

JEFFERSON COUNTY PURCHASING DEPARTMENT  
HISTORIC COURT HOUSE, 195 ARSENAL STREET  
WATERTOWN, NEW YORK 13601-2565  
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Date of Notice: April 4, 2022

Notice to Bidders

In accordance with Section 103 of General Municipal Law, State of New York, Jefferson County (herein called the County) invites the submission of sealed bids for:

**BID #22-23 – OFFICE FURNITURE AND EQUIPMENT FOR JEFFERSON COUNTY**

Bids will be received by the County until **TUESDAY, APRIL 26, 2022, AT 3:30PM, EST.**, at the office of the Purchasing Department, 195 Arsenal Street, Watertown, New York 13601. Bids may not be submitted via fax or email, and all bids submitted must remain valid for up to forty-five (45) days from the date of the bid opening. No bids will be considered if received after the due date and time and the Purchasing Department shall assume no responsibility for the premature opening of any bid not properly addressed and identified.

Copies of this bid may be examined and copies obtained at the County Purchasing Department. The County reserves the right to reject any and all bids received.

All questions regarding this bid should be submitted in writing (mail, fax, or email) to the County Purchasing Department.

## INSTRUCTIONS TO BIDDERS & GENERAL REQUIREMENTS

1. With submission of a bid, a Bidder agrees to be bound by the requirements set forth in the following general conditions. Whenever reference is made to "Contractor", "Bidder", or "Vendor", this shall include the party with whom the County has entered into an agreement, as well as any subcontractors whom the Bidder has engaged.
2. The County does not assume responsibility for errors or misinterpretations resulting from the use of incomplete sets of documents or documents that were not directly issued by the Jefferson County Purchasing Department. Any Vendor submitting a bid based on incomplete or inaccurate information resulting from documentation received from a third party shall not have cause for relief or completion of a contract in accordance with the official documents on file with the Purchasing Department. Verbal explanations or instructions regarding this bid provided by anyone other than an employee of the Purchasing Department shall be considered informal and will not be binding on the County unless confirmed in writing as an amendment to this solicitation, if such information is deemed necessary for the preparation of uniform bids. The County reserves the right to "Revise" or "Amend" the bid specification prior to the bid opening date by "Written Addenda"  
Prior to submission of a bid it is the responsibility of each Bidder to become fully familiar with the requirements of this solicitation. No Bidder may plead misunderstanding because of the misinterpretation of estimates, scope of work, or other issues related to this request. It shall be the responsibility of each Bidder to identify any apparent discrepancy in the specifications or question of interpretation thereof. Failure to do so constitutes acceptance as written. The apparent silence of this specification as to any details or the omission from it of a detailed description concerning any part shall be interpreted as meaning that only the best commercial practices are to prevail and that only materials and workmanship of first quality are to be used. The County shall have the right to waive any technical defect, qualification, omission, informality, or irregularity in any bid received if, in its judgment, the best interest of the County shall thereby be served. **The County will issue no response to any request for clarification received within seven (7) days of the due date.**
3. Bids should be submitted in a sealed envelope marked with the name of the bid and the words "SEALED BID" written on the outside of the envelope. Please submit three (3) copies one (1) original unbound two (2) copies. No employee in the Purchasing Department will be held liable for the premature opening of any bid received not designated as such. Bids submitted by **FAX OR E-MAIL** will not be accepted.
4. Taxes. No charge will be allowed for federal, state, sales, and excise taxes from which the County is exempt. Exemption Certificates will be provided upon request.
5. Deviations. Deviations to the specifications must be fully explained, and if judged to be in the best interest of the County, may be accepted at the sole discretion of the County.
6. Each bidder affirms that all figures provided are correct to the best of their knowledge and understands that Jefferson County will not be responsible for any errors or omissions on the part of the bidder regarding estimates, calculations, or preparation of the bid, and will not be grounds for withdrawal or correction of the bid or bid security except as provided under General Municipal Law. In case of errors between unit and extension of prices, the unit price will govern.
7. Award. The County has endeavored to incorporate within these specifications all the elements which it reasonably anticipates will be required to obtain responses from qualified Bidders. By submission of a bid you agree to provide goods or services consistent with these specifications unless otherwise stated. The bid will be awarded to the lowest responsive and responsible Bidder meeting the specifications or providing acceptable deviation.

The County reserves the right to reject in whole or part, any or all bids deemed not to be in the best interest of the County at the sole discretion of the County. If two or more Bidders submit identical bids as to price, the decision of the County to award a contract to one of such Bidders shall be final. If, after

review it is determined that both bids are essentially equivalent the names of both bidders will be placed in a container and the winning bid selected by a draw witnessed by a minimum of two members of the Purchasing Department and a member of the County Audit department. The resulting contract award shall be deemed executory only to the extent of the monies appropriated and available, and no liability on account thereof shall be incurred by the County beyond the amount of such monies. It is understood that neither this contract nor any representation by any public employee or office creates any legal or moral obligation to request, appropriate or make available monies for the purpose of the contract. The County intends to issue a formal Purchase Order to purchase the goods and/or services described in this solicitation. It is understood that the successful Contractor is an independent Contractor and shall not be considered an agent of the County, nor shall any of the Contractor's agents or employees be considered subagents for the County.

**PLEASE NOTE THAT THE COUNTY WILL NOT PROVIDE VERBAL RESULTS OF ANY BID. REQUESTS FOR BID RESULTS MUST BE SUBMITTED IN WRITING (EMAIL IS ACCEPTABLE) TO THE JEFFERSON COUNTY PURCHASING DEPARTMENT AT [purchasing@co.jefferson.ny.us](mailto:purchasing@co.jefferson.ny.us) RESPONSES WILL BE PROVIDED AS SOON AS POSSIBLE.**

8. Indemnification. CONTRACTOR agrees to indemnify, defend and hold harmless COUNTY, and its officers, employees and agents from and against any and all claims, liens, demands, judgments, penalties, fines, liabilities, settlements, damages, costs and expenses of whatever kind or nature (including, without limitation, attorneys' fees and disbursements), known or unknown, contingent or otherwise, whether incurred as a result of a claim by a third party or any other person or entity, arising out of or in any way related to: (a) the work or operations of CONTRACTOR in the performance of this Agreement; or (b) CONTRACTOR'S failure to comply with any of the provisions of this Agreement or of the Law. Insofar as the facts and Law relating to any claim would preclude COUNTY or its officers, employees or agents, from being completely indemnified by CONTRACTOR, COUNTY and its officers, employees and agents, shall be partially indemnified by CONTRACTOR to the fullest extent permitted by Law. The acts or omissions of any party employed directly or indirectly by CONTRACTOR, shall be deemed to be that of CONTRACTOR for the purposes of the CONTRACTOR's obligations to defend, indemnify and hold harmless under this Section. The fact that a party so employed by CONTRACTOR is alleged to or is proven to have acted outside the scope of employment, agency or contract, shall not relieve CONTRACTOR of any of its duties under this Section.
9. Venues and Disputes. The exclusive means of disposing of any dispute arising under a contract with Jefferson County, which is not disposed of by agreement, shall be decided in a New York State Court of competent jurisdiction located within Jefferson County, New York. There shall be no right to binding arbitration. Pending final resolution of a dispute, the Vendor must proceed diligently with contract performance. The Vendor waives any dispute or claim not made in writing and received by the County within thirty (30) days of the occurrence giving rise to the dispute or claim. The claim must be in writing for sum certain and must be fully supported by all cost and pricing information.
10. Contract Term and Renewal Option. The initial contract term shall be for a period from **Date of Award until Final Delivery and Acceptance of all items purchased.**
11. Contract Cancellation. Unless otherwise noted, the County of Jefferson retains the right to cancel any contract without cause provided the Vendor is given at least thirty (30) days notice of intent to cancel. This provision should not be understood as waiving the County's right to terminate the contract for cause or stop work immediately for unsatisfactory work, but is supplementary to that provision.
12. Pursuant to the provisions of Section 109 of the General Municipal Law, no Bidder to whom a contract is granted or awarded shall assign, transfer, convey, subcontract, or otherwise dispose of all or part of such contract, or of his right, title, and interest herein, including the performance of the contract or the right to receive monies due, or to become due, or of his power to execute the contract without the prior written consent of the Jefferson County Purchasing Department.
13. The Successful Bidder agrees to comply with any and all applicable laws, codes, and regulations in connection with the goods and services called for in this bid as well as the non-discrimination and

employment practices as required by applicable State and Federal laws and regulations regarding employment discrimination. The bidder assures the County that in accordance with applicable law: it does not and agrees that it will not discriminate in any manner on the basis of age, color, creed, national origin, race, religious beliefs, sexual preference or handicap.

14. Audit. The County, or its duly authorized agent, shall have access to and copies of the Contractor's records, including any books, electronic media, or programs, or material pertaining to work performed under the contract, at no cost to the County, to determine and verify the compliance with all contractual conditions. The County shall be granted access to such records at all reasonable times during the contract period and for three (3) years thereafter.
15. FOIL. All material submitted in response to this Bid becomes the property of the County and will be considered public records after the award of the contract. Proposals shall not be shared with any competing offerors during the selection phase of this procurement; however, after award of the contract to the successful offeror, proposals received in response to this Request for Proposal may be subject to disclosure under a provision of the Freedom of Information Act. Information in proposals that is clearly identified as proprietary will not be disclosed at any time. Blanket statements that all contents of the proposal are confidential and proprietary will not be honored by the County. The New York State Freedom of Information Law (FOIL), as set forth in Public Officers Law, Article 6, mandates public access to certain government records. Generally, proposals submitted in response to this Bid may constitute government records subject to FOIL. Proposals may contain, among other things, certain technical, financial, or other data and information that constitute trade secrets, if publicly disclosed, could cause substantial injury to the commercial enterprise's competitive position. To protect this information from disclosure under FOIL, Proposers should specifically identify the pages of the proposal that contain such information by properly marking the top of the applicable pages as "CONFIDENTIAL" and inserting the following statement in the front of its proposal:

The information or data on pages \_\_\_\_\_ of this proposal, identified on the top thereof as "CONFIDENTIAL", contain financial, technical, or other information which constitute government records subject to FOIL. Proposals may contain, among other things, certain technical, financial, or other data and information that constitute trade secrets, if publicly disclosed, could cause substantial injury to the commercial enterprise's competitive position. We request that the County use such information only for the evaluation of this proposal but we understand that the Authority must comply with the provisions of the New York State Freedom of Information Law (FOIL) and public disclosure of the information contained in this proposal whether or not marked as "CONFIDENTIAL", and to make no claim for any damages as a result of any such disclosure by the County pursuant to FOIL.

In the event the County receives a FOIL request for disclosure of information marked as "CONFIDENTIAL", the Proposer shall be notified of the request and may expeditiously submit a detailed statement and explanation indicating the reasons the Proposer has for believing that the information requested is exempt from disclosure under the law. This detailed statement and explanation shall be used by the County in making its determination as to whether disclosure is required under the law.

"When submitting a bid for consideration, unless otherwise noted, all bidders understand that Jefferson County may reject all submissions that are marked "confidential" either substantially or in their entirety (other than narrowly defined data considered a 'trade secret'. All submissions are considered non public information until the evaluation is complete and a Contract or Purchase Order is issued. At that point all submissions become public record."

16. Warranty. In providing goods and services pursuant to this contract seller agrees to be bound by all warranties required by New York State Law.



The “force majeure” shall, so far as possible, be remedied with a reasonable dispatch. The settlement of strikes or lockouts or industrial disputes or disturbances shall be entirely within the discretion of the party having the difficulty and the above requirement that any “force majeure” shall be remedied with all reasonable dispatch shall not require the settlement of strikes, lockouts, or industrial disputes or disturbances by acceding to the demands of any opposing party therein when such course is inadvisable in the discretion of the parties having the difficulty.

21. Iranian Energy Sector Divestment. Contractor hereby represents that said Contractor is in compliance with New York State General Municipal Law Section 103-g entitled “Iranian Energy Sector Divestment”, in that said Contractor has not:

- a. Provided goods and services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquified natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquified 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.

Any Contractor 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.

Except as otherwise specifically provided herein, every Contractor submitting a bid in response to this Request for Bids 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).”

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

Except as otherwise specifically provided herein, any Bid that is submitted without having complied with subdivision (a) above, shall not be considered for award. In any case where the Bidder cannot make the certification as set forth in subdivision (a) above, the Bidder 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 to any Bidder who cannot make 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 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 Jefferson 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 Jefferson would be unable to obtain the goods or services for which the Bid is offered. Such a determination shall be made by the County in writing and shall be a public document.

22. Sexual Harassment. 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 sexual harassment prevention in the workplace and provides annual sexual harassment prevention training

to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law. Where competitive bidding is not required, state departments and agencies may, at their discretion, require the above certification.

A model policy and training has been created by the NYS Department of Labor and can be found here: <https://www.ny.gov/programs/combating-sexual-harassment-workplace>

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QUANTITIES LISTED ARE ESTIMATES ONLY & NO MINIMUM PURCHASE IS GUARANTEED. PRICING TO INCLUDE INSIDE DELIVERY, INSTALLATION IS NOT REQUIRED.

ITEM #	DESCRIPTION	ESTIMATED QTY	BID PRICE EACH DELIVERED	BID PRICE TOTAL	MANUF. & MODEL BID	NEW YORK STATE CONTRACT NUMBER / OTHER COUNTY'S BID NUMBER - IF APPLICABLE	LIST PRICE & EITHER NYSC OR OTHER COUNTY'S BID	DISCOUNT AWARDED ON OTHER COUNTY'S BID
1	CHAIR, TASK, FLEXFIT DEXLEY MESH, COLOR: BLACK, OVERALL DIMENSIONS: 45-3-56, 8"H X 28, 2"W X 28, 6"D, HEIGHT ADJUSTABLE ARMS, SYNCHRO TILT, 5 CASTERS, 275 LB CAPACITY, 7 YEAR WARRANTY, STAPLES UNION & SCALE MODEL #JUN56946V-CC	9						
2	CHAIR, TASK, TEMPUR-PEDIC MESH, COLOR: BLACK, OVERALL DIMENSIONS: 36-2-39, 8"H X 26, 8"W X 24, 4"D, BACK DIMENSIONS: 19, 9"H X 20, 5"W X 19, 9"D, SEAT DIMENSIONS: 18, 9-22, 4"H X 19, 7"W X 20, 5"D, ADJUSTABLE ARMS, CENTER TILT, SWIVEL, RECLINE, FIXED LUMBAR SUPPORT, 5 CASTERS, 250 LB CAPACITY, LIMITED WARRANTY, STAPLES TEMPUR-PEDIC MODEL #TP8000	9						
TOTAL FOR COUNTY CLERK								
JEFFERSON COUNTY DISTRICT ATTORNEY 175 ARSENAL STREET WATERTOWN NY 13601								
3	CHAIR, EXECUTIVE, BIG & TALL, LEATHER/FAUX LEATHER, COLOR: BLACK, OVERALL DIMENSIONS: 41-44, 2-5"H X 28"W X 30"D, BACK DIMENSIONS: 20"W X 35, 5"D, SEAT DIMENSIONS: 20"W X 19, 7-5"D X 17, 5-21"H, FIXED ARMS, LOCKING-TILT, SWIVEL, 5 CASTERS, 250 LB CAPACITY, 5 YEAR WARRANTY, STAPLES FLASH FURNITURE MODEL #BT9896H	2						
4	CHAIR, EXECUTIVE OFFICE, BRISTOL OCTASPRING, BONDED LEATHER, COLOR: DARK GRAY, DIMENSIONS: BACK HEIGHT: 42, 50-46, 2-5"H, SEAT HEIGHT: 19-22, 7-5"H, WIDTH: 28, 7-5"W, DEPTH: 30, 7-5"D, BACK DIMENSIONS: 21, 2-25"W X 24"D, ADJUSTABLE ARMS, RECLINE, SWIVEL TILT, LUMBAR SUPPORT, HEAD REST, 275LB CAPACITY, 5 YEAR WARRANTY, STAPLES DORMEO MODEL #49583	1						
TOTAL FOR DISTRICT ATTORNEY								



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	JEFFERSON COUNTY FIRE CONTROL 753 WATERMAN DRIVE WATERTOWN NY 13601							
5	CHAIR, OPERATOR, STACCATO MATERIAL COVER, BLACK COLOR, 10 GAUGE STEEL FRAME, OVERALL DIMENSIONS: 47-5-53"H (ADJUSTABLE) X 22-27"W X 18-21"D (ADJUSTABLE), BACK: 31"H, SEAT: 23"W X 18-21"D, REGULAR SEAT PAN, ARTICULATING HEAD REST, LUMBAR SUPPORT, SLIDER TILT MECHANISM, C LOOP ARMS, STANDARD 7 CASTERS, SUPPORTS UP TO 10,000 LBS DYNAMIC LOAD, 6 YEAR INTENSIVE USE WARRANTY, 10 YR WARRANTY ON FRAME, ENDURA CONCEPT SEATING MODEL #3152HR	2						
	TOTAL FOR FIRE CONTROL							
	JEFFERSON COUNTY HIGHWAY 21897 COUNTY ROUTE 190 WATERTOWN NY 13601							
6	CHAIR, HIGH BACK, EXECUTIVE, FABRIC, COLOR: BLACK, OVERALL DIMENSIONS: 44-1"H X 26-5"W X 27"D, SEAT DIMENSIONS: 21"W X 17"D, FIXED ARMS, ADJUSTABLE LUMBAR SUPPORT, CENTER-TILT, RECLINE, SWIVEL, 5 CASTERS, 250 LB CAPACITY, 5 YEAR WARRANTY, STAPLES HON MODEL #BSXVL601VA10	3						
	TOTAL FOR HIGHWAY							
	JEFFERSON COUNTY HUMAN RESOURCES 175 ARSENAL STREET WATERTOWN NY 13601							
7	CHAIR, MANAGERS, SUTHERLAND COLLECTION, BONDED LEATHER, COLOR: GREY, OVERALL DIMENSIONS: 40-5-43-5"H X 23-5"W X 29-5"D, BACK DIMENSIONS: 27"H X 21"W, SEAT DIMENSIONS: 22-5"H X 20-7-5"W X 18"D, FIXED ARMS, LUMBAR SUPPORT, CENTER-TILT, 5 CASTERS, 275 LB CAPACITY, LIFETIME WARRANTY, NBF LA-Z-BOY ITEM #223753	1						
	TOTAL FOR HUMAN RESOURCES							

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	JEFFERSON COUNTY INFORMATION TECHNOLOGY 175 ARSENAL STREET WATERTOWN NY 13601							
8	FILE CABINET, VERTICAL, 3 DRAWER (BOX/BOX/FILE), LETTER SIZE, MOBILE, BLACK, OVERALL DIMENSIONS: 27.75"H x 15"W x 19.88"D, LOCKING, LIMITED LIFETIME WARRANTY, STAPLES MODEL #ST60430/24874D	1						
9	FILE CABINET, VERTICAL, 2 DRAWER, LETTER SIZE, MOBILE, BLACK, OVERALL DIMENSIONS: 27.75"H x 15"W x 22.88"D, LOCKING, LIMITED LIFETIME WARRANTY, STAPLES MODEL #ST60422/25171D	1						
10	FILE CABINET, VERTICAL, 3 DRAWER (BOX/BOX/FILE) LETTER SIZE, MOBILE, BLACK, OVERALL DIMENSIONS: 27.75"H x 15"W x 22.88"D, LOCKING, LIMITED LIFETIME WARRANTY, STAPLES MODEL #ST60428/25170D	1						
	TOTAL FOR INFORMATION TECHNOLOGY							
	JEFFERSON COUNTY OFFICE FOR THE AGING 175 ARSENAL STREET WATERTOWN NY 13601							
11	CHAIR, MANAGERS, BIG & TALL, DRISSCOTT SERIES, MESH BACK, FABRIC COLOR: BLACK, OVERALL DIMENSIONS: 39.7-46.8"H X 31.7"W X 28.6"D, BACK DIMENSIONS: 24.3-25.4"H X 22.7"W, SEAT DIMENSIONS: 17.5-21.7"H X 23.6"W X 19.9"D, HEIGHT ADJUSTABLE ARMS, LOCKING TILT WITH TENSION CONTROL, RECLINE, ADJUSTABLE LUMBAR SUPPORT, 5 CASTERS, 400 LB CAPACITY, LIMITED LIFETIME WARRANTY, STAPLES DRISSCOTT MODEL #28354	1						
12	CHAIR, TASK, MID-BACK, BIG & TALL, HON IGINTION 2.0 SERIES, MESH BACK, FABRIC COLOR: 4-WAY BLACK, OVERALL DIMENSIONS: 47"H X 30"W X 30"D, BACK DIMENSIONS: 24.75"H X 22.75"W, SEAT DIMENSIONS: 23.5"W X 20.25"D, ALL ADJUSTABLE ARMS, SYNCHRO-TILT, ADJUSTABLE LUMBAR SUPPORT, 5 ALL SURFACE CASTERS, 450 LB CAPACITY, HON MODEL #H1WMBT1Y4.V.A.I.M.CHO.B.L.SB.T.N	1						

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TOTAL FOR OFFICE FOR THE AGING								
JEFFERSON COUNTY PLANNING 175 ARSENAL STREET WATERTOWN NY 13601								
13	CHAIR, EXECUTIVE, LA-Z-BOY ARCADIAN SERIES, BONDED LEATHER, COLOR: BLACK, OVERALL DIMENSIONS: 43.25-46.25"H X 28.25"W X 39.5"D, SEAT DIMENSIONS: 18.75-21.75"H X 22.25"W X 19"D, FIXED ARMS, CENTER TILT, RECLINE, SWIVEL, ADJUSTABLE LUMBAR SUPPORT, 5 CASTERS, 275 LB CAPACITY, 10 YEAR WARRANTY, STAPLES LA-Z-BOY MODEL #60009	1						
14	CHAIR, LA-Z-BOY ABERDEEN SERIES, LEATHER, COLOR: BLACK, OVERALL DIMENSIONS: 45.5-48.5"H X 28.75"W X 31.5"D, BACK DIMENSIONS: 30.5"H X 22"W, SEAT DIMENSIONS: 22.75"W X 22"D, FIXED ARMS, SWIVEL TILT, RECLINE, ADJUSTABLE LUMBAR SUPPORT, 5 CASTERS, 275 LB CAPACITY, 10 YEAR WARRANTY, STAPLES LA-Z-BOY MODEL #51545	1						
15	CHAIR, TASK, LA-Z-BOY SERIES, MESH BACK, MOLDED FOAM SEAT, COLOR: BLACK, OVERALL DIMENSIONS: 46.9-50.8"H X 27.8"W X 27.8"D, HEIGHT ADJUSTABLE ARMS, LOCKING TILT, ADJUSTABLE LUMBAR SUPPORT, 5 CASTERS, 275 LB CAPACITY, 10 YEAR WARRANTY, STAPLES LA-Z-BOY MODEL #60021	1						
TOTAL FOR OFFICE FOR THE AGING								
JEFFERSON COUNTY PROBATION 175 ARSENAL STREET WATERTOWN NY 13601								
16	FILE CABINET, VERTICAL, 2 DRAWER, LETTER SIZE, BLACK, MOBILE, OVERALL DIMENSIONS: 28"H X 15"W X 22.875"D, BALL BEARING SUSPENSION, ONE KEY INTERCHANGEABLE LOCK CORE, CASTERS FIXED IN FRONT, SWIVEL IN BACK, COUNTERWEIGHTED, FULL RADIUS DRAWER PULL, LIFETIME WARRANTY, STAPLES HON MODEL #H18839RLP	2						

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17	FILE CABINET, VERTICAL, 3 DRAWER, LETTER SIZE, BLACK, MOBILE, OVERALL DIMENSIONS: 28"H x 15"W x 22.875"D, BALL BEARING SUSPENSION, ONE KEY INTERCHANGEABLE LOCK CORE, CASTERS FIXED IN FRONT, SWIVEL IN BACK, COUNTERWEIGHTED, FULL RADIUS DRAWER PULL, LIFETIME WARRANTY, STAPLES HON MODEL #H18738RP	1						
18	CHAIR, TURCOTTE LUXURA SERIES, FAUX LEATHER, COLOR: BLACK, OVERALL DIMENSIONS: 42.5-46.3"H X 27.8"W X 29.3"D, BACK DIMENSIONS: 27"H X 20.1"W, SEAT DIMENSIONS: 18-21.7"H X 20.5"W X 18.5"D, FIXED ARMS, CENTER TILT, RECLINE, SWIVEL, LUMBAR SUPPORT, 250 LB CAPACITY, LIMITED WARRANTY, STAPLES TURCOTTE MODEL #3094-CC	1						
19	SHREDDER, CROSS-CUT, 24 SHEET CAPACITY, OVERALL DIMENSIONS: 25.6"H X 16.4"W X 12.3"D, 10 GALLON WASTE BASKET, AUTOMATIC START-STOP, JAM PROTECTION, AUTOMATIC AND MANUAL REVERSE, NOISE LEVEL: 65dB, PAPER ENTRY WIDTH: 8.7", SHRED SIZE: 0.16" X 1.57", P-4 SECURIT LEVEL, SHREDS CDS, DVDS, CREDIT CARDS, PAPER CLIPS, AND STAPLES, 3 YEAR WARRANTY, STAPLES TRU RED MODEL #TR-BXC43A-CC	1						
TOTAL FOR PROBATION								
JEFFERSON COUNTY REAL PROPERTY 175 ARSENAL STREET WATERTOWN NY 13601								
20	CHAIR, EXECUTIVE, HIGH-BACK, FABRIC WITH FOAM PADDING, FABRIC COLOR: BLACK, OVERALL DIMENSIONS: 45-49"H X 30"W X 33.5"D, BACK DIMENSIONS: 31"H X 23.25"W X 6" THICK, SEAT DIMENSIONS: 20-24"H X 25-25"W X 23.5"D X 6" THICK, ADJUSTABLE ARMS, LOCKING TILT AND TILT TENSION, LUMBAR SUPPORT, CONTOURED SEAT, 5 DUAL WHEELED CASTERS, 400 LB CAPACITY, LIMITED LIFETIME WARRANTY (3 YR FABRIC AND FOAM), K-LOG ANDRE MODEL #OTC39F	3						

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OFFICE FURNITURE AND EQUIPMENT FOR JEFFERSON COUNTY  
BID PAGE**

QUANTITIES LISTED ARE ESTIMATES ONLY & NO MINIMUM PURCHASE IS GUARANTEED. PRICING TO INCLUDE INSIDE DELIVERY. INSTALLATION IS NOT REQUIRED.

ITEM #	DESCRIPTION	ESTIMATED QTY	BID PRICE EACH DELIVERED	BID PRICE TOTAL	MANUF. & MODEL BID	NEW YORK STATE CONTRACT NUMBER / OTHER COUNTY'S BID NUMBER - IF APPLICABLE	LIST PRICE & EITHER NYSC OR OTHER COUNTY'S BID	DISCOUNT AWARDED ON OTHER COUNTY'S BID
21	CHAIR, MID BACK, HON SERIES, VINYL MATERIAL, COLOR: BLACK, OVERALL DIMENSIONS: 43-25"H X 26"W X 28"D, SEAT DIMENSIONS: 20"W X 18"D, FIXED LOOP ARMS, CENTER TILT, TILT TENSION, TILT LOCK, SWIVEL, LUMBAR SUPPORT, 5 CASTERS, 250 LB CAPACITY, 5 YEAR LIMITED WARRANTY, HON MODEL #HV1402.ENH	3						
	<b>TOTAL FOR REAL PROPERTY</b>							
	<b>JEFFERSON COUNTY RECYCLING 27138 NYS ROUTE 12 WATERTOWN NY 13601</b>							
22	CHAIR, OFFICE, MESH BACK, FABRIC SEAT, FABRIC COLOR: BLACK, OVERALL DIMENSIONS: 38.58"H X 27.36"W X 24.21"L, SEAT DIMENSIONS: 18-22"H, HEIGHT ADJUSTABLE ARMS, TILT MECHANISM, SWIVEL, 5 DUAL WHEELED CASTERS, 275 LB CAPACITY, 5 YEAR WARRANTY, BUSH INDUSTRIES MODEL #CH1205BLF-03	1						
23	STORAGE CABINET, 2 DOOR, LOCKING, WITH BOOK CASE HUTCH, COLOR: STORM GRAY, OVERALL DIMENSIONS: 76.09"H X 35.67"W X 23.35"L, 50 LB CABINET SHELF CAPACITY, EURO-STYLE HINGES, 10 YEAR WARRANTY, BUSH INDUSTRIES MODEL #OF50085GSU	1						
24	DESK, L-SHAPED (72"W) WITH HUTCH (72"W), COLOR: STORM GRAY/WHITE, OVERALL DIMENSIONS: 64.96"H X 71.02"W X 71.02"L, PULL-OUT SHELF FOR KEYBOARD/LAPTOP, VERTICAL STORAGE CABINET WITH ADJUSTABLE SHELF, BOX DRAWER, FILE DRAWER - LETTER SIZE, 6 YEAR WARRANTY, BUSH INDUSTRIES MODEL #SET001SGWH	1						
	<b>TOTAL FOR RECYCLING</b>							

**BID #22-23  
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	JEFFERSON COUNTY SHERIFF 753 WATERMAN DRIVE WATERTOWN NY 13601							
25	CHAIR, EXECUTIVE, HON WAIVE SERIES, MESH BACK, SOFTHEAD LEATHER SEAT, FABRIC COLOR: BLACK, DIMENSIONS: BACK DIMENSIONS: 33"H, SEAT DIMENSIONS: 21"W X 19"D, OVERALL DIMENSIONS: 44-63"H X 27.5"W X 28"D, HEIGHT ADJUSTABLE ARMS, SWIVEL TILT, LUMBAR SUPPORT, 5 CASTERS, 250 LB CAPACITY, 5 YEAR WARRANTY, HON MODEL #HVL701.5B11	15						
26	END TABLE, WINSOME HENRY SERIES, COMPOSITE WOOD, COLOR: BLACK, OVERALL DIMENSIONS: 25"H X 18.9"W X 14.96"D, SHELF AND BOTTOM COMPARTMENT WITH DOOR CLOSURE, STAPLES HENRY MODEL #20115	1						
27	DESK, L-SHAPE, REVERSIBLE, STEEL CONSTRUCTION, 0.75" LAMINATE SURFACE, 1.75" SQUARE LEGS, COLOR: GRAY/NICKEL FINISH, ROUNDED CORNERS, GROMMET HOLES FOR CABLE MANAGEMENT, OVERALL DIMENSIONS: 29.25"H X 72"W X 72"D, NBF ITEM #44520 OR OFFICE FURNITURE ITEM #88807974	1						
28	DESK, L-SHAPE, EXECUTIVE, STEEL CONSTRUCTION, 0.75" LAMINATE SURFACE, 1.75" SQUARE LEGS, COLOR: GRAY/NICKEL FINISH, ROUNDED CORNERS, GROMMET HOLES FOR CABLE MANAGEMENT, OVERALL DIMENSIONS: 29.25"H X 72"W X 78"D, NBF ITEM #44521 OR OFFICE FURNITURE ITEM #88807975	2						
29	DESK, L-SHAPE, REVERSIBLE, STEEL CONSTRUCTION, 0.75" LAMINATE SURFACE, 1.75" SQUARE LEGS, COLOR: GRAY/NICKEL FINISH, ROUNDED CORNERS, GROMMET HOLES FOR CABLE MANAGEMENT, OVERALL DIMENSIONS: 29.25"H X 60"W X 60"D, NBF ITEM #44522 OR OFFICE FURNITURE ITEM #88807976	1						

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OFFICE FURNITURE AND EQUIPMENT FOR JEFFERSON COUNTY  
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ITEM #	DESCRIPTION	ESTIMATED QTY	BID PRICE EACH DELIVERED	BID PRICE TOTAL	MANUF. & MODEL BID	NEW YORK STATE CONTRACT NUMBER / OTHER COUNTY'S BID NUMBER - IF APPLICABLE	LIST PRICE & EITHER NYS OR OTHER COUNTY'S BID	DISCOUNT AWARDED ON OTHER COUNTY'S BID	
30	PARTITION, HUSH PANEL, 6'H X 5'W X 2" THICK, COLOR: WARM PEBBLE, WITH FROSTED POLYCARBONATE WINDOW, SOUND-DAMPENING, TACKABLE SURFACE, LIGHTWEIGHT ALUMINUM, ACCEPTS HOOKS, AS PER VERSARE WEBSITE (ITEM # UNKNOWN)	9							
31	PARTITION, HUSH PANEL, 6'H X 3'W X 2" THICK, COLOR: WARM PEBBLE, WITH FROSTED POLYCARBONATE WINDOW, SOUND-DAMPENING, TACKABLE SURFACE, LIGHTWEIGHT ALUMINUM, ACCEPTS HOOKS, AS PER VERSARE WEBSITE (ITEM # UNKNOWN)	4							
32	PARTITION, HUSH PANEL, 6'H X 6'W X 2" THICK, COLOR: WARM PEBBLE, WITH FROSTED POLYCARBONATE WINDOW, SOUND-DAMPENING, TACKABLE SURFACE, LIGHTWEIGHT ALUMINUM, ACCEPTS HOOKS, AS PER VERSARE WEBSITE (ITEM # UNKNOWN)	1							
33	HUSH PANEL POST KIT, 6, INCLUDES POSTS, FEET, AND CONNECTORS FOR 4 HUSH PANELS, AS PER VERSARE WEBSITE (ITEM # UNKNOWN)	14							
34	HUSH PANEL WALL MOUNT BRACKET, CAN ACCOMMODATE UP TO 2 PANELS IN A STRAIGHT LINE, AS PER VERSARE WEBSITE (ITEM # UNKNOWN)	7							
TOTAL FOR SHERIFF									

**BID #22-23  
OFFICE FURNITURE AND EQUIPMENT FOR JEFFERSON COUNTY  
BID PAGE**

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ITEM #	DESCRIPTION	ESTIMATED QTY	BID PRICE EACH DELIVERED	BID PRICE TOTAL	MANUF. & MODEL BID	NEW YORK STATE CONTRACT NUMBER / OTHER COUNTY'S BID NUMBER - IF APPLICABLE	LIST PRICE & EITHER NYS OR OTHER COUNTY'S BID	DISCOUNT AWARDED ON OTHER COUNTY'S BID
	JEFFERSON COUNTY SOCIAL SERVICES 250 ARSENAL STREET WATERTOWN NY 13601							
35	CHAIR, BIG AND TALL, FABRIC BLACK COLOR, OVERALL DIMENSIONS: 42.91"H x 30.31"W x 30.31"D, SEAT HEIGHT: 19.2 - 22.85"H (ADJUSTABLE), BACK: 22"W, SEAT: 22"W, ADJUSTABLE PADDED ARMRESTS, SWIVEL WITH REAR TILT, FIVE-POINT BASED WITH WHEELS, LUMBAR SUPPORT, MESH BACK, SUPPORTS UP TO 350LBS, 5 YR WARRANTY, STAPLES SADIE MODEL #BSXVST141	10						
TOTAL FOR SOCIAL SERVICES								
COMPANY NAME: _____								



**BID PROPOSAL CERTIFICATIONS**

Firm Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_ Federal ID Number: \_\_\_\_\_

I. General Bid Certification

The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment, and/or services as proposed on this bid.

Any deviation to specifications is fully explained and attached. By signing and submitting this bid for consideration to the County of Jefferson, the vendor acknowledges that they have read, understand, and agree to the specifications as presented without reservation or alteration.

Deviations: Yes \_\_\_\_\_ No \_\_\_\_\_

II. Non-Collusive Bidding Certification

By submission of this bid proposal, the bidder certifies that he is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: 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 its 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 submit a bid for the purpose of restricting competition.

B. 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 shall so state and shall furnish with the bid a signed statement which set forth in detail the reasons 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.

(1) 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 subparagraph one (a).

Printed Name of Signer \_\_\_\_\_  
Authorized Signature \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

**NON-BIDDER'S RESPONSE**

For purposes of maintaining accurate Bidder's lists and facilitating your firm's response to our invitation for bid, the County of Jefferson is interested in ascertaining reasons for prospective Bidder's failure to respond to invitations for bids. If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and returning this form to the Jefferson County Purchasing Director, 195 Arsenal Street, Watertown, New York 13601. This form may be returned by mail or fax. Faxes may be sent to 315-785-7591. Failure to submit either a bid proposal or return this form will result in removal of your firm's name from our Bidder's lists. Thank you for your cooperation.

We are not responding to this invitation for bid for the following reason(s)

- Items or materials requested not manufactured by us or not available to our company.
- Our items or materials do not meet specifications.
- Specifications not clearly understood or applicable (too vague, too rigid, etc.)
- Quantities too small.
- Insufficient time allowed for preparation of bid.
- Incorrect address used. Correct mailing address is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Our branch/division handles this type of bid.  
Correct name and mailing address is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- We are unable to bid at this time but would like to continue to receive invitations for bids.
- We are unable to bid and wish to be removed from the Bidder's list.

NAME OF FIRM: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

BY: \_\_\_\_\_

Signature of Representative

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

Bid Number: 22-23

Bid Name: OFFICE FURNITURE AND EQUIPMENT FOR JEFFERSON COUNTY

Attachment  
Certification Pursuant to Section 103-g  
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 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 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 cannot make the foregoing certification set forth in Paragraph A above, the Bidder 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 whom the bid is made, or his designee, may award a bid, 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 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 and services for which the contract is offered. Such a determination shall be made in writing and shall be a public document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name