropriate item(s) below and returning this form to the above address.

- ☐ Could not meet Scope of Services.
- ☐ Items or materials requested not manufactured by us or not available to our company.
- ☐ Insurance requirements too restricting.
- ☐ Bond requirements too restricting.
- ☐ Scope of Services not clearly understood or applicable (too vague, too rigid, etc.).
- ☐ Project not suited to firm.
- ☐ Quantities too small.
- ☐ Insufficient time allowed for preparation of bid/proposal.
- ☐ Other reasons; please state and define: _____

Vendor Name: _____

Contact Person: _____

Vendor Address: _____

Vendor Telephone: _____

NOTICE TO PROPOSERS -- ALBANY COUNTY
REQUEST FOR PROPOSALS #2025-163

Sealed Proposals for **Consultant to Provide Integrated Communications Plan** as requested by Shaker Place Rehabilitation and Nursing Center will be received by the Albany County Purchasing Agent, Room 820, 112 State Street, Albany, New York 12207 until 4:30 PM, local time on Friday, ***December 19, 2025*** and or electronic submission Bid Net, Empire State Purchasing Group.

Request for Proposal (RFP) documents may be obtained at the office of the Albany County Purchasing Agent, as noted above. RFP documents may be available for download from the Empire State Bid System website at <http://www.empirestatebidsystem.com>, **starting** by close of business (4:30 p.m.) on December 11, 2025

Pamela O Neill
Purchasing Agent

Dated: ***December 3, 2025***
Albany, New York

PUBLISH ONE DAY – ***December 11, 2025***-- THE EVANGELIST
PUBLISH ONE DAY – ***December 11, 2025***-- THE TIMES UNION

COUNTY OF ALBANY
REQUEST FOR PROPOSALS
CONSULTANT TO PROVIDE INTEGRATED COMMUNICATIONS PLAN
SHAKER PLACE REHABILITATION AND NURSING CENTER
RFP #2025-163

RFP DISTRIBUTION- *IMPORTANT NOTICE*

The County of Albany officially distributes RFP documents through the Purchasing Division Office or through the Empire State Bid System website at <http://www.empirestatebidsystem.com>. Copies of RFP documents obtained from any other source are not considered official documents. Only those vendors who obtain proposal documents from either the Purchasing Division Office or the Empire State Bid System are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Albany County Purchasing Division or the Empire State Bid System, it is strongly recommended that you obtain an official copy.

SECTION 1: PURPOSE

- 1.1 The County of Albany is seeking proposals for consultant/firm to provide an integrated marketing strategy and communications plan as requested by the Shaker Rehabilitation and Nursing Center.
- 1.2 The County of Albany is seeking proposals for a consultant/firm to provide a full service marketing strategy and communication plan for the rebranded Shaker Rehabilitation and Nursing Center. The Center completed a \$80 million dollar renovation/reconstruction project that has totally altered the footprint of the facility and transformed the facility into an ultra-modern health care setting, incomparable to any long-term care facility/community in the Capital District. The design and its collective departmental functions will greatly improve the quality of life of our residents, staff and families of the residents that we will continue to serve. There is great enthusiasm and support for this project by our County officials and the community at large.

SECTION 2: RECEIPT OF PROPOSALS

- 2.1 One (1) copy of the Proposal and other required documents must be submitted, sealed in an opaque envelope clearly marked with the name and number of the Proposal and the name and address of the Proposer. Proposals must be received no later than **4:30 P.M. on Friday, December 19, 2025**, at the following address:

Pamela O Neill
Albany County Purchasing Agent
112 State Street, **Room 820**
Albany, New York 12207

Or electronic submission on BidNet Empire State Purchasing Group
<http://www.empirestatebidsystem.com>

- 2.2 The Proposal submitted by the individual Proposer(s) is the document upon which Albany County will make its initial judgment regarding the Proposer's qualifications, understanding of the County's scope and objectives, methodology, and ability to complete services under the contract.
- 2.3 Those submitting Proposals do so entirely at their expense. There is no express or implied obligation by Albany County to reimburse any firm or individual for any costs incurred in preparing or submitting Proposals, preparing or submitting additional information requested by the County, or for participating in any selection interviews.
- 2.4 Submission of any Proposal indicates acceptance of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the Proposal.
- 2.5 Albany County reserves the right to reject any and all Proposals, in whole or in part, submitted in response to its RFP. Albany county also reserves the right to accept portions of proposals to package with other proposals submitted in response to this RFP.
- 2.6 Albany County reserves the right to waive any and all informalities and to disregard all non-conforming, non-responsive or conditional Proposals.
- 2.7 Albany County may, at any time by written notification to all Proposers, change any portion of the RFP described and detailed herein.
- 2.8 Proposals will be examined and evaluated by Shaker Place Rehabilitation and Nursing Center.
- 2.9 During the evaluation of Proposals, the County may require clarification of information or may invite Proposers to an oral presentation to amplify and or validate Proposal contents.

SECTION 3: QUALIFICATION OF PROPOSER

Provide a statement of Proposer qualifications including:

- 3.1 Provide the name, a brief history and description of your firm.
- 3.2 Identify your firm's professional staff members who will be involved in the County engagement and the experience each possesses and the location of the office from which each work.
- 3.3 Name and title of person(s) authorized to bind the Proposer, together with the main office address, and telephone number (including area code).
- 3.4 Detail your firm's experience with branding, rebranding and marketing.

- 3.5 Provide at least two (2) references from similar projects including name, addresses and telephone numbers.
- 3.6 Provide any additional information that would distinguish your firm in its service to Albany County.
- 3.7 Proposer shall include a completed "Vendor Responsibility Questionnaire" (Attachment "C") with the Proposal.
- 3.8 In addition, Albany County may make such investigations it deems necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish to the County , within five (5) days of a request, all such information and data for this purpose as may be requested. The County reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the County that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

SECTION 4: SCOPE OF SERVICES

- 4.1 The Consultant/Firm shall provide the nursing center with a program that will provide any and all services related to the branding of the Nursing center Branding is all about the entire experience. Everything from our logo, our website, our social experiences as well as how our residents, family members, community and our staff, perceive us.

Our goal is to:

1. Promote the recognition of our organization that sets us apart from our competition;
2. Demonstrate our leadership in the industry;
3. Create trust with our residents, family members and our community;
4. Strengthen the value of our organization;
5. Establish an expectation of quality.

Our brand should promote recognition within our industry/community. . Brand trust is earned through consistently delivering on our brand promise. A brand promise is the value or experience a facility's residents and families can expect to receive every single time they interact with our facility staff and service providers. The more we deliver on that promise the stronger the value we will instill in the minds of our community.

- 4.2 The Consultant/Firm shall provide a marketing strategy that includes, but is not limited to modifying the overall structure and architecture of a new media, social media and website. Determining the best utilized "touchpoint" is central to a successful rebranding. This requires:
 1. Brand Support Awareness with our target audience;
 2. Lead Generation focused heavily on staff recruitment
 3. Search Engine Optimization;

4. Quarterly Press Releases;
5. Website Hosting and Updates
6. Website Chatbot and Pop Up management;
7. Social Media – Organic Monthly Social Media Posting;
8. Video and Photography – 2-videos and 2-photoshoots per year;
9. Direct Advertising Support for Recruitment Efforts – Both digital and traditional campaigns
10. Career Fair Support including marketing and collaterals

SECTION 5: TERM OF CONTRACT:

- 5.1 The contract period shall be for two (2) Years from the date of a fully executed contract.
- 5.2 At the end of the initial two (2) year contract term upon mutual agreement of the County and the Contractor, the agreement may be renewed for two (2) additional years, in two (2) consecutive one-year intervals. Renewal of multiple item bid awards shall be contingent upon renewal of all items; partial renewals shall not be accepted by the County.
- 5.3 The successful Proposer shall execute a contract with the County of Albany in substantial conformance with this RFP as prepared and approved by the County Attorney.

SECTION 6: COST PROPOSAL:

- 6.1 Submit a cost proposal for the services described above in Section 4, Scope of Services, and on the Cost Proposal Form included herein.
- 6.2 Detail the fee structure for the Proposal. Provide hourly rates and reimbursable costs if not included in the lump sum.
- 6.3 Provide any other relevant information that will assist the County in evaluating your Proposal.

SECTION 7: PROPOSAL SUBMISSIONS

- 7.1 In order for the County to conduct a uniform review process of all proposals, proposals must be submitted in the format set forth below. Failure to follow this format may be cause for rejection of a proposal because adherence to this format is critical for the County's evaluation process:

SECTION I:

Title Page - The title page should reflect the Request for Proposal subject, name of the proposer, address, telephone number and contact person.

Table of Contents - The Table of Contents must indicate the material included in the proposal by section and page number.

SECTION II:

Qualification / Experience - The Qualification / Experience section must address proposer's qualifications and experience to carry out the requested service, inclusive of, but not limited to: qualification to do business in NYS, number of years in business and length of experience.

Resumes - Resumes of professional staff members who will be involved in the County engagement must be included in this section.

SECTION III:

References - The References section must include references from similar type projects.

SECTION IV:

Plan Implementation - The Plan Implementation Section must address the Scope of Services in terms of the proposer's plan to carry out the requested service.

SECTION V:

Cost Proposal Section - The Cost Proposal Section must include all costs associated with the proposer's plan to carry out the requested service. Any cost proposal forms furnished by the County must be included in this section.

SECTION VI:

Mandatory Documentation - The Mandatory Documentation Section must include: The Non-Collusive Bidding Certificate (Attachment "A"), Acknowledgment by Proposer (Attachment "B"), and Vendor Responsibility Questionnaire (Attachment "C"); Iranian Energy Divestment Certification (Attachment "D").

SECTION 8: PROPOSAL EVALUATION

8.1 Proposals will remain valid until the execution of a contract by Albany County, unless otherwise rejected consistent with this RFP.

8.2 Proposals received will be evaluated by a committee with representation from the Albany County **Shaker Place Nursing and Rehabilitation Center** Proposals shall be evaluated based upon the following:

<i>CRITERIA</i>	<i>WEIGHT</i>
Quality and comprehensiveness of all aspects of the consulting services as it relates to the state scope of service	30%

Demostrated history of providing services as stated in the scope of services	25%
Proposed Cost	25%
Prior experience	10%
Client References	10%

8.3 Proposals will be examined and evaluated by the **Shaker Place Nursing and Rehabilitation Center** with the advice of the Albany County Purchasing Agent to determine whether the requirements of this RFP are met and to make a recommendation to the Albany County Executive, the Albany County Contracts Administration Board or the County Legislature for a contract award.

8.4 A notice of contract award shall not be binding upon the County until the contract has been fully executed by both parties

SECTION 9: Section not in use

SECTION 10: ALTERNATIVES

10.1 Proposer may include in its Proposal items not specified in this RFP, which it would consider pertinent. All such alternatives must be listed separately from the Proposal and the cost thereof must be separate and itemized.

SECTION 11: INDEMNIFICATION

11.1 The successful Proposer shall defend, indemnify and save harmless the County, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful Proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

SECTION 12: SPECIFICATION CLARIFICATION

12.1 All inquiries with respect to this Request for Proposals must be directed to the Albany County Purchasing Agent as follows:

Pamela O Neill
Albany County Purchasing Agent
112 State Street, **Room 820**
Albany, NY 12207
Telephone: (518) 447-7140
Facsimile: (518) 447-5588

Email: pamela.oneill@albanycountyny.gov

- 12.2 All questions about the meaning or intent of the specifications must be submitted to the aforementioned designated person in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded as having received the proposal documents. Questions received less than four (4) days prior to the date of submission of Proposals will not be answered. The County will be bound only by responses given by formal written Addenda.
- 12.3 Other than the contact person identified in the Proposal, or their designee, prospective Proposers shall not approach County employees during the period of this RFP process about any matters related to this RFP or any proposals submitted pursuant thereto.

SECTION 13: MODIFICATION AND WITHDRAWAL OF PROPOSALS

- 13.1 Proposals may be modified or withdrawn at any time prior to the opening of Proposals by an appropriate document duly executed (in the manner that a Proposal must be executed) and delivered to the place where Proposals are to be submitted.
- 13.2 If within twenty-four (24) hours after the Proposals are opened, any Proposer files a duly signed written notice with the County and promptly thereafter demonstrates to the reasonable satisfaction of the County that there was a material and substantial mistake in the preparation of its Proposal, that Proposer may withdraw its Proposal and the Proposal Security will be returned. Thereafter, that Proposer will be disqualified from making a further or additional proposal on the work contemplated by this RFP.
- 13.3 Each proposal shall state that it is an irrevocable offer for a period of ninety (90) days from the Proposal opening date. After expiration of the irrevocable offer period, if no contract award has been made, a Proposal may be withdrawn if the Proposer does so in writing directed to the County Purchasing Agent; otherwise, Proposals remain in effect consistent with the terms of this RFP.

SECTION 14: PROPOSAL SECURITY

- 14.1 No proposal security is requested for this Proposal.

SECTION 15: INSURANCE AND SECURITY REQUIREMENTS

- 15.1 The successful Proposer will be required to procure and maintain at its own expense, the following insurance coverage:
- (a) **Worker's Compensation and Employer's Liability Insurance:** A policy or policies providing protection for Employees in the event of job related injuries.
 - (b) **Automobile Liability Insurance:** A policy or policies of insurance with the limits of not less than \$500,000 combined for each accident because of bodily injury sickness or disease, sustained by any person, caused by accident, and arising out of the ownership,

maintenance or use of any automobile for damage because of injury to or destruction of property, including the loss of use thereof, caused by accident and arising out of the ownership, maintenance or use of any automobile.

- (c) **General Liability Insurance:** A policy or policies or comprehensive all-risk insurance with limits of not less than:

Liability For:	Combined Single Limit
Property Damage	\$1,000,000
Bodily Injury	\$1,000,000
Personal Injury	\$1,000,000

- (d) **Professional Liability Insurance:** A policy or policies with limits not less than \$1,000,000.

15.2 Each policy of insurance required shall be of form and content satisfactory to the Albany County Attorney:

- (a) The insurance policies shall name the County of Albany as certificate holder and primary/non-contributory additional insured on all liability policies. **Proposal number must appear on insurance certificate.**
- (b) The policy shall not be changed or canceled until the expiration of thirty (30) days after written notice to Albany County. It shall be automatically renewed upon expiration and continued in force unless Albany County is given at least thirty (30) days written notice to the contrary.

15.3 No work shall be commenced under the contract until the successful Proposer has delivered to the County Purchasing Agent or his designee proof of issuance of all policies of insurance required by the Contract to be procured by the successful Proposer. If at any time, any of said policies shall expire or become unsatisfactory to the County, the successful Proposer shall promptly obtain a new policy and submit proof of insurance of the same to the County for approval. Upon failure of the successful Proposer to furnish, deliver and maintain such insurance as above provided, the contract may, at the election of the County, be forthwith declared suspended, discontinued or terminated. Failure of the successful Proposer to procure and maintain any required insurance, shall not relieve the successful Proposer from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the successful Proposer concerning indemnification.

SECTION 16: REMEDY FOR BREACH

16.1 In the event of a breach by CONTRACTOR, CONTRACTOR shall pay to the COUNTY all direct and consequential damages caused by such breach, including, but not limited to, all sums expended by the COUNTY to procure a substitute contractor to satisfactorily complete

the contract work, together with the COUNTY's own costs incurred in procuring a substitute contractor.

SECTION 17: CASH DISCOUNT

17.1 Cash discounts may be offered by a Proposer for prompt payment of bills, but such cash discounts will not be taken into consideration in determining the low Proposer.

17.2 For purposes of any applicable cash discount, the payment date shall be calculated from the receipt of invoice or final acceptance of the goods, whichever is later.

SECTION 18: FREEDOM OF INFORMATION LAW

18.1 Confidential, trade secret or proprietary materials as defined by the laws of the State of New York must be clearly marked and identified as such upon submission. Proposers intending to seek an exemption from disclosure of these materials under the Freedom of Information Law (New York State Public Officers Law, Sections 84-90) must request the exemption in writing, at the time of the submission of the materials, setting forth the reason for the claimed exemption. In addition, the proposer must mark each page of its submission on which there appears any material claimed to be protected as confidential or proprietary with the following legend, in bold face, capital letters at the top of each page: "THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE NEW YORK STATE FREEDOM OF INFORMATION LAW". Acceptance of the claimed materials does not constitute a determination on the exemption request, which determination will be made in accordance with statutory procedures.

SECTION 19: MACBRIDE PRINCIPLES

19.1 Contractor/Proposer hereby represents that said contractor/proposer is in compliance with the MacBride Principles of Fair Employment as set forth in Albany County Local Law No. [3] for 1993, in that said contractor/proposer either (a) has no business operations in Northern Ireland or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Principles, and shall permit independent monitoring of their compliance with such principles. In the event of a violation of this stipulation, the County reserves all rights to take remedial measures as authorized under section 4 of Local Law No. [3] in 1993, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the contract/proposer in default and/or seeking debarment or suspension of the contractor/proposer.

19.2 In the case of a contract which must be let by competitive sealed bidding, whenever the lowest bidder has not agreed to stipulate to the conditions set forth in this section, and another bidder who has agreed to stipulate to such conditions has submitted a bid within five percent of the lowest bid for a contract to supply goods, services or construction of comparable quality, the contracting entity shall refer the contract to the County Legislature, which shall determine whether the lowest bidder is responsible. In making such

determination, the County Legislature may consider, as a factor bearing on responsibility, whether the lowest bidder discriminates in employment in Northern Ireland.

19.3 As used in this section, the term “contract” shall not include contracts with government and non-profit organizations, contracts awarded pursuant to an emergency procurement procedure or contracts, resolutions, indentures, declarations of trust or other instruments of authorizing or relating to the authorization, issuance, award, sale or purchase or bonds, certificates of indebtedness, notes or other fiscal obligations of the County, provided that the policies of this section shall be considered when selecting managing underwriters in connection with such activities.

19.4 The provisions of this section shall not apply to contracts for which the County receive funds administered by the United States Department of Transportation, except to the extent Congress has directed that the Department of Transportation not withhold funds from states and localities that choose to implement selective purchasing policies based on agreement to comply with the MacBride Principles, or to the extent that such funds are not otherwise withheld by the Department of Transportation.

SECTION 20: Section not in use

SECTION 21: ANTIDISCRIMINATION CLAUSE

21.1 In accordance with Article 15 of N.Y. EXECUTIVE LAW (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor agrees that neither it nor any of its County-approved subcontractors shall, by reason of age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or status as a victim of domestic violence, refuse to hire or employ or to bar or to discharge from employment such individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment

SECTION 22: EXTENSION OF CONTRACTS TO ALL POLITICAL SUBDIVISIONS AND AUTHORIZED DISTRICTS LOCATED IN THE STATE OF NEW YORK

22.1 It is the intent of this Request For Proposals that all political subdivisions, and districts located in the State of New York, be entitled to make purchases of services from the resulting contract award.

22.2 No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.

- 22.3 All purchases shall be subject to audit by the other political subdivisions for which the purchase was made.
- 22.4 All orders will be placed by the participating entities. Each participating entity shall be billed by and make payment directly to the successful Bidder.
- 22.5 Upon request, participating entities must furnish the Contractor with the proper tax exemption certificates or documentation of tax exempt status.
- 22.6 The sole responsibility in regard to performance of the contract, or any obligation, covenant, condition or term thereunder by the successful Proposer and the participating entities will be borne and is expressly assumed by the successful Proposer and the participating entities and not by Albany County. In the event of a failure or breach in performance of any such contract by a participating entity or the successful Proposer, Albany County, specifically and expressly disclaims any and all liability for such defective performance or breach, or failure of either party to perform in accordance with its obligations, covenants and the terms and conditions of this Albany County centralized contract.

SECTION 23: INTERPRETATION

- 23.1 In the event of any discrepancy, disagreement or ambiguity among the documents which comprise this RFP, and/or, the Agreement (between the County and the successful Proposer) and its incorporated documents, the documents shall be given preference in the following order to interpret and to resolve such discrepancy, disagreement or ambiguity: 1) the Agreement; 2) the RFP; 3) the Contractor's proposal.

SECTION 24: NON APPROPRIATIONS CLAUSE

- 24.1 Notwithstanding anything contained herein to the contrary, no default shall be deemed to occur in the event no funds or insufficient funds are appropriated and budgeted by or are otherwise unavailable to the County for payment under this Agreement. The County will immediately notify the Contractor of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the County of any kind whatsoever, except as to those portions herein agreed upon for which funds shall have been appropriated and budgeted.

SECTION 25: IRANIAN ENERGY SECTOR DIVESTMENT

- 25.1 Contractor/Proposer hereby represents that said Contractor/Proposer is in compliance with New York State General Municipal Law Section 103-g entitled "Iranian Energy Sector Divestment", in that said Contractor/Proposer has not:
- (a) Provided goods or services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or

- (b) Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person's intent was to use the credit to provide goods or services in the energy sector in Iran.

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

25.3 Except as otherwise specifically provided herein, every Contractor/Proposer submitting a bid/proposal in response to this Request for Bids/Request for Proposals must certify and affirm the following under penalties of perjury:

- (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 its knowledge and belief, that each bidder is not on the list created pursuant to NYS Finance Law Section 165-a (3)(b).

Albany County will accept this statement electronically in accordance with the provisions of Section 103 of the General Municipal Law.

25.4 Except as otherwise specifically provided herein, any Bid/Proposal that is submitted without having complied with subdivision (a) above, shall not be considered for award. In any case where the Bidder/Proposer cannot make the certification as set forth in subdivision (a) above, the Bidder/Proposer shall so state and shall furnish with the bid a signed statement setting forth in detail the reasons therefor. The County reserves its rights, in accordance with General Municipal Law Section 103-g to award the Bid/Proposal to any Bidder/Proposer who cannot make the certification, on a case-by-case basis under the following circumstances:

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

SECTION 26: Section not in use

SECTION 27: Section not in use

SECTION 28: Section not in use

COUNTY OF ALBANY

PROPOSAL FORM

PROPOSAL IDENTIFICATION:

Title: Consultant to provide Integrated Communication Plan
RFP Number: 2025-163

THIS PROPOSAL IS SUBMITTED TO:

Pamela O Neill, Purchasing Agent
Albany County Department of General Services
Purchasing Division
112 State Street, Room 820
Albany, NY 12207

1. The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into a Contract with the owner in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Proposal and in accordance with the Contract Documents.
2. Proposer accepts all of the terms and conditions of the Instructions to Proposers, including without limitation those dealing with the Disposition of Proposal Security. This Proposal may remain open for ninety (90) days after the day of Proposal opening. Proposer will sign the Contract and submit the Contract Security and other documents required by the Contract Documents within fifteen days after the date of County's Notice of Award.
3. In submitting this Proposal, Proposer represents, as more fully set forth in this Contract, that:

- (a) Proposer has examined copies of all the Contract Documents and of the following addenda: (If none, so state)

Date

Number

(receipt of all of which is hereby acknowledges) and also copies of the Notice to Proposers and the Instructions to Proposers;

- (b) Proposer has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as Proposer deems necessary;

- (c) This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham Proposal; PROPOSER has not solicited or induced any person, firm or a corporation to refrain from Proposing; and Proposer has not sought by collusion to obtain for himself any advantage over any other Proposer or over the owner.

- 4. Proposer will complete the Work for the following prices(s): (Attach Proposal)
- 5. Proposer agrees to commence the Work within the number of calendar days or by the specific date indicated in the Contract. Proposer agrees that the Work will be completed within the number of Calendar days or by the specific date indicated in the contract.
- 6. The following documents are attached to and made a condition of this Proposal:
 - (a) Non-Collusive Bidding Certificate (Attachment "A")
 - (b) Acknowledgment by Bidder (Attachment "B")
 - (c) Vendor Responsibility Questionnaire (Attachment "C")
 - (d) Iranian Energy Divestment Certification (Attachment "D")
- 7. Communication concerning this Proposal shall be addressed to:

Phone: _____
- 8. Terms used in this Proposal have the meanings assigned to them in the Contract and General Provisions.

COUNTY OF ALBANY

COST PROPOSAL FORM

PROPOSAL IDENTIFICATION:

Title: Consultant to provide Integrated Communication Plan
RFP Number: 2025-163

COMPANY:

ADDRESS:

CITY, STATE, ZIP:

TEL. NO.:

FAX NO.:

FEDERAL TAX ID NO.:

REPRESENTATIVE:

E-MAIL:

SIGNATURE AND TITLE

DATE

ATTACHMENT "A"
NON-COLLUSIVE BIDDING CERTIFICATE PURSUANT TO
SECTION 103-D OF THE NEW YORK STATE GENERAL MUNICIPAL LAW

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 organizations, 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 knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, prior to opening, to any bidder or to any competitor.

(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.

A bid shall not be considered for award nor shall any award be made where (1), (2), and (3) above have not been complied with; provided, however, that in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (1), (2), and (3) above have not been complied with, the bid shall not be considered for any award nor shall any award be made unless the head of the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customer of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph "A" above.

B. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, local law, and where such bid contains the certification referred to in paragraph "A" of this section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation

Signature

Title

Date

Company Name

ATTACHMENT "B"
ACKNOWLEDGMENT BY PROPOSER

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 20____, before me personally appeared _____ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he (or they severally) acknowledged to me that he (or they) executed the same.

Notary Public, State of _____

Qualified in _____

Commission Expires _____

If Corporation:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 20____, before me personally appeared _____ to me known, who, being by me sworn, did say that he resides at (give address) _____; that he is the (give title) _____ of the (name of corporation) _____, the corporation described in and which executed the above instrument; that he knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he signed his name thereto by like order.

Notary Public, State of _____

Qualified in _____

Commission Expires _____

If Partnership:

STATE OF _____)
COUNTY OF _____) SS.:

On the _____ day of _____, 20____, before me personally came _____, to me known to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he / she is a partner of the firm of _____ and that he / she has the authority to sign the same, and acknowledged that he / she executed the same as the act and deed of said partnership.

Notary Public, State of _____

Qualified in _____

Commission Expires _____

ATTACHMENT "C"
ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE

1. VENDOR IS: ☐ PRIME CONTRACTOR			
2. VENDOR'S LEGAL BUSINESS NAME		3. IDENTIFICATION NUMBERS a) FEIN # b) DUNS #	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD:		5. WEBSITE ADDRESS (if applicable)	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE		7. TELEPHONE NUMBER	8. FAX NUMBER
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>IN NEW YORK STATE, if different from above</i>		10. TELEPHONE NUMBER	11. FAX NUMBER
12. AUTHORIZED CONTACT FOR THE QUESTIONNAIRE Name Title Telephone Number Fax Number e-mail			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS.			
a) NAME	TITLE	b) NAME	TITLE
c) NAME	TITLE	d) NAME	TITLE
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A "YES," AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor. ☐ Yes ☐ No 			
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRICIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS: a) An elected or appointed public official or officer? <i>List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service</i> ☐ Yes ☐ No b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individuals name, business title or consulting capacity and the official political position held with applicable service dates.</i> ☐ Yes ☐ No			

16.	WITHIN THE PAST (5) YEARS, HAS THE VENDOR, ANY INDIVIDUALS SERVING IN MANAGERIAL OR CONSULTING CAPACITY, PRINCIPAL OWNERS, OFFICERS, MAJOR STOCKHOLDER(S) (10% OR MORE OF THE VOTING SHARES FOR PUBLICLY TRADED COMPANIES, 25% OR MORE OF THE SHARES FOR ALL OTHER COMPANIES), AFFILIATE OR ANY PERSON INVOLVED IN THE BIDDING OR CONTRACTING PROCESS:	
	a) 1. been suspended, debarred or terminated by a local, state or federal authority in connection with a contract or contracting process; 2. been disqualified for cause as a bidder on any permit, license, concession franchise or lease; 3. entered into an agreement to a voluntary exclusion from bidding/contracting; 4. had a bid rejected on an Albany County contract for failure to comply with the MacBride Fair Employment Principles; 5. had a low bid rejected on a local, state or federal contract for failure to meet statutory affirmative action or M/WBE requirements on a previously held contract; 6. had status as a Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise, de-certified, revoked or forfeited; 7. been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal government contract; 8. been denied an award of a local, state or federal government contract, had a contract suspended or had a contract terminated for non-responsibility; or 9. had a local, state or federal government contract suspended or terminated for cause prior to the completion of the term of the contract. b) been indicted, convicted, received a judgment against them or a grant of immunity for any business-related conduct constituting a crime under local, state or federal law including but not limited to, fraud extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct? c) been issued a citation, notice, violation order, or are pending an administrative hearing or proceeding or determination of violations of: 1. federal, state or local health laws, rules or regulations.	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No
17.	IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES 1 HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY? Indicate if this is applicable to the submitting vendor or affiliate. State whether the situation(s) was a claim, judgment, injunction, lien or other with an explanation. Provide the name(s) and address(es) of the agency, the amount of the original obligation and outstanding balance. If any of these items are open, unsatisfied, indicate the status of each item as "open" or "unsatisfied."	☐ Yes ☐ No
18.	DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO: a) file returns or pay any applicable federal, state or city taxes? <i>Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability.</i> b) file returns or pay New York State unemployment insurance? <i>Indicate the years the vendor failed to file/pay the insurance and the current status of the liability.</i> c) Property Tax <i>Indicate the years the vendor failed to file.</i>	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No
19.	HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR ITS AFFILIATES 1 WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR ITS AFFILIATES REGARDLESS OR THE DATE OF FILING? Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address and docket number. Indicate if the proceedings have been initiated, remain pending or have been closed. If closed, provide the date closed.	☐ Yes ☐ No
20.	IS THE VENDOR CURRENTLY INSOLVENT, OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ratio, Debt Ratio, Age of Accounts Payable, Cash Flow and any documents that will provide the agency with an understanding of the vendor's situation.	☐ Yes ☐ No

21. IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES¹ : ☐ Yes ☐ No
a) defaulted or been terminated on, or had its surety called upon to complete, any contract (public or private) awarded;

Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency.

¹ "Affiliate" meaning: (a) any entity in which the vendor owns more than 50% of the voting stock; (b) any individual, entity or group of principal owners or officers who own more than 50% of the voting stock of the vendor; or (c) any entity whose voting stock is more than 50% owned by the same individual, entity or group described in clause (b). In addition, if a vendor owns less than 50% of the voting stock of another entity, but directs or has the right to direct such entity's daily operations, that entity will be an "affiliate" for purposes of this questionnaire.

**ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE**

FEIN #

State of:)
) ss:
County of:)

CERTIFICATION:

The undersigned: recognizes that this questionnaire is submitted for the express purpose of assisting the County of Albany in making a determination regarding an award of contract or approval of a subcontract; acknowledges that the County may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine and/or imprisonment of up to five years under 18 USC Section 1001 and may result in contract termination; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned certifies that he/she:

- Has not altered the content of the questions in the questionnaire in any manner;
- Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;
- Has supplied full and complete responses to each item therein to the best of his/her knowledge, information ad belief;
- Is knowledgeable about the submitting vendor's business and operations;
- Understands that Albany County will rely on the information supplied in the questionnaire when entering into a contract with the vendor;
- Is under duty to notify the Albany County Purchasing Division of any material changes to the vendor's responses.

Name of Business

Signature of Owner _____

Address

Printed Name of Signatory _____

City, State, Zip

Title

Sworn before me this ____ day of _____, 20 ____;

Notary Public

Printed Name

Signature

Date

Attachment "D"
Certification Pursuant to Section 103-g
Of the New York State
General Municipal Law

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer 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 its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

Signature

Title

Date

Company Name

Schedule A

Schedule A shall include the following:

1. Albany County RFB #2025-163
2. Brawn Media Proposal

MEMORANDUM

TO: Pamela O'Neill
Purchasing Agent

FROM: Mark Olsen 
Executive Director
Shaker Place Rehabilitation and Nursing Center

DATE: December 30th, 2025

SUBJECT: Recommendation of Integrated Communications Plan Vendor

Pursuant to the submitted bids for RFP 2025-163 – Integrated Communications Plan, attached you will find the completed Rating Worksheet. The submitted bids are from Brawn Media, Impact Marketing + Communications, and Min Max 001 LLC.

The reviewers are:

Reviewer 1: Mark Olsen, Executive Director
Reviewer 2: Shawn Thelen, Deputy Executive Director
Reviewer 3: Jamie Tario, Director of Recruitment
Reviewer 4: Deronda Daniels, Director of Recreation

The top scoring bidder was Brawn Media. They have performed very good for the duration of their contracts and we look forward to working with them once again. My recommendation is to proceed with Brawn Media who is the lowest responsible bidder and overall top bid score.

The contract is for a two-year (24 month) period and may be renewed for two (2) additional years, in two (2) consecutive one-year intervals, with a not to exceed amount (2-yr) of \$205,194. The initial contract term will commence January 1st, 2026 and end December 31st, 2027.

If you have any questions, please feel free to contact us.

Attached: Master tabulation with facility totals (.xlsx and .pdf)





DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 820
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: Mark Olsen
Executive Director
Shaker Place Rehabilitation and Nursing Center

FROM: Pamela O Neill *Pamela*
Purchasing Agent

DATE: December 30, 2025

RE: RFP# 2025-163
Consultant to Provide Integrated Communications Plan

I am in receipt of your recommendation to award the aforementioned to Brawn Media in the amount to not exceed \$205,194 over a two-year (24 month) period.

I have reviewed your scoring sheets and believe that you have performed a thorough evaluation of the proposal(s) submitted. I have no objection to the selection of Brawn Media.

Please obtain the necessary contract approval of the Contract Administration Board, so that we may issue a Notice of Award.

Contract #: 2026-0034

Contract Type: standard

Contract Action: new

Procurement Type: State Contract

Department: Information Services A1680

Date Submitted: 01/07/2026

Contact Person: [Patrick Alderson],[David Berkun],[Sue Gross]

Contact Phone: 518-447-3033,518-447-7283,518-447-5612

Vendor Info: Control Network Communications

Estimated Amount: 125000

Scope of Services: Data Cabling at the Cohoes Community Center

Budget Line Item: HHYE.1680.22000E

Fiscal Impact:
County: 100.00
State: 0.00
Federal: 0.00

BID, RFP, RFQ Completed? Yes - State Contract

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Joanne Cunningham, Chairwoman
Albany County Legislature



DANIEL P. MCCOY
COUNTY EXECUTIVE

M. DAVID REILLY
COMMISSIONER

COUNTY OF ALBANY
DEPARTMENT OF MANAGEMENT AND BUDGET
DIVISION OF INFORMATION SERVICES
112 STATE STREET, ROOM 500
ALBANY, NEW YORK 12207
PHONE: (518) 447-7200 FAX: (518) 447-3000
www.albanycountyny.gov

PATRICK ALDERSON
CHIEF INFORMATION OFFICER

DAVID S. BERKUN
DEPUTY CHIEF INFORMATION OFFICER

January 7, 2026

Hon. Daniel P. McCoy
Albany County Executive
112 State Street, Room 1200
Albany, New York 12207

Hon. Bruce A. Hidley
Albany County Clerk
16 Eagle Street, Room 128
Albany, New York 12207

Hon. Joanne Cunningham, Chair
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Dear County Executive McCoy, Clerk Hidley, and Chairwoman Cunningham:

The Division of Information Services is requesting authorization to enter into an agreement with Control Network Communications for the installation of network cabling at the Gil Ethier Cohoes Community Center in accordance with the mini-bid released under NYS Contract 7720123150 (Intelligent Facility & Security Systems and Solutions). The project includes the installation of CAT6 data cabling and RG6 coaxial cabling from a central Main Distribution Frame (MDF) to designated endpoint locations at the site, and will support Wi-Fi access points, security cameras, and other network-connected devices. Control Network Communications shall provide all labor, materials, equipment, supervision, and testing for the project. The project cost will not exceed \$125,000. This project is part of Capital Plan project I2601, for which financing authorization has been approved pursuant to Resolution 25-530. Should you have any questions, please reach out to the Division of Information Services. Thank you for your consideration.

Sincerely,

Patrick Alderson

Patrick Alderson
Chief Information Officer

cc: Hon. Dennis A. Feeney, Majority Leader
Hon. Frank A. Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel

Project bid is for the installation of CAT6 network cabling at 22-40 Remsen Street in Cohoes. Walk through is currently scheduled for 12/18 830AM-1000 and an alternate date can be made if necessary of 12/19 830AM-1000 or soon thereafter.

Requesting bidder's response to install cabling under NYS Contract 7720123150 between our data closet (MDF) rack (https://www.dell.com/en-us/shop/dell-ar3100x717-netshelter-sx-42u-deep-rack-600mm-wide-x-1070mm-black-w-sides-doors/apd/a7522216/power-cooling-data-center-infrastructure?tfid=91049735&&gacd=9684992-1102-5761040-266906002-0&dgc=ST&SA360CID=20034015534&gclsrc=aw.ds&gad_source=1&gad_campaignid=20034015534&gbr aid=0AAAAADIIIXQeWIC3cggp4CzlyTOHaY9phH&gclid=EAlaIQobChMI08nU-OWukQMVqUtHAR102xDVEAQYASABEgLU D BwE#overview_section) and end-point data drops for Wi-Fi, Cameras, and other devices as indicated. Endpoint data drops will terminate into biscuit, in wall, or wall mount boxes (if not specified on drawings). Successful bidder will also include patch panels, hooks/ mounts, drops, boxes, etc from their state contract. Preliminary electronic drawing versions of the site will be provided before walk through and updated (if necessary) soon after.

- A 6' Service loop between MDF wall and rack to facilitate if rack needs to move for building maintenance.
- All cabling is to be Plenum (indicate if codes require other) rated with data cabling being CAT6 and Coaxial runs as RG6 and will be home runs from end points to MDF.
- Cabling run in drop ceilings should be laid in J-hooks (provide in bid) less than 4' apart and not exceed 50% fill ratio.
- Cabling may be run through walls (mostly block or concrete)
- Cabling transitioning floors will follow designated pathway and conduit.
- Cabling run in open areas to be contained in conduit or wiring channel.
- Both ends of CAT6 cables terminated/ punched down in female/ jack style connectors in TIA 568-B wiring configurations.
- Both ends of coax cables terminated in f-Jacks.
- Cabling, punch downs (ie: patch-panel/ data drop/ keystones) are to be brands Belden or CommScope; alternatives included in your state contract may be entertained but please denote.
- Use different color-coding of wires for different services (e.g., data, cameras, wifi, coax, etc).
- Documentation: Label every cable, patch panel port, and data drop uniquely at both ends per TIA-606-C standards. If drop ceiling, label crossbar nearby.
- Certification: All installed links must be tested and certified with a professional tester to ensure they meet performance standards.
- Fire stopping: Ensure all penetrations through fire-rated walls and floors are sealed with approved fire-stop materials to meet building codes and safety regulations at the conclusion of the install and testing process.

Optional, HDMI cable runs on project if it falls under your state contract.

Albany County Facilities Engineering - C:\Users\jaddar~1\ALB\AppData\Local\Temp\ApPublin_33932\CCC_Data_Layout.dwg [CCC_Upper_A1] December 15, 2025 - 3:11pm addario



LEGEND :

- Data Rack** RACK LOCATION – ALL CAT 6 WIRING WILL TERMINATE BACK TO THIS LOCATION. DATA RACK WILL REQUIRE 3x DEDICATED NEMA 20AMP QUAD OUTLETS
- 8 Upper Level** DOORS THAT SHOULD ALARM OR ALERT FRONT DESK.
- 9 Upper / 4 Lower** **18" Data** 2 CAT6 DATA DROPS (FEMALE LIKELY SURFACE BOX) AT 18 HIGH. ALSO REQUIRES A DUPLEX NEMA 20AMP OUTLET.
- 12 Upper** **Ex Cam** EXTERIOR CAMERA MOUNT LOCATION WITH 2 CAT6 DATA DROPS (FEMALE BISCUIT BOX) IMMEDIATELY INSIDE OR OTHERWISE PROTECTED AT 9.5'–11'. PENETRATE ABOVE DROP CEILING HEIGHT. 4 ARROWS INDICATES 360 CAM.
- 24 Upper / 13 Lower** **In Cam** INTERIOR CAMERA MOUNT LOCATION WITH 2 CAT6 DATA DROPS (FEMALE BISCUIT BOX) IN CEILING OR UNDER DEVICE WITH BREAKOUTS. MOUNT AT CEILING HEIGHT OR 9.5'
- 4 Upper** **Dr Cam** DOORBELL CAMERA LOCATION @ 4' HOPEFULLY RECESSED BOX LIKELY SINGLE GANG WITH WATER TIGHT COVER UNTIL CAM INSTALLED.
- 2 Upper / 2 Lower** **WiFi HuB** WIFI MOUNT LOCATION WITH 2 CAT6 DATA DROPS (FEMALE BISCUIT BOX) IN CEILING OR UNDER DEVICE WITH BREAKOUTS. MOUNT AT CEILING HEIGHT.
- 6 Upper / 3 Lower** **4' Data** 2 CAT6 DATA DROPS (FEMALE LIKELY LOW FORM FACTOR SURFACE BOX) AT 4' FOR TV OR TELEPHONE OR EVEN KRONOS TYPE CLOCK FOR EACH, ALSO REQUIRES DUPLEX NEMA 20AMP OUTLET.
- 5 Upper** **Card Sw** CARD SWIPE LOCATION DOOR ACCESS CONTROL @ 4' ADA HEIGHT HOPEFULLY RECESSED BOX LIKELY SINGLE GANG WITH WATER TIGHT COVER UNTIL INSTALLED.
- 1 Upper** **Rmt Buzz** REMOTE "BUZZ-IN"/ DOOR RELEASE, (MOMENTARY SUPERVISED DOOR UNLOCK) (WORKS WITH SECURITY DOOR STRIKE SYSTEM AT LOCATIONS DR1–DR4)
- 3 Upper** **HDMI** HDMI (FEMALE) BACK TO UNDER FRONT COUNTER LOCATION FOR COMPUTE DISPLAY (HDMI 2 & 3 ARE HOME RUNS TO HDMI 1)
- 4 Upper / 4 Lower** **TV** TV INFORMATION DISPLAY: 2 CAT6 DATA DROPS, w/RECESSED NICKEL SELF-TERMINATING F-CONNECTOR, (WHITE WP3481WH) QUAD SHIELD RG6 COAXIAL CABLE, SURFACE MOUNT BOX AT 6' ALSO REQUIRES DUPLEX NEMA 20AMP OUTLET.
- 1 Upper Pool Area** **Em Phone** EMERGENCY PHONE WILL HAVE A DEDICATED 20 AMP DUPLEX OUTLET, NEMA APPROVED, (EMERGENCY PHONE WILL BE WIRELESS)
- DEDICATED 20A DUPLEX NEMA APPROVED 4'–0" HIGH OUTDOOR OUTLET

NOTE:
ALL ELECTRICAL OUTLETS (DUPLEXES AND QUADS) MENTIONED AS AN ADDITIONAL FEATURE IN THE LEGEND, TO BE PLACED AT THE SAME HEIGHT OF THE MENTIONED DATA DROP, THIS EXCLUDES POWER THAT IS EXISTING WITHIN 2'–0" AND AT THE MENTIONED DATA DROP.

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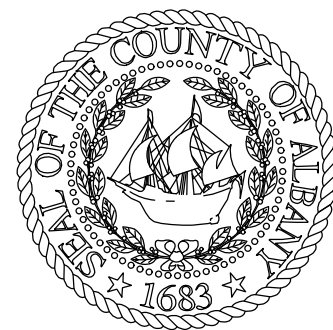
RFB DWG's xx/20xx

NOT FOR CONSTRUCTION

HALF SIZE
REPRODUCTIONS OF
RECORD PLANS

REV. #	DATE	BY	REMARKS	REV. #	DATE	BY	REMARKS
X				X			

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County of Albany
Department of General Services
Division of Facilities Engineering

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Gil Ethier

Albany County Athletic &
Community Center
21 Cayuga Street • Cohoes New York

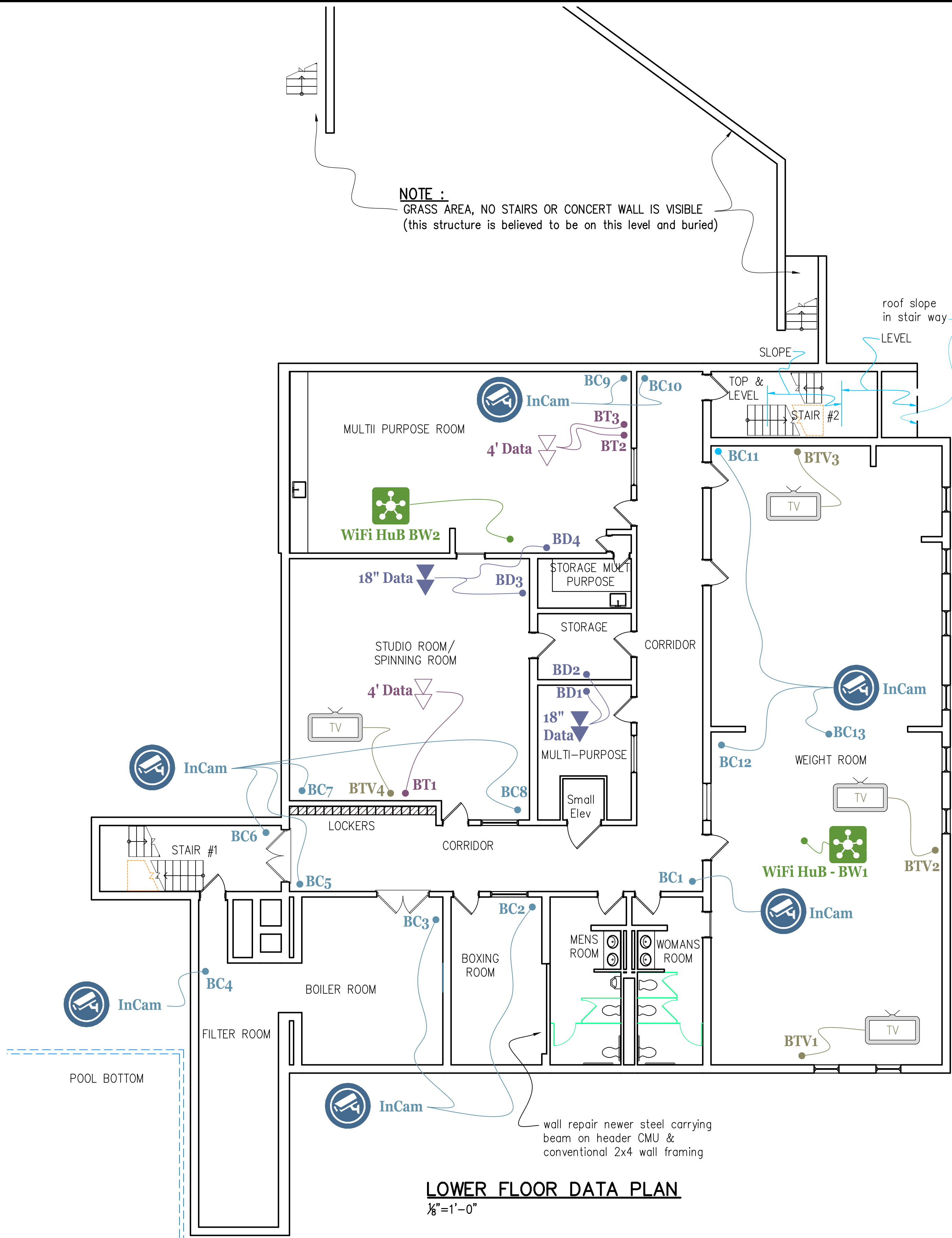
Main Floor Data

APPROVED BY:	X	SCALE:	AS SHOWN
DESIGNED BY:	X	DATE:	X
DRAWN BY:	X	PROJ. I.D. NO.:	RFB# X

DRAWING NUMBER :

EI
Data

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LOWER FLOOR DATA PLAN
1/8"=1'-0"

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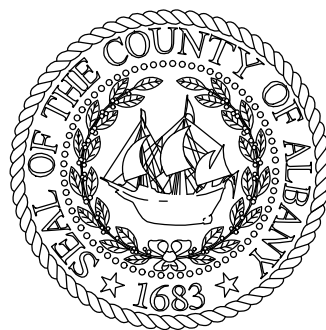
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RFB DWG's xx/20xx
NOT FOR CONSTRUCTION

HALF SIZE
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REV. #	DATE	BY	REMARKS	REV. #	DATE	BY	REMARKS
X				X			

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County of Albany
Department of General Services
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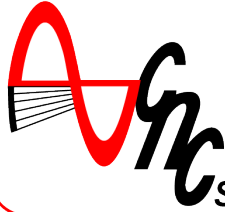
Gil Ethier

Albany County Athletic &
Community Center
21 Cayuga Street • Cohoes New York
Lower Floor Data

APPROVED BY: X	SCALE: AS SHOWN
DESIGNED BY: X	DATE: X
DRAWN BY: X	PROJ. I.D. NO.: RFB# X

DRAWING NUMBER :

E2
Data



Services of NY, Inc

PROPOSAL

12-30-25

CNC Services of New York respectfully submits for consideration. This proposal is for the data cabling installation for Cohoes Athletic and Community Center according to the plans and specs provided.

Scope of Work:

- Provide and install cat 6 CMP cables for locations as specified on the drawings. (Approximately 176 data cables, 3 HDMI cable, and 5 card reader locations)
- Provide cat 6 jacks, 48 port cat 6 Patch panels, and face plates.
- All terminations are to be completed in a new 42 u Great lakes GL780 data cabinet.
- Provided fire stop and sleeves as required.
- Install surface raceway were required.
- Provide test results and documentation per specification.
- Provide all submittals.
- Patch cords are not included for this installation.
- Provide all RCDD requirements.
- Provide Manufacturers extended warranty.
- Supply the shop drawings and as builds.

Proposal does not include:

- Sales tax
- Allowances
- Bonds
- Painting and patching of walls.
- Electrical circuits are not included in this proposal.

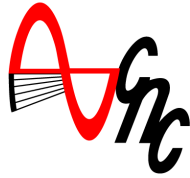
Pricing:

Tel Data Section \$103,002.40

Itemized unit price attached

Thank you for considering CNC for this project. If you have any questions regarding this Proposal, please feel free to contact me at 518-858-2779.

Sincerely,
Steve Rinkewich RCDD



Services of NY, Inc

2 Cooper Ave, Suite 01
Rensselaer, New York 12144

(518) 862-9121
FAX (518) 862-9130

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