

**GENESEE COUNTY**

**REQUEST FOR QUOTATION  
for  
2014 Appointment Books and Calendars**

**RFQ 2013-203**



**ISSUE DATE:**

**FRIDAY, MAY 24, 2013**

**DUE DATE:**

**THURSDAY, JUNE 6, 2013,  
PRIOR TO 11:00 A.M., LOCAL TIME**

**RESPOND TO:**

**GENESEE COUNTY  
PURCHASING DEPARTMENT  
COUNTY BUILDING No. 1  
15 MAIN STREET  
BATAVIA, NY 14020**

**ATTENTION:**

**CHESTER J. KALETA  
DIRECTOR, PURCHASING**

# REQUEST FOR QUOTATION

## 2014 Appointment Books and Calendars

### RFQ 2013-203

Genesee County is requesting quotes for 2014 appointment books and calendars for use by county departments. All items are to be for the year 2014..

Quotes must be in the possession of the Genesee County Purchasing Department, County Building No.1, 15 Main Street, Room 317A, Batavia, New York 14020 by **Thursday, June 6, 2013 prior to 11:00 am** local time. Late quotes will not be accepted. Faxed or email quotes will NOT be accepted. All quotes must be accompanied by a non-collusion statement in order to be considered.

Genesee County reserves the right to forego any formalities and reject any or all quotations.

Genesee County is an Equal Opportunity Employer.

**REQUESTS FOR QUOTES  
2014 Appointment Books and Calendars  
RFQ 2013-203**

**SPECIFICATIONS**

The County of Genesee is requesting quotes for calendars and appointment books as specified in the enclosed which it wishes to purchase. None of the information is intended to be restrictive but to act as a guide for those desiring to submit a quote.

Whenever in these specifications a particular catalog number is indicated, it is done solely to establish the level of quality desired. This should not be interpreted to mean that the catalog specified is the only one acceptable.

*Any equivalents offered must have a sample included with the quote submission for evaluation by the County.*

<b>Item No.</b>	<b>Catalog Number/Name</b>	<b>Description: 2014 Calendar/Appointment Book</b>
1.	AAG70EP0405 The Action Planner Daily Appoint Book	Page size 4 ¾ x 8" One day per page: half of each day for meetings/appointment and half of each day for do's, notes and lists. Hourly appointments. Black
2.	AAGG10000 DayMinder Daily Desk Appointment Book	Page size 4 7/8 x 8" 12 months (Jan-Dec) Quarter-hourly appointments; one weekday per page. Black
3.	AAGG5600 DayMinder Four-Person Daily Group Appointment Book	Page size: 7 7/8 x 11" 12 months (Jan-Dec) Quarterly appointments; one weekday per page. Black
4.	AAGSD38713 Daily Reminder	Page size: 5 x 7 ½" 12 months (Jan-Dec) One day per page. Monthly expense summary. Red
5.	AAGSD38913 Daily Reminder	Page size: 5 ¾ x 8 ¼" 12 month (Jan-Dec) One day per page. Monthly expense summary. Red
6.	AAGSD37413 Daily Business Diary	Page size: 7 ½ x 9 7/16" 12 month (Jan – Dec) One day per page. Monthly expense summary. Red
7.	AAGG2500 DayMinder Weekly Pocket, Nonrefillable	Page size: 3 ¾ x 6" 12 months (Jan – Dec) Hourly appointments; one week per two-page spread. Black
8.	AAG70100P05 Weekly Appointment Book Plus	Page size: 4 7/8 x 8" 12 months (Jan – Dec) Hourly appointments; one week per two-page spread. Concealed wire binding.

		Separate tabbed telephone/address section. Pen loop. Pockets. Black
9.	AAGG2100 DayMinder Weekly Appointment Book	Page size: 4 7/8" x 8" 12 months (Jan- Dec). Hourly appointments, one week per two-page spread. Tabbed telephone/address section. Past, current and two future month's reference. Black
10.	AAGG5900 DayMinder Weekly Planner, Open Scheduling	Page size: 6 7/8 x 8 3/4" 12 months (Jan-Dec) One week per two-page spread; daily columns for appointments. Black
11.	AAG760105 QuickNotes Brand Weekly/Monthly Self-Management System	Page size: 8 x 9 7/8" 12 months (Jan –Dec) Weekly: One week per two-page spread. Hourly appointments, including weekends. Monthly: full month on left page and QuickNotes areas on right page. Black
12.	AAGG52000 DayMinder Weekly Professional Appointment Book	Page size: 8 x 11" 12 months (Jan – Dec) Quarter-hourly appointments, one week per two-page spread. Black
13.	AAGG4500 DayMinder Monthly Planner	Page size: 3 3/4 x 6" 12 month (Jan – Dec) One month per two-page spread. Past, current and three future month's reference. Telephone/address and notes sections Black
14.	AAG70120P05 Monthly Appointment Book Plus	Page size: 6 7/7 x 8 3/4" 12 months (Jan – Dec) Monthly calendar appointment section; separate tabbed telephone/address; writing pad; concealed wire binding, pen loop, page marker flap with full year calendar and pockets. Black
15.	AAGG40000 DayMinder Monthly Planner	Page size: 6 7/8 x 8 3/4" 12 months (Jan – Dec) One month per two-page spread; past, current and four future months reference. Black
16.	AAG760605 QuickNotes Brand Monthly Self-Management System	Page size: 8 1/4 x 10 7/8" 12 months (Jan – Dec) Includes storage pocket; One month per two-page spread with QuickNotes column for lists, notes, and to dos; telephone/address pages. Black
17.	AAGG47000 DayMinder Monthly Planner	Page size: 7 7/8 x 11 7/8" 14 months (Dec – Jan) One month per two-page spread, ruled daily squares, Past, current and four future months reference. Two-piece cover. Black
18.	AAGE717T50 Daily Desk Calendar Refill w/Monthly Tabs	Page size: 3 1/2 x 6" 12 months (Jan – Dec) Most popular desk calendar refill with a monthly tab set included. One tab per

		month to allow for easy referencing of months and dates. Refill offers a two-page per weekday spread; Saturday and Sunday have one page each; Half-hourly appointment times; Fits standard 17-style bases.
19.	AAGE71750 Daily Desk Calendar Refill	Page size: 3 ½ x 6” 12 months (Jan – Dec) Half-hourly appointments; two pages per weekday. Past, current and future months reference. Fits standard 17-style bases
20.	AAGE91950 Compact Daily Desk Calendar Refill	Page size: 3 x 3 ¾” 12 months (Jan – Dec) Unruled, two pages per weekday. One tab per month to allow for easy referencing of days. Fits base E19
21.	AAGE1900 Plastic Base for AAGE91950	Plastic base
22.	AAGSW70650 Flip-A-Week	Weekly Refill with QuickNotes style format
23.	AAGSK800 Monthly Desk/Wall Calendar	Page size: 11 x 8 ¼” 12 months (Jan-Dec) Block size 1 ½” x 1 1/8” Federal Holidays highlighted in red; Pocket-style closure allows for easy removal; three-hole punch vinyl holder.
24.	AAGSK1616 Monthly Desk/Wall Calendar	Page size: 11 x 8” 16 months (Sept – Dec) Block size 1 ½” x 1 ¼” Past, current and four future months reference; Federal holidays noted in red; wire bound and three-hole punched for binder use or hanging.
25.	AAGK150 Refill	Refill for K1-00
26.	AAGPM1128 Three-Month Reference Wall Calendar	Page size: 12 x 27” 14 months (Dec-Jan) One past, current and future month per page. Large, easy to read numbers; Federal holidays highlighted in red; Full chipboard backing. Wire bound at top with loop for hanging – white wire.
27.	AAGPM228 Monthly Wall Calendar	Page size: 12” x 17” 12 months (Jan – Dec) Block Size: 1 ½” x 2 ¾” One month per page with 12-month calendar reference. Ruled daily blocks. Printed in blue and red inks, white wire bound with hanging loop.
28.	AAGPM428 Monthly Wall Calendar	Page size: 20” x 30” 12 month (Jan – Dec) Block Size: 2 11/18” x 4 3/8” One month per page with 12-month calendar reference; Ruled daily blocks. Printed in blue and red inks; white wire bound with hanging loop.
29.	AAGPM1228 Yearly Wall Calendar	Page size: 24” x 36” 12 months (Jan-Dec) on one page quarterly; Block Size: 1” x 1 ½” Printed in red and blue inks; metal

		bound at top and bottom with hanging eyelet.
30.	AAGPM2628 Vertical/Horizontal Erasable Wall Calendar	Page size: 24" x 36" 12 months (Jan –Dec) Block Size: Side One 1 ¼" x 1 3/8"; Side Two: 1 ¼" x 1 ¼". Reversible: Side One – vertical yearly dated; Side Two – horizontal yearly dated; Bright white background allows for easier viewing and reading; Wet-erase marker included.
31.	AAGPM21228 Vertical/Horizontal Paper Wall Calendar	Page size: 24" x 36" 12 months (Jan – Dec) Block Size: Side One – 1 ¼" x 1 3/8"; Side Two: 1 ¼" x 1 ¼"; Reversible: Side One – vertical yearly dated; Side Two – horizontal yearly dated. Bright white background allows for easier viewing and reading.

Inquiries can be made by phone or by email to:

Mark Adams, Central Printing  
Genesee County  
15 Main Street  
Batavia, New York 14020  
585.344.2550. x2249  
Email: [madams@co.genesee.ny.us](mailto:madams@co.genesee.ny.us)

Request for Quote Process Inquiries:

Chester J. Kaleta, Director of Purchasing  
Genesee County Building No. 1  
Room 317A  
15 Main Street  
Batavia, New York 14020  
585-344-2550 x2201  
Email address: [ckaleta@co.genesee.ny.us](mailto:ckaleta@co.genesee.ny.us)

Any questions posed should be addressed in writing, by fax or email, to the Genesee County Purchasing Department.

**MISCELLANEOUS INFORMATION:**

1. **Award:** A contract will be awarded after review of quotes received. Contracts will be awarded in the best interest of the County.
2. **Reject or Waive:** Genesee County reserves the right to reject any and all quotes or to waive any informality. Genesee County does not obligate itself to accept the lowest quote or any other proposal submitted as a result of this Request for Quotation.

3. **Contract Award:** A contract will be awarded after review of all quotes received. The County reserves the right to award a contract to the lowest responsive and responsible vendor based on the lowest quote. County reserves the right to award contract to one vendor or to multiple vendors, whichever is in the best interest of the County.
4. **Quantities:** The County does not guarantee the items/quantities as listed in this quote. The quantity information is provided for comparison purposes only. Additional items, not listed may also be ordered.
5. **Term of Contract:** Any contract resulting from this quote shall be for a term not to exceed (12) months from the date of the award.
6. **Additional Information:**
  - Vendors are responsible for reporting, in writing, any errors found in the specifications to the Genesee County Purchasing Director, 15 Main Street, Batavia, NY 14020
  - **One (1) original and One copy(1)** of the quote must be submitted
  - Quotes must be submitted on the quote sheet. A signed Proposal Form, Vendor Certification, Certification of Compliance with the Iran Divestment Act and Non-Collusion Certificate must be included with your proposal (These forms can be found at the end of the specifications)  
Quotes must be received by the Genesee County Purchasing Department, County Building No.1, 15 Main Street, Batavia, NY, no later than **Thursday, June 6, 2013 prior to 11:00 am local time.**  
**LATE quotes will NOT be accepted, but will be returned, unopened.**
  - Vendors shall indicate on the outside of their sealed quote the following information:
    - a. Title of Quote and Quote Number
    - b. Date and Time of Quote Opening
    - c. Company Name

Failure to do so may result in the rejection of the bid as being unresponsive.

### **Payment Terms**

Payment will be made forty five days or less after receipt of invoice

### **Late Quotes**

Quotes received in the Purchasing Office *after* the date and time prescribed shall not be considered for contract award and shall be returned to the vendor as non-responsive. The vendor is responsible for the delivery of the quote. If the quote is delivered to the wrong county office, by any delivery method, the vendor bears the responsibility. Delivery of the quote to the specified location at the prescribed time and date is the sole responsibility of the vendor.

The County employee whose duty it is to receive quote documents will decide when the specified time has arrived and no proposal received thereafter will be accepted.

***NOTE: Any delay due to traffic, weather, and construction, failure to locate Purchasing office, mail or express delivery is not an exception to the deadline for receipt of quotes. Please plan accordingly.***

**Qualification of Bidder:**

Quotes will only be accepted from established manufacturers or their authorized dealers. In the event a dealer submits a quote, the dealer shall guarantee that he/she is an authorized dealer of the manufacturer and the manufacturer has agreed to supply the dealer with the product offered in the quote and that the dealer is authorized by the manufacturer to sell the product within Genesee County New York. Further, the dealer agrees to submit a certificate that he/she is an authorized dealer, if so requested.

Failure to submit any of the above data may result in the rejection of the quote. Furthermore, the County reserves the right to request any additional information deemed necessary for the proper evaluation of this quote.



**COUNTY OF GENESEE  
Department of Purchasing  
15 Main Street  
Batavia, New York 14020**

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**GENERAL TERMS AND CONDITIONS  
FOR SEALED BIDS AND REQUESTS FOR PROPOSALS**

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1. Each Bid/RFP shall be enclosed in a sealed envelope and must be mailed or delivered so as to be received prior to the time set in the advertisement for opening Bid/RFP. **Said sealed envelope shall have the information noting the commodity and date and time of opening. This information must be affixed to the outermost packaging to be easily identified by Purchasing personnel as a sealed Bid/RFP.**

2. Bid/RFP shall be submitted on Genesee County Bid/RFP Forms, unless otherwise indicated in the Bid/RFP specifications, or Bid/RFP will not be considered. Bid/RFP must be typed or printed in ink. Original autograph signatures in ink are required. Facsimile or rubber stamp signatures will not be accepted.

3. Any change in wording or interlineation by Respondent of the inquiry as published by the County of Genesee shall be reason to reject the proposal of such Respondent, or in the event that such change in the Invitation to Bid/RFP is not discovered prior to entering into contract, to void the contract entered into pursuant to such Bid/RFP. Any additional information which the Respondent desires to add to the Bid/RFP shall be written on a separate sheet of paper, attached to and submitted with the formal sealed Bid/RFP, to be read at the formal Bid/RFP opening.

4. **AWARDS.** The contract may be awarded to the lowest responsible and responsive bidder complying with the provisions of the Invitation for Bid. In determining whether a bid is lowest and responsive, and the bidder responsible, the following may be considered by the County: a) Ability to perform the service required within the specified time; b) Reputation, judgment and experience; c) The quality of performance in previous contracts; d) Previous compliance with laws, as well as employment practices; e) Financial ability to perform the contract; f) The quality, availability and adaptability of the supplies or the contractual services to the particular use required; g) Ability to provide maintenance and service; h) Whether the bidder is in arrears to the County, in debt on contract, is a defaulter on surety to the County or whether the bidder's taxes or assessments are delinquent; i) The resale value and life cycle costs of the items; j) Such other information as identified in the Purchasing Policy Manual having bearing on the decision to make the award. The County reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest of the County. The County also reserves the right to reject the bid of a bidder who has previously failed to perform properly. The County may award bids by line item, category, or on an all or none basis.

5. Respondents are to furnish all information requested in the spaces provided on the Bid/RFP invitation form. Further, as may be specified elsewhere, each Respondent must submit with his Bid/RFP cuts, sketches, descriptive literature, and/or complete specifications covering the products offered. Reference to literature submitted previously does not satisfy this provision. Bid/RFPs in non-compliance with these requirements will be subject to rejection.

6. All documentation required by specifications shall be submitted by the Respondent as part of his sealed Bid/RFP at the time of Bid/RFP opening.

7. This Executory Clause shall be a part of any agreement entered into pursuant to the Bidding or Request For Proposal procedure.

(A) It is understood by the parties that the agreement shall be executory only to the extent of the monies available to the County of Genesee and appropriated therefore, and no liability on account thereof shall be incurred by the County beyond the monies available and appropriated for the purpose thereof.

8. No taxes are to be billed to the County of Genesee. Bid/RFPs shall not include any Federal, State, or local excise, sales, transportation, or other tax, unless Federal or State law specifically levies such tax on purchases made by a political subdivision.

9. The successful Respondent shall comply with all laws, rules, regulations, and ordinances of the Federal Government, the State of New York and any other political subdivisions or regulatory body which may apply to its performance under this contract.

10. The successful Respondent to whom a Bid/RFP is awarded shall indemnify and hold harmless the County of Genesee and its agents and employees from and against all claims, damages, losses or causes of action arising out of or resulting from such vendor's performance pursuant to a Bid/RFP.

11. The successful Respondent to whom a Bid/RFP is awarded shall not assign, transfer, convey, sublet or otherwise dispose of a contract or the successful Respondent's right, title or interest therein, or the successful Respondent's power to execute such contract to any other person, firm or corporation without the express prior written consent of Genesee County, in accordance with New York State General Municipal Law, Section 109.

12. A Bid/RFP submitted is firm and irrevocable for a period of forty five (45) days from the date and time of the Bid/RFP opening. If a contract is not awarded within the forty five (45) day period, a Respondent to whom the Bid/RFP has not been awarded, may withdraw his Bid/RFP by serving written notice of his intention to the County of Genesee. Upon withdrawal of the Bid/RFP, pursuant to this paragraph, the County of Genesee will forthwith return the Respondent's security deposit.

13. The base Bid/RFP shall remain firm and any other charges bid or proposed shall also remain firm, for delivery of services or goods described in the Bid/RFP.

14. Any contract entered into pursuant to a Bid/RFP may be terminated at any time during the term of the contract by either party through notification in writing to the other party via certified mail of the desire to cancel. Such notice shall be serviced not less than thirty (30) days prior to the desired termination date. Notification shall be made to the Genesee County Purchasing Department shall be made by certified mail to the attention of the Purchasing Director, County Building No.1, 15 Main Street, Batavia, NY 14020.

15. In executing a Bid/RFP, the Respondent affirms that all of the requirements of the specifications are understood and accepted by the Respondent, and that the prices quoted include all required materials and services. The County will not be responsible for any errors or omissions on the part of the Respondent in preparing his Bid/RFP. In case of error in extension of prices in the Bid/RFP, the unit price will govern.

16. Manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in accordance with any State and local requirements for labeling or re-examination listing or identification marking of the appropriate safety standard organization, such as the American Society of Mechanical Engineers for pressure vessels, the Underwriters' Laboratories and/or National Electrical Manufacturers' Association for electrically operated assemblies, or the American Gas Association for gas operated assemblies. Further, all items furnished by the successful Bid/Respondent shall meet all requirements of the Occupational Safety and Health Act (OSHA) and State, local and federal requirements relating to clean air and water pollution.

“The NYS Right to Know Law and the OSHA Hazard Communication Standard (29CFR 1920.1200 - Revised August 24, 1987) require that Manufacturers prepare and submit to the County of Genesee a Material Safety Data Sheet for any product(s) that have been evaluated and determined to contain hazardous substances. (PLEASE SUBMIT WITH INITIAL SHIPMENT AN APPROPRIATE MATERIAL SAFETY DATA SHEET FOR EACH PRODUCT, WHERE APPLICABLE)”

17. Samples may be requested as a part of the solicitation or after the opening of Bid/RFPs. When requested, they are to be furnished as called for, free of expense, and if not destroyed will upon request be returned at Respondent's expense. Respondent's request for return of samples must be made no later than the date on which they are furnished. Respondent shall label each sample individually with their name and item number.

18. The Respondent shall be fully accountable for his or its performance under a Bid/RFP, or any contract entered into pursuant to a Bid/RFP, and agreed that he, or its officers, will answer under oath all questions relevant to the performance thereof and to

any transaction, act or omission had, done or omitted in connection therewith if called before any Judicial, County or State officer or agency empowered to investigate the contractor or his performance.

19. All Bid/RFPs must be accompanied by a duly executed Non-Collusion Statement in order to be considered.

20. The apparent silence of this specification as to any details or the omission from it of a detailed description concerning any point shall be interpreted as meaning only the best commercial practices are to prevail and that only materials and workmanship of the first quality are to be used. It is understood and agreed that any item offered or furnished shall be new, in current production and in first class condition, that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging.

21. In the event any Governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of any item offered on this Bid/RFP prior to delivery, it shall be the responsibility of the successful Respondent to notify the County of Genesee at once, indicating in his letter the specific regulation which requires such alterations. The County reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.

22. Discrimination - The successful Respondent agrees:

(A) That in the hiring of employees for the performance of work under this contract, no contractor, nor any person acting on behalf of such contractor, shall by reason of race, creed, color, sex, national origin, age, disability, marital status, Military Veteran status or arrest record, discriminate against any citizen of the State of New York who is qualified and available to perform the work to which the employment relates. Genesee County is an Equal Opportunity Employer.

(B) That no contractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance or work under a contract on account of race, creed, color, sex, national origin, age, disability, marital status or Military Veteran status.

(C) That a contract may be canceled or terminated by the County of Genesee and all monies due, or to become due, may be forfeited for a violation of the terms and conditions of a contract.

23. Joint Bid/RFPs will not be accepted. For purposes of the specifications, the term joint Bid/RFP shall include, but is not limited to, any Bid/RFP submitted jointly by two or more vendors in the name of partnership, joint venture or other legal entity formed for the purpose of submitting such a Bid/RFP or to be formed for the purpose of entering into a contract pursuant to such Bid/RFP.

24. Requests for interpretation of specifications should be addressed in writing, or orally, to Purchasing personnel and must be received prior to the date fixed for the

opening of Bid/RFPs. Any and all interpretations and supplemental instructions will be made in the form of written addenda to the specification. The County will make every reasonable effort to notify specification holders when an addendum is issued, and all addenda will be available for inspection at least twenty-four (24) hours prior to a Bid/RFP opening (except notices of Bid/RFP postponement or cancellation, which may be made up to the scheduled Bid/RFP opening time). Failure of any Respondent to receive such addendum shall not relieve such Respondent from any obligation under his Bid/RFP as submitted. Any and all addenda shall become part of the Bid/RFP and contract.

25. If requested in writing by the County of Genesee, Respondent must present within forty-eight (48) hours, satisfactory evidence of the ability to perform and possession of the necessary facilities, personnel, experience, monetary resources and insurance to comply with specifications and otherwise provide the County with sufficient grounds to believe that it is likely, beyond a reasonable doubt, that the Respondent can provide the commodities and/or service(s) specified.

26. The successful Respondent(s) shall be notified by means of a contract award letter and/or purchase order that the Bid/RFP has been accepted. The mailing of either award letter or a valid purchase order shall constitute a contract between Genesee County and the successful Respondent(s).

27. When required by Genesee County, the successful Respondent shall execute a standard form Agreement with Genesee County which incorporates all the terms and conditions of the contract between the parties. Such Agreement shall be executed within fourteen (14) days of notification, by which time the contractor shall also have supplied all required bonds and insurance.

28. A contract resulting from Bid/RFP solicitation will constitute the entire and integrated Agreement between the parties. No other terms or conditions will become part of an Agreement unless they are approved in writing by both parties and attached to an Agreement or Addendum.

29. Payments will be made by the County after goods and/or services have been rendered and are complete. Payment will be made upon submittal of a complete invoice. If a Purchase Order is required, the Purchase Order must also be properly completed and submitted with invoice to insure payment. Any claim against the contractor may be deducted by the County from any money due him in the same or other transactions. Any delivery of product or service which does not meet the requirements of the contract may be rejected or accepted on an adjusted price basis as determined by the County. In any case where a question of non-performance of a contract arises, payment may be withheld in whole or in part at the discretion of the County as compensation for any loss, damage, or cost incurred by the County as a result of said non-performance.

30. Any bond(s) and/or insurances required must be on a form acceptable to Genesee County, and must be issued only by companies licensed to do business in New York State by the New York State Commissioner of Insurance. Insurance policies must

name Genesee County as “Additional Insured”. Certified checks or standard form letters of credit may be submitted in lieu of a bond, subject to acceptance by Genesee County as to sufficiency and form.

## **Insurance**

### **1. Policy Commencement**

Insurance shall be procured by the successful bidder before commencing any work. Insurance shall be obtained and be in effect no later than fourteen (14) days after notice of award is received and the insurance shall be maintained without interruption for the duration of the contract, and shall be in the kinds and amounts as specified herein pursuant to the Standard Insurance Certificate.

### **2. Proof of Insurance**

- a. One copy of the policy and/or binder shall be filed with the Genesee County Purchasing Director, 15 Main Street, Batavia, New York 14020.
- b. All insurance shall be executed by an insurance company/agency or broker who is licensed by the Insurance Department of the State of New York. County of Genesee to be named as additional insured.

#### **c. All certificates of insurance shall be endorsed verbatim:**

“In the event of any alteration, non-renewal, interruption or cancellation of the policies of insurance, the insured and the insurer shall give at least thirty (30) days advance written notice of any of the alteration, non-renewal, interruption or cancellation. Said notice to be made in writing to the Genesee County Purchasing Director, 15 Main Street, Batavia, New York 14020, before such said alteration, non-renewal, interruption or cancellation shall be effective.”

31. Awarded vendor shall agree to indemnify and hold harmless the County of Genesee and its agents, employees and volunteers against all claims arising or resulting from work performed, materials handled and services rendered or to be rendered to the County of Genesee under any contract or agreement executed by the County of Genesee and the vendor.

32. Unless the Respondent specifically notes otherwise, a proposal shall be to furnish all items/services exactly as specified, in complete conformance to all terms, conditions and specifications. Any exception proposed by a Respondent must be clearly noted in unambiguous writing and submitted with the proposal at Bid/RFP opening. Unless otherwise specifically noted, the County will execute a contract based solely on its terms, conditions and specifications.

33. The complete legal name of the firm or corporation shall be used when executing Bid/RFP documents. Do not abbreviate. If a corporation, use the name as it appears on the corporate seal.

34. Any manufacturer's names, trade names, brand names, information and/or catalog numbers used within a Bid/RFP are for the purpose of description and establishing general quality levels. Such references are not intended to be restrictive and equivalent products of any manufacturer may be offered. Determination of equivalency shall rest solely with the County.

35. Safety Procedures - A vendor who contracts with Genesee County agrees to adopt and utilize the safety policies and programs of the County of Genesee in the performance of its contract with the County and to abide by its terms. The contractor shall acknowledge a copy of the safety policies and programs of Genesee County. The contractor shall not deviate from said policies and programs or substitute its own safety program unless approved by the supervisor of the department for whom the services are being performed, said supervisors being so designated in the contract document.

36. In the event any item or items in this bid are made available to the County on a New York State Government contract at a unit price lower than that price on which award was made to the low bidder, the County reserves the right to purchase at the lower price under the NYS Government contract.

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**2014 Appointment Books and Calendars  
COUNTY OF GENESEE  
RFQ #2013-203  
PRICE SHEET  
(Approximate Quantities Provided)**

<b>Item No.</b>	<b>Catalog Number/Name</b>	<b>Qty Each</b>	<b>Bid Price</b>	<b>Total Price</b>
1.	AAG70EP0405 The Action Planner Daily Appoint Book	1		
2.	AAGG10000 DayMinder Daily Desk Appointment Book	20		
3.	AAGG5600 DayMinder Four-Person Daily Group Appointment Book	3		
4.	AAGSD38713 Daily Reminder	5		
5.	AAGSD38913 Daily Reminder	4		
6.	AAGSD37413 Daily Business Diary	1		
7.	AAGG2500 DayMinder Weekly Pocket, Nonrefillable	2		
8.	AAG70100P05 Weekly Appointment Book Plus	2		
9.	AAGG2100 DayMinder Weekly Appointment Book	33		
10.	AAGG5900 DayMinder Weekly Planner, Open Scheduling	11		
11.	AAG760105 QuickNotes Brand Weekly/Monthly Self-Management System	2		
12.	AAGG52000 DayMinder Weekly Professional Appointment Book	76		
13.	AAGG4500 DayMinder Monthly Planner	5		
14.	AAG70120P05 Monthly Appointment Book Plus	8		
15.	AAGG40000 DayMinder Monthly Planner	7		
16.	AAG760605 QuickNotes Brand Monthly Self-Management System	5		
17.	AAGG47000 DayMinder Monthly Planner	30		
18.	AAGE717T50 Daily Desk Calendar Refill w/Monthly Tabs	4		
19.	AAGE71750 Daily Desk Calendar Refill	27		
20.	AAGE91950 Compact Daily Desk Calendar Refill	3		
21.	AAGE1900 Plastic Base for AAGE91950	1		
22.	AAGSW70650 Flip-A-Week	4		
23.	AAGSK800 Monthly Desk/Wall Calendar	4		
24.	AAGSK1616 Monthly Desk/Wall Calendar	22		
25.	AAGK150 Refill	4		
26.	AAGPM1128 Three-Month Reference Wall Calendar	4		
27.	AAGPM228 Monthly Wall Calendar	14		
28.	AAGPM428 Monthly Wall Calendar	7		
29.	AAGPM1228 Yearly Wall Calendar	7		
30.	AAGPM2628 Vertical/Horizontal Erasable Wall Calendar	3		
31.	AAGPM21228 Vertical/Horizontal Paper Wall Calendar	26		
	<b>Grand Total of QUOTE:</b>			



**RFQ 2013-203**  
**2014 Appointment Books and Calendars**  
**PRICE SHEET – PAGE 2**

**The items listed below will not be used to evaluate the low quote but provide additional information for placing orders.**

Item #32 Discount off list for any calendars/appointment books ordered that do not appear on the quote listing

Discount Off List: \_\_\_\_\_%

Item #33 Minimum Dollar Required per Order:

\$ \_\_\_\_\_

Item #34 Fee to process orders that do not meet the minimum as stated under Item #33:

\$ \_\_\_\_\_

**Note: All prices re to include shipping charges!**

\_\_\_\_\_  
Legal name of firm/corporation

\_\_\_\_\_  
Authorized Signature (IN BLUE INK)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone No.      Fax No.

\_\_\_\_\_  
Email Address

**YOU SHALL RETURN THIS FORM WITH YOUR QUOTE**

**PROPOSAL FORM**

**Genesee County – 2014 Appointment Books and Calendars**

**RFQ-2013-203**

**TO: Chet Kaleta; Purchasing Director, Genesee County**

**THE UNDERSIGNED PROPOSES TO PROVIDE THE GOODS AND SERVICES** required as set forth in the referenced Request for Quotes. The successful bidder hereby agrees to furnish the goods and services in accordance with all terms, conditions and specifications contained within referenced Request for Proposal, at prices submitted in referenced specifications. I certify that I am authorized to sign this proposal, myself or the company or firm I represent, to a contract with Genesee County. This signed proposal will become part of a binding contract after award by the Genesee County Legislature to the successful bidder.

**NOTE: By signing and submitting the proposal form for consideration by Genesee County the Contractor acknowledges they have read, understood, and agree to all aspects of the specifications as presented without reservation or alteration.**

\_\_\_\_\_  
Legal name of firm/corporation

\_\_\_\_\_  
Authorized Signature (IN BLUE INK)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone No.      Fax No.

Federal ID #: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE (FOR COUNTY USE ONLY)**  
-----

\_\_\_\_\_  
DIRECTOR, PURCHASING

\_\_\_\_\_  
DATE

**YOU SHALL RETURN THIS FORM WITH YOUR QUOTE**

**CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT**

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the County receive information that a Bidder/Contractor is in violation of the above-referenced certification, the County will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the County shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default.

The County reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE