



**Suffolk County Landbank Corporation**  
H. Lee Dennison Building  
100 Veterans Memorial Highway, 11<sup>th</sup> Floor  
P.O. Box 6100  
Hauppauge, New York 11788

Thursday, May 10, 2016

## **Request for Qualifications (RFQ) for** **General Contractors**

### **SECTION 1** **INTRODUCTION AND GENERAL INFORMATION**

#### **1.1. Introduction and Purpose.**

Pursuant to its procurement policy, adopted in 2014, The Suffolk County Landbank Corporation (“SCLBC”) is seeking qualified, licensed and insured general contractor firms with the ability to perform and/or subcontract for construction, demolition, and skilled trade services (“general contracting” or “GC”) in the rehabilitation of residential properties throughout Suffolk County, New York. The ideal candidate will have past experience providing these services in a not-for-profit setting, providing affordable housing which has been funded by federal, state, and local government community development programs. If you are interested in assisting SCLBC with the provision of such services please prepare and submit a statement of your firm’s qualifications (hereinafter “qualification statement”) in accordance with the procedure and schedule in this RFQ. SCLBC intends to qualify the firm that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by SCLBC.

#### **1.2. Background.**

The SCLBC is a not-for-profit local public authority established pursuant to Article 16 of New York State’s Not-For-Profit Corporation Law (“The Land Bank Act”). The SCLBC was incorporated in May 2013 after being granted approval from Empire State Development (“ESD”), New York State’s principal economic development entity. The overall purpose of the SCLBC is to facilitate the redevelopment of distressed and underutilized properties within Suffolk County.

The creation of the SCLBC was the result of extensive collaboration with the Executive and Legislative branches of Suffolk County’s government, as well as the Suffolk Town Supervisors Association, all of which are represented in the board of directors, as well as New York State’s Department of Environmental Conservation, and community stakeholders.

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In October 2014, the SCLBC was awarded a grant from New York State's Office of the Attorney General ("OAG") to acquire, rehabilitate, and sell bank foreclosed and vacant single-family homes in Suffolk County in areas which were heavily impacted by the residential foreclosure crisis. The SCLBC is currently seeking professional consultants whom can successfully implement program administration requirements in association with this effort and facilitate community revitalization and neighborhood stabilization.

This RFQ will be used to pre-qualify a limited number of general contractors for all construction work proposed by the SCLBC. This would include all types of remodeling and rehabilitation work to be performed on single family residences, but may in the future include other types of residences such as condo, or multi family dwellings.

**1.3. Contact Information.**

All Communications concerning this RFQ or the RFQ process shall be directed to:

Mr. Andre Bermudez Project Manager Suffolk County Landbank Corp. H. Lee Dennison Building 100 Veterans Memorial Highway, 2 <sup>nd</sup> Floor PO BOX 6100 Hauppauge, New York 11788 631-853-6330
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Questions regarding this RFQ must be submitted via email to [andre.bermudez@suffolkcountyny.gov](mailto:andre.bermudez@suffolkcountyny.gov) by 4:00 p.m. EST, Friday, June 3, 2016 and will be answered via email prior to the submission due date.

**Qualification statements must be submitted to, and received by SCLBC, to the attention of Andre Bermudez listed above, via regular mail or hand delivery, by 4:00 p.m. on Friday, June 10, 2016.**

**Qualification statements must be submitted in tabbed and labeled binders, not permanently bound.**

**Respondents must submit five (5) printed copies of the proposal and one electronic copy on thumb drive, CD, or DVD in PDF format.**

SCLBC may modify, supplement or amend the provisions of this RFQ as deemed necessary or appropriate by and in the sole judgment of SCLBC.

**Conditions Applicable to RFQ**

Your submission of the qualification statement is deemed to be consent to the following:

- a. This document is an RFQ and does not constitute an RFP.
- b. This RFQ does not commit SCLBC to issue an RFP.
- c. This RFQ is not intended, and shall not be construed, to commit SCLBC to pay any costs incurred in connection with responding to this RFQ or to procure or contract for any services.

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- d. All costs incurred by you in connection with responding to this RFQ shall be borne solely by you.
- e. SCLBC reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof.
- f. SCLBC reserves the right to select one or more firms to perform the services as described in this RFQ.
- g. SCLBC reserves the right to enter into contracts on a yearly or other basis with options to extend at SCLBC discretion.
- h. All qualification statements shall become the property of SCLBC and will not be returned.
- i. All qualification statements will be made available to the public in accordance with law.
- j. SCLBC reserves the right to conduct in-person interviews of any, or all, respondents.
- k. Neither SCLBC, nor its respective staff, consultants, or advisors shall be liable for any claims or damages arising out of or in connection with the solicitation or preparation of the qualification statement.

## **SECTION 2**

### **GENERAL SCOPE OF SERVICES**

#### **2.1. Overview**

The SCLBC is currently seeking qualification statements from general contractor firms that possess the ability and experience to assist the SCLBC with general contracting services for residential home rehab projects located within the County, which will then be sold to income eligible homebuyers as affordable housing. The qualified respondent will assist the SCLBC by attending bidders' conferences/walkthroughs on residential rehabilitation projects, bidding on pre-established scopes of work, making recommendations regarding scopes of work, and ultimately executing the scope of work while providing property maintenance and security during the construction process. The Respondent must state in its proposal if it can provide the Services including but not limited to those set forth below in Section 2.2 (Scope of Services). The Respondent must affirmatively state if it is unable to provide a particular service. The Respondent must provide detailed information as to how the Respondent will provide the listed services set forth in Section 2.2. The Respondent(s) selected shall be required to execute a written agreement with the SCLBC in accordance with the Scope of Services set forth herein.

#### **2.2. General Scope of Services**

SCLBC seeks a comprehensive qualification statement that describes the full process necessary to implement specific requirements which include but are not limited to the following:

##### **Bidders' Conference/Walkthrough**

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- The General Contractor (“GC”) will be required to attend bidders’ conferences on set dates in conjunction with other GCs. These dates will be set forth by the SCLBC in writing, via invitation for bid (“IFB”) notifications. GCs will be given approximately two weeks from the IFB issuance to return their bids to the SCLBC.
- Review project scope of work
  - Clarify scope and request any changes during the walkthrough
  - Any approved scope changes are to be authorized by the SCLBC in writing in advance of bid tender deadline.

### **Construction Period**

- If GC’s bid is approved:
  - A letter of authorization will be issued by the SCLBC to the GC
  - GC to execute the full project scope in an agreed timeline, with the utmost level of professionalism, utilizing licensed professionals, and obtaining all required permits in advance of work
  - GC will be responsible for project coordination as well as managing its own subcontractors
  - GC will be required to hold insurance in accordance with SCLBC standard terms and conditions, OAG, and other grantor requirements.
  - GC will be required to adhere to SCLBC’s M/WBE policy as outlined in Section E. of the SCLBC’s procurement policy

*(Note: The SCLBC’s procurement policy can be accessed at:*

[http://suffolkcountylanbank.org/Portals/35/Documents/Policies/SCLBC\\_Procurement\\_Policy.pdf](http://suffolkcountylanbank.org/Portals/35/Documents/Policies/SCLBC_Procurement_Policy.pdf) )

- Site Security/Maintenance
  - GC shall be responsible for maintaining the site within local code regulations during project period.
  - GC shall be responsible for maintaining site security during the construction process

## **SECTION 3 SUBMISSION REQUIREMENTS**

### **3.1. General Requirements.**

Your qualification statement must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3.

### **3.2. Administrative Information Requirements.**

#### **1) General Information**

- a) Please provide an executive summary (not to exceed one (1) page) of the information contained in all the other parts of the qualification statement.
- b) Provide the name, address, telephone number, and e-mail address of the contact person responsible for answering any and all questions regarding the qualification statement.

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- c) Indicate the number of years your firm has been in business under the present name.
- d) Indicate the number of years your firm has been under the current management.
- e) Indicate the location(s) from which services will be performed.
- f) Please include a statement of work that describes the Respondent's understanding of the Project. The Respondent is expected to discuss its understanding of the proposed "General Scope of Services."
  - i) The complexity, challenges and problems involved in performing the work.
  - ii) Approach and philosophy for dealing with problems.
  - iii) Experience dealing with key issues.
  - iv) Why your firm should be selected.
  - v) Any unique qualities your firm possesses that other firms do not have.
  - vi) Any additional issues or matters relating to the "General Scope of Services" which the Respondent wishes to address.
- g) The SCLBC intends to complete at least six (6) rehabilitation projects by the end of 2016. Please provide a statement as to why you feel your firm is able to provide the services set forth in Section 2.2 in a timely manner which will ensure a quality result given the timeline set forth.

## **2) Staffing and Qualifications**

- a) Identify and provide resumes of key staff you propose assigning to work with the SCLBC.
  - i) Include copies professional licenses and other affiliations for key personnel.
- b) Provide a copy of a valid and current Suffolk County Home Improvement Contractors license.
- c) Describe other accounts involving similar services, in particular identify any governmental, public authority, public agency, and/or other quasi-governmental entities in New York for which you serve, or have served. Describe the role and experience of key personnel assigned to other similar accounts who will be assigned to this account.
- d) Describe your firm's history of providing general contractor services to entities facilitating the rehabilitation of blighted homes for affordable housing purposes.
- e) Please provide a list of past clients and photographic examples of your firm's work.
- f) Please indicate what type of warranty your firm will provide on construction work provided to the SCLBC and confirm that the warranty is transferrable to an end user who may purchase the home from the SCLBC.
  - i) Warranty provided on Labor and Materials?

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- ii) Warranty provided on roof replacement projects?
- g) Please confirm that your firm is able to comply with the SCLBC's Minority and Women owned Business policy referenced in Section 2.2 of this RFQ.
- h) Please indicate whether your firm is a Minority or Woman owned business certified as such by New York State's Empire State Development and/or Suffolk County's Office of Minority Affairs.
- i) Provide three (3) references for which the firm has provided services (current governmental or quasi-governmental agencies preferred). Provide name of the organization, services, contact name, email address and telephone number. Please be aware that non-responsive references will not count toward a Respondent's qualifications.

**3) Financial Viability/Risk**

- a) Submit current financial statements prepared and certified by an independent CPA and/or internal statements if certified statements are not available or have not been issued within the past 12 months
- b) Submit a summary of all litigation, if any, against the Respondent within the last three (3) years and disposition or outcome of same.
- c) Please indicate whether your firm is now or has been involved in any bankruptcy or re-organization proceedings in the last seven (7) years. If yes, please explain.
- d) Please confirm that your firm can submit proof of ability to obtain the minimum insurance requirements listed in exhibit 3, Terms and Conditions either by providing a copy of current coverage or the past 1-year coverage

**4) Compliance/Ethics**

- a) If you foresee any potential conflicts of interest arising from a contract with the SCLBC, please describe each such potential conflict in detail.
- b) Any Respondent to this RFQ is charged with the continuing duty to disclose to the SCLBC the existence of any interests it may have, contractual or otherwise, ongoing or previous, with any companies or individuals with whom the County of Suffolk or the SCLBC does business with respect to the services required by this RFQ. This duty continues for so long as the Respondent is retained on behalf of the SCLBC.
- c) Any Respondent to this RFQ is charged with the continuing duty to disclose to the SCLBC the existence of any interests it may have, contractual or otherwise, ongoing or previous, with any SCLBC or Suffolk County department, agency or employee. This duty continues for so long as the Respondent is retained on behalf of the SCLBC.
- d) Please confirm that your firm can comply with and agree to the terms of the SCLBC's "Contractors Practices and Standards." (included as exhibit 2)
- e) Compliance Forms (included as exhibit 1)
  - i) Provide an executed Statement of Non-Collusion
  - ii) Provide an executed Suffolk County Landbank Corp. - Public Disclosure Statement

- iii) Provide an executed Suffolk County Landbank Corp. – Disqualification of Non-Responsible bidders form
- iv) Provide executed documents (Forms 1, 2 and 3) in compliance with New York State Finance Law §§139-j and 139-k.

**SECTION 4  
EVALUATION**

SCLBC’s objective is to select a firm, or firms, that will provide high quality and cost effective services. Pursuant to its procurement policy, “Procurement contracts for professional services shall be selected based upon the Best Value to the SCLBC, which takes into consideration other factors in addition to costs, such as quality and efficiency.”

SCLBC will consider qualification statements only from firms that demonstrate the capability and willingness to provide high quality services to SCLBC in the manner described in this RFQ.

The selection process will begin with the review and evaluation of each of the written qualification statements. The purpose of this evaluation is two-fold:

- 1. to examine the responses for compliance with this RFQ;
- 2. to identify the complying firms that have the highest probability of fully performing the scope of services to the SCLBC at the best value.

The SCLBC will evaluate the qualification statements based upon the criteria for selection set forth below.

<b><u>Administrative Credentials</u></b>	
<ul style="list-style-type: none"><li>• Past Success with Similar Projects</li><li>• Financial Viability</li><li>• Staff Resumes</li><li>• Unique Capabilities</li><li>• References</li></ul>	50%
<b><u>Technical Services</u></b>	
Understanding of and approach to project	50%
<b><u>TOTAL:</u>    <u>100%</u></b>	

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We thank you in advance for your response to the RFQ.

Yours truly,

A handwritten signature in black ink, consisting of a stylized 'A' followed by a long, sweeping horizontal line that curves upwards at the end.

Andre Bermudez  
Senior Project Manager – SCLBC

# EXHIBIT 1 - COMPLIANCE FORMS

## Statement of Non-Collusion in Bids or Proposals [General Municipal Law §103-d]

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

No bid/proposal will be considered for award nor shall any award be made where paragraphs 1, 2, and 3 above have not been complied with; provided however, that if in any case the bidder/proposer cannot make the foregoing certification, the bidder/proposer shall so state and shall furnish with the bid/proposal a signed statement which sets forth in detail the reasons therefor. Where paragraphs 1, 2 and 3 above have not been complied with, the bid/proposal shall not be considered for award nor shall any award be made unless the County determines that such disclosure was not made for the purpose of restricting competition.

The fact that a Bidder/Proposer: 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/proposed does not constitute, without more, a disclosure hereunder.

I, \_\_\_\_\_ hereby affirm under penalty of perjury under the Laws of the State of New York that I am authorized to provide this certification and that the above is true and correct.

\_\_\_\_\_  
Name of Entity

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**SUFFOLK COUNTY LANDBANK CORPORATION  
PROCEDURES GOVERNING  
PROCUREMENT CONTACTS AND PROPOSER RESPONSIBILITY**

Pursuant to New York State Finance Law §§139-j and 139-k, this request for qualifications (“RFQ”) includes and imposes certain restrictions on communication between a Governmental Entity (SCLBC and any other government entity) and a proposer (“Proposer”) during the procurement process. A Proposer is restricted from making contacts from the earliest notice of intent to solicit offers through final award and approval of the contract by SCLBC (“restricted period”) to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j (3) (a). The designated staff members for this RFQ are the staff members as designated on page 2 of RFQ No. SCLBC2016-04. Governmental Entity employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Proposer pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for a contract award and in the event of two findings within a four year period, the Proposer is debarred from obtaining governmental Procurement Contracts as that term is defined in the New York State Finance Law. Further information about these requirements can be found in the appropriate statutes and on the New York State Office of General Services website under the link for the “Advisory Council on Procurement Lobbying.” Additionally, the above referenced laws (and other laws) require certain affirmations/certifications to be provided by Proposers to this RFQ and that certain provisions are contained within any contract/award resulting from this RFQ. Failure to include any required/forms, properly completed, with a proposal will result in the proposal being rejected without any further review or consideration.

Specifically, the following forms/information are required:

- A. SCLBC must obtain from all Proposers the required affirmation of understanding and agreement to comply with procedures on procurement lobbying restrictions regarding permissible contact during the restricted period for a Procurement Contract in accordance with New York State Finance Law §§139-j and 139-k. The affirmation is attached as Form 1 and must be completed and returned when responding to this RFQ.
- B. SCLBC must include a disclosure request regarding prior non-responsibility determinations in accordance with New York State Finance Law §139-k in its solicitation of proposals or bid documents or specifications or contract documents, as applicable, for Procurement Contracts. The required form is attached as Form 2 and is to be completed and returned when responding to this RFQ.
- C. SCLBC must obtain from all Proposers a required certification that the information is complete, true and accurate regarding any prior findings of non-responsibility, such as non-responsibility pursuant to New York State Finance Law §139-j. The certification is attached as Form 3 and must be completed and returned when responding to this RFQ.

D. New York State Finance Law §139-k(5) provides that every procurement contract award subject to the provisions of New York State Finance Law §§139-k and 139-j shall contain a provision authorizing SCLBC to terminate the contract in the event that the certification is found to be intentionally false or intentionally incomplete. An example of such language is provided below:

SCLBC reserves the right to terminate this contract in the event it is found that the certification filed by the Proposer in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, SCLBC may exercise its termination rights by providing written notification to the Proposer in accordance with the written notification terms of this contract.

Failure to include the above properly completed forms with any proposal in response to this RFQ will result in the proposal being rejected without any further review or consideration.

**Form 1**  
**Proposer Affirmation of Compliance**

Each Governmental Entity covered under the State Finance Law §139-j(3) and §139-j(6) (b) must obtain a written affirmation from all proposers as to the proposers' understanding, and agreement to comply, with SCLBC's procedures relating to permissible contacts during a Governmental Procurement.

Proposer affirms that it understands and agrees to comply with the procedures of SCLBC relative to permissible contacts as required by State Finance Law §139-j(3) and §139-j(6)(b).

By: \_\_\_\_\_ Date: \_\_\_\_\_

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

Title: \_\_\_\_\_

Proposer Name: \_\_\_\_\_

Proposer Address: \_\_\_\_\_

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

**Form 2**  
**Disclosure of Prior Non-Responsibility Determinations**

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

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

Name and Title of Person Submitting this Form: \_\_\_\_\_

RFQ Number: \_\_\_\_\_

Date: \_\_\_\_\_

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):

No    Yes

If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):

No    Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):

No    Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity: \_\_\_\_\_

Date of Finding of Non-responsibility: \_\_\_\_\_

Basis of Finding of Non-Responsibility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Add additional pages as necessary)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

No    Yes

6. If yes, please provide details below.

Governmental Entity: \_\_\_\_\_

Date of Termination or Withholding of Contract: \_\_\_\_\_

Basis of Termination or Withholding: \_\_\_\_\_

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(Add additional pages as necessary)

Proposer certifies that all information provided to the Governmental Entity with respect to State Finance Law §139-k is complete, true and accurate.

By: \_\_\_\_\_ Date: \_\_\_\_\_

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

Title: \_\_\_\_\_

**Form 3  
Proposer Certification**

I certify that all information provided to SCLBC with respect to State Finance Law §139-k is complete, true and accurate.

By: \_\_\_\_\_

Date: \_\_\_\_\_

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

Title: \_\_\_\_\_

Proposer Name: \_\_\_\_\_

Proposer Address: \_\_\_\_\_

**End of Text for Exhibit No. 1**

**SUFFOLK COUNTY LANDBANK CORPORATION**  
**Contractor's/Vendor's Public Disclosure Statement**

This Public Disclosure Statement must be completed by all contractors/vendors that have a contract with the Suffolk County Landbank Corporation with the exception of educational or governmental entities; not-for-profit corporations.

1. Contractor's/Vendor's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City and State \_\_\_\_\_ Zip Code \_\_\_\_\_
2. Contracting Department's Name \_\_\_\_\_  
Address \_\_\_\_\_
3. Payee Identification or Social Security No. \_\_\_\_\_
4. Type of Business \_\_\_ Corporation \_\_\_ Partnership \_\_\_ Sole Proprietorship \_\_\_ Other
5. a. Is contractor/vendor entering into or has contractor/vendor entered into a contract with the Suffolk County Landbank Corp. in excess of \$1,000? \_\_\_ Yes \_\_\_ No.  
b. Has contractor/vendor entered into three or more contracts, including the one for which you are now completing this form, with the Suffolk County Landbank Corp, any three of which, when combined, exceed \$1,000? \_\_\_ Yes \_\_\_ No.
6. Table of Organization. List names and addresses of all principals; that is, all individuals serving on the Board of Directors or comparable body, names and addresses of all partners, and names and addresses of all corporate officers. Conspicuously identify any person in this table of organization who is also an officer or an employee of Suffolk County or the Suffolk County Landbank Corp. (Attach additional sheet if necessary.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. List all names and addresses of those individual shareholders holding more than five percent (5%) interest in the contractor/vendor. Conspicuously identify any shareholder who is also an officer or an employee of Suffolk County or the Suffolk County Landbank Corp. (Attach additional sheet if necessary).

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8. Does contractor/vendor derive 50% or more of its total revenues from its contractual or vendor relationship with the Suffolk County Landbank Corp? \_\_\_ Yes \_\_\_ No

9. If you answered yes to 8 above, you must submit with this disclosure statement, a complete financial statement listing all assets and liabilities as well as a profit and loss statement. These statements must be certified by a Certified Public Accountant. (Strike this out if not applicable.)

10. The undersigned shall include this Contractor's/Vendor's Public Disclosure Statement with the contract. (Describe general nature of the contract.) \_\_\_\_\_

11. Remedies. The failure to file a verified public disclosure statement shall constitute a material breach of contract. The Suffolk County Landbank Corp. may resort, use or employ any remedies contained in Article II of the Uniform Commercial Code of the State of New York. In addition to all legal remedies, the Suffolk County Landbank Corp. shall be entitled, upon a determination that a breach has occurred, to damages equal to fifteen percent (15%) of the amount of the contract.

12. Verification. This section must be signed by an officer or principal of the contractor/vendor authorized to sign for the company for the purpose of executing contracts. The undersigned being sworn, affirms under the penalties of perjury, that he/she has read and understood the foregoing statements and that they are, to his/her own knowledge, true.

\_\_\_\_\_  
Name of Entity

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorized Representative

**UNIFORM CERTIFICATE OF ACKNOWLEDGMENT  
(Within New York State)**

STATE OF NEW YORK )  
COUNTY OF ) ss.:

On the \_\_\_\_ day of in the year 20\_\_\_\_ before me, the undersigned, personally appeared \_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies) and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
(signature and office of individual taking acknowledgement)

**UNIFORM CERTIFICATE OF ACKNOWLEDGEMENT  
(Without New York State)**

STATE OF )  
)  
COUNTY OF ) ss.:

On the \_\_\_\_ day of in the year 20\_\_\_\_ before me, the undersigned, personally appeared \_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies) and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument, and that such individual(s) made such appearance before the undersigned in \_\_\_\_\_

\_\_\_\_\_  
(Insert the city or other political subdivision and the state or country or other place the acknowledgement was taken)

\_\_\_\_\_  
(signature and office of individual taking acknowledgement)

**SUFFOLK COUNTY LANDBANK CORPORATION**  
**DISQUALIFICATION OF NON-RESPONSIBLE BIDDERS FORM**

**THE FOLLOWING IS TO BE COMPLETED BY ALL BIDDERS/CONTRACTORS.**

1. The authorized signatory for the entity signing this document acknowledges that s/he has read and is familiar with the provisions of Chapter 189, Article II of the Suffolk County Code with which the Suffolk County Landbank wishes to abide. For the purposes of this form, the terms "entity" and "convicted of" shall have the meanings set forth in section 189-4 of Chapter 189 of the Suffolk County Code.
2. Has the entity, at any time during the ten years preceding the date of submission of the bid, been convicted of committing or attempting to commit an offense(s) relating to any of the following: extortion; coercion; bribery; theft; fraud; any violent crime relating to business, labor or commerce; sabotage, collusive bidding/bid rigging; combination in restraint of trade; conspiracy to commit one of these crimes; and/or criminal solicitation associated with one of the crimes listed above?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

3. If the answer to question 2 above is "Yes" the entity shall be determined to be a "non-responsible bidder" and disqualified from bidding on this project or contract.
4. List all criminal convictions, dates of conviction, and courts of conviction rendered upon the entity, whether upon a verdict or plea of guilty or nolo contendere, within the ten years preceding the date of submission of the bid. Use a separate sheet if more space is necessary.

OFFENSE	DATE OF CONVICTION	COURT

5. Is the entity-currently in compliance with applicable Suffolk County licensing laws if it has, or is required to have, a license issued by Suffolk County?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

6. If the answer to question 5 above is "No" the entity shall be determined to be a "non-responsible bidder" and disqualified from bidding on this project or contract until the entity is in compliance with all applicable County licensing laws.

7. Has the entity, at any time during the ten years preceding the date of submission of the bid, been convicted under, or determined by the New York State Department of Labor or the Suffolk County Department of Labor to be in violation of Chapter 31 of the New York State Labor Law, Chapter 575 of the Suffolk County Code, or any provision of State or local law protecting workers' safety?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

8. If the answer to question 7 above is "Yes" please provide detailed information, on a separate sheet, regarding the violation(s), history of previous violation(s), and such other factors which the awarding agency may give due consideration when determining whether to disqualify the entity as a non-responsible bidder.

9. In the event the entity claims an exemption from the provisions of Chapter 189, Article II under section 189-9, provide the relevant written documentation of the request or command issued by the appropriate official of the United States Government.

**I, \_\_\_\_\_ hereby declare under penalty of perjury under the Laws of the State of New York that I am authorized to provide this certification and that the above is true and correct.**

\_\_\_\_\_  
Name of Entity

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorized Representative

**SUFFOLK COUNTY LANDBANK CORPORATION (“SCLBC”)  
CONTRACTOR PRACTICES AND STANDARDS**

**Preamble:**

It is in the best interest of both parties (SCLBC and Contractor) that an understanding of the type of workmanship, quality, and performance required of the Contractor from the SCLBC is established. It is expected that the Contractor will follow the procedure in which projects will be paid, and in the contractor's best interest to understand what is required of them from SCLBC. The following is a list of practice standards, procedure and payment methods. The practice standards, procedure methods, and methods of payment must be signed by the contractor confirming that they understand and agree to the terms listed.

**Contractor Practices and Standards:**

- Contractors will have a maximum of thirty (30) working days to submit proposal/bids to the SCLBC after invitation to bid is posted (unless otherwise specified in the invitation to bid). All bid deadlines will be set by SCLBC staff and will be indicated on invitation to bid paperwork. Under no circumstances will proposal/bids be accepted after indicated bid deadline. SCLBC has four approved methods of proposal/bid submittal, facsimile, U.S. Postal service, public carriers: UPS, FED-EX, DHL, etc. or hand delivery.
- Before commencing on any project Contractor must receive, from the SCLBC, a written Letter of Authorization, signed by the SCLBC, identifying the cost and scope of work.
- Contractor will be responsible for applying and acquiring all necessary permits and business license from the municipal jurisdiction whichever has land use authority, for work requiring permits, and Contractor must deliver to the SCLBC copies of all signed off permits.
- Contractor, within the contracted amount, will be responsible for the cost of all permits and fees.
- Contractor, within the contracted amount, will be responsible for all requirements of construction as delineated in the Scope of Work and Contractor’s Bid Proposal.
- The SCLBC has the right, and should be encouraged by the Contractor, to inspect all materials to be used or installed prior to installation.
- All construction shall commence within ten (10) calendar days of the date of the Letter of Authorization from the SCLBC (for work not requiring permits) or receipt of required permits (for work requiring permits).
- All construction work shall be completed within the timeframe agreed in the Letter of Authorization from the SCLBC.
- All construction shall meet industry standards for workmanship and materials as determined by the SCLBC, and all work must be completed according to applicable building code and permit requirements established for this project by the municipal jurisdiction, having land use authority.
- The SCLBC will not be responsible for payment for any work, material or equipment that is not delineated on the Purchase Order, Scope of Work, Contractor’s Bid Proposal, or contractual agreement signed by the Contractor and Agency.
- The SCLBC will require a written request for Change Order from the Contractor for any additional cost or work to be done. Change Orders will be submitted to the SCLBC and if accepted, will require written approval from the SCLBC. Any work done prior to the submittal and approval of the Change Order by the SCLBC will be considered outside the scope of the project and will be the total financial responsibility of the Contractor. The Contractor cannot proceed with the additional work without written approval of the change order from the SCLBC.

SUFFOLK COUNTY LANDBANK CORPORATION  
CONTRACTOR PRACTICES AND STANDARDS (continued)

- If the SCLBC or the Contractor discovers, during the course of the construction, any anomalous condition, code violation, or any damage to the structural integrity, or any of the building systems: electrical, plumbing, HVAC, roofing, or framing that poses a hazard to future homeowners, the Contractor, or to The SCLBC personnel on the jobsite; The SCLBC reserves the right to modify the statement of work to correct the problem with any or all of the funds allocated to the project.
- The SCLBC will not allow for any progress billing, nor will The SCLBC provide any Contractor with any funding prior to project completion.
- At the completion of the construction the Contractor will supply The SCLBC with an invoice for work completed and a release of lien for the job as well.
- For final payment, The SCLBC will require a final site visit and inspection of project.
- For final payment, The SCLBC will require a copy of a fully signed off building permit if applicable.
- The SCLBC will require up to fifteen (15) days to deliver payment to the Contractor after all work has been inspected by The SCLBC representative. The SCLBC staff will conduct final inspection no more than five (5) business days after receipt of invoice.
- The Contractor must offer the SCLBC and subsequent homeowner a minimum of one (1) year warranty for all work (labor and material) completed by Contractor and/or his or her sub-contractors. In the case of roofing jobs – a minimum of three (3) years to be warranted for labor and material. Contractor will provide an operator’s manual and manufacturers’ warranty card to the SCLBC for materials or appliances installed.
- The SCLBC requires that Contractor and/or his or her sub-contractors deliver all warranties, expressed and/or implied, to Homeowner prior to final payment. Copies of warranty paperwork must also be submitted to The SCLBC with final invoice.
- Failure to comply with any of the above Practices and Standards and/or poor workmanship may result in removal of the contractor from the SCLBC’s Contractor list, and possible retention of any unpaid balances, and/or recovery of any funds necessary for The SCLBC to complete the project correctly.
- If the Contractor fails to appear and complete the job within the agreed time frame, the SCLBC reserves the right to hire a “Second Contractor” to complete the balance of the job. Any costs incurred by the SCLBC in the completion of the agreed work scope will be deducted from the original Contractor’s contract amount. The SCLBC will pay the balance of the funds allocated to the job to the Second Contractor to complete the work in full.

Signature: \_\_\_\_\_  
Owner or Principal

Date: \_\_\_\_\_

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