

**RFB-2026-001**

BROOME COUNTY  
DIVISION OF PURCHASING  
NOTICE TO BIDDERS

ORIGINAL	<input type="checkbox"/>
DUPLICATE	<input type="checkbox"/>
<hr/>	
Company Name	

**BID TITLE: PURCHASE OF HANDHELD/ CEMETERY FLAGS**

**IMPORTANT NOTICE – BID/RFP DISTRIBUTION**

The County of Broome officially distributes bidding documents through the Empire State Purchasing Group ([www.bidnetdirect.com/new-york/broome-county](http://www.bidnetdirect.com/new-york/broome-county)). Copies from any other source are not considered official copies. Only those proposers who obtain bidding documents from the Empire State Purchasing Group are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Empire State Purchasing Group, it is recommended that you obtain an official copy by registering with this service.

ONE (1) ORIGINAL, ONE (1) DUPLICATE and ONE (1) ELECTRONIC COPY ON USB (no CDs please), of the bid shall be delivered or mailed, with any required data, in a **SEALED ENVELOPE**, which shall be properly identified with the following required information:

1. **BIDDER'S FULL NAME & ADDRESS**
2. **THE BID TITLE (SEE ABOVE)**
3. **BID NUMBER (UPPER LEFT)**

Submit proposals to:

**BROOME COUNTY DIVISION OF PURCHASING  
60 HAWLEY STREET, 2ND FLOOR  
EDWIN L. CRAWFORD COUNTY OFFICE BUILDING  
BINGHAMTON, NEW YORK 13901**

**BIDS SHALL BE SUBMITTED AND RECEIVED IN THE DIVISION OF PURCHASING UPTO AND INCLUDING 2:00 PM., WEDNESDAY, FEBRUARY 4, 2026**

***LATE BIDS - All bids received after the deadline date and time stated above will not be considered and will be returned unopened to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the County. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having the bid deposited on time at the place specified.***

Bids shall be publicly opened and read aloud at 2:30 PM, on the above date, in a designated area assigned by the Division of Purchasing. If attending, please check with the Division of Purchasing on the second floor of the Edwin L. Crawford County Office Building for instructions as to where the bid opening will be held.

- 1.0 Facsimile machine or electronic bid responses will not be accepted.
- 2.0 Bidders may seek interpretation of the meaning of any of these specifications or other contract documents. Every request for interpretation should be addressed to the designated contact person(s) listed in the specifications no later than five (5) working days prior to the date set for bid opening. Notice of all such interpretations and any supplemental instructions may be sent to all bidders of record, in the form of addenda to the specifications. All addenda so issued will then become a part of the contract documents.
- 3.0 **All Bidders must complete, sign and submit the original and duplicate copies of the enclosed bid documents. (Extra copies of these forms should be made and retained by the bidder.)**

4.0 **CANCELLATION** - The County reserves the right to terminate this agreement at any time upon thirty (30) days written notice to the other party. In the event of a default and cancellation of the contract, the bidder shall be responsible for payment to Broome County of a sum equal to the additional contract costs to the County.

**CANCELLATION DUE TO NON-APPROPRIATION OF FUNDS/LEASES** - Broome County reserves the right to cancel the contract if the County Legislature, during the enactment of the County Budget, fails or declines to appropriate money for the continuation of the lease(s).

5.0 **REJECTION OF BIDS** - Broome County reserves the right to reject all bids not considered to be in the best interests of Broome County or to waive any informalities in bids received, should such procedures be in the best interests of the County.

6.0 **ASSIGNMENT** - It is mutually understood and agreed that the successful bidder/proponent shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or the right, title, or interest therein, or his power to execute such contract, to any other person, company, or corporation without the express, previous, written consent of Broome County.

7.0 **REGULATORY COMPLIANCE** - The contractor represents that all goods and services provided shall comply with all applicable standards, rules, and regulations in effect for the requirements of federal, state and local laws and regulations as applicable, including the Consumer Product Safety Act, Occupational Safety and Health Act, as amended, or other applicable laws or regulations.

**USE OF FORKLIFTS AND RELATED EQUIPMENT: 29 CFR 1910.178(D)(1)** contains safety requirements relating to fire protection, design, maintenance and use of fork trucks, tractors, platform lift trucks, motorized hand trucks and other specialized industrial trucks powered by electric motor or internal combustion engines. Broome County requires that all vendors that use "light industrial trucks", as the term is defined by OSHA, provide written proof of training on the piece of equipment to be used for each employee that will use it (commonly referred to as a "forklift license". The written documentation must certify that the operator training meets or exceeds the OSHA standard. This mandate applies to all vendors' employees, independent contractors, and subcontractors. Failure to follow this standard shall be a material breach of your contract with Broome County. In the event of such a material breach, Broome County may exercise any/all its right at law, in equity and/or as recited in this contract.

8.0 **WITHDRAWAL - ERRORS - RESCISSION OF BID**

A. No Bid may be withdrawn after the bid deadline unless no award has been made within forty-five (45) days of bid opening.

B. In the case of a unilateral bid mistake, or error, by a Bidder, on any bid proposal, legislation allows the Bidder to withdraw the bid after showing that:

- 1) The mistake was known, or made known to the "County, Board, or Purchasing Agent" **PRIOR** to the awarding of the contract, or within three (3) days after the bid opening, whichever period is shorter.
- 2) The price bid was based on an error of such magnitude that enforcement would be unconscionable.
- 3) The bid was submitted in good faith and the Bidder submits credible evidence that the mistake was a clerical error rather than a judgmental error.
- 4) The error was due to an unintentional substantial mathematical error, or unintentional omission of a substantial quantity of work, labor, material, or services, made directly in the compilation of the bid (which error or omission can be shown by objective evidence drawn from certain listed documents); and
- 5) It is possible to put the County in "status quo ante".

**THE SOLE REMEDY FOR SUCH BID MISTAKE IS WITHDRAWAL OF THE BID AND THE RETURN**

**OF ANY BID SECURITY. ANY AMENDMENT OR REFORMATION OF THE BID IS EXPRESSLY PROHIBITED.**

**C. ERRORS**

Any errors in the bid award which are the fault of the County must be forwarded, in writing, to the Broome County Division of Purchasing within five (5) working days of the notification award. No corrections will be made beyond that date. If errors on the part of the County are discovered too late to be corrected, we will issue a "no award" on those affected items and re-bid or quote.

**9.0 RESCISSION OF AN AWARD**

After an award has been made by the County, and all participating agencies notified, there will be a \$250 charge to vendors who then discover a mistake in their bid award and want the award rescinded. It is costly for the County to re-figure bid awards, notify all agencies involved and change all our records.

Vendors should be careful in figuring their bids **prior to** submission. The vendor requesting a bid rescission will be billed by the Division of Purchasing. If the bill is not paid by the vendor, the entire award may be rescinded, and the vendor's responsibility may be questioned for future bids.

If the successful bidder exhibits a history of back orders or delayed deliveries, the County of Broome reserves the right to rescind their award and the vendor's responsibility may be questioned for future bids.

- 10.0 If the bid is for furnishing supplies, materials, equipment, or services and is based upon a QUANTITY ESTIMATE, the bidder shall agree to furnish additional quantities, if required, at the price bid for the term of the contract.
- 11.0 **TAX EXEMPT STATUS** - Broome County is a political subdivision of the State of New York and as a government entity, is exempt under Purchase Tax Law, Section 1116. Broome County is not issued an exempt organization certificate or an ST119 with an exemption number by the New York State Department of Taxation and Finance. A copy of a Broome County Voucher, Purchase Order, or Petty Cash Form are the only certifications the vendor is required to keep for documenting the tax-exempt sale. Contractor's questions concerning Broome County's tax-exempt status should be directed to the Department of Audit and Control (607) 778-2178.
- 12.0 Price discrepancies between prices written in figures and prices written in words - the written words will be accepted as the price bid. In cases where price discrepancies written in figures between the unit price(s) and the extended totals, the unit price(s) will be accepted as the price bid.
- 13.0 Broome County reserves the right to evaluate and/or reject all bids in whole or in part, and to waive technicalities, irregularities, and omissions, if, in the County's judgment, the best interests of Broome County will be served.
- 14.0 The words, "officer" or "officer of the company", means anyone having the "authority" to obligate their principal in the bidding and contract process. This person will provide documentation that they have this authority and will furnish the documentation within 72 hours, when requested, or be considered indicative of non-responsibility and will not be given further consideration.
- 15.0 Broome County also reserves the right to REVISE or AMEND the bid specifications prior to the bid opening date by WRITTEN ADDENDA for reasons other than 2.0 above.
- 16.0 **COUNTY CONTRACTS/NEW YORK STATE CONTRACTS** - Broome County Reserves the right to purchase from other Municipal contract(s), New York State contracts and/or Cooperative contracts as allowed by law.
- 17.0 **DELIVERY** - If the successful bidder fails to deliver within the time specified, or within a reasonable time

as determined by the Broome County Purchasing Agent or fails to make immediate replacement of rejected items when so requested or as directed by the appropriate County Department, Broome County reserves the right to purchase the same or similar item(s) from other sources to replace the item(s) rejected or not delivered.

- ▶ On all such purchases, the Bidder agrees to reimburse the County promptly for excess costs occasioned by such purchases. Should the cost be less, the successful Bidder shall have no claim to the difference. Such purchases will be deducted from the estimated quantity.
- ▶ Reimbursement to the County, as noted above, may be in the form of a “credit”, issued by the vendor and deductible from a current or future invoice. The request for credit will be documented by the ordering department, on a Broome County “charge back form”.

18.0 Should any of the instructions/information in the attached bid package vary from the above, the bid package instructions/information will take precedence.

19.0 **CONTRIBUTION STATEMENT & GIFT STATEMENT**

- A. Election law signed statements. The county shall require a signed statement for any contract or agreement that requires formal bidding under the New York State General Municipal Law, the Broome County Charter or Local Law of Broome County that the professional business entity has not made a contribution within one calendar year immediately preceding the date of the contract or agreement which exceeded the permitted thresholds set forth in article 14 of the Election Law of the State of New York.
- B. Gifts signed statement. The county shall require a signed statement for any contract or agreement that requires formal bidding under the New York State General Municipal Law, the Broome County Charter or Local Law of Broome County that discloses all gifts given, if any, by the bidding professional business entity to any officer or employee of the County of Broome.

20.0 **PROPOSAL**

Persons desiring to make a proposal shall use the proposal blank prepared and attached hereto. The blank places in the proposal must be filled in as noted and no change shall be made in the phraseology of the proposal or in the items mentioned herein. The specifications attached hereto are to be considered as and shall form a part of the agreement.

Each proposal shall specify the correct gross or lump sum and shall also specify the unit prices for each of the separate items if called for in the proposal. In case the amounts shown in words and the equivalents in figures do not agree, the written words shall be considered binding.

21.0 **IRANIAN ENERGY SECTOR DIVESTMENT**

1. Contractor/Proposer hereby represents that said Contractor/Proposer is compliant 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.

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.

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

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, therefore. 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:

- a. 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
- b. The County of Broome 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 Broome 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.

## **22.0 EXECUTIVE ORDER 177 REGARDING ANTI-DISCRIMINATORY POLICIES AND PRACTICES**

The New York State Human Rights Law, Article 15 of the Executive Law, prohibits discrimination and harassment based on age, race, creed, color, national origin, sex, pregnancy or pregnancy-related conditions, sexual orientation, gender identity, disability, marital status, familial status, domestic violence victim status, prior arrest or conviction record, military status or predisposing genetic characteristics. The Human Rights Law may also require reasonable accommodation for persons with disabilities and pregnancy-related conditions. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the essential functions of a job in a reasonable manner. The Human Rights Law may also require reasonable accommodation in employment on the basis of Sabbath observance or religious practices.

Generally, the Human Rights Law applies to:

- all employers of four or more people, employment agencies, labor organizations and apprenticeship training programs in all instances of discrimination or harassment;
- employers with fewer than four employees in all cases involving sexual harassment; and,
- any employer of domestic workers in cases involving sexual harassment or harassment based on gender, race, religion, or national origin.

In accordance with Executive Order No. 177, the Bidder hereby certifies that it does not have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected status under the Human Rights Law.

Executive Order No. 177 and this certification do not affect institutional policies or practices that are

protected by existing law, including but not limited to the First Amendment of the United States Constitution, Article 1, Section 3 of the New York State Constitution, and Section 296(11) of the New York State Human Rights Law.

23.0 **EXECUTIVE ORDER 16 CONTRACTING WITH BUSINESSES CONDUCTING BUSINESS IN RUSSIA**

Executive Order No. 16 provides that “all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.” The complete text of Executive Order No. 16 can be found [here](#).

The Executive Order remains in effect while sanctions imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations.

As defined in Executive Order No. 16, an “entity conducting business operations in Russia” means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership.

24.0 **STATE FINANCE LAW §139-M GENDER-BASED VIOLENCE AND THE WORKPLACE**

Effective November 5, 2025, State Finance Law § 139-m requires a bidder certification on Gender-Based Violence and the Workplace for competitive New York State procurements. The certification must be subscribed to and affirmed under penalty of perjury and confirms the bidder has implemented a written policy addressing gender-based violence and the workplace and has shared that policy to all employees, directors, and board members.

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 the bidder has and has implemented a written policy addressing gender-based violence and the workplace and have provided such policy to all of its employees, directors and board members. Such policy shall, at a minimum, meet the requirements of subdivision 11 of section five hundred seventy-five of the executive law.

**NOTICE: All bids received that lack:**

- 1) a Signed Proposal;**
- 2) a Signed Non-Collusive Bidding Certificate;**
- 3) Samples when requested; or**
- 4) Bid Bond / Check, when required, *will be rejected as being non-responsive at the formal public bid opening.***

**A BID BOND IS NOT REQUIRED FOR THIS BID.**

The County procurement officer(s) or employee(s) conducting the bid opening will document the non-responsiveness orally and in writing. The non-responsive bid will not be publicly read and will not be returned to the bidder.

**EXTENSION OF CONTRACT TO NON-BROOME COUNTY GOVERNMENT AGENCIES AND OPEN TO BROOME COUNTY POLITICAL SUBDIVISIONS**

**It is the intent of this invitation for bid that Non-Broome County Government Political Subdivisions and others authorized by law and located in the county of Broome, to participate in the contract awarded.**

The County also reserves the right to allow all municipal and not for profit organizations authorized under the General Municipal Laws of the State of New York, to purchase any goods and/or services awarded as a result of this bid in accordance with the latest amendments to NYS GML 100 through 104. However, it is understood that the extension of such contracts is at the discretion of the vendor and the vendor is only bound to any contract between the County of Broome its participating Political Subdivisions and others authorized by law and located in the County of Broome and the vendor.

All orders will be placed by the ordering Non-Broome County Government Agency and shall be billed and make payment to the Vendor/Contractor. All Non-Broome County Government Agencies are required to make payments directly to the Vendor/Contractor.

Upon request, non-Broome County Government agencies must furnish the Vendor/Contractor with the proper tax exemption certificate or documentation of tax-exempt status. (Purchase orders should have this information and be retained for documenting the tax-exempt sale.)

All participating Non-Broome County Government agencies and Bidders understand, acknowledge and agree that the sole responsibility in regard to performance of the contract, of any obligation, covenant, condition or term thereunder by either such party, thereto shall be borne and is expressly assumed by the participating Non-Broome County Government agencies and contractors and not by Broome County Government. In the event of a failure or breach in performance of any such contract by a non-Broome County Government agency or contractor, the Broome County Government specifically and expressly disclaims any and all liability for such defective performance or breach, and the eligible participating Non-Broome County Government agencies and contractors, agents and employees harmless from any liability that may be or is imposed by the failure of either party to perform in accordance with its obligations, covenants and the terms and conditions of this Broome County Government centralized contract.

## Risk Management & Insurance Specifications

<b>Project Description or Contract Number</b>	Annual purchase of flags for 3 years.	
<b>Date Issued</b>	January 15, 2026	
<b>Vendor name (“Contractor”)</b>	TBD	
<b>County Department</b>	Veteran’s Service Agency	Michelle Barnett x2147

NO INSURANCE REQUIREMENTS NECESSARY FOR THIS AGREEMENT, AS STATED BY THOMAS DELLAPENNA, RISK MANAGER, on January 15, 2026.

BROOME COUNTY  
DIVISION OF PURCHASING  
SPECIFICATIONS  
FOR

**PURCHASE OF HANDHELD/CEMETERY FLAGS**

All bids shall be submitted in accordance with the attached instruction sheets.

**CONTRACT & TERM**

The bid specifications herein delineated and the terms of the Purchase Order(s) shall constitute the contract referenced herein.

The term of the contract will be for three years and will commence on or about February 1st, 2026, and terminate on January 31, 2029 following the approval of the County's Board of Acquisition and Contract (BAC), execution of a standard Broome County Contract **and** receipt and approval of a satisfactory '*certificate of insurance w/endorsement*'.

BASE CONTRACT: February 1, 2026 through January 31, 2029

**CONTRACT- ESCALATION / DE-ESCALATION**

On February 1<sup>st</sup> of each subsequent contract year, the amount payable may be increased, decreased or remain the same upon mutual negotiation and in accordance with the applicable change or no change in the Consumer Price Index-All Urban Consumers (Current Series) Northeast (All Items) (Not Seasonally Adjusted), hereinafter referred to as CPI.

The method for determining the actual increase or decrease in the CPI shall be as follows:

1. Determine the last month of current contract;
2. Using the last month of the current contract, count back in time a total of four (4) calendar months ("Ending CPI"); go back in time to the same month one year earlier ("Beginning CPI"). The increase or decrease in the renewal pricing will be based on this period, which will be called Broome County's Designated CPI Base Year.
3. Determine the difference between the Ending CPI and the Beginning CPI and divide this difference by the Beginning CPI to determine the Escalation or De-escalation percentage.

**DETAILED MINIMUM SPECIFICATIONS**

The Broome County Division of Purchasing, on behalf of Broome County Veteran's Services wishes to secure the best price for 21,600 (150 gross) handheld/cemetery flags.

The following specifications are MINIMUM SPECIFICATIONS ONLY and are NOT meant to be exclusionary.

Explanation and Justification of any differences should be note on the "Variations and Justification" sheet found in this bid packet. Additional sheets may be used, when necessary, but all information must be in duplicate.

- Flags shall be United States flags
- Flag size shall be 12 x 18" handheld
- Flag shall be of 100% cotton fully hemmed on all four sides

- Flag shall have true “Old Glory” blue and red colors
- Stars shall be 11/16” tip to tip
- Dowel shall be 30” x 3/8” diameter and made of wood
- There shall be a wooden, 2” gold spear on the end of the dowel
- Flag shall be attached to dowel with four (4) 20 gage wire staples that have ½” crown and ¼” legs
- Flags shall be manufactured in the United States
- **Any delivery fee shall be included in the total proposed**
- **A SAMPLE FLAG MUST BE SUBMITTED – Failure to provide a sample with your bid may deem your bid non-responsive and no further consideration will be given.**

### **DEPARTMENT CONTACT**

Mr. Brian Vojtisek of the Broome County Veteran's Services will serve as the contact person and for this bid. He may be reached via email with general questions at: [brian.vojtisek@broomecountyny.gov](mailto:brian.vojtisek@broomecountyny.gov)

### **DELIVERY / INSPECTION**

**Delivery MUST be completed no later than April 24, 2026**

The quality of the flags will be determined at time of delivery. Should it be found that the quality of the product is not satisfactory, and the requirements of the specifications are not being met, the Division of Purchasing acting on behalf of the user Agency or on its own behalf, may terminate the contract, and return the product at the expense of the contractor.

### **PRICING**

All bids shall be made on a price per unit

All prices proposed shall include all costs deliver cemetery flags to Broome County.

All prices proposed shall exclude all taxes, as Broome County, by law, is tax exempt.

### **AWARD**

Award shall be made to the responsible bidder proposing the lowest grand total, whose proposal complies with all provisions to render it formal and legal and whose proposal is considered adequate to the best interests of Broome County.

**NOTE:** Cash Discounts, offered by bidders for accelerated payment, will **NOT** be considered in the evaluation of proposals.

Broome County reserves the right to reject all bids not considered to be in the best interests of Broome County.

Bidders may withdraw their bids if no award has been made within forty-five (45) days of bid opening.

**PAYMENT / NET-30**

The successful Vendor(s) will furnish **detailed** invoicing to: Broome County Veteran's Services 11 Frederick St. Binghamton, NY 13901

Payment will be made in accordance with the terms on the face of the order, or the Seller's invoice, whichever is more favorable to Broome County. For purposes of any applicable cash discount, payment date therefore shall be calculated from the receipt of invoice or final acceptance of the goods, whichever is later.

**INSURANCE**

The successful bidder will be expected to have the certificate of insurance and endorsement for their certificate submitted to Broome County within 2 weeks of the award or request from Broome County

BROOME COUNTY  
DIVISION OF PURCHASING  
PROPOSAL SHEET  
(Cont'd)

FOR

**PURCHASE OF HANDHELD/CEMETERY U.S. FLAGS**

1. COST PER FLAG: \$ \_\_\_\_\_

---

(Cost per flag in words.)

2. COST PER FLAG: \$ \_\_\_\_\_ X 21,600 = \$ \_\_\_\_\_  
(Item 1) (Grand Total)

---

(Grand total for flags *delivered* to Broome County in words.)

*Any delivery fee shall be included in price.*

*Delivery MUST be completed no later than April 24, 2026*

**BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.**

BROOME COUNTY  
DIVISION OF PURCHASING  
PROPOSAL SHEET

The undersigned proposes and offers to furnish and deliver, for Broome County, the above titled product or service, the specifications for which are attached. This proposal and offer is guaranteed to fulfill the minimum specifications as prepared by Broome County.

\*\* This submission constitutes a certification that no Broome County Officer or employee has any interest herein. In the event that any Broome County Officer or employee has any such interest, the full nature thereof shall be disclosed.

NAME OF COMPANY: \_\_\_\_\_

ADDRESS OF COMPANY: \_\_\_\_\_

NAME & TITLE OF  
OFFICER OR PERSON  
SIGNING THIS BID: \_\_\_\_\_

SIGNATURE:  \_\_\_\_\_ 

DATE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

800 NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

The guaranteed delivery to Broome County shall be April 24, 2026.

NOTE: By signing and submitting this bid for consideration by Broome County, the vendor acknowledges that they have read, understand and agree to all aspects of the specifications as presented without reservation or alteration. The signer acknowledges that he/she is authorized to submit this bid.

**BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.**

BROOME COUNTY  
DIVISION OF PURCHASING  
**VARIATION AND JUSTIFICATION SHEET**

     **I do not have any variations to the published specifications**

     **I have variations to the published specifications (explanation below):**

**NOTICE:**

\*Make as many additional copies as necessary to factually document variances. Failure to properly document variances, etc., will be indicative of non responsiveness and no further consideration will be given

**BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.**

## NON-COLLUSION BIDDING CERTIFICATE

### NON-COLLUSIVE BIDDING CERTIFICATION:

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

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

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

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition."

---

NAME OF COMPANY



---

SIGNATURE & TITLE OF SIGNER

### NOTE:

A bid shall not be considered for award nor shall any award be made where (a) (1), (2) and (3) above have not been complied with; provided, however, that if 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 reason therefore. Where (a) (1), (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of 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 customers 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 subparagraph one (a).

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, or local law, and where such bid contains the certification referred to in subdivision one 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 signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

**BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.**

**ELECTION LAW STATEMENT:**

I, \_\_\_\_\_ state that I am the \_\_\_\_\_ of  
(Type or print name of individual) (Position)

\_\_\_\_\_. In the calendar year immediately preceding the date of this  
(Vendor)

Statement, \_\_\_\_\_ has not made a contribution which exceeded  
(Vendor)

the permitted thresholds (thresholds limits are available at the Broome County Board of

Elections) set forth in Article 14 of the Election Law of the State of New York.

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of individual)

**BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.**

**GIFTS STATEMENT**

**Gifts signed statement:** The County shall require a signed statement for any contract or agreement that requires formal bidding under the New York State General Municipal Law, the Broome County Charter or Local Law of Broome county that discloses all gifts given, if any, by the bidding professional business entity (the bidder) to any officer or employee of the County of Broome.

CERTIFICATION

I, \_\_\_\_\_ state that I am the \_\_\_\_\_ of  
(Print or type name of individual) (Position)

\_\_\_\_\_. In the calendar year immediately preceding  
(Vendor)

the date of this Statement, \_\_\_\_\_ has made the following gifts  
(Vendor)

to Officers and / or Employees of the County of Broome:

Name of County Officer / Employee and item description	Value of Gift
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

(add additional sheets if necessary)

\_\_\_\_\_ I did not provide gifts to Officers or Employees of Broome County

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of individual)

**BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.**

**IRANIAN ENERGY DIVESTMENT 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 therefore. 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

**BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.**

**INSURANCE ACKNOWLEDGEMENT**

**THE FOLLOWING INSURANCE ACKNOWLEDGEMENT MUST BE COMPLETED, SIGNED AND SUBMITTED WITH BID. HOWEVER, THE CERTIFICATE OF INSURANCE AND RELATED ENDORSEMENT(S) MUST BE PROVIDED BY THE AWARDED BIDDER PRIOR TO THE ISSUANCE OF A CONTRACT OR PURCHASE ORDER.**

The \_\_\_\_\_, if a successful bidder, agrees to provide  
(Company Name)  
an insurance certificate w/endorsement, in compliance with the insurance requirements set  
forth in this bid:

**Authorized Signature**  \_\_\_\_\_ 

Name & Title of  
Authorized Signer: \_\_\_\_\_

Dated: \_\_\_\_\_

Insurance Agency: \_\_\_\_\_

Address of Agency: \_\_\_\_\_

Contact Person  
at Agency: \_\_\_\_\_

Phone Number  
of Agency: \_\_\_\_\_

**BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.**



must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

**Caution:** If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

**By signing the filled-out form**, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

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

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

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

**Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding.** Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

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

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

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

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

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

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

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

## What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

## Penalties

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

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

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

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

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note for ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or “doing business as” (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner’s name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

### Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

### Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

**Note:** A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

### Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5. <sup>2</sup>
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

<sup>1</sup> See Form 1099-MISC, Miscellaneous Information, and its instructions.

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

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/EIN](http://www.irs.gov/EIN). Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

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

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

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

## Part II. Certification

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

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

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

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

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

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

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

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

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

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

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

\* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

\*\* For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

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

## Secure Your Tax Records From Identity Theft

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

To reduce your risk:

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

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

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

**Protect yourself from suspicious emails or phishing schemes.**

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

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

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Go to [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

BROOME COUNTY  
DIVISION OF PURCHASING  
BIDDERS' CHECK LIST

	YES	NO
1. I have read <b>ALL</b> of the instructions and specifications.	_____	_____
2. I have filled in <b>ALL</b> of the blank spaces.	_____	_____
3. I have furnished, <b>IN DUPLICATE</b> , all required information, if applicable (e.g. descriptive literature, MSDS, specifications,)	_____	_____
4. I am an officer of the company.	_____	_____
5. I have the <u>authority</u> to obligate my company under the laws of the State of New York.	_____	_____
6. I am returning the signed original, a duplicate and a Digital copy of the following: (Check the appropriate boxes on top right of page 1)		
a.) Specifications	_____	_____
b.) Proposal Sheet(s)	_____	_____
c.) Non-Collusive Bidding Certificate	_____	_____
d.) Election Law Statement	_____	_____
e.) Gifts Statement	_____	_____
f.) Iranian Divestment Certification	_____	_____
g.) Insurance Requirements	_____	_____
h.) Variation & Justification	_____	_____
i.) Bid Bond (if required)	_____	_____
j.) Samples (if requested)	_____	_____
k.) W-9	_____	_____
l.) Bidder's Checklist	_____	_____
7. I have made copies for my records.	_____	_____
8. I have indicated the bid title and date on the sealed envelope.	_____	_____
9. If successful, the " <b>insurance requirements certificate</b> ", from an insurance company licensed to do business by New York State, will be <u>provided within ten working days after notification of the award.</u>	_____	_____
10. I have provided the necessary information for responsibility questions, if applicable ( <b>IN DUPLICATE</b> )	_____	_____



\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME (TYPED OR PRINTED)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY NAME

***NOTICE: All bids received that lack 1) a signed Proposal; 2) a Non-Collusive Bidding Certificate; 3) a Bid Bond / Check, when required, or 4) Samples when required, will be rejected as being non-responsive at the formal public bid opening. The County procurement officer/s or employees conducting the bid opening will document the non-responsiveness orally and in writing. The non-responsive bid will not be publicly read and will not be returned to the bidder.***

**BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.**