

# SUNY GENESEO

## REQUEST FOR QUOTATION – NOT AN ORDER

SUBMIT QUOTE BY EMAIL TO: Rebecca Anchor  
anchor@geneseo.edu

VENDOR:

Ref. "Re-Key 4.01.2020"  
April 3, 2020

Please quote your best price on the items/services enumerated below. To ensure consideration for your quotation, you are requested to comply with the following requirements:

1. STATE PRICES F.O.B. DESTINATION – TAILGATE DELIVERY free of Federal and New York State taxes.
2. A separate price must be given for each item.
3. One copy, with your prices, must be signed and returned.
4. Include EDUCATIONAL DISCOUNT WHERE OFFERED.
5. Payment terms will be considered.
6. State of New York Executive Department, Office of General Services "General Specifications" will apply to successful Vendor.
7. It is the policy of the State University of New York to ensure that minority and women owned business enterprises are given the opportunity to provide the University with goods and services at competitive prices.

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**\*\*\*QUOTE DUE BY\*\*\* ~~Friday~~ **Tuesday, April 24~~28~~**, 2020 (COB) to anchor@geneseo.edu.**

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You are hereby invited to submit a quotation for re-keying locks at the Clark Service Buildings A and B, and Niagara, Suffolk, and Wayne Residence Halls per the specifications on the Pricing Sheet on pages 6 - 8 and General Requirements and Provisions on pages 3 - 5 of this Request for Quotation.

**Please be advised that a sealed bid will not be held. SUNY Geneseo will be making this award under its discretionary authority, pursuant to NYS Education Law 355(5)(a), to a vendor whose pricing has been determined to be fair and reasonable, and provides the best value for the College.**

- ❖ Pricing must be entered on the Pricing Sheet, pages 6 - 8, of this Request for Quotation.
- ❖ Please be sure to complete the bottom section of page 2.
- ❖ **The following forms must be completed and returned with your quotation:**
  - Procurement Lobbying Act Forms B & C (one document) (*Form A is for your informational purposes only.*)
  - Form XIII Inquiry to Determine Compliance with Public Officers Law
  - MWBE Forms 104, 7557-107, 108
  - SDVOB Form 7564-107.
- ❖ State University of New York Exhibits A and A-1 apply.
- ❖ Worker's Compensation & Disability New York State Workers Compensation Law, Sections 57 and 220, requires State Agencies to ensure, PRIOR to entering into any contract (including purchase orders), that the intended vendor has appropriate NYS

workers compensation and disability insurance coverage. **The successful vendor awarded the contract for this project will be required to provide documentation to evidence they are in compliance with this requirement.** Please note, "ACORD" certificate of insurance forms are not acceptable documentation for proof of coverage. A vendor's insurance carrier must provide the vendor with copies of the correct, completed New York State forms to present to the State Agency purchasing agent AND must submit these forms (annually) to the Workers Comp Board so they can be properly recorded. State agencies are prohibited from issuing purchase orders/contracts until the proper forms have been received and verified.

Per the requirements of the law, **ONE** of the following NYS forms is required as proof of **Workers Compensation** coverage:

- **C-105.2** (if using a private insurance carrier) **OR**
- **U-26.3** (if insured through the NYS Insurance Fund) **OR**
- **SI-12** or **GSI-105.2** (if self-insured)

In addition, **ONE** of the following forms is required as proof of **Disability** coverage:

- **DB-120.1** (if using a private insurance carrier) **OR**
- **DB-155** (if you are self insured).

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**A PURCHASE ORDER CANNOT BE GENERATED WITHOUT YOUR FEDERAL I.D. NUMBER**

Federal I.D. No. _____	Respondent's Signature Signature _____
SFS ID (if known) _____ (State-wide Financial System)	Printed or Typed Name _____ Title _____ Date _____
Terms _____ <b>SEE ITEM 1 ABOVE – COLLECT SHIPPING CHARGES NOT ACCEPTABLE</b> Delivery Date A.R.O. _____	Phone No. (    ) _____ Fax No. (    ) _____

**GENERAL REQUIREMENTS AND PROVISIONS**  
**Rekey Clark Services Buildings A and B, and Niagara, Suffolk,**  
**and Wayne Residence Halls**  
Ref. "Re-Key 4.20.2020"  
Discretionary Purchase Under NYS Education Law 355(5)(a)

1. NYS Prevailing Wage Rates apply. Please see [PRC #2020003941](#).
2. Vendor is to provide certified payrolls with invoicing to College's Accounting Services Office at: 320 Doty Hall, SUNY Geneseo, 1 College Circle, Geneseo, NY 14454.
3. **Vendor must be prepared to commence work by May 18, 2020.**
4. All work must be completed by June 30, 2020.
5. Receipt of a quotation does not obligate the College in any way.
6. Any additional vendor terms which are attached or referenced with a submission shall not be considered part of the quotation and shall be deemed included for informational purposes only.
7. **Procurement Lobbying Act:** It is the policy of the State University to comply with the provisions of State Finance Law §§139-j and 139-k and related guidance offered by the Advisory Council on Procurement Lobbying and the Office of the State Comptroller.
  - a. Prior to approval by State University of the Purchase Order for which this Request for Quotation has been issued, a Vendor shall not communicate with the State University other than with the person identified in this Request for Quotation as Designated Contact, or with a person who the Designated Contact has advised the Vendor is also a Designated Contact. The Designated Contact, as of the date hereof, is Rebecca E. Anchor, Director of Purchasing & Central Services, Doty Hall 315, SUNY Geneseo, 1 College Circle, Geneseo, NY 14454.
  - b. State University policy and prohibitions regarding Contacts may be viewed by visiting the following web site: [www.suny.info/policies](http://www.suny.info/policies).
  - c. Each Vendor shall submit with its quote a written affirmation of its understanding of State University's procurement lobbying procedures and agreement to comply with such procedures, in the form of the attached Form B.
  - d. Each Vendor shall submit with its quote, in the form attached as Form C, written disclosure whether the Vendor has been determined to be non-responsible within the previous four years by reason of having violated State Finance Law §139-j or having intentionally provided false or incomplete information to a Governmental Entity with respect to its compliance with State Finance Law §139-j ; and certification and that the Vendor has provided accurate and complete information with respect to the Vendor's compliance with State Finance Law §§1391 and 139-k within the previous four years.
  - e. The University reserves the right to terminate any resulting Purchase Order in the event

it is found that (1) the certification filed by the Vendor in accordance with State Finance Law Sections 139-j and 139-k was intentionally false or intentionally incomplete; and/or, if applicable, (2) the submission of Vendor in accordance with Tax Law Section 5-a was false or incomplete. Upon such finding, the University may exercise its termination right by providing written notification to the contractor in accordance with the written notification terms of the Purchase Order.

#### **8. Minority and Women-Owned Business Enterprises (MWBE)**

MWBE firms certified by New York State are encouraged to respond to this solicitation. Information concerning the availability of New York State subcontractors and suppliers is available from the New York State Empire State Development agency, which shall include the directory of certified MWBEs. It is the policy of New York State to encourage the use of New York State subcontractors and suppliers, and to promote the participation of certified MWBEs where possible, in the procurement of commodities and services.

#### **9. Nondiscrimination in Employment**

The Contractor agrees: (A) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, sexual orientation or physical or mental handicap unrelated in nature and extent so as reasonably to preclude the performance of such employment; (B) to include a provision similar to that contained in subsection (A), above, in any subcontract except a subcontract for standard commercial supplies or raw material; and (C) to post in conspicuous places accessible to employees and applicants for employment, notices setting forth the substance of this section.

10. All Vendors submitting a quotation in response to this Request for Quotation shall be accorded fair and equal treatment with respect to their opportunity for discussion and revision of offers. The College, upon request, will provide a debriefing to any unsuccessful Vendor that responded to this solicitation regarding the reasons that the quote submitted by the unsuccessful Vendor was not selected for award. Requests for a debriefing are to be sent in writing to Rebecca Anchor, Director of Purchasing & Central Services at [anchor@geneseo.edu](mailto:anchor@geneseo.edu) or fax (585) 245-5005 within 5 business days after receiving notification from the College that they have not been selected for award.

#### **11. Iran Divestment Act of 2012**

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), §165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law). 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 entering into a renewal or extension of this Contract, Contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Contractor understands that during the term of the Contract, should SUNY receive information that a person is in violation of the above-referenced certification, SUNY will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act, then SUNY shall take such action as may be

appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

SUNY reserves the right to reject any renewal, extension or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

- 12. The College is exempt from Federal Excise Taxes and New York Sales and Use Taxes.
- 13. The provisions of the Purchase Order resulting from this Request for Quotation shall be governed by the laws of the State of New York.
- 14. NYS Finance Law § 165(2) provides that, with very limited exceptions, the University, as a state agency, may not purchase tropical hardwoods or products in any form for any purpose. **Any solicitation response which calls for the use of any tropical hardwood or wood product in its performance shall be considered non-responsive.** (NYS Finance Law §165(2)(c)(i)).

15. **Notification of EEO-AA Certification to Subcontractors** - SUNY Geneseo is an Affirmative Action/Equal Opportunity Employer. As such, we are committed to the full and effective utilization of qualified persons, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, physical and mental disability, or veteran status. Our commitment to affirmative action requires that we inform you of our policy of equal employment opportunity.

To the extent applicable, all parties agree that they will abide by the provisions *29 CFR Part 471 Appendix A to Subpart A*. Additionally, **this contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a), 60-300.10 and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.**

16. *Is this quotation strictly in accordance with specifications and as noted herein?*

Yes

No

If not, you must attach a letter explaining the deviation in detail.



**HAVE YOU SIGNED THE QUOTATION?** (See Page 2)

**PRICING SHEET**  
**Re-Key Clark Service Buildings A and B,**  
**and Niagara, Suffolk, and Wayne Residence Halls**  
**Discretionary Purchase Under NYS Education Law 355(5)(a)**  
**Ref. "Re-Key 4.20.2020"**

**Instructions:**

1. In the table below, please enter the "Unit Price" for each of the thirty-six (36) items listed in Lines A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, AA, BB, CC, DD, EE, FF, GG, HH, II, and JJ.
2. For each of the thirty-six (36) items, please multiply the "Quantity" listed by the "Unit Price," and enter their sum in Lines KK, LL, MM, NN, OO, PP, QQ, RR, SS, TT, UU, VV, WW, XX, YY, ZZ, AAA, BBB, CCC, DDD, EEE, FFF, GGG, HHH, III, JJJ, KKK, LLL, MMM, NNN, OOO, PPP, QQQ, RRR, SSS, and TTT, as appropriate.
3. Add the Total Amounts entered in Lines KK, LL, MM, NN, OO, and PP, and enter their sum in Line UUU for "Subtotal: Clark Service Buildings A and B."
4. Add the Total Amounts entered in Lines QQ, RR, SS, TT, UU, VV, WW, XX, YY, and ZZ, and enter their sum in Line VVV for "Subtotal: Niagara Residence Hall."
5. Add the Total Amounts entered in Lines AAA, BBB, CCC, DDD, EEE, FFF, GGG, HHH, III, JJJ, and KKK, and enter their sum in Line WWW for "Subtotal: Suffolk Residence Hall."
6. Add the Total Amounts entered in Lines LLL, MMM, NNN, OOO, PPP, QQQ, RRR, SSS, and TTT, and enter their sum in Line XXX for "Subtotal: Wayne Residence Hall,"
7. Add the Subtotal amounts for each building entered in Lines UUU, VVV, WWW, and XXX, and enter their sum in Line YYY for "Grand Total Amount."

	Item	Quantity	UOM	Unit Price	Total Amount
<b>Clark Service Buildings A and B (Materials Only)</b>					
1.	Cores XC1-Keyway Best 7 Pin 1CX7XC12626	63	EA	\$_____ (Line A.)	\$_____ (Line KK.)
2.	1E72 Rim Cylinders	9	EA	\$_____ (Line B.)	\$_____ (Line LL.)
3.	1E74C208 Mortise	2	EA	\$_____ (Line C.)	\$_____ (Line MM.)
4.	9KL Privacy 9K37L16D53626	4	EA	\$_____ (Line D.)	\$_____ (Line NN.)
5.	9KT Dorm 9K37T16D53626	41	EA	\$_____ (Line E.)	\$_____ (Line OO.)
6.	Padlock American Series 3560	1	EA	\$_____ (Line F.)	\$_____ (Line PP.)
<b>Subtotal: Clark Service Buildings A and B</b>					\$_____ (Line UUU.)

<b>Niagara Residence Hall (Materials and Labor to Install and Re-Key Entire Building)</b>					
7.	Cores X8W-Keyway Best 7 Pin 1CX7X8W2626	145		\$_____ (Line G.)	\$_____ (Line QQ.)
8.	1E74C208 Mortise	7		\$_____ (Line H.)	\$_____ (Line RR.)
9.	1E74C4 Mortise	3		\$_____ (Line I.)	\$_____ (Line SS.)
10.	9KL Privacy 9K37L16D53626	3		\$_____ (Line J.)	\$_____ (Line TT.)
11.	9KN Passage 9K37N16D53626	33		\$_____ (Line K.)	\$_____ (Line UU.)
12.	9KD Storeroom 9K37D16D53626	12		\$_____ (Line L.)	\$_____ (Line VV.)
13.	9KT Dorm 9K37T16D53626	120		\$_____ (Line M.)	\$_____ (Line WW.)
14.	Simplex Plate Sets to convert Simplex to Best 9K	1		\$_____ (Line N.)	\$_____ (Line XX.)
15.	Extra Coremax Combinated 16.cores for rooms	30		\$_____ (Line O.)	\$_____ (Line YY.)
16.	Cost to install the above items 7 - 15 and re-key Niagara Residence Hall	1	LOT	\$_____ (Line P.)	\$_____ (Line ZZ.)
<b>Subtotal: Niagara Residence Hall</b>					\$_____ (Line VVV)
<b>Suffolk Residence Hall (Materials and Labor to Install and Rekey Entire Building)</b>					
17.	Cores X8W-Keyway Best 7 Pin 1CX7X8W2626	176	EA	\$_____ (Line Q.)	\$_____ (Line AAA.)
18.	12E72 Rim	1	EA	\$_____ (Line R.)	\$_____ (Line BBB.)
19.	1E74C4	5	EA	\$_____ (Line S.)	\$_____ (Line CCC.)
20.	9KN Passage 9K37N16D53626	72	EA	\$_____ (Line T.)	\$_____ (Line DDD.)
21.	9KL Privacy 9K37L16D53626	6	EA	\$_____ (Line U.)	\$_____ (Line EEE.)
22.	9KD Storeroom 9K37D16D53626	16	EA	\$_____ (Line V.)	\$_____ (Line FFF.)
23.	9KT Dorm 9K37T16D53626	150	EA	\$_____ (Line W.)	\$_____ (Line GGG.)

24.	9KW Inst	1	EA	\$ _____ (Line X.)	\$ _____ (Line HHH.)
25.	Simplex Plate sets to convert Simplex to Best 9KT	45	EA	\$ _____ (Line Y.)	\$ _____ (Line III.)
26.	Extra Coremax Combinated Cores for rooms	30	EA	\$ _____ (Line Z.)	\$ _____ (Line JJJ.)
27.	Cost to install the above items 17 - 26 and re-key Suffolk Residence Hall	1	LOT	\$ _____ (Line AA.)	\$ _____ (Line KKK.)
<b>Subtotal: Suffolk Residence Hall</b>					\$ _____ (Line WWW)
<b>Wayne Residence Hall (Materials and Labor to Install and Re-Key Entire Building)</b>					
28.	Cores X8W-Keyway Best 7 Pin 1CX7X8W2626	86	EA	\$ _____ (Line BB.)	\$ _____ (Line LLL.)
29.	1E74C4	3	EA	\$ _____ (Line CC.)	\$ _____ (Line MMM.)
30.	9KN Passage 9K37N16D53626	18	EA	\$ _____ (Line DD.)	\$ _____ (Line NNN.)
31.	9KL Privacy 9K37L16D53626	3	EA	\$ _____ (Line EE.)	\$ _____ (Line OOO.)
32.	9KD Storeroom 9K37D16D53626	10	EA	\$ _____ (Line FF.)	\$ _____ (Line PPP.)
33.	9KT Dorm 9K37T16D53626	70	EA	\$ _____ (Line GG.)	\$ _____ (Line QQQ.)
34.	Simplex Plate sets to convert Simplex to Best 9K	54	EA	\$ _____ (Line HH.)	\$ _____ (Line RRR.)
35.	Extra Coremax Combinated cores for bedrooms	30	EA	\$ _____ (Line II.)	\$ _____ (Line SSS.)
36.	Cost to install the above items 28 - 35 and re-key Suffolk Residence Hall	1	LOT	\$ _____ (Line JJ.)	\$ _____ (Line TTT.)
<b>Subtotal: Wayne Residence Hall</b>					\$ _____ (Line XXX )
<b>GRAND TOTAL AMOUNT:</b>				\$ _____ (Line YYY.)	