

Advertisement Date: 08/22/13

RFQ for Real Estate Appraiser Services

Request for Qualifications (RFQ)  
to provide

## Appraiser Services

for the Suffolk County Division of Real Property Acquisition and Management

Technical Questions Due: August 30, 2013

To be emailed or faxed to the Suffolk County Department of Real Property Acquisition and Management

Responses to the RFQ must be submitted no later than 3:30 p.m. on September 20, 2013. Responses must be returned to the Suffolk County Division of Real Property Acquisition and Management

Number of Copies of Response to be submitted: One Original plus three (3) copies

County of Suffolk  
Suffolk County Division of Real Property Acquisition and Management  
H. Lee Dennison Building  
100 Veterans Highway, 2<sup>nd</sup> Floor  
Hauppauge, N.Y. 11788

For additional information, call:

Name Fred Ford  
Direct Tel: (631) 853-5923  
Main Tel. (631) 853-5972  
Fax: (631) 853-5906  
Email: frederick.ford@suffolkcountyny.gov

All packages containing Responses must clearly state the RFQ No. (located on upper right hand corner of this page) on each outer mailing envelope or packing box.

The Original Response and also each required copy must be clearly marked with the RFQ number on the outer binder or cover page. The Original Response must be labeled "ORIGINAL" and must contain the original, ink-signed required County forms and transmittal letter, in addition to your Response.

All extra sets must be photocopies of the ENTIRE original Response submitted, including the transmittal letter and all required County forms. Each member of the Evaluation Committee is provided with one of the sets you send to us, so make sure each set is complete.

Do NOT return this RFQ document, the sample Model Agreement or the Legal Appendices packet; keep them for your reference.

**LATE RESPONSES WILL BE REJECTED**

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**Section I  
Administrative Information**

**1. Purpose of RFQ**

The County of Suffolk (“**County**”), on behalf of its duly constituted Department of Economic Development and Planning, Division of Real Property Acquisition and Management (“**Department**”), invites responses (“**Response(s)**”) from qualified real estate appraisers to provide consulting services (“**Services**”), as described in Section III, entitled “Technical Services Requirements.”

**2. Coordinating Departments**

**a. Prior to Award of Contract**

The Department contact listed on the first page of this RFQ will coordinate the issuance of the RFQ.

**b. After Award of Contract**

The Suffolk County Attorney’s Office is responsible for coordinating with the Department and the Contractor regarding the negotiation and execution of the contract.

**c. After Execution of Contract**

The Department is responsible for administration of the Contractor’s contract.

i. If approved by the Department, the County will execute an agreement with the Contractor, based on the Model Agreement included in this RFQ.

ii. The Response submitted by the Contractor to this RFQ will become the basis for the Agreement. Please note that the Contractor must address, as applicable, all items listed in:

- Section II, entitled “Responder Profile”; and
- Section III, entitled “Technical Services Requirements”.

**3. Background Information**

**a.** Suffolk County, with a population of 1.5 million, is Long Island’s eastern-most county, and covers an area approximately 900 square miles, from 20 miles at its widest part to a length of approximately 86 miles.

**b.** The County of Suffolk is a municipal corporation of the State of New York. The County maintains offices located in Hauppauge, Yaphank, Riverhead and several smaller locations.

**4. Evaluation Committee and Award of Contract**

The RFQ Evaluation Committee will include representatives of the Department. The Suffolk County Department of Law acts as counsel to the Evaluation Committee, but does not vote in the selection process. The award of any contract will be made in the best interest of the County.

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**5. Questions and Comments**

**a. Administrative Questions**

Administrative questions (e.g., procedural questions on how to respond to this RFQ) may be submitted by telephone or email to the Department staff member listed on page one of this RFQ.

**b. Technical Questions**

Technical questions (questions which are specific to the service requested in this RFQ) must be submitted in writing (email is acceptable) on or before the date set forth on page one of this RFQ to the attention of the Department staff member listed on page one of this RFQ. Responses to such technical questions will be developed by the requesting Department and issued by the Department in the form of an Addendum to this RFQ.

**c.** No questions or comments should be directed to any County employee or its contractors or any firm currently in contract with the County regarding this RFQ during the RFQ process, except as set forth in sub-paragraphs 5.a and 5.b above or as may be requested or permitted by the Suffolk County Department of Law. Failure to comply may result in immediate disqualification.

**6. Due Date for Responses**

**a.** Responses must be submitted to the attention of the Department staff person set forth on page one of this RFQ, by 3:30 p.m. on the date set forth on page one of this RFQ. Responses must be postmarked by the time and date set forth on page one of this RFQ.

**b.** In the interest of fairness to all participants, no extensions or exceptions will be permitted, unless issued as an Addendum to this RFQ and applicable to all Responders, except that the Department, in its sole discretion, may thereafter solicit and accept responses from additional professionals as needed.

**7. Number of Copies of Response**

One original plus three (3) copies of the Responses to Sections II and III are required to be sent to the Department. Do not submit Responses that are permanently bound.

**8. RFQ Policies and Procedures**

**a.** It is the County's intent to select the Responder(s) that provides the best solution for the Department's needs.

**b.** Any contract awarded pursuant to this RFQ will be in the format set forth in Section V, "Model Agreement," but will be subject to final contract negotiations.

**c.** The County reserves the right to amend this RFQ. The County reserves the right to reject any or all of the Responses, or any part thereof, submitted in response to this RFQ, and reserves the right to waive formalities, if such action is deemed to be in the best interest of the County. The County reserves the right to request additional information from any Responder. The County reserves the right to award negotiated contracts to one or more Responders.

- d. This RFQ is not intended and shall not be construed to commit the County to pay any costs incurred in connection with any Response or to procure or contract for any services.
- e. The decision to award a contract shall be based on the ability of the Responder to provide quality products and services and to comply with all applicable laws, rules and regulations, including without limitation the local preference and other Suffolk County local laws set forth in the Section entitled "Legal Appendices/County Forms."
- f. The award of any contract will be made as judged to be in the best interest of the County.
- g. Each Response will be examined to determine whether it is responsive to the requirements of this RFQ. Responses will be evaluated in accordance with established criteria relating to quality, quantity, and performance as set forth in paragraphs 11 and 12 of this section.
- h. While the County is under no obligation to contact Responders for clarifications, it reserves the right to do so. Depending on the number and quality of the Responses submitted, the County, at the sole discretion of the Evaluation Committee, may elect to interview some or all of the Responders during the selection process and to request presentations.
- i. In order for the County to conduct a uniform review process of all Responses, Responses must be submitted in the format set forth in this Section I, paragraph 10 entitled "Response Format". Failure to follow this format may be cause for rejection of a Response.
- j. The County reserves the right to award a contract to one or more responsive and responsible Responders, and to select among multiple contracts at the time of purchase based upon the most practical and economical alternative and the best interests of the County.

**9. Copies of RFQ Posted on Department Website**

Copies of this RFQ are available online at the Department's website:

<http://www.suffolkcountyny.gov/Departments/EconomicDevelopmentandPlanning/RealPropertyAcquisitionandManagement/RequestforQualifications.aspx>

**10. Response Format**

Responses must include the following:

**a. Transmittal Letter (one original plus number of copies listed on cover page)**

A transmittal letter is a letter on the Responder's stationery. A corporate officer or an authorized agent of the Contractor must sign the transmittal letter. The transmittal letter should state the contact person who will be responsible for answering any questions that the Evaluation Committee may have. Include the telephone number and fax number for such contact person.

**b. Contractor's/Vendor's Public Disclosure Statement - SCEX 22 Form (3 pages)**

Included in the Appendix, "Suffolk County RFQ Compliance Forms." A corporate officer or an authorized agent of the Responder must sign one (1) original form and have it notarized.

**c. Disqualification of Non-Responsible Bidders – LL52-2012 Form (2 pages)**

Signed by a corporate officer or an authorized agent of the Responder. The Disqualification of Non-Responsible Bidders form is included in the Appendix, "Suffolk County RFQ Compliance Forms". See form for instructions.

**d. Non-Collusive Response/Proposal Certification – FTS Form (1 page)**

Included in the Appendix, "Suffolk County RFQ Compliance Forms". See form for instructions.

**e. Living Wage Forms – LW-1 and/or LW-38 Forms**

Included in the Appendix, "Suffolk County RFQ Compliance Forms". See form for instructions. The Labor Department's Living Wage Unit may be reached at (631) 853-3808 for specific questions.

**f. Lawful Hiring Forms – LHE-1 & LHE-2 Forms**

Included in the Appendix, "Suffolk County RFQ Compliance Forms". See forms for instructions. The Labor Department's Lawful Hiring of Employees Unit may be reached at (631) 853-3808 for specific questions.

**g. Union Organizing Certification/Declaration – DOL-LO1 Form (2 pages)**

Included in the Appendix, "Suffolk County RFQ Compliance Forms". See form for instructions.

**h. Local Preference Law**

Local Preference Law – Section A4-13 of the Suffolk County Administrative Code establishes a preference program for Suffolk County consulting contracts. This preference program requires all contracts for professional consulting services (engineering, architectural, planning, legal, accounting, etc.) to be awarded to firms located and doing business within Suffolk or Nassau County, except where no local consultant has the necessary expertise or credentials to provide the needed service, or where a local consultant's response to a Request for Qualifications (RFQ) exceeds the otherwise lowest response by more than 10%. The local law contains specific definitions and language relative to application of this law which interested parties should review. The Laws of Suffolk County are available free of charge at <http://legis.suffolkcountyny.gov/> under the "Search the Laws of Suffolk County" tab. Contractors who believe they qualify for preferential treatment under the Local Preference Law must attach a separate statement to their response, which supports and documents their request for such preferential treatment.

**i. Responder's Profile/Response to Questions set forth in the RFQ Section II entitled "Responder Profile"**

This section will be used in the County's evaluation of the Responder's general qualifications.

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- j. **Responder’s Proposed Technical Services/Response to items set forth in the RFQ Section entitled “Technical Services Requirements”**

This section will be used in the County’s evaluation of the Responder’s proposed technical services.

- k. **List (if applicable) of Subcontractors**

Identify all sub-contractors the Contractor plans to use and the function for which such sub-contractors will be responsible. Provide qualifications, including prior relevant experience, for sub-contractors anticipated to be used. Failure to include this information in the response may be grounds for disqualification.

**11. Award Criteria**

- a. **General Qualifications:** **50 points**  
Contractor’s history, expertise, experience, reliability, financial viability, licensing, and references.  
See RFQ Section II, entitled “Responder Profile,” for specific requirements.

- b. **Proposed Technical Services/Products:** **50 points**  
Strategies, methodologies, services offered by Responder. See RFQ Section III, entitled “Technical Services Requirements” for specific requirements.

<b>Total</b>	<b>100 points</b>
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**12. Contract Term and Conditions**

- a. Reference is made to the Model Form Agreement for the terms and conditions of the Agreement to be entered into, including indemnification and insurance. The Model Agreement is subject to revision arising out of the terms and conditions imposed by law and/or deemed appropriate by the County Attorney’s Office. The Responder should not return the Model Agreement with the Response.
- b. If the Responder has a concern or question related to any of the terms and conditions included in the Model Agreement, the Responder should note such concerns or questions in the Response. The Response must identify any items relating to the Model Agreement that the Responder requests be negotiated.
- c. Contractor responses to this RFQ, as may be subsequently modified in negotiations with the County, may be included as exhibits in any contracts that the County may execute with the Contractor.
- d. The County will execute a contract with principal Contractors only. Any arrangements, including fee arrangements, partnerships or collaborations between the principal Contractor and sub-contractors that provide services as part of the Proposal, must be fully disclosed in the Proposal.

- e. **Selection of Contractors is subject to the approval of the Suffolk County Legislature.** It is anticipated that this RFQ process shall be concluded in December 2013. The anticipated commencement date of Services shall be on or about January 1, 2014.

**13. Use of County Resources to Interfere with Collective Bargaining Activities  
Local Law No. 26-2003**

Responders are advised that the efficient, timely, and non-disruptive provision of goods and services is a paramount financial interest of the County and as such the County expects the potential Contractor to protect the County's financial interest by adopting non-confrontational procedures for the orderly resolution of labor disputes, including but not limited to, neutrality agreements, majority authorization card agreements, binding arbitration agreements, fair communication agreements, non-intimidation agreements, and reasonable access agreements.

**14. NYS Freedom of Information Law (FOIL)**

All Responses for the County's consideration will be held in confidence pending final execution of the contract(s). However, fully executed contracts are subject to the New York State Freedom of Information Law (FOIL), codified at Public Officers' Law Article 6. Therefore, if a Responder believes that any information in its Response constitutes a trade secret or is otherwise information which, if disclosed, would cause substantial injury to the competitive position of the Responder's enterprise, and the Responder wishes such information to be withheld if requested pursuant to FOIL, the Responder shall submit with its Response a separate letter addressed to the primary contact referenced in this RFQ, specifically identifying the page number(s), line(s) or other appropriate designation(s) of the Response containing such information, explaining in detail why such information is a trade secret or is other information, which if disclosed would cause substantial injury to the competitive position of the Responder's enterprise, and formally requesting that such information be kept confidential. Failure by a Responder to submit such a letter with its Response will constitute a waiver by the Respondent of any interest in seeking exemption of this information under Article 6 of the Public Officers' Law relating to protection of trade secrets. The proprietary nature of the information designated confidential by the Responder may be subject to disclosure if it is requested and the County deems it subject to disclosure or if ordered by a court of competent jurisdiction. A request that an entire Response be kept confidential may not be considered reasonable since a Response cannot reasonably consists of all data exempt from FOIL.

**End of Text for Section I**

**Section II  
Responder Profile**

**1. General Information**

- a. Company name and address.
- b. Year company was founded and brief history.
- c. Total number of employees in company.
- d. Location(s) from which services will be performed.
- e. Describe the nature of your organization (e.g., business corporation, not-for-profit corporation, proprietorship, etc.).

**2. Qualifications and Experience of Personnel**

- a. Provide resumes of the project director(s) and other key staff who will be assigned to projects covered by this RFQ. Describe the qualifications and background of your staff, insofar as they relate to such projects. In addition, Contractor is required to submit copies of Contractor's current New York State Certification, issued by the New York State Division of Licensing Services, indicating Contractor is in good standing as an appraiser in the State of New York.
- b. If you intend to use the services of a subcontractor, please provide all of the above information for such subcontractor. Note that the County must pre-approve the use of any subcontractors.
- c. Describe other projects involving similar technical services. Describe the role and experience of key personnel assigned to other similar projects who will be assigned to this project
- d. It is expected that staff and subcontractors identified under this RFQ will be the staff or subcontractors utilized for any assignments under this RFQ
- e. In addition, Suffolk County may make such investigations as it deems necessary to determine the ability of the Responder to perform the work. The Responder shall furnish to the County, within five (5) business days of a request, all such information and data for this purpose as may be requested. The County reserves the right to reject any Response if the information submitted by, or investigation of, such Responder fails to satisfy the County that such Responder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Responses will not be accepted.

**3. Financial Viability**

**a. Indebtedness to County, Liens and Litigation**

Submit a statement as to indebtedness, if any, to the County; and a listing of all outstanding liens, if any, against the Responder. Submit a summary of litigation, if any, against the Responder and its disposition.

**b. Statement Regarding Bankruptcy**

Submit a statement disclosing any bankruptcy(ies) filed within the last seven years. The Statement must include the date the bankruptcy was originally filed, the current status, and, if applicable, the date the bankruptcy was discharged.

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**4. Responder's History**

- a. Describe other projects involving similar services. Outline your experience and duration in the provision of such similar services, including clients served and the length of time providing such services.
- b. Responders must demonstrate that they have the necessary expertise to provide the required services. Each Responder should describe in detail the relevant expertise it has in providing the services required.

**5. References**

- a. Provide three client references for which you have provided services (current governmental or quasi-governmental agencies preferred). Provide name of the organization, services, contact name and telephone number.
- b. Provide a list of all contracts with the County of Suffolk within the last five years (regardless of type of service), the time period for those services and your primary County contact.

**6. Conflicts of Interest and/or Potential Conflicts of Interest**

**a. Relationships with Third Parties**

All Contractors with the County of Suffolk are charged with the continuing duty to disclose to the County 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 does business with respect to the services required by this RFQ. This duty continues for so long as the Contractor is retained on behalf of the County or its employees. Responses shall disclose any material financial relationship that the Responder or any employee of the Responder has that may create a conflict of interest in acting as a Contractor for Suffolk County.

**b. Relationships with County Departments/Agencies/Employees**

All Contractors with the County of Suffolk are charged with the continuing duty to disclose to the County the existence of any interests it may have, contractual or otherwise, ongoing or previous, with any County department, agency or employee. This duty continues for so long as the Contractor is retained on behalf of the County or its employees. Responses shall disclose any family relationship that the Responder or any employee of the Responder has with any County employee that may create a conflict of interest acting as a Contractor for Suffolk County.

**End of Text for Section II**

**Section III  
Technical Services Requirements**

**1. Background Information and Overview**

The Department, in cooperation with other County departments, is responsible for the acquisition, disposition and management of real property. The Department also cooperates with other County departments in the management of County real property. In order to carry out these activities, the Department requires independent appraisal report of the property to be acquired, disposed of and/or managed.

**2. Services Covered by this RFQ**

- a. The Contractor shall provide appraisal services, including the preparation of an appraisal report, which shall be in adherence with the Uniform Standards of Professional Appraisal Practice (USPAP) standards and County requirements, for use by the County in connection with the acquisition, disposition and/or management of real property as deemed necessary by the County for various County projects.
- b. The Contractor shall be required to provide General Appraisal Services, Condemnation Appraisal Services and Fixture Appraisal Services. The Contractor shall develop an opinion of value and prepare an appraisal report (Self-Contained, Summary Appraisal, or Restrictive Use) in accordance with industry standards.
- c. The County will issue a Request for Fee Proposal and the Contractor shall submit a fee proposal in writing, and, if the Contractor's fee proposal is agreeable to the County, the Contractor will be authorized to proceed on any assignment in writing (Authorization Letter), signed by the applicable County department and, when applicable, by the Budget Director of the County.
- d. The Contractor shall complete the services described in the Department's Authorization Letter within thirty (30) calendar days after receipt of the Authorization Letter, unless a different period is specified in the Authorization Letter.
- e. The Contractor shall be responsible for contacting the property owner or claimant, in writing, and requesting an appointment to inspect the subject property.

**3. Report Requirements**

- a. The duties of the Contractor shall include, but not be limited to, conducting appraisals for the purpose of furnishing reports for use by the County in connection with the acquisition, disposition and/or management of real property, and to furnish expert witness testimony, if required. Following an appraisal, the Contractor shall prepare a report for the County, as required. For a more detailed description of reporting requirements Contractor is referred to the Model Agreement annexed hereto in Section V of this RFQ.
- b. All appraisal services and reports must be in conformance with current USPAP standards. The Contractor is solely responsible for obtaining knowledge of current USPAP standards.

**4. Minimum Qualifications**

Qualifications shall include, at a minimum, but are not limited to, licensing by the State of New York to perform the Services described herein.

**5. Contract Term**

The Department is seeking to enter into contracts with awarded Responders for a period of three (3) years.

**End of Text for Section III**

**Section IV  
Compensation**

1. The County's intent is to pay the Contractor as follows:

**a. Request for Fee Proposal**

At such time as the Department may require a particular Appraisal, the Department shall issue to Contractors selected pursuant to this RFQ a "Request for Fee Proposal" setting forth the specific requirements for the Appraisal. Contractors may submit a Fee Proposal for the described Appraisal by the date provided in the Request for Fee Proposal. The Department will evaluate responsive Contractor Fee Proposals and select the most economical and practical alternative.

**b. Letter of Authorization**

If a Contractor Fee Proposal is accepted by the Department, the Contractor shall be authorized to proceed on the Appraisal report by a Letter of Authorization signed by the Department and such other County signatures as may be necessary. For any particular Appraisal, the Contractor agrees that it shall be entitled to no more than the fees set forth in its Contractor Fee Proposal as approved by the Department and that such fees are inclusive of the completion of all work, labor, and services contemplated for such Appraisal report.

2. The County reserves the right to change this payment structure, as may be appropriate. Prior to any contract processing, Responders shall be notified of any changes and will have the option to not accept proposed changes. If Responders do not accept proposed changes to payment terms, any further contract processing shall be terminated.

3. The County reserves the right to select among multiple contracts at the time of purchase based upon the most practical and economical Request for Fee Proposal and the best interests of the County. The award of a contract pursuant to this RFQ shall not be construed to commit the County to procure any services.

**End of Text for Section IV**

**Section V  
Model Agreement**

**Appraisal Services**

**This Contract (“the Contract”)** is between the **County of Suffolk (“the County”)**, a municipal corporation of the State of New York, acting through its duly constituted **Department of Economic Development and Planning, Division of Real Property Acquisition and Management (“the Department”)** located at H. Lee Dennison Building, 2<sup>nd</sup> Floor, 100 Veterans Memorial Highway, P.O. Box 6100, Hauppauge, New York 11788-0099 and \_\_\_\_\_ (**“the Contractor”**), having an address at \_\_\_\_\_.

The parties hereto desire to contract for the provision of appraisal and/or engineering services related to acquisition and condemnation (**“Services”**).

**Term of the Contract:** Shall be from January 1, 2014, through December 31, 2016.

**Total Cost of the Contract:** Shall be on a fee-for service basis as set forth in Article II

**Terms and Conditions:** Shall be as set forth in Articles I and II and Exhibits 1 and 2, attached hereto and made a part hereof.

**In Witness Whereof**, the parties hereto have executed the Contract as of the latest date written below.

**CONTRACTOR NAME**

**County of Suffolk**

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

Name

Title

Federal Tax ID #

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

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

Name: Dennis M. Cohen

Chief Deputy County Executive

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

**Approved as to Legality:**

**Dennis Brown, County Attorney**

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

Janet Ford

Assistant County Attorney

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

**Approved:**

**Department of Economic Development &  
Planning, Division of Real Property  
Acquisition & Management**

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

Jill Rosen-Nikoloff.

Director

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

## List of Articles & Exhibits

### Article I

#### Description of Services

1. General Appraisal Services
2. Condemnation Appraisal Services
3. Condemnation Fixture Appraisal Services
4. Appraisal Report Requirements
5. Restrictive Use Appraisal Report Requirements

### Article II

#### Financial Terms and Conditions

1. Conflicting Provisions
2. General Payment Terms
3. Agreement Subject to Appropriation of Funds
4. Comptroller's Rules and Regulations for Contractor's Agreements
5. Specific Payment Terms and Conditions
6. Appraisal Report Requirements

### Exhibit 1

#### County Terms and Conditions

1. Elements of Interpretation
2. Meanings of Terms
3. Contractor Responsibilities
4. Qualifications, Licenses, and Professional Standards
5. Notifications
6. Documentation of Professional Standards
7. Credentialing
8. Engineering Certificate
9. Termination
10. Indemnification and Defense
11. Insurance
12. Independent Contractor
13. Severability
14. Merger; No Oral Changes
15. Set-Off Rights
16. Non-Discrimination in Services
17. Nonsectarian Declaration
18. Governing Law
19. No Waiver
20. Conflicts of Interest
21. Cooperation on Claims
22. Confidentiality
23. Assignment and Subcontracting
24. Changes to Contractor
25. No Intended Third Party Beneficiaries
26. Certification as to Relationships
27. Publications
28. Copyrights and Patents

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29. Arrears to County
30. Lawful Hiring of Employees Law in Connection with Contracts for Construction or Future Construction
31. Record Retention
32. Notice

**Exhibit 2**

**Suffolk County Legislative Requirements**

1. Contractor's/Vendor's Public Disclosure Statement
2. Living Wage Law
3. Use of County Resources to Interfere with Collective Bargaining Activities
4. Lawful Hiring of Employees Law
5. Gratuities
6. Prohibition Against Contracting with Corporations that Reincorporate Overseas
7. Child Sexual Abuse Reporting Policy
8. Non Responsible Bidder
9. Use of Funds in Prosecution of Civil Actions Prohibited
10. Youth Sports
11. Work Experience Participation
12. Suffolk County Local Laws Website Address

**Article I**  
**Description of Services**

**Whereas**, the Department, in cooperation with other County departments, is responsible for the acquisition, disposition, management and/or condemnation of real property under Federal, State, and local programs; and

**Whereas**, in order to carry out such activities pursuant to these programs, the Department requires independent appraisal services; and

**Whereas**, pursuant to Resolution No. \_\_\_\_\_ the Suffolk County Legislature has approved a list of appraisers to provide such services to the County; and

**Whereas**, the Contractor is included in such list; and

**Whereas**, the County has selected the Contractor to provide the services as set forth herein;

**Now therefore**, in consideration of the mutual provisions and covenants hereafter set forth, the parties hereto agree as follows:

**1. General Appraisal Services:**

- a. The Contractor must develop an opinion of value and prepare an appraisal report in accordance with the *Uniform Standards of Professional Appraisal Practice (USPAP)*; STANDARDS 1 and 2. The Contractor is obligated to address the ethical and performance obligations of USPAP through its DEFINITIONS, ETHIC RULE, RECORD-KEEPING RULE, COMPETENCY RULE, SCOPE OF WORK RULE, JUDICIAL EXCEPTION RULE, STANDARDS, Standard Rules and Statements.
- b. The Contractor shall furnish appraisal reports either as a Self-Contained Appraisal Report, a Summary Appraisal Report, or as a Restrictive Use Appraisal Report, as those terms are defined by USPAP and as further specified in this Contract, or as otherwise required by the County, and provide other associated professional services pertaining to acquisition, disposition and/or management of real property as required for various County projects.
- c. This is a general contract for the Term of Contract on the cover page to facilitate processing by the Department. The County may enter into preliminary discussions with the Contractor prior to the authorization of a project. This Contract is subject to adoption of a Resolution of the Suffolk County Legislature. This Contract is also subject to official acceptance by the County Executive. Furthermore, the Department will define its specific requirements with regard to any project, citing the applicable Capital Funds Project number, the encumbrance number and any applicable Resolution of the Suffolk County Legislature, by letter requesting a fee proposal from the Contractor (Request for Fee Proposal). The Contractor shall submit a fee proposal in writing, and, if the Contractor's fee proposal is agreeable to the County, the Contractor will be authorized to proceed on any assignment by written authorization (Authorization Letter), signed by the applicable County department and, when applicable, by the Budget Director of the County. The Contractor shall not undertake, and the County shall not be obligated to pay for, any services not so authorized in writing.
- d. The Contractor shall complete the services described in the Department's Authorization Letter within thirty (30) calendar days after its receipt, unless a different period is specified in the letter. Failure to complete the services within the specified time period will subject the Contractor to the

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assessment of penalties in the amount of ten (10%) percent of the contract price for the first day and five (5%) percent of the contract price each day thereafter that the Contractor fails to complete the Services. It is understood and agreed between the Contractor and the Department that the time within which an appraisal is to be completed under this Contract is of primary importance. Time is of the Essence in this Contract.

- e. The Contractor shall contact the property owner or claimant in writing to request an appointment to inspect the subject property. The Contractor must request this inspection in writing, by letter ("Notification Letter") regular mail is acceptable. The Contractor must keep a record of the notification letter in the Contractor's workfile. Furthermore, the date of inspection shall be the date of the report unless stated otherwise in the Department's Request for Fee Proposal. At a mutually agreeable time, the Contractor and the owner or other claimant shall inspect the subject property, and the Contractor's appraisal report shall attest to the fact that the owner or claimant was offered the opportunity to inspect the property with the Contractor and either did so or declined or failed to do so.
- f. The Department may withdraw such portions of the property to be appraised as it deems necessary. In this case, compensation to the Contractor shall be calculated by the amount of research, time and progress the Contractor has already expended in the appraisal process provided same is determined to be reasonable by the Department. All claims for said compensation shall be submitted in writing and supported by relevant evidence.
- g. Any records, reports or other documents of the County or any of its departments or agencies or reports or information obtained from any source whatsoever and used by the Contractor pursuant to this Contract, and any reports or other documents created pursuant to this Contract, shall be and remain the property of the County and shall be kept confidential in accordance with this Contract. In particular and without limiting the foregoing, all appraisal reports are hereby made confidential and shall not be used in part or in whole for any purpose other than as contemplated by this Contract. The Contractor, its partners or officers and employees shall not communicate directly or indirectly with an adverse party or its attorney, expert, representative or agent, concerning any acquisition or condemnation or claim or action by or against the County, in connection with which it has been retained by the County, without the knowledge and consent of the Department. The Contractor, its partners or officers and employees shall not make any statement for publication or for any other purpose with regard to any pending litigation in which it has been retained as an expert witness for the County.
- h. Due to the confidential nature of employment under this Contract, the Contractor, its partners or officers, shareholders or others interested in Contractor, shall disclose to the Department, as soon as possible after receipt of the Department's Request for Fee Proposal, any existing connection with, or interest in, the subject matter of any acquisition or condemnation for which the Contractor is proposed to be retained, shall not take any personal advantage of any acquisition or condemnation for which the Contractor is retained, and shall not directly or indirectly acquire any interest in the subject matter of any acquisition or condemnation for which the Contractor is, or is proposed to be retained by the Department.
- i. If another appraiser is assigned to appraise property for which the Contractor is retained, the Contractor shall not communicate with the other appraiser, but only with the Department. Any market data or other information of mutual benefit shall be disseminated only by and through the Department.

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j. Reports and Services

i. Report Requirements

The Contractor shall prepare and furnish two copies of all reports unless additional copies are requested. In the event of litigation, six copies shall be furnished for each parcel. Reports shall be in final form and shall conform to any applicable federal or state requirements attached to the Department's Request for Fee Proposal. In addition, the appraisal reports shall include the information required pursuant to paragraph #4 below, Appraisal Report Requirements, of this Article I.

ii. Appraisal Report

Appraisal reports are subject to professional review and must be fully detailed, narrative reports with all items and factors clearly set forth, fully substantiated and justified in every respect and in such a manner that there will be no doubt as to the report's conclusions. All items that, in the reviewer's opinion, require further substantiation or justification must be completed, and all deficiencies must be remedied, whenever and however subsequently discovered, in the form of a supplemental report at the Contractor's sole expense. The delivery of reports, appraisals or reappraisals shall not relieve the Contractor of the obligation to correct deficiencies, and the Contractor's services under this Contract shall be deemed to have been completed only when all written appraisal reports required under this Contract have been delivered to the Department and are in compliance with the requirements of this Contract.

**(1) Cover Caption** - The appraisal report shall have a caption showing the name of the owner/claimant, the location of the property, the total area of the property in acres or square feet, the area to be acquired in acres or square feet, the Suffolk County Tax Map designation and, in the case of a condemnation proceeding, the caption must have the project title, the capitol project number and the map number.

**(2) Table of Contents** - All appraisal reports must contain a table of contents, and all pages must be consecutively numbered.

2. Condemnation Appraisal Services

a. The duties of the Contractor shall be to furnish reports for the use by the County in connection with the acquisition, disposition, management or condemnation of real property, to attend conferences and participate in trial preparation and to furnish expert witness testimony in condemnation or other proceedings.

b. Specific work shall include:

- Analyze subject property in the before situation with respect to all approvals established by the local municipality. This includes zoning regulations, site plan approval, building permits, sanitary systems, water systems, parking, curb cuts, buffer and landscaping areas.
- Analyze subject property in the after situation with respect to how the acquisition area(s) affect the remainder property. This includes determining loss of parking, buffer area, landscaping, relocation costs of signs, depreciation replacement costs of signs, curb cuts, access and maneuverability, limitations on further development of the premises affecting sanitary systems and water systems and redesign of parking area.

**c. Reports:**

- Must address any recourse to make the premises whole or the need for any variances. All costs associated with these items should be evaluated.
- Should contain building permits, town board approvals and any legal applications associated with the subject premises.
- Must include Site layouts for Before the Taking and After the Taking.
- Should contain a copy of the subject property's survey and approved site plan on file with the local authorizing municipality.
- Format should contain an introduction, site evaluation, effect of the acquisition, conclusion and certification.

**d. General Services shall include:**

- Field inspection of the property.
- A comprehensive review of town or village regulations and planning department files pertaining to the site development requirements on the subject property, both past and future.
- Incorporation of the design plans as prepared by Suffolk County.
- Measurements of all buildings and existing curb cuts to verify conformity with municipality's records and approvals.
- Confirmation of zoning and town/village requirements; including lot area, yard setbacks, building area, parking requirements, septic systems, buffer areas, etc. Conformance of these requirements must be evaluated in both the before and after situations.
- On site maneuverability and access before and after the taking must be evaluated.
- Evaluation of the depreciated replacement cost(s) for sign(s) and light pole(s) and any other type of site improvements.
- Variance requirements must be addressed.
- The functionality of the subject property after the taking must be analyzed and remediation measures suggested and concluded.
- Photographs taken of the acquisition area and subject property.

**e. Reports and Services**

The Contractor shall prepare and furnish two copies of all reports, unless additional copies are requested, in such form as may be specified by the applicable County department. In the event

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of litigation, six copies of the report shall be furnished for each parcel. Reports shall be in final form and shall conform to any applicable federal or state requirements attached to the County's Request for Fee Proposal. Litigation reports shall be ready for submission to the court having jurisdiction.

**3. Fixture Appraisal Services**

- a. The duties of Contractor shall be to furnish reports for the use of the County in connection with acquisitions, dispositions, management or condemnations of real property, to attend conferences and participate in trial preparation, and to furnish expert witness testimony in condemnation or other proceedings.
- b. Specific work shall include:
  - Analyze subject property's inventory for pre-vesting, vesting and date of possession.
  - Establish replacement value, depreciation of item(s) and sound value of each item(s).
  - Research each item, machinery, and piece of equipment.
- c. General Services shall include:
  - Field inspection of the property.
  - Itemized list of all fixture inventory.
  - Establishing replacement value & costs, depreciation, and sound value of each item.
  - Photographs taken of the interior and exterior of the building and of each fixture item contained in the subject's building at the time of pre-vesting, vesting and date of possession.
  - Video taken of the premises at the time of pre-vesting, vesting and date of possession.
  - Layout site sketch depicting all fixture items.
- d. **Reports and Services**

The Contractor shall prepare and furnish three copies of all reports in such form as may be specified by the applicable County Department plus video. In the event of litigation, six copies of the written report and, if necessary, six copies of the video report shall be furnished for each parcel. Reports shall be in final form and shall conform to any applicable federal or state requirements attached to the County's Request for Fee Proposal. Litigation reports shall be ready for submission to the court having jurisdiction.

**4. Appraisal Report Requirements:**

All **Self-Contained and Summary Appraisal Reports**, other than a Restrictive Use Appraisal Report, shall, at a minimum, include the following as outlined by USPAP:

- State the Identity of the Client and any intended users.

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- State the Intended use of the appraisal.
- Describe (summarize) information sufficient to identify the real estate involved in the appraisal including the physical and economic property characteristics relevant to the assignment.
- State the real property interest appraised.
- State the type of and definition of value and cite the source of the definition.
- State the effective date of the appraisal and the date of the report.
- Describe (summarize) the scope of work used to develop the appraisal.
- Describe (summarize) the information analyzed, the appraisal methods and techniques employed, and the reasoning that supports the analyses, opinions, and conclusions; exclusion of the sales comparison approach, cost approach or income approach must be explained.
- State the use of the real estate existing as of the date of value and the use of the real estate reflected in the appraisal; and, when an opinion of highest and best use was developed by the appraiser, describe the support and rationale for that opinion.
- State all extraordinary assumptions and hypothetical conditions; and
- State that their use might have affected the assignment results.
- Include a signed certification of the Appraiser in accordance with Standards Rule 2-3.

In addition to the above, the Department’s requirements and required format for a **Self-Contained and/or Summary Appraisal Report(s)** are as follows:

LETTER OF TRANSMITTAL

CERTIFICATION OF THE APPRAISER

TABLE OF CONTENTS

**PART 1: GENERAL INFORMATION**

A. Summary of Salient Facts and Conclusions

Which shall include the following:

- Project Name:
- Type of Property:
- Location:
- Reputed Owners:
- Zoning:
- Highest and Best Use Before the Acquisition:
- Highest and Best Use After the Acquisition:
- Date of Appraisal:
- Land Area Before the Acquisition:
- Land Area After the Acquisition:
- Acquisition Area:
  - Fee Area:
  - Easement Area:
- Total Before Value/ Appraised Value:
- Total After Value / Appraised Value:
- Total Damages:

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B. Purpose of the Appraisal.

C. Definition of Interest Appraised

The appraisal shall contain a statement of the real property interest to be valued, such as fee simple, leasehold interest, life-estate, remainder interest, etc. Any known easements, restrictions, encumbrances, leases, reservations, covenants, contracts, declarations, special assessments, ordinances, must be included within the report.

D. Appraisal Problem

E. Scope of the Appraisal

F. Regional, Area and Neighborhood Analysis

G. Economic Trends

H. Ownership and Occupancy

I. Sales History of the Property (5 years)

J. Last Deed of Record

**PART 2: VALUATION OF ENTIRE PROPERTY**

A. Description of Land, Land Improvements, and Building Improvements

B. Present Use of the Property

C. Zoning of the Property

D. Taxes and Assessed Valuation

E. Analysis of Subject Sale

If there has been a sale of the subject property within the past five years, it must be analyzed and correlated to value. Additionally, if a subject sale transpired prior to this five-year period and relates to present market value, it must be analyzed.

Effectively, any and all recent sale or sales of the subject property relating to the subject's present market value must be analyzed by documentation in the appraisal. If the sale does not relate to value, an analysis explaining this conclusion should also be contained in the appraisal.

F. Highest and Best Use Analysis

G. Land Value

H. Indicated Value by the Cost Approach, if applicable

I. Indicated Value by the Income Approach, if applicable

J. Indicated Value by the Sales Comparison Approach

K. Indicated Value by the Discounted Cash-Flow Analysis, if applicable

L. Reconciliation and Conclusion of Value

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The following Parts 3, 4, and 5 are to be included in every condemnation Self-Contained and/or Summary Appraisal report(s).

**PART 3: PROPERTY AND RIGHTS ACQUIRED**

A. Description of Property and Rights Acquired

Describe the property and property rights acquired by condemnation in detail. Describe the acquisition area; describe all site improvements, both above and underground that are located within the acquisition area.

B. Effect of Acquisition on the Property

Thoroughly describe what effect the acquisition has on the subject, the remainder property, its effect relating to zoning requirements, regulations and codes, setback areas, parking areas, loss of parking, loss of curb cuts or access to remainder property, etc.

**PART 4: VALUATION OF REMAINDER PROPERTY**

In evaluating the remainder property, the effect that the acquisition area has on the remainder must be considered. In addition to direct damages, the Contractor must determine what effect, if any, to the remainder property in the form of severance damages and/or consequential damages which a property may suffer as a consequence of a partial taking. The Contractor should also consider mitigating severance damages in the form of a cost to cure if applicable. If a Contractor engineer's report is made available to the Contractor appraiser, then the Contractor appraiser must analyze and include the findings and conclusions of the engineer's report in the appraisal report. The engineer's report is considered a tool to assist the Contractor appraiser. The engineer's report will be made part of and included in the appraisal report. Valuation of remainder property must include the following:

- A. Description of Land, Land Improvements, and Building Improvements
- B. Highest and Best Use
- C. Land Value
- D. Indicated Value by the Cost Approach, if applicable
- E. Indicated Value by the Income Approach, if applicable
- F. Indicated Value by the Sales Comparison Approach, if applicable
- G. Reconciliation and Conclusion of Value

**PART 5: ALLOCATION OF DAMAGES**

- A. Allocation of Before and After Values
- B. Allocation of Direct Damages
- C. Allocation of Severance Damages
- D. Allocation of Other Damages
- E. Total Damages

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**PART 6: APPRAISED COMPENSATION**

- A. Breakdown of Interests

**PART 7: ADDENDA**

- A. Location Map of Subject Property and Comparable Sales

- B. Survey or Acquisition Map of the Property

The Contractor shall supply a print of a portion of the tax map showing the subject property. This will suffice for the before property sketch. A print of the taking map should be utilized to show the part taken, and if there is a building located on the property, be certain that the right-of-way map indicates its location. If a building is acquired, then it will be necessary to sketch a floor plan of the structure. All underground improvements shall be located and detailed on the sketch or sketches, if possible.

- C. Engineer's Report (if applicable)

- D. Zoning Map

- E. Sketches of Subject Property

- F. Floor Plan of Improvements

- G. Photographs of the Subject Property

Each appraisal report shall include a sufficient number of photographs properly identified and taken at various angles to show significant features of the property being appraised, especially the site improvements affected by the acquisition and of any building improvements. These photographs will be taken as of the effective date (vested date) of the appraisal report.

- H. Comparable Sales Data

- I. Assumptions and Limiting Conditions

- J. Qualifications of the Appraiser

**EXPLANATION OF APPRAISER CERTIFICATION**

Each written real property appraisal must contain a signed certification that is similar in content to the following form as outlined and regulated by USPAP:

CERTIFICATION:

*I hereby certify that (Name of Contractor) was employed to appraise the market value or damages on property located at:*

*Project*  
*Map*  
*Parcel*

*I certify, to the best of my knowledge and belief:*

*The statements of fact contained in this report are true and correct.*

*The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions,*

*I have no (or the specified) present or prospective interest in the property that is the subject of this report and no (or the specified) personal interest with respect to the parties involved.*

*I have performed no (or the specified) services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.*

*I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.*

*My engagement in this assignment was not contingent upon developing or reporting predetermined results.*

*My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.*

*This appraisal report has been made in conformity with and is subject to the requirements of the Code of Professional Ethics and Standards of Professional Practice.*

*My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.*

*I have (or have not) made a personal inspection of the property that is the subject of this report. (if more than one person signs this certification, the certification must clearly specify which individuals did and which individuals did not make a personal inspection of the appraised property).*

*No one provided significant real property appraisal assistance to the person signing this certification. (If there are exceptions, the name of each individual providing significant real property appraisal assistance must be stated).*

*Based upon the data analyzed, it is my opinion that the market value of the fee simple estate/the damages resulting from the partial acquisition incurred on the property, as of \_\_\_\_\_ are as follows:*

\$

Signature \_\_\_\_\_

Valuation Date - In most instances, the valuation date (the effective date of the report) will be the date of inspection of the property by the Contractor and the claimant/owner. If in fact the County has taken title to the property by condemnation then the valuation date (the effective date of the report) will be the date of vesting.

## 5. Restrictive Use Appraisal Report Requirements

All **Restrictive Use** appraisal reports must contain at a minimum the following:

- Summary of Salient Facts and Conclusions.

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- State the Identity of the Client and state a prominent use restriction that limits use of the report to the client and warns that the appraiser's opinions and conclusions set forth in the report may not be understood properly without additional information in the appraiser's workfile.
- State the Intended use of the appraisal.
- State information sufficient to identify the real estate involved in the appraisal.
- State the real property interest appraised.
- State the type of value and cite the source of its definitions.
- State the effective date of the appraisal and the date of the report.
- State the scope of work used to develop the appraisal.
- State the appraisal methods and techniques employed, state the value opinion and conclusion reached reference the workfile; exclusion of the sales comparison approach, cost approach or income approach must be explained.
- State use of the real estate existing, as of the date of value and the use of the real estate reflected in the appraisal and the opinion of highest and best use.
- State all extraordinary assumptions and hypothetical conditions; and state that their use might have affected the assignment results.
- Include a signed certification of the Appraiser
- Qualifications of the Appraiser(s).
- Photo of Subject.
- Map of Subject and Comparable Sales location.
- Suffolk County Tax Map of Subject.

**End of Text for Article I**

**Article II  
Financial Terms and Conditions**

**1. Conflicting Provisions**

In the event of any conflict between any provision in this Article II and an exhibit to this contract, the exhibit shall prevail unless it is expressly stated in the conflicting provision in this Article II, that it shall prevail over the exhibit.

**2. General Payment Terms**

**a. Presentation of Suffolk County Payment Voucher**

In order for payment to be made by the County to the contractor for the Services, the contractor shall prepare and present a Suffolk County Payment Voucher ("Voucher"), which shall be documented by sufficient, competent and evidential matter.

**b. Voucher Documentation**

To the extent applicable to the Contract, the Contractor shall furnish the County with detailed documentation in support of the payment for the Services or expenditures under the Contract e.g. dates of the Service, worksite locations, activities, hours worked, pay rates, program budget categories, and time records, certified by the Contractor as true and accurate, of all personnel for whom expenditures are claimed during the period and in accordance with the applicable Letter of Authorization.

**c. Payment by County**

Payment by the County shall be made within thirty (30) days after approval of the Voucher by the Comptroller. The Contractor agrees that it shall be entitled to no more than the fees set forth in this Article II and as set forth in the Authorization Letter for the completion of all work, labor and services contemplated in this Contract.

**d. Final Voucher**

The acceptance by the Contractor of payment of all billings made on the final approved Suffolk County Payment Voucher shall operate as and shall be a release of the County from all claims by the Contractor.

**3. Agreement Subject to Appropriation of Funds**

The Contract is subject to the amount of funds appropriated each fiscal year and any subsequent modifications thereof by the County Legislature, and no liability shall be incurred by the County beyond the amount of funds appropriated each fiscal year by the County Legislature for the Services.

**4. Comptroller's Rules and Regulations for Contractor's Agreements**

**a.** The Contractor shall comply with the "Comptroller's Rules and Regulations for Contractor's Agreements" as promulgated by the Department of Audit and Control of Suffolk County and any

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amendments thereto during the term of the Contract. The County shall provide the Contractor with a copy of any amendments to the "Comptroller's Rules and Regulations for Contractor's Agreements" during the term of the Contract.

- b. The Contractor agrees to maintain its accounts in the performance of the Contract in accordance with generally accepted accounting principles, and as may otherwise be directed by the Comptroller.
- c. All payments made under the Contract are subject to audit by the Comptroller. If such an audit discloses overpayments by the County to the Contractor, within thirty (30) days after the issuance of an official audit report by the Comptroller, the Contractor shall repay the amount of such overpayment by check to the order of the Suffolk County Treasurer.

**5. Specific Payment Terms and Conditions**

**a. Compensation**

The County shall compensate the Contractor for each report a total sum set forth in the Authorization Letter, but not to exceed \$15,000 for any one appraisal report. The fee shall be suitable and reasonable, shall be negotiated between the parties and shall be based on the type of properties, the degree of complexity and the purpose of the report (e.g., whether for condemnation, litigation or for negotiated acquisition), as determined by the applicable County department. The process for selecting a Contractor for particular appraisal services shall be as follows:

**i. Request for Fee Proposal**

At such time as the Department may require a particular Appraisal, the Department shall issue to Contractors selected pursuant to this RFQ a "Request for Fee Proposal" setting forth the specific requirements for the Appraisal needed. Contractors may submit a Fee Proposal for the described Appraisal by the date provided in the Request for Fee Proposal. The Department will evaluate responsive Contractor Fee Proposals and select the most economical and practical alternative.

**ii. Letter of Authorization**

If a Contractor Fee Proposal is accepted by the Department, the Contractor shall be authorized to proceed with the Appraisal by a Letter of Authorization signed by the Department and such other County signatures as may be necessary. For any particular Appraisal, the Contractor agrees that it shall be entitled to no more than the fees set forth in its Contractor Fee Proposal as approved by the Department and that such fees are inclusive of the completion of all work, labor, and services contemplated for such Appraisal report.

**b. Conferences**

In addition to the report fee(s), a Contractor who meets with the County for purposes of a conference on one or more properties shall be entitled to a fee of \$100 per hour to a maximum fee of \$400 per conference, regardless of the number of properties discussed. There will not be a minimum fee established for any conference. An itemized bill shall be submitted which shall include a tabulation of the hours spent on the projects.

The itemized bill shall be signed and approved by the County Attorney's Office for Court / Trial purposes only, in conjunction with the Department.

**c. Litigation Update**

If a case cannot be settled and it is necessary to proceed with court action, at the request of the County, the Contractor shall revise and/or update the original court report and will be entitled to a fee of \$100 per hour, but not in excess of fifty percent (50%) of the fee for the original court report unless the parties enter into a written amendment of this Contract signed by the parties. Additionally, if the County requests the Contractor to analyze and review the Claimant's court report, then the cost of review and analysis shall be set forth in writing and the fee approved on an individual basis by the Department.

**d. Court Attendance Per Diem**

The stipulated fees above do not include the per diem rate for court attendance, i.e., testimony, attendance at counsel table during trials, and attendance at calendar calls, which rate will be \$400.00 per diem for attendance not in excess of four hours, or \$650.00 per diem for attendance not in excess of six hours, or \$800.00 per diem for attendance more than six hours on any day. Said per diem rates shall not include the time established by the judge or court for lunch, recess periods, or travel time to and from court.

**e. Change Orders**

The County may, at any time, by written order, make changes within the general scope of this Contract in the services or work to be performed. If such changes cause an increase or decrease in the Contractor's cost of, or time required for, performance of any services under this Contract, an equitable adjustment shall be made and this Contract shall be modified in writing accordingly. Any claim of the Contractor for adjustment under this clause must be asserted in writing within ten (10) days from the date of receipt by the Contractor of the notification of change unless the County grants a further period of time before the date of final payment under this Contract. No services for which additional compensation will be charged by the Contractor shall be furnished without written authorization by the County.

**f. Disposition of Work Product in Case of Death or Disability**

In case of the death or disability of the Contractor or of a principal, partner or key employee whose personal services were a substantial inducement to the County's entering into this Contract (any of whom is called the "principal") before completion of the appraisal report on any project(s), all data, records and work products pertaining to such project(s) shall be delivered to the Department by the Contractor, its surviving partner(s), the personal representative(s) of the estate of the principal (within 20 days after appointment), the principal's committee or conservator or other person(s) having control of such data, records and work products. In the event of failure to make such delivery on demand, the person(s) withholding such data, records and work products shall be liable to the County for any damages that it may sustain by reason thereof. Upon delivery of all such data, records and work products, the voucher and itemized statement required under subparagraph (b) above, together with evidence of appointment or authority if payment is not to be made to Contractor, the County will pay the Contractor or its authorized representative or successor such part of the fee(s) provided in this Article II as fairly

reflects, in the sole judgment of the Department, the proportion of work performed to the entire work.

**End of Text for Article II**

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**Exhibit 1**  
**County Terms and Conditions**

**1. Elements of Interpretation**

As used throughout the Contract:

**a.** Words of the masculine gender shall mean and include correlative words of the feminine and neuter genders and words importing the singular number shall mean and include the plural number and vice versa. Words importing persons shall include firms, associations, partnerships (including limited partnerships), trusts, corporations and other legal entities, including public bodies, as well as natural persons, and shall include successors and assigns.

**b.** Capitalized terms used, but not otherwise defined herein, shall have the meanings assigned to them in the Contract.

**2. Meanings of Terms**

As used in the Contract:

“**Comptroller**” means the Comptroller of the County of Suffolk.

“**Contract**” means all terms and conditions herein forming all rights and obligations of the Contractor and the County.

“**Contractor**” means the signatory person, partnership, corporation, association or other entity, its officers, officials, employees, agents, servants, sub-contractors and any successor or assign of any one or more of the foregoing performing the Services.

“**County**” means the County of Suffolk, its departments, and agencies.

“**County Attorney**” means the County Attorney of the County of Suffolk.

“**Department**” means the signatory department approving the Contract.

“**Engineering Services**” means the definition of the practice of engineering and the definition of practice of land surveying, as the case may be, under Section 7201 and Section 7203 of the State Education Law, respectively.

“**Event of Default**” means

**a.** the Contractor’s failure to perform any duty required of it under paragraphs 4 through 7 of this Exhibit 1 of the Contract; or

**b.** the Contractor’s failure to maintain the amount and types of insurance with an authorized insurer as required by the Contract; or

**c.** the Contractor’s failure to maintain insurance required by the Contract with an insurer that has designated

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the New York Superintendent of Insurance as its lawful agent for service of process; or

**d.** The Contractor’s failure to comply with any Federal, State or local law, rule, or regulation, and County policies or directives; or

**e.** The Contractor’s bankruptcy or insolvency; or

**f.** The Contractor’s failure to cooperate in an Audit; or

**g.** The Contractor’s falsification of records or reports, misuse of funds, or malfeasance or nonfeasance in financial record keeping arising out of, or in connection with, any contract with the County; or

**h.** The Contractor’s failure to submit, or failure to timely submit, documentation to obtain Federal or State funds; or

**i.** The inability of the County or the Contractor to obtain Federal or State funds due to any act or omission of the Contractor; or

**j.** Any condition the County determines, in its sole discretion, that is dangerous.

“**Federal**” means the United States government, its departments and agencies.

“**Fund Source**” means any direct or indirect sum payable to the Contractor by the County pursuant to any lawful obligation.

“**Legislature**” means the Legislature of the County of Suffolk.

“**Services**” means all that which the Contractor must do, and any part thereof arising out of, or in connection with, the Contract as described in **Article I** “Description of Services.”

“**State**” means the State of New York.

“**Suffolk County Payment Voucher**” means the document authorized and required by the Comptroller for release of payment.

“**Term**” means the time period set forth on page one of the Contract and, if exercised by the County, the option period.

**3. Contractor Responsibilities**

**a.** It shall be the duty of the Contractor to discharge, or cause to be discharged, all of its responsibilities, and to administer funds received in the interest of the County in accordance with the provisions of the Contract.

**b.** The Contractor shall promptly take all action as may be necessary to render the Services.

**c.** The Contractor shall not take any action that is inconsistent with the provisions of the Contract.

**d.** Services provided under this Contract shall be open to all residents of the County.

**4. Qualifications, Licenses, and Professional Standards**

- a. The Contractor represents and warrants that it has, and shall continuously possess, during the Term, the required licensing, education, knowledge, experience, and character necessary to qualify it to render the Services.
- b. The Contractor shall continuously have during the Term all required authorizations, certificates, certifications, registrations, licenses, permits, and other approvals required by Federal, State, County, or local authorities necessary to qualify it to render the Services.

**5. Notifications**

- a. The Contractor shall immediately notify the County, in writing, of any disciplinary proceedings, commenced or pending, with any authority relating to a license held by any person necessary to qualify him or the Contractor to perform the Services.
- b. In the event that a person is no longer licensed to perform the Services, the Contractor must immediately notify the County, but in no event shall such notification be later than five (5) days after a license holder has lost the license required to qualify the license holder or the Contractor to perform the Services.
- c. In the event that the Contractor is not able to perform the Services due to a loss of license, the Contractor shall not be reimbursed for the Services rendered after the effective date of termination of such license. Without limiting the generality of the foregoing, if any part of the Contract remains to be performed, and the termination of the license does not affect the Contractor's ability to render the Services, every other term and provision of the Contract shall be valid and enforceable to the fullest extent permitted by law.

**6. Documentation of Professional Standards**

The Contractor shall maintain on file, in one location in Suffolk County, all records that demonstrate that it has complied with paragraphs 4 and 5 above. The address of the location of the aforesaid records and documents shall be provided to the County no later than the date of execution of the Contract. Such documentation shall be kept, maintained, and available for inspection by the County upon twenty-four (24) hours notice.

**7. Credentialing**

- a. In the event that the Department, or any division thereof, maintains a credentialing process to qualify the Contractor to render the Services, the Contractor shall complete the required credentialing process. In the event that any State credential, registration, certification, or license, Drug Enforcement Agency registration, or Medicare or Medicaid certification is restricted, suspended, or temporarily or permanently revoked, it is the duty of the Contractor to contact the Department, or division thereof,

as the case may be, in writing, no later than three (3) days after such restriction, suspension, or revocation.

- b. The Contractor shall forward to the Department, or division thereof, as the case may be, on or before July 1 of each year during the Term, a complete list of the names and addresses of all persons providing the Services, as well as their respective areas of certification, credentialing, registration, and licensing.

**8. Engineering Certificate**

In the event that the Contract requires any Engineering Services, the Contractor shall submit to the County, no later than the due date for submission for approval of any engineering work product, the Certificate of Authorization ("Certificate"), issued pursuant to § 7210 of the New York Education Law, of every person performing any Engineering Services. The failure to file, submit or maintain the Certificate shall be grounds for rejection of any engineering work product submitted for approval.

**9. Termination**

**a. Thirty Days Termination**

The County shall have the right to terminate the Contract without cause, for any reason, at any time, upon such terms and conditions it deems appropriate, provided, however, that no such termination shall be effective unless the Contractor is given at least thirty (30) days notice.

**b. Event of Default; Termination on Notice**

- i.) The County may immediately terminate the Contract, for cause, upon such terms and conditions it deems appropriate, in the Event of Default.
- ii.) If the Contractor defaults under any other provision of the Contract, the County may terminate the Contract, on not less than five (5) days notice, upon such terms and conditions it deems appropriate.

**c. Termination Notice**

Any notice providing for termination shall be delivered as provided for in paragraph 32 of this **Exhibit 1**.

**d. Duties upon Termination**

- i.) The Contractor shall discontinue the Services as directed in the termination notice.
- ii.) Subject to any defenses available to it, the County shall pay the Contractor for the Services rendered through the date of termination.

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iii.) The County shall be released from any and all liability under the Contract, effective as of the date of the termination notice.

iv.) Upon termination, the Contractor shall reimburse the County the balance of any funds advanced to the Contractor by the County no later than thirty (30) days after termination of the Contract. The provisions of this subparagraph shall survive the expiration or termination of the Contract.

v.) Nothing contained in this paragraph shall be construed as a limitation on the County's rights set forth in paragraphs 5(c) and 15 of this Exhibit 1.

10. Indemnification and Defense

a. The Contractor shall protect, indemnify, and hold harmless the County, its agents, servants, officials, and employees from and against all liabilities, fines, penalties, actions, damages, claims, demands, judgments, losses, suits or actions, costs, and expenses caused by the negligence or any acts or omissions of the Contractor, including reimbursement of the cost of reasonable attorneys' fees incurred by the County, its agents, servants, officials, and employees in any action or proceeding arising out of or in connection with the Contract.

b. The Contractor hereby represents and warrants that it will not infringe upon any copyright in performing the Services. The Contractor agrees that it shall protect, indemnify, and hold harmless the County, its agents, servants, officials, and employees from and against all liabilities, fines, penalties, actions, damages, claims, demands, judgments, losses, suits or actions, costs, and expenses arising out of any claim asserted for infringement of copyright, including reimbursement of the cost of reasonable attorneys' fees incurred by the County, its agents, servants, officials, and employees in any action or proceeding arising out of or in connection with any claim asserted for infringement of copyright.

c. The Contractor shall defend the County, its agents, servants, officials, and employees in any proceeding or action, including appeals, arising out of, or in connection with, the Contract, and any copyright infringement proceeding or action. Alternatively, at the County's option, the County may defend any such proceeding or action and require the Contractor to pay reasonable attorneys' fees or salary costs of County employees of the Department of Law for the defense of any such suit.

11. Insurance

a. The Contractor shall continuously maintain, during the Term of the Contract, insurance in amounts and types as follows:

i.) Commercial General Liability insurance, including contractual liability

coverage, in an amount not less than Two Million Dollars (\$2,000,000.00) per occurrence for bodily injury and Two Million Dollars (\$2,000,000.00) per occurrence for property damage. The County shall be named an additional insured.

ii.) Automobile Liability insurance (if any non-owned or owned vehicles are used by the Contractor in the performance of the Contract) in an amount not less than Five Hundred Thousand Dollars (\$500,000.00) per person, per accident, for bodily injury and not less than One Hundred Thousand Dollars (\$100,000.00) for property damage per occurrence.

iii.) Workers' Compensation and Employer's Liability insurance in compliance with all applicable New York State laws and regulations and Disability Benefits insurance, if required by law. The Contractor shall furnish to the County, prior to its execution of the Contract, the documentation required by the State of New York Workers' Compensation Board of coverage or exemption from coverage pursuant to §§57 and 220 of the Workers' Compensation Law. In accordance with General Municipal Law §108, the Contract shall be void and of no effect unless the Contractor shall provide and maintain coverage during the Term for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

iv.) Professional Liability insurance in an amount not less than Two Million Dollars (\$2,000,000.00) on either a per-occurrence or claims-made coverage basis.

b. The County may mandate an increase in the liability limits set forth in the immediately preceding paragraphs (11)(a)(i), (ii), and (iv).

c. All policies providing such coverage shall be issued by insurance companies authorized to do business in New York with an A.M. Best rating of A- or better.

d. The Contractor shall furnish to the County, prior to the execution of the Contract, declaration pages for each policy of insurance and certificates, other than a policy for commercial general liability insurance, and upon demand, a true and certified original copy of each such policy evidencing compliance with the aforesaid insurance requirements.

e. In the case of commercial general liability insurance, and business use automobile insurance, the Contractor shall furnish to the County, prior to the execution of the Contract, a declaration page or insuring agreement and endorsement page evidencing the County's status as an additional insured on said policy, and upon demand, a true and certified original copy of such policy evidencing compliance with the aforesaid insurance requirements.

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f. All evidence of insurance shall provide for the County to be notified in writing thirty (30) days prior to any cancellation, nonrenewal, or material change in the policy to which such evidence relates. It shall be the duty of the Contractor to notify the County immediately of any cancellation, nonrenewal, or material change in any insurance policy.

g. In the event the Contractor shall fail to provide evidence of insurance, the County may provide the insurance required in such manner as the County deems appropriate and deduct the cost thereof from a Fund Source.

12. Independent Contractor

The Contractor is not, and shall never be, considered an employee of the County for any purpose. Notwithstanding anything herein, the Contract shall not be construed as creating a principal-agent relationship between the County and the Contractor or the Contractor and the County, as the case may be.

13. Severability

It is expressly agreed that if any term or provision of the Contract, or the application thereof to any person or circumstance, shall be held invalid or unenforceable to any extent, the remainder of the Contract, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and every other term and provision of the Contract shall be valid and shall be enforced to the fullest extent permitted by law.

14. Merger; No Oral Changes

It is expressly agreed that the Contract represents the entire agreement of the parties and that all previous understandings are herein merged in the Contract. No modification of the Contract shall be valid unless in written form and executed by both parties.

15. Set-Off Rights

The County shall have all of its common law, equitable, and statutory rights of set-off. These rights shall include, but not be limited to, the County's option to withhold from a Fund Source an amount no greater than any moneys due and owing to the County for any reason. The County shall exercise its set-off rights subject to approval by the County Attorney. In cases of set-off pursuant to a Comptroller's audit, the County shall only exercise such right after the finalization thereof, and only after consultation with the County Attorney.

16. Non-Discrimination in Services

a. The Contractor shall not, on the grounds of race, creed, color, national origin, sex, age, disability, sexual orientation, military status, or marital status:

- i.) deny any individual the Services provided pursuant to the Contract; or
- ii.) provide the Services to an individual that is different, or provided in a different manner, from those provided to others pursuant to the Contract; or
- iii.) subject an individual to segregation or separate treatment in any matter related to the individual's receipt of the Services provided pursuant to the Contract; or
- iv.) restrict an individual in any way from any advantage or privilege enjoyed by others receiving the Services provided pursuant to the Contract; or
- v.) treat an individual differently from others in determining whether or not the individual satisfies any eligibility or other requirements or conditions which individuals must meet in order to receive the Services provided pursuant to the Contract.

b. The Contractor shall not utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, creed, color, national origin, sex, age, disability, sexual orientation, military status, or marital status, or have the effect of substantially impairing the Contract with respect to individuals of a particular race, creed, color, national origin, sex, age, disability, sexual orientation, military status, or marital status, in determining:

- i.) the Services to be provided, or
- ii.) the class of individuals to whom, or the situations in which, the Services will be provided; or
- iii.) the class of individuals to be afforded an opportunity to receive the Services.

17. Nonsectarian Declaration

The Services performed under the Contract are secular in nature. No funds received pursuant to the Contract shall be used for sectarian purposes or to further the advancement of any religion. The Services will be available to all eligible individuals regardless of religious belief or affiliation.

18. Governing Law

The Contract shall be governed by and construed in accordance with the laws of the State of New York, without regard to conflict of laws. Venue shall be designated in the Supreme Court, Suffolk County, the United States District Court for the Eastern District of New York, or, if appropriate, a court of inferior jurisdiction in Suffolk County.

19. No Waiver

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It shall not be construed that any failure or forbearance of the County to enforce any provision of the Contract in any particular instance or instances is a waiver of that provision. Such provision shall otherwise remain in full force and effect, notwithstanding any such failure or forbearance.

20. Conflicts of Interest

The Contractor shall not, during the Term, pursue a course of conduct which would cause a reasonable person to believe that he or she is likely to be engaged in acts that create a substantial conflict between its obligations under the Contract and its private interests. The Contractor is charged with the duty to disclose to the County the existence of any such adverse interests, whether existing or potential. This duty shall continue as long as the Term. The determination as to whether or when a conflict may potentially exist shall ultimately be made by the County Attorney after full disclosure is obtained.

21. Cooperation on Claims

The Contractor and the County shall render diligently to each other, without compensation, any and all cooperation that may be required to defend the other party, its employees and designated representatives against any claim, demand or action that may be brought against the other party, its employees or designated representatives arising out of, or in connection with, the Contract.

22. Confidentiality

Any document of the County, or any document created by the Contractor and used in rendering the Services, shall remain the property of the County and shall be kept confidential in accordance with applicable laws, rules, and regulations.

23. Assignment and Subcontracting

a. The Contractor shall not delegate its duties under the Contract, or assign, transfer, convey, subcontract, sublet, or otherwise dispose of the Contract, or any of its right, title or interest therein, or its power to execute the Contract, or assign all or any portion of the monies that may be due or become due hereunder, (collectively referred to in this paragraph 23 as "Assignment"), to any other person, entity or thing without the prior written consent of the County, and any attempt to do any of the foregoing without such consent shall be void ab initio.

b. Such Assignment shall be subject to all of the provisions of the Contract and to any other condition the County requires. No approval of any Assignment shall be construed as enlarging any obligation of the County under the terms and provisions of the Contract. No Assignment of the Contract or assumption by any person of any duty of the Contractor under the Contract shall provide for, or otherwise be construed as, releasing the Contractor from any term or provision of the Contract.

24.

Changes to Contractor

a. The Contractor may, from time to time, with the County's consent, enter into a Permitted Transfer. For purposes of the Contract, a Permitted Transfer means:

i.) if the Contractor is a partnership, the withdrawal or change, voluntary, involuntary or by operation of law, of the partners, or transfer of partnership interests (other than the purchase of partnership interests by existing partners, by the partnership itself or the immediate family members by reason of gift, sale or devise), or the dissolution of the partnership without immediate reconstitution thereof, and

ii.) if the Contractor is a closely held corporation (i.e. whose stock is not publicly held and not traded through an exchange or over the counter),

1. the dissolution, merger, consolidation or other reorganization of the Contractor,

2. the sale or other transfer of twenty percent (20%) or more of the shares of the Contractor (other than to existing shareholders, the corporation itself or the immediate family members of shareholders by reason of gift, sale or devise).

b. If the Contractor is a not-for-profit corporation, a change of twenty percent (20%) or more of its shares or members shall be deemed a Permitted Transfer.

c. The Contractor shall notify the County in writing, which notice (the "Transfer Notice") shall include:

i.) the proposed effective date of the Permitted Transfer, which shall not be less than thirty (30) days nor more than one hundred eighty (180) days after the date of delivery of the Transfer Notice;

ii.) a summary of the material terms of the proposed Permitted Transfer,

iii.) the name and address of the proposed transferee,

iv.) such information reasonably required by the County, which will enable the County to determine the financial responsibility, character, and reputation of the proposed transferee, nature of the proposed assignee/transferee's business and experience;

v.) all executed forms required pursuant to Exhibit 2 of the Contract, that are required to be submitted by the Contractor; and

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vi.) such other information as the County may reasonably require.

d. The County agrees that any request for its consent to a Permitted Transfer shall be granted provided that the transfer does not violate any provision of the Contract, and the transferee has not been convicted of a criminal offense as described under Article II of Chapter 189 of the Suffolk County Code. The County shall grant or deny its consent to any request of a Permitted Transfer within twenty (20) days after delivery to the County of the Transfer Notice, in accordance with the provisions of Paragraph 32 of this Exhibit 1 of the Contract. If the County shall not give written notice to the Contractor denying its consent to such Permitted Transfer (and setting forth the basis for such denial in reasonable detail) within such 20-day period, then the County shall be deemed to have granted its consent to such Permitted Transfer.

e. Notwithstanding the County’s consent,

i.) the terms and conditions of the Contract shall in no way be deemed to have been waived or modified, and

ii.) such consent shall not be deemed consent to any further transfers.

25. No Intended Third Party Beneficiaries

The Contract is entered into solely for the benefit of the County and the Contractor. No third party shall be deemed a beneficiary of the Contract and no third party shall have the right to make any claim or assert any right under the Contract.

26. Certification as to Relationships

The Contractor certifies under penalties of perjury that, other than through the funds provided in the Contract and other valid agreements with the County, there is no known spouse, life partner, business, commercial, economic, or financial relationship with the County or its elected officials. The Contractor also certifies that there is no relationship within the third degree of consanguinity, between the Contractor, any of its partners, members, directors, or shareholders owning five percent (5%) or more of the Contractor, and the County.

27. Publications

Any book, article, report, or other publication related to the Services provided pursuant to this Contract shall contain the following statement in clear and legible print:

“This publication is fully or partially funded by the County of Suffolk.”

28. Copyrights and Patents

a. Copyrights

If the work of the Contractor should result in the production of original books, manuals, films, or other materials for which a copyright may be granted, the Contractor may secure copyright protection. However, the County reserves to itself, and the Contractor hereby gives to the County, and to any other person designated by the County, a royalty-free, nonexclusive license to produce, reproduce, publish, translate, or otherwise use any such materials.

b. Patents

If the Contractor makes any discovery or invention during the Term, or as a result of work performed under the Contract, the Contractor may apply for and secure for itself patent protection. However, the County reserves to itself, and the Contractor hereby gives to the County, and to any other person designated by the County, a royalty-free, nonexclusive license to produce or otherwise use any item so discovered or patented.

29. Arrears to County

The Contractor warrants that, except as may otherwise be authorized by agreement, it is not in arrears to the County upon any debt, contract, or any other lawful obligation, and is not in default to the County as surety.

30. Lawful Hiring of Employees Law in Connection with Contracts for Construction or Future Construction

In the event that the Contract is subject to the Lawful Hiring of Employees Law of the County of Suffolk, Suffolk County Code Article II of Chapter 353, as more fully set forth in Exhibit 2 entitled "Suffolk County Legislative Requirements," the Contractor shall maintain the documentation mandated to be kept by this law on the construction site at all times. Employee sign-in sheets and register/log books shall be kept on the construction site at all times and all covered employees, as defined in the law, shall be required to sign such sign-in sheets/register/log books to indicate their presence on the construction site during such working hours.

31. Record Retention

The Contractor shall retain all accounts, books, records, and other documents relevant to the Contract for seven (7) years after final payment is made by the County. Federal, State, and/or County auditors and any persons duly authorized by the County shall have full access and the right to examine any of said materials during said period. Such access is granted notwithstanding any exemption from disclosure that may be claimed for those records which are subject to nondisclosure agreements, trade secrets and commercial information or financial information that is privileged or confidential. Without limiting the generality of the foregoing, records directly related to contract expenditures shall be kept for a period of ten (10) years because the statute of limitations for the New York

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False Claims Act (New York False Claims Act § 192)  
is ten (10) years.

**32. Notice**

Unless otherwise expressly provided herein, all notices shall be in writing and shall be deemed sufficiently given if sent by regular first class mail and certified mail, or personally delivered during business hours as follows: 1.) to the Contractor at the address on page 1 of the Contract and 2.) to the County at the Department, or as to either of the foregoing, to such other address as the addressee shall have indicated by prior written notice to the addressor. All notices received by the Contractor relating to a legal claim shall be immediately sent to the Department and also to the County Attorney at 100 Veterans Memorial Highway, P.O. Box 6100, (Sixth Floor), Hauppauge, New York, 11788-0099.

**End of Text for Exhibit 1**

**Exhibit 2**  
**Suffolk County Legislative Requirements**

**1. Contractor's/Vendor's Public Disclosure Statement**

It shall be the duty of the Contractor to read, become familiar with, and comply with the requirements of section A5-7 of Article V of the Suffolk County Code.

Unless certified by an officer of the Contractor as being exempt from the requirements of section A5-7 of Article V of the Suffolk County Code, the Contractor represents and warrants that it has filed with the Comptroller the verified public disclosure statement required by Suffolk County Administrative Code Article V, Section A5-7 and shall file an update of such statement with the Comptroller on or before the 31st day of January in each year of the Contract's duration. The Contractor acknowledges that such filing is a material, contractual and statutory duty and that the failure to file such statement shall constitute a material breach of the Contract, for which the County shall be entitled, upon a determination that such breach has occurred, to damages, in addition to all other legal remedies, of fifteen percent (15%) of the amount of the Contract.

**Required Form:**

Suffolk County Form SCEX 22; entitled  
"Contractor's/Vendor's Public Disclosure Statement"

**2. Living Wage Law**

It shall be the duty of the Contractor to read, become familiar with, and comply with the requirements of Chapter 575, of the Suffolk County Code.

This Contract is subject to the Living Wage Law of the County of Suffolk. The law requires that, unless specific exemptions apply, all employers (as defined) under service contracts and recipients of County financial assistance, (as defined) shall provide payment of a minimum wage to employees as set forth in the Living Wage Law. Such rate shall be adjusted annually pursuant to the terms of the Suffolk County Living Wage Law of the County of Suffolk. Under the provisions of the Living Wage Law, the County shall have the authority, under appropriate circumstances, to terminate the Contract and to seek other remedies as set forth therein, for violations of this Law.

**Required Forms:**

Suffolk County Living Wage Form LW-1; entitled "Suffolk County Department of Labor – Living Wage Unit Notice of Application for County Compensation (Contract)."

Suffolk County Living Wage Form LW-38; entitled "Suffolk County Department of Labor – Living Wage Unit Living Wage Certification/Declaration – Subject To Audit."

**3. Use of County Resources to Interfere with Collective Bargaining Activities**

It shall be the duty of the Contractor to read, become familiar with, and comply with the requirements of Article I of Chapter 803 of the Suffolk County Code.

County Contractors (as defined by section 803-2) shall comply with all requirements of Chapter 803 of the Suffolk County Code, including the following prohibitions:

- a. The Contractor shall not use County funds to assist, promote, or deter union organizing.
- b. No County funds shall be used to reimburse the Contractor for any costs incurred to assist, promote, or deter union organizing.
- c. No employer shall use County property to hold a meeting with employees or supervisors if the purpose of such meeting is to assist, promote, or deter union organizing.

If the Services are performed on County property, the Contractor must adopt a reasonable access agreement, a neutrality agreement, fair communication agreement, non-intimidation agreement, and a majority authorization card agreement.

If the Services are for the provision of human services and are not to be performed on County property, the Contractor must adopt, at the least, a neutrality agreement.

Under the provisions of Chapter 803, the County shall have the authority, under appropriate circumstances, to terminate the Contract and to seek other remedies as set forth therein, for violations of this Law.

**Required Form:**

Suffolk County Labor Law Form DOL-LO1; entitled "Suffolk County Department of Labor – Labor Mediation Unit Union Organizing Certification/Declaration - Subject to Audit."

**4. Lawful Hiring of Employees Law**

It shall be the duty of the Contractor to read, become familiar with, and comply with the requirements of Article II of Chapter 353 of the Suffolk County Code.

This Contract is subject to the Lawful Hiring of Employees Law of the County of Suffolk. It provides that all covered employers, (as defined), and the owners thereof, as the case may be, that are recipients of compensation from the County through any grant, loan, subsidy, funding, appropriation, payment, tax incentive, contract, subcontract, license agreement, lease or other financial compensation agreement issued by the County or an awarding agency, where such compensation is one hundred percent (100%) funded by the County, shall submit a

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**RFQ FOR ENVIRONMENTAL SITE ASSESSMENT SERVICES**

**SC DRPAM RFQ No.**

completed sworn affidavit (under penalty of perjury), the form of which is attached, certifying that they have complied, in good faith, with the requirements of Title 8 of the United States Code Section 1324a with respect to the hiring of covered employees (as defined) and with respect to the alien and nationality status of the owners thereof. The affidavit shall be executed by an authorized representative of the covered employer or owner, as the case may be; shall be part of any executed contract, subcontract, license agreement, lease or other financial compensation agreement with the County; and shall be made available to the public upon request.

All contractors and subcontractors (as defined) of covered employers, and the owners thereof, as the case may be, that are assigned to perform work in connection with a County contract, subcontract, license agreement, lease or other financial compensation agreement issued by the County or awarding agency, where such compensation is one hundred percent (100%) funded by the County, shall submit to the covered employer a completed sworn affidavit (under penalty of perjury), the form of which is attached, certifying that they have complied, in good faith, with the requirements of Title 8 of the United States Code Section 1324a with respect to the hiring of covered employees and with respect to the alien and nationality status of the owners thereof, as the case may be. The affidavit shall be executed by an authorized representative of the contractor, subcontractor, or owner, as the case may be; shall be part of any executed contract, subcontract, license agreement, lease or other financial compensation agreement between the covered employer and the County; and shall be made available to the public upon request.

An updated affidavit shall be submitted by each such employer, owner, contractor and subcontractor no later than January 1 of each year for the duration of any contract and upon the renewal or amendment of the Contract, and whenever a new contractor or subcontractor is hired under the terms of the Contract.

The Contractor acknowledges that such filings are a material, contractual and statutory duty and that the failure to file any such statement shall constitute a material breach of the Contract.

Under the provisions of the Lawful Hiring of Employees Law, the County shall have the authority to terminate the Contract for violations of this Law and to seek other remedies available under the law.

The documentation mandated to be kept by this law shall at all times be kept on site. Employee sign-in sheets and register/log books shall be kept on site at all times during working hours and all covered employees, as defined in the law, shall be required to sign such sign-in sheets/register/log books to indicate their presence on the site during such working hours.

**Required Forms:**

Suffolk County Lawful Hiring of Employees Law Form LHE-1; entitled "Suffolk County Department of Labor – Notice Of Application To Certify Compliance With Federal Law (8 U.S.C. Section 1324a) With Respect To Lawful Hiring of Employees."

Suffolk County Lawful Hiring of Employees Law Form LHE-2; entitled "Affidavit Of Compliance With The Requirements Of 8 U.S.C. Section 1324a With Respect To Lawful Hiring Of Employees"

**5. Gratuities**

It shall be the duty of the Contractor to read, become familiar with, and comply with the requirements of Chapter 664 of the Suffolk County Code.

The Contractor represents and warrants that it has not offered or given any gratuity to any official, employee or agent of the County or the State or of any political party, with the purpose or intent of securing an agreement or securing favorable treatment with respect to the awarding or amending of an agreement or the making of any determinations with respect to the performance of an agreement.

**6. Prohibition Against Contracting with Corporations that Reincorporate Overseas**

It shall be the duty of the Contractor to read, become familiar with, and comply with the requirements of sections A4-13 and A4-14 of Article IV of the Suffolk County Code.

The Contractor represents that it is in compliance with sections A4-13 and A4-14 of Article IV of the Suffolk County Code. Such law provides that no contract for consulting services or goods and services shall be awarded by the County to a business previously incorporated within the U.S.A. that has reincorporated outside the U.S.A.

**7. Child Sexual Abuse Reporting Policy**

It shall be the duty of the Contractor to read, become familiar with, and comply with the requirements of Article II of Chapter 880 of the Suffolk County Code.

The Contractor shall comply with Article II of Chapter 880, of the Suffolk County Code, entitled "Child Sexual Abuse Reporting Policy," as now in effect or amended hereafter or of any other Suffolk County Local Law that may become applicable during the term of the Contract with regard to child sexual abuse reporting policy.

**8. Non Responsible Bidder**

It shall be the duty of the Contractor to read, become familiar with, and comply with the requirements of Article II of Chapter 189 of the Suffolk County Code.

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Upon signing the Contract, the Contractor certifies that it has not been convicted of a criminal offense within the last ten (10) years. The term "conviction" shall mean a finding of guilty after a trial or a plea of guilty to an offense covered under section 189-5 of the Suffolk County Code under "Non-responsible Bidder."

**9. Use of Funds in Prosecution of Civil Actions Prohibited**

It shall be the duty of the Contractor to read, become familiar with, and comply with the requirements of Article III of Chapter 893 of the Suffolk County Code.

The Contractor shall not use any of the moneys, in part or in whole, and either directly or indirectly, received under the Contract in connection with the prosecution of any civil action against the County in any jurisdiction or any judicial or administrative forum.

**10. Youth Sports**

It shall be the duty of the Contractor to read, become familiar with, and comply with Article III of Chapter 730 of the Suffolk County Code.

All contract agencies that conduct youth sports programs are required to develop and maintain a written plan or policy addressing incidents of possible or actual concussion or other head injuries among sports program participants. Such plan or policy must be submitted prior to the award of a County contract, grant or funding. Receipt of such plan or policy by the County does not represent approval or endorsement of any such plan or policy, nor shall the

County be subject to any liability in connection with any such plan or policy.

**11. Work Experience Participation**

If the Contractor is a not-for-profit or governmental agency or institution, each of the Contractor's locations in the County at which the Services are provided shall be a work site for public-assistance clients of Suffolk County pursuant to Chapter 281 of the Suffolk County Code at all times during the Term of the Contract. If no Memorandum of Understanding ("MOU") with the Suffolk County Department of Labor for work experience is in effect at the beginning of the Term of the Contract, the Contractor, if it is a not-for-profit or governmental agency or institution, shall enter into such MOU as soon as possible after the execution of the Contract and failure to enter into or to perform in accordance with such MOU shall be deemed to be a failure to perform in accordance with the Contract, for which the County may withhold payment, terminate the Contract or exercise such other remedies as may be appropriate in the circumstances.

**12. Suffolk County Local Laws Website Address**

Suffolk County Local Laws, Rules and Regulations can be accessed on the homepage of the Suffolk County Legislature.

**End of Text for Exhibit 2**