

**INVITATION**

**FOR**

**BIDS**

**RE-ROOFING OF THE SALT STORAGE SHED**

**FOR THE TOWN OF RENSSELAERVILLE, NY**

**October 27, 2022**

## TABLE OF CONTENTS

<b><u>SECTION</u></b>	<b><u>PAGE</u></b>
INVITATION FOR BIDS NOTICE	1
INTRODUCTION	2
SPECIFICATIONS	2
INSTRUCTIONS	3
TENTATIVE SCHEDULE	6
QUALIFICATIONS OF BIDDER	7
ASSURANCES	8
AFFIDAVIT	9
STATEMENT ON SEXUAL HARASSMENT	10
NON-COLLUSIVE BIDDING CERTIFICATION	11
BID SHEET	13
MODEL CONTRACT	
APPENDIX A: STANDARD CONTRACT CLAUSES	
APPENDIX B: PREVAILING WAGE SCHEDULE	

**INVITATION FOR BIDS**

**NOTICE IS HEREBY GIVEN** that sealed bids for Re-Roofing of the Salt Storage Shed for the Town of Rensselaerville will be received at the address listed below until **6:00 p.m. local time on December 8, 2022** at which time they will be publicly opened and read. Bids not physically received by the Town at 6:00 p.m. on December 8, 2022 will not be considered. All bids must be addressed to:

Town of Rensselaerville  
Re: [contractor's name]  
Proposal for Re-Roofing of Salt Storage Shed  
Attention: John Dolce, Supervisor  
Rensselaerville Town Hall  
87 Barger Road  
Medusa, NY 12120

No bid shall be withdrawn for a period of forty-five (45) days after the bid opening date without the consent of the Town.

A Pre-Bid Conference will be held on November 29, 2022 at 9 a.m. in the Town Hall located at 87 Barger Rd, Medusa, NY 12120. Failure to inspect the work site shall not be accepted later as a valid basis for alteration or termination of bid.

Each bidder must comply with the New York State Labor Law, including the payment of prevailing wages.

The Town Board of the Town of Rensselaerville reserves the right to accept or reject any or all bids and to waive any informalities at its discretion.

Dated: October 27, 2022  
Town Board  
Town of Rensselaerville

## **INTRODUCTION**

The Town of Rensselaerville (“Town”) is requesting bids for the re-roofing of its salt storage shed located at 87 Barger Road, Medusa, New York 12120 according to the specifications contained herein. The current asphalt roof is in need of removal and replacement.

## **SPECIFICATIONS**

**Scope of Work:** The contractor shall provide all labor, supervision, materials, supplies, equipment, insurance, vehicles, permits, and administration necessary to remove the existing asphalt roof and damaged plywood and install new architectural shingles, plywood as necessary, felt at a minimum of 30 weight, drip edge, galvanized nails, ridge vent and ridge cap. All work shall be in conformance with the Town of Rensselaerville’s Building Code. The contractor shall:

1. Remove all current asphalt shingles and damaged plywood, if any, and other current roofing materials.
2. Provide and install new 30-year Green shingles, plywood as necessary, felt at a minimum of 30 weight, drip edge, galvanized nails, ridge vent and ridge cap. Remove and replace translucent panels.
3. Provide tarp as necessary to protect building and grounds.
4. Clean up and haul away all roofing debris.
5. Provide 5-year workmanship warranty.
6. Follow all applicable safety codes, regulations and laws during all phases of the work.
7. Ensure safe passage of persons around work site; conduct operations to prevent injury to adjacent properties, buildings, structures, other facilities, and persons.
8. Promptly repair damages caused to adjacent facilities, or properties by contractor at no cost to the Town.
9. Obtain and pay for all Federal, State and/or local permits required by governing authorities.
10. Upon completion of the entire removal and replacement of the salt storage shed roof, return the site to the same condition that existed prior to work being done.

**Base Bid:** The base bid for the re-roofing of the salt storage shed shall include all items listed in the Scope of Work above. All materials must be quoted FOB destination. The successful bidder agrees to execute all documents within the IFB and provide certificates of insurance within fifteen (15) days after the receipt of the Notice of Award and the contract. The successful bidder agrees to begin work no later than 3 months after the receipt of the Notice to Proceed. Highway Department normal business hours are 7 a.m. to 3:30 p.m. Monday through Friday. The contractor can perform the work from 7 a.m. to 3:30 p.m. Monday through Friday, or as amended with the approval of the Town Supervisor.

**Permit(s):** The contractor must work with the Town’s Code Enforcement Office to obtain the necessary permit(s) for this project. Inspections will be made by the Town Code Enforcement Officer.

**Protection of Property:** The contractor must take all reasonable precautions to protect public and private property from undue damage. If the Town determines that the contractor has unnecessarily damaged or destroyed property, it shall be repaired or replaced to the satisfaction of the Town, at the contractor’s expense.

**Billing/Invoicing:** After completion of the project, the contractor must submit a detailed bill to the Town for audit and approval. Please note bills are approved at the Town Board’s monthly meetings.

### **INSTRUCTIONS TO BIDDERS**

**1. Receipt and Opening of Bids:** Sealed bids for Re-Roofing of the Salt Storage Shed for the Town of Rensselaerville will be received at the address listed below until **6:00 p.m. on December 8, 2022**, at which time they will be publicly opened and read. Bids not physically received by the Town at 6 p.m. on December 8, 2022 will not be considered. All bids must be addressed to:

Town of Rensselaerville  
Re: [contractor’s name]  
Proposal for Re-Roofing of Salt Storage Shed  
Attention: John Dolce, Supervisor  
Rensselaerville Town Hall  
87 Barger Road  
Medusa, NY 12120

**2. Contract Documents and Specifications:** This IFB is available at [www.rensselaerville.com](http://www.rensselaerville.com) or by email upon request. For additional information, contact the Town’s Contact:

John Dolce, Town Supervisor  
87 Barger Road  
Medusa, New York 12120  
[JDolce@rensselaerville.com](mailto:JDolce@rensselaerville.com)  
(518)239-4225

**3. Pre-Bid Conference:** A pre-bid conference is scheduled for November 29, 2022 at 9:00 a.m. in the Town Hall located at 87 Barger Road, Medusa, NY 12120. This conference is not mandatory; however, failure to inspect the work site shall not be accepted later as a valid basis for alteration or termination of bid. If you plan on attending the Pre-Bid Conference, please email the Town’s Contact.

**4. Questions:** Other than the questions posed at the Pre-Bid Conference, any questions or requests for clarification of the IFB documents or specifications must be submitted in writing, by mail or email to the Town's Contact by November 29, 2022. The Town will not respond to questions submitted orally. Answers to questions that materially change the conditions and specifications of this IFB will be posted on the Town's website after December 6, 2022, as an addendum to this document. Additionally, any contractors wanting to be sent any addendums or information by email must provide the Town's Contact with their point of contact email address. Any discussions or documents will be considered non-binding unless incorporated in an addendum to the original. When addenda are issued, the bid opening date may be extended at the discretion of the Town.

**5. Preparation of Bids:** Each bid must be submitted on the prescribed forms. All blank spaces for bid prices must be filled in, in ink or typewritten. One (1) original shall be submitted in a sealed envelope or box bearing the name and address of the firm and clearly marked with the contractor's name and "Proposal for Re-Roofing of Salt Storage Shed."

**6. Bids Remain Subject to Acceptance:** Regardless of the award of bid, no bidder may withdraw its bid before the expiration of forty-five (45) days after the date of opening the bids. Submittal of a bid indicates acceptance of the conditions contained in the IFB. The Town reserves the right to retain all bids submitted, accept or reject any or all bids, waive informalities, negotiate changes in the scope of work or services to be provided, and otherwise waive any technicalities.

**7. Subcontracts:** No subcontractors for any portion of the work is permitted.

**8. Qualifications of Bidder:** All bidders that submit a proposal shall be required to meet the following minimum qualifications:

- A. The bidder must have a minimum of five (5) years' experience as a roofing contractor; and
- B. The bidder shall provide references for three similar assignments within the past five (5) years and any certifications they possess.

The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Town all such information and data for this purpose as the Town may require. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligation of the contract and to complete the work contemplated therein.

**9. Length of Contract:** The length of this contract shall be approximately three (3) months, commencing March 1, 2023 and terminating May 31, 2023. Time is of the essence for completion.

**10. Conditions of Work:** Each bidder must inform itself fully of the conditions relating to the project and the employment of the labor thereon. Failure to do so will not relieve a successful bidder of its obligation to furnish all material and labor necessary to carry out the provisions of this contract.

**11. Laws and Regulations:** The contractor shall comply with all applicable federal, state, and local laws, rules and regulations of all authorities having jurisdiction over the project throughout the term of the contract.

**12. Method of Award – Lowest Qualified Bidder:** The contract will be awarded to the lowest bid submitted by a responsible bidder. The Town Board of the Town of Rensselaerville reserves the right to accept or reject any or all bids and to waive any informalities at its discretion.

**13. Obligations of Bidder:** At the time of the opening of bids, each bidder will be presumed to have inspected the work site and salt storage shed and to have read and to be thoroughly familiar with the contract documents (including all addenda). The failure or omission of any bidder to examine any form, instrument, or document shall in no way relieve the bidder from any obligation in respect to its bid.

The successful bidder agrees to execute all documents within the IFB package and provide certificates of insurance within fifteen (15) days after the receipt of the Notice of Award and the contract.

The successful bidder agrees to begin work no later than three (3) months after receipt of the Notice to Proceed, unless otherwise provided, and to execute the work in such a manner and with sufficient materials, equipment and labor as will insure its completion within the time limit specified in the bid, it being understood and agreed that time is of the essence and completion within the time limit is an essential part of the contract.

**14. Non-Collusive Bidding Certification:** Each bidder submitting a bid shall execute and attach thereto, an affidavit substantially in the form herein provided, to the effect that it has not colluded with any other person, firm, or corporation in regard to any bid submitted.

**15. Statement on Sexual Harassment:** Each bidder submitting a bid shall execute and attach thereto, a statement substantially in the form herein provided, in accordance with New York State Finance Law § 139-1.

**16. Performance Bond:** The bidder must be capable of obtaining a performance bond in the amount sufficient to cover the cost of the entire project.

**17. Assurances:** Each bidder submitting a bid shall execute and attach thereto, assurances substantially in the form herein provided, that the bidder shall adhere to an EEO policy and that it agrees not to commit unlawful discrimination.

**18. Procurement:** The Town is exempt from New York State sales and use. Said taxes should not be included in the bid price.

**TENTATIVE SCHEDULE**

<b><u>Activity</u></b>	<b><u>Estimated Date</u></b>
1. Advertise RFP	October 27, 2022
2. Pre-Bid Conference	November 29, 2022
3. Deadline for receipt of bids	December 8, 2022
4. Recommendation to Town Board	December 22, 2022
5. Town Board takes formal award/rejection action	December 22, 2022
6. Notice of award sent to successful bidder	December 23, 2022
7. Agreement executed	March 1, 2023
8. Issue Notice to Proceed	March 1, 2023

**QUALIFICATIONS OF BIDDER**

**REFERENCES**

Provide references for three similar assignments within the past five (5) years:

**Business:**

**Address:**

**Telephone Number:**

**Contact Person:**

**Scope of Work and Dates of Service:**

**Business:**

**Address:**

**Telephone Number:**

**Contact Person:**

**Scope of Work and Dates of Service:**

**Business:**

**Address:**

**Telephone Number:**

**Contact Person:**

**Scope of Work and Dates of Service:**

Provide any relevant certifications you possess:

**ASSURANCES**

**Equal Employment Opportunity (EEO)**

The contractor shall adhere to an EEO policy that does not discriminate with regard to race, color, religion, national origin, sex, sexual orientation, sexual preference, transgender status, disability or age.

The contractor will ensure equal employment opportunity applies to all terms and conditions of employment, personnel actions, and contractor-sponsored programs. Every effort shall be made to ensure that employment decisions, programs and personnel actions are non-discriminatory and that these decisions are administered on the basis of an evaluation of an employee's eligibility, performance, ability, skill and experience.

a. Does the contractor have an EEO policy in place?

Yes

No

b. If the answer to a. above is no, will the contractor have such a policy in place for this project?

Yes

No

**Statement of Assurance.** The contractor assures the Town that it is in compliance with Title VI & VII of the 1964 Civil Rights Act, as amended, in that it does not on the grounds of race, color, national origin, sex, age, handicap, or veteran status, discriminate in any form or manner against employees or employers or applicants for employment and is in full compliance with the Americans with Disabilities Act.

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

Authorized Person: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Print/Type)

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

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

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**AFFIDAVIT**

This bid is submitted to the Town of Rensselaerville by the undersigned, who is an authorized officer of the contractor, and said contractor is licensed to do business in the State of New York. Further, the undersigned is authorized to make these assurances and certifies their validity. The contractor recognizes that all assurances and representations herein are binding on the contractor and failure to adhere to any of these commitments, in the Town's opinion, may result in a revocation of the contract.

Consent is hereby given to the Town to contact any person or organization in order to make inquiries into qualifications of the contractor.

The contractor understands that, at such time as the Town decides to review this bid, additional information may be requested. Failure to supply any requested for information within a reasonable time may result in the rejection of the contractor's bid with no re-submittal rights.

The contractor understands that the Town, after considering the contractor's qualifications, as well as what, in the Town's judgment may best serve the public interest of its citizens and employees, may grant a contract.

The contractor understands that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same, and is in all respects fair and without collusion or fraud. It understands that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

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

Authorized Person: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Print/Type)

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

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor's Federal EIN: \_\_\_\_\_





Authorized Person: \_\_\_\_\_  
(Print/Type)

Signature: \_\_\_\_\_

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

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

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_  
[affix stamp]

**BID SHEET**

The prices stated in this bid are guaranteed for forty-five (45) days from the opening of the bids, and if awarded, contractor agrees to furnish materials, labor, equipment and services and complete the work in accordance with the IFB documents at said prices.

Total Amount of Bid: \_\_\_\_\_

List Materials and Equipment to be furnished:

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

Exceptions or deviations: \_\_\_\_\_

The undersigned hereby acknowledges having received the full IFB package, including the Specifications, Instructions, model contract, and addenda nos. \_\_\_\_\_, if applicable.

The bidder, in submitting this bid, affirms to have read and hereby agrees to comply with all bid requirements, including the Specifications and Instructions.

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

Authorized Person: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Print/Type)

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

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**MODEL CONTRACT**

This Agreement (this "Agreement") is made and entered into as of \_\_\_\_\_, 2023 by and between the Town of Rensselaerville, Albany County, New York, a municipal corporation of the State of New York, with an address at 87 Barger Road, Medusa, New York, 12120 (the "Town") and \_\_\_\_\_ a \_\_\_\_\_, authorized and existing under the laws of the State of New York, having its principal place of business at \_\_\_\_\_ (the "Contractor").

**WHEREAS**, the Town's salt storage shed is in need of a new roof; and

**WHEREAS**, the Town Board of the Town, at a regular/special meeting held by it on the \_\_\_\_\_ day of \_\_\_\_\_, 2022 adopted a resolution which authorized and empowered the Supervisor of the Town to execute, acknowledge and deliver this Agreement, which engages the Contractor to perform the work as specified in the Invitation for Bids ("IFB").

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions hereinafter contained, the parties hereto agree as follows:

**ARTICLE 1 – SCOPE OF WORK**

The Contractor agrees to provide all labor, supervision, materials, supplies, equipment, insurance, vehicles, bonds, permits, and administration necessary to complete work detailed in the Specifications in the IFB, attached hereto and made a part hereof.

**ARTICLE 2 – PRICE**

The Town shall pay the Contractor for performance of the work \$\_\_\_\_\_, payable at completion of the project. The Contractor shall submit a detailed bill to the Town for audit and approval. Please note bills are approved at the Town Board's monthly meetings.

**ARTICLE 3 - TERM**

The length of this Agreement shall be approximately three (3) months, commencing March 1, 2023 and terminating May 31, 2023, when work is to be completed.

The Contractor agrees to begin work no later than ten (10) days after receipt of the Notice to Proceed, unless otherwise provided, and to execute the work in such a manner and with sufficient materials, equipment and labor as will insure its completion within the time limit specified in the bid, it being understood and agreed that time is of the essence and completion within the time limit is an essential part of this Agreement.

The Contractor is permitted to work during the hours of 7 a.m. to 3:30 p.m., Monday through Friday, or during such times as approved by the Town Supervisor.

**ARTICLE 4 - CHANGE ORDERS**

Any change orders must be approved by the Town Board.

**ARTICLE 5 – REPRESENTATIONS, OBLIGATIONS AND WARRANTIES:**

A. The Contractor’s representations, obligations and warranties:

1. The Contractor shall comply with all applicable federal, state, and local laws, rules and regulations of all authorities having jurisdiction over the project;

2. The Contractor shall ensure that all contractors, subcontractors and individuals are paid in accordance with New York State’s Prevailing Wage Requirements, as applicable. The Contractor shall indemnify the Town for any and all violations of the prevailing wage laws and any rules and regulations now and hereafter issued pursuant to said laws; and

3. The Contractor guarantees that the work will be constructed in accordance with accepted practices, constructed according to the applicable building code standards, fit for the applicable use, and it guarantees against defects in workmanship and materials for a period of five (5) years from the date of completion of the work. If the Town provides notice of any defects arising during the five (5) year period, Contractor shall promptly correct such defect at no cost to the Town.

B. Each party, for the benefit of the other party, represents and warrants that:

1. It has full power and authority to perform and observe its covenants contained in this Agreement, has taken all action necessary for the execution, delivery, and performance of this Agreement and to carry out and consummate all transactions contemplated hereby, and this Agreement has been duly authorized, executed, and delivered by said party, and constitutes the legal, valid, and binding obligation of the party, enforceable against it in accordance with its terms;

2. The authorization, execution, delivery, and performance of this Agreement, the compliance with the terms and conditions hereof and the consummation of the transactions herein contemplated on part of said party do not and will not (i) violate any laws or any regulation, order, injunction, or decree of any court, governmental body, agency or other instrumentality or (ii) result in a breach of any of the terms and conditions, or constitute a default under, or result in the creation or imposition of any mortgage, lien, charge, or encumbrance of any nature whatsoever upon any of the properties of assets of the Town pursuant to the terms of

any agreement or other instrument to which the Town is a party or by which the Town or any of its properties is bound; and

3. There is no action, suit, proceeding, inquiry, or investigation, at law or in equity, before or by any court, public board or body pending or threatened in writing against or affecting the party, wherein an unfavorable decision, ruling or finding would materially adversely affect the transactions contemplated hereby or that in any way would adversely affect the validity of enforceability of this Agreement.

#### **ARTICLE 6 – DEFAULT**

A. In the event the Contractor is not performing in accordance with the terms set forth herein, the Town may issue a stop work order requiring an immediate cessation of all work except that work necessary to secure project protection and safety. If the Contractor fails to remediate its breach within forty-eight (48) hours, the Town may terminate this Agreement. In the event of a termination, the Town shall pay Contractor for the services performed and materials supplied as of the effective date of the termination, less any sums attributable, directly or indirectly, to Contractor's breach. Termination of the contract shall not relieve the Contractor or its surety of the responsibility of replacing defective work or materials.

B. The provisions of this section shall be in addition to and not in derogation of any other rights or remedies of the parties whether at law or in equity.

#### **ARTICLE 7 – LIQUIDATED DAMAGES**

The Town and the Contractor recognize that time is of the essence of this Agreement and the Town may suffer financial loss if the work is not completed within the times specified herein. The liquidated damages establishes the cost of delay to account for administration, engineering, inspection, and supervision during periods of extended and delayed performance, and are understood to be a fair and reasonable estimate of the costs that will be borne by the Town during extended and delayed performance by the contractor. Accordingly, the Town and the Contractor agree that as liquidated damages for delay (but not as penalty), Contractor shall pay the Town Five Hundred Dollars (\$500.00) for each day that expires after the completion date. The Town will deduct these liquidated damages from any monies due or to become due to the Contractor from the Town.

#### **ARTICLE 8 – INDEMNIFICATION AND INSURANCE**

A. The Contractor shall indemnify and hold harmless the Town against all liabilities, losses, fines, penalties, damages, costs, actions, expenses, claims, demands, liens, encumbrances, judgments, administrative proceeds or suits, including reasonable attorney's fees and costs, imposed or asserted against or incurred by the Town arising out of or resulting from (a) a breach of any of the representations, warranties, or covenants contained in this Agreement; or (b) the

negligence or willful misconduct of the Contractor, its officials, agents, employees and/or contractors arising out of the performance of this Agreement.

Contractor shall, at its own expense, procure and maintain in full force and effect during the term of this Agreement, policies of insurance, of the types and in the minimum amounts as follows, with responsible insurance carriers duly qualified in the State of New York:

1. Commercial General Liability Coverage. A policy to provide coverage against claims of personal injury and property damage, including broad form contractual liability coverage and shall have a \$2,000,000 limit for personal injury and property damage per occurrence and \$2,000,000 in the aggregate.

2. Comprehensive Automobile Liability Coverage. A policy to provide coverage against claims of personal injury or property damage covering all owned, leased, non-owned and hired vehicles used in the performance of work under this Agreement with a minimum limit per occurrence of \$1,000,000 for personal injury and property damage.

3. Workers Compensation Insurance. A policy to provide coverage as required by state law and Employers Liability coverage in the amount of \$1,000,000 per occurrence.

4. Umbrella Liability Coverage. A policy to provide coverage excess of General Liability and Automobile Liability in the amount of \$5,000,000. The contractor may satisfy this requirement by providing additional limits under the primary policies.

B. Insurance Certification. All policies of liability insurance required to be maintained by the Contractor shall be issued by insurers with an A.M. Best rating of not less than "A-: VII." The Contractor shall provide or cause to be provided a certificate of insurance from an authorized insurance agent certifying that such coverage is in effect prior to the commencement of the term. The Town and its officers and employees must be named as an additional insured under the policies. The certificate of insurance must have a thirty (30) day notice of cancellation.

## **ARTICLE 9 – PERFORMANCE BOND**

The Contractor shall deliver a performance bond satisfactory to the Town, executed by a surety company authorized to do business in the state or otherwise secured in a manner satisfactory to the Town, in an amount equal to 100% of the total price of the project.

## **ARTICLE 10- FORCE MAJEURE**

If Contractor's performance or progress is delayed, disrupted, or interfered with by unanticipated causes not the fault of and beyond the control of Contractor, the Contractor shall be entitled to an equitable adjustment in the contract times. Contractor's entitlement to an adjustment of the contract times is conditioned on such adjustment being essential to Contractor's ability to

complete the work within the contract times. Such an adjustment shall be Contractor's sole and exclusive remedy for the delays, disruption, and interference described in this paragraph. Causes of delay, disruption, or interference that may give rise to an adjustment in contract times under this paragraph include but are not limited to the following:

1. severe and unavoidable natural catastrophes such as fires, floods, epidemics, and earthquakes;
2. abnormal weather conditions; and
3. acts of war or terrorism.

Contractor shall not be entitled to an adjustment in the contract price or contract times for any delay, disruption, or interference if such delay is concurrent with a delay, disruption, or interference caused by or within the control of the Contractor.

### **ARTICLE 11 – NOTICES**

All notices shall be in writing and shall be delivered in person or transmitted by certified mail, return receipt requested, or national courier service providing proof of receipt to the parties listed below. Notices shall be effective upon receipt.

To the Contractor:

To the Town:  
Town of Rensselaerville  
87 Barger Road  
Medusa, New York 12120  
ATTN: Town Supervisor

### **ARTICLE 12 – MERGER AND MODIFICATION**

A. This Agreement, including the Appendices, IFB, including the Specifications and Instructions to Bidders, and Contractor's proposal attached hereto, contains the entire agreement between the parties. Neither party to this Agreement is relying upon any representation of the other not specifically set forth herein.

B. This Agreement may not be modified, amended, changed or altered in any way except by an agreement, in writing, executed by the parties.

### **ARTICLE 13 – ASSIGNMENT**

This Agreement shall be binding upon the parties hereto and their respective successors and assigns provided that this Agreement may not be assigned by either party except upon the express written consent of the other.

Contractor may not subcontract work under this Agreement to a third party without the written consent of the Town. The Town shall have the right to withhold consent if it has reasonable grounds to believe that the assignee or subcontractor will not be able to fulfill the scope of work requirements.

**ARTICLE 14 – INDEPENDENT CONTRACTOR**

It is expressly understood that the Contractor is an independent contractor and that there is no employee-employer relationship between the Town and the Contractor. The performance of the work described herein shall not be construed as creating a partnership, agency relationship, or any joint employment relationship between the Town and the Contractor, and the Town is not liable for any obligations incurred by the Contractor, including but not limited to unpaid minimum wages and/or overtime premiums.

**ARTICLE 15 – GOVERNING LAW AND JURISDICTION**

This Agreement shall be governed by the laws of the State of New York. Any disputes arising out of or relating to this Agreement will be resolved in the Albany County Supreme Court.

**ARTICLE 16 – SEVERABILITY**

If any provision of this Agreement shall be determined to be invalid, illegal, or unenforceable, the remaining provisions of this Agreement shall continue in full force and effect, provided the consideration for the Agreement can be reasonably determined. In such event, the parties shall make good faith efforts to modify this Agreement to implement the intent of the parties embodied in this Agreement. Any resulting modification and the remaining provisions of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

**ARTICLE 17 – WAIVER**

The failure of either party to enforce any of the terms of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or any other provision herein.

**ARTICLE 18 – ATTORNEYS’ FEES**

If either party retains the services of an attorney to enforce the provisions of this Agreement, the prevailing party shall be entitled to all costs incurred in connection with such action, including reasonable attorneys’ fees.

**ARTICLE 19 – EXHIBITS:**

The following Exhibits and Appendices are attached to this Agreement and made a part hereof:

Appendix A: Standard Contract Clauses  
Appendix B: Prevailing Wage Schedule  
IFB  
Contractor's Proposal

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seal on the day first above written.

**TOWN OF RENNELAERVILLE**

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

(INSERT CONTRACTOR'S NAME)

By: \_\_\_\_\_  
(TITLE)

**APPENDIX A**

**STANDARD CONTRACT CLAUSES**

[insert]

**APPENDIX B**

**Prevailing Wage Schedule**

[insert]