COUNTY OF PUTNAM
PURCHASING DEPARTMENT
110 OLD ROUTE 6
CARMEL, NEW YORK 10512

REQUEST FOR PROPOSAL
RFP# 292-08

PROFESSIONAL SERVICES - ANALYZE A COUNTY WIDE TAX ASSESSING PROGRAM

PROPOSALS DUE 1:00 March 14, 2008

ROBERT J. BONDI
COUNTY EXECUTIVE

ALESSANDRO MAZZOTTA
DIRECTOR OF PURCHASING

Issued: February 20, 2008

REQUEST FOR PROPOSAL
REQUEST FOR PROPOSAL DEFINITION:

REQUEST FOR PROPOSAL DISTRIBUTION - Important Notice - The COUNTY of Putnam officially distributes request for proposal documents from the Purchasing Department Office, the PUTNAM COUNTY website www.putnamcountyny.com/purchasing or Hudson Valley Municipal Purchasing Group's Regional Bid Notification System. Copies of request for proposal documents obtained from any other source are not considered official copies. Only those VENDORS who obtain official copies of the Request for Proposal documents and who have returned the Confirmation Notice are guaranteed to receive addendum information, if such information is issued. If you have obtained this document from a source other than the mentioned above it is recommended that you obtain an official copy.

An RFP defines the situation or object for which the goods and or services are required, how they are expected to be used and/or problems that they are expected to address. VENDORS are invited to propose solutions that will result in the satisfaction of the COUNTY's objectives in a cost-effective manner. The proposed solutions are evaluated against a predetermined set of criteria of which price may not be the primary consideration.

Closing date for this Request for Proposal is 1:00 pm, local time, March 14, 2008.

The above RFP number must be indicated on all correspondence. Send two (2) copies and one (1) digital copy of each proposal to:

Alessandro Mazzotta
Director of Purchasing
110 Old Route 6
Donald Smith Government Campus – Building 3
Carmel, New York 10512

If digital format is not available please send six (6) copies with all attachments.

For further information contact Elizabeth Duffy-Rau. Project Coordinator, at 845.225.0441 x1143 at the PUTNAM COUNTY Purchasing Department.

THIS RFP IS IN THREE SECTIONS

SECTION A	Requirements
SECTION B	Project Specifications
SECTION C	Forms/ Attachments

TABLE OF CONTENTS

PART A – REQUIREMENTS **PAGE**

Introduction ---------- 6
RFP Terminology ---------- 6
Preparation and Submission ---------- 6
Receipt of Confirmation form ---------- 6
Closing Date ---------- 6
Format of Proposal ---------- 7
Mandatory Documents/Requirements ---------- 7
Inquiries ---------- 8
Notification of Changes ---------- 8
Changes to Proposal Wording ---------- 8
Funding ---------- 8
Ownership of Proposals ---------- 8
Vendors Expenses ---------- 8
Acceptance of Proposals ---------- 8
Liability of Errors ---------- 8
Acceptance of Terms ---------- 9
Payment Process ---------- 9
Financial Stability ---------- 9
Negotiation Delay ---------- 9
Shortlist ---------- 9
Subcontracting ---------- 9
Contract ---------- 10
Project Administration ---------- 10
Compliance with Laws ---------- 10
Permit, Licenses ---------- 10
Labor Law/Prevailing Wage ---------- 11
Employees ---------- 11
Labor Disruptions ---------- 11
Confidentiality and Security ---------- 11
Firm Pricing ---------- 12
Currency and Taxes ---------- 12
Insurance ---------- 12
Supplemental Information ---------- 12

PART B – PROJECT SPECIFICATIONS

Objective ---------- 14
Scope of Services ---------- 14
Proposal Submission ---------- 14
Term of Contract ---------- 15
Proposal Evaluation ---------- 15
Supplemental Information ---------- 16

PART C FORMS/ATTACHMENTS

FORMS

Summary of Key Information ---------- 18
Receipt Confirmation Form ---------- 19
Inquiry Form ---------- 20
Project Reference/Client Information ---------- 21
Putnam County Insurance ---------- 22
Disclosure of Relationship to County ---------- 25
Proposal Submission Sheet ---------- 27

SECTION A
REQUIREMENTS SECTION

1. INTRODUCTION

Putnam County, located in the Mid-Hudson region of New York State, and is comprised of approximately 235 square miles. For the past 4 decades Putnam County has been ranked one of the top 5 counties in New York State for its rate of growth. The 2006 population of the County is 100, 603 persons with the highest density of population located in the eastern section of the County in the Towns of Carmel and Southeast, with populations of 35,000 and 18,000 persons, respectively.

2. RFP TERMINOLOGY

Generally, throughout this RFP the following terminology is used:
"Mandatory" – a requirement that must be met in a substantially unaltered form. The terms "must", "required" and "will" are also used to indicate mandatory requirements.
"Desirable" – a requirement has a high degree of importance to the objectives of this RFP. The term "should" also indicates a desirable requirement.
"Optional" – a requirement that is not considered essential, but for which evaluation credit may be given. The terms "may" and "can" also indicate option requirements.

3. PROPOSAL PREPARATION AND SUBMISSION

All submissions must conform to the VENDOR Response Format and all the Requirements as outlined in Part A and B of this RFP. VENDORS are cautioned to read the requirements carefully and follow the response format of this Request for Proposal as any deviation from the format and requirements listed, may be cause for rejection. No proposal will be accepted which contains any changes, additions, omissions or erasures, unless otherwise stated.

4. RECEIPT CONFIRMATION FORM

Upon receipt, VENDOR is required to fill out the attached Receipt Confirmation Form, found in Part C of this RFP, and fax it to the COUNTY. All subsequent information regarding this RFP will be directed only to the VENDORS who return the form with an indication that they intend to submit a proposal.

5. CLOSING DATE

Two (2) originals and (1) digital copy of the proposal must be received at the PUTNAM COUNTY Purchasing Department by 1:00 PM, local time on March 14, 2008, as specified in the Summary of Key Information. If unavailable in digital format, six (6) copies must be submitted.

All proposals should be addressed and delivered to:

Alessandro Mazzotta, Director of Purchasing
110 Old Route 6
Donald Smith Government Campus – Building 3
Carmel, NY 10512
Telephone: 845-225.0441

Proposals may either be mailed or hand-delivered. All proposals are to be submitted in a sealed opaque envelope which must be clearly marked PROPOSAL AND RFP# 292-08 IN THE LEFT HAND CORNER. The envelope must clearly indicate the name and address of the VENDOR. If the proposal is sent by mail, the VENDOR shall be responsible for actual delivery of the proposal to the proper office before the deadline. Any proposal received after the deadline by any delivery method will be returned unopened. All electronically transmitted proposals will be disqualified.

6. FORMAT OF PROPOSAL

All copies of the VENDOR's proposal should indicate the RFP# and be arranged as follows:

- Letter of Introduction: one page, introducing the company and signed by the person(s) authorized to sign on behalf of, and bind the company to, statements made in response to this RFP.
- Company Profile and Vendor Information: Summary of key information indicating Vendor name, address, telephone number, and contact person.
- Technical Response: Technical response should be submitted in separate opaque envelope and clearly marked Technical response. Include a detailed description of proposed services, equipment or solutions, including technical specifications and data sheets for any proposed equipment. It is the respondent's responsibility to address all requested information thoroughly and to articulate clearly the benefits of their proposed service in meeting the Evaluation Criteria detailed in Section B of this RFP. No financial information should be included in the Technical Response.
- Mandatory Forms and References should be included in the technical response. The vendor is required to provide a minimum of three (3) references for similar services and projects completed. References should include contact name, telephone number, date of contract and completion date, description of service provided, length of time service has been provided, and dollar value of contract. All Vendors are required to indicate if any claims of any kind are pending against such work. All forms can be found in Section C of this RFP.
- Financial Response: Financial response should be submitted in separate opaque envelope and clearly marked financial response. Response should clearly indicate all cost and cost breakdowns as requested. If applicable form can be found in Section C of this RFP.
-

Putnam County may make such investigations, as it deems necessary, to determine the responsibility of any VENDOR or to determine the ability of the VENDOR to perform the work. Putnam County reserves the right to reject any proposal if the evidence submitted by or through the investigation of any VENDOR fails to satisfy Putnam County that the VENDOR is responsible or is able or qualified to carry out the obligations of the contract or to complete the work as contemplated.

8. MANDATORY REQUIREMENTS & DOCUMENTS

Part B of this RFP includes mandatory requirements. VENDOR must meet all mandatory requirements and submit all required forms completed, signed and notarized where indicated. Failure to meet the mandatory requirements may result in disqualification. Forms can be found in Part C of this RFP.

9. INQUIRIES

All inquiries related to this RFP are to be in writing and submitted to the County as noted on the Summary of Key Information. Information obtained from any other source is not official and may be inaccurate. Do not contact any other person involved. Inquiries and responses will be recorded and may be distributed to all Vendors at the County's option. All requests for information should be submitted on the Inquiry Form found in Part C of this RFP. Inquiry Forms may be faxed to the Putnam County Purchasing Department, Attn: Elizabeth Duffy-Rau at 845.225.1421 or e-mailed to: Elizabeth.duffy-rau@putnamcountyny.com.

10. NOTIFICATION OF CHANGES

All recipients of this request for proposal who have returned the Receipt Confirmation Form will be notified regarding any changes made to this document.

11. CHANGES TO PROPOSAL WORDING

No changes to wording of the proposal will be accepted after submission unless requested by Putnam County.

12. FUNDING

All County expenditures are subject to appropriation of funds. Therefore, the County reserves the right to discontinue the RFP if funding is not available.

13. OWNERSHIP OF PROPOSALS

All responses to this request for proposal become the property of the COUNTY.

14. VENDORS EXPENSES

The VENDOR shall be fully responsible for all costs incurred in the development and submission of this proposal and any oral discussions, presentations and system demonstration.

15. ACCEPTANCE OF PROPOSALS

This RFP should not be construed as a contract to purchase goods or services.

16. LIABILITY OF ERRORS

While the COUNTY has used considerable efforts to ensure an accurate representation of information in this RFP, all VENDORS are urged to conduct their own investigations into the material facts and the COUNTY shall not be held liable or accountable for any error or omission in any part of this RFP.

17. ACCEPTANCE OF TERMS

All the terms and conditions of this RFP are deemed to be accepted by the VENDOR(s) and incorporated in its proposal except those conditions and provisions that are expressly excluded and clearly indicated by the VENDOR in their proposal.

Each VENDOR, by submitting a proposal, represents that the VENDOR has read and understood the proposal documents and that the proposal is made in accordance therewith. The VENDOR further represents that the VENDOR has either visited the site(s), or is sufficiently familiar with the site(s) as to guarantee service to the site(s), and that the VENDOR is familiar with the conditions under which the work is to be performed.

18. PAYMENT PROCESS

The COUNTY shall not pay the total contract price until all of the requirements outlined in this RFP have been met.

19. FINANCIAL STABILITY

The successful VENDOR must demonstrate financial stability. The COUNTY reserves the right to conduct independent background checks to determine the financial strength of any and all organizations or individuals submitting proposals.

20. NEGOTIATION DELAY

If any contract cannot be negotiated within sixty (60) days of notification to the designated VENDOR, the COUNTY may terminate negotiations with that VENDOR and negotiate a contract agreement with another VENDOR of its choice.

21. SHORTLIST

Unless there is a successful VENDOR based on the responses, the evaluation procedure will be to develop a shortlist based on the criteria stated in Section B of this RFP. The shortlist of VENDORS may be asked to prepare a presentation and/or provide additional information prior to the final selection.

22. SUBCONTRACTING

The successful VENDOR shall not assign or transfer any part of the contract, or any right or privilege granted hereunder, without the prior written consent of PUTNAM COUNTY. Utilizing a subcontractor, who must be clearly identified, to remedy deficiencies in the prime VENDOR's product or service is acceptable. This also includes a joint submission of two or more VENDORS who have partnered together. However, in this case, one of these VENDORS must be prepared to take overall responsibility and this must be defined in the proposal. Subcontracting to any firm or individual involved in the preparation of this RFP will not be permitted. The successful VENDOR shall cause appropriate provisions of its proposal to be inserted in all subcontracts to insure fulfillment of all contractual provisions by subcontractors.

23. CONTRACT

The COUNTY reserves the right to select a contract for negotiations other then the proposal with the lowest cost, reject any and all proposals, to waive defects in the submission whether substantial or otherwise, request modifications to proposal, to award a contract in part or in full, or not at all.

The COUNTY may at its option notify a VENDOR in writing that its proposal has been accepted and such acceptance shall at the COUNTY's option constitute the making of a formal contract for the services set out in the RFP. Alternatively, the subsequent full execution of a written contract shall constitute the making of a contract for services, and no VENDOR shall acquire any legal or equitable rights or privileges whatsoever relative to the services until the COUNTY has delivered either a signed notice in writing to the VENDOR or a fully executed written agreement to the VENDOR.

24. PROJECT ADMINISTRATION

VENDOR is required to provide a listing of key project team members and resumes for the principal in charge, project manager and other key managerial or technical staff as related to this RFP. This information should include any applicable certifications and subcontractors.

The VENDOR shall designate an individual as the project manager who will be the prime point of contact between PUTNAM COUNTY and the VENDOR. He/she shall have the authority to represent the VENDOR in all matters related to this RFP or resulting contract. If applicable, Project Manager is required to be on-site during any equipment/construction installations or services rendered. Project Manager is to keep PUTNAM COUNTY fully informed of project progress, problems/resolutions and modifications to schedule.
The VENDOR's designation of Project Manager may be subject to the approval or rejection of the COUNTY.

25. COMPLIANCE WITH LAWS

This RFP and any contract entered into between the VENDOR and the COUNTY shall be governed by and in accordance with the laws of the State of New York and the United States of America. The VENDOR shall comply with all the laws applicable to the work or the performance of work in this RFP.

Neither acceptance of a proposal nor execution of an agreement shall constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal or municipal statute, regulation or by-law.

26. PERMIT/LICENSES(S)

The VENDOR shall give all notices and obtain all the licenses and permits required to perform the work at no cost to the COUNTY.

27. LABOR LAW, PREVAILING WAGES

The successful VENDOR, at its sole cost and expense, shall comply with all provisions of the New York State Labor Law, especially as it pertains to the payment of prevailing wage's including, without limitation , Articles 8, 8-A and 9 thereof, the lien of law, the worker's compensation law and all other laws or ordinances affecting this agreement.

28. EMPLOYEES

Each employee of the successful VENDOR shall be a citizen of the United States or an alien who has been lawfully admitted to the United States for permanent residence, as evidenced by an alien registration receipt card. The VENDOR will supervise and train its staff to perform their duties and to conduct themselves in an orderly and professional manner at all times

29. LABOR DISRUPTIONS

Any contract resulting from this Request for Proposal process is subject to the right of PUTNAM COUNTY to postpone acceptance of delivery and payment by the COUNTY in the event of any form of labor disruption.

30. CONFIDENTIALITY AND SECURITY

This document or any portion thereof may not be used for any purpose other than the submission of proposals. The successful VENDOR must agree to maintain security standards consistent with security policy of PUTNAM COUNTY. These include strict control of access to data and maintaining confidentiality of information gained while carrying out their duties. The successful VENDOR will be required to ensure that all personnel employed on the contract, which require access to PUTNAM COUNTY information or facilities, meet the criteria for personal security clearance prescribed by the COUNTY.

VENDOR should be aware that pertinent facts relating to their proposals, excluding trade secrets or proprietary information, could potentially be released as soon as sixty (60) days after the selection of the successful supplier. PUTNAM COUNTY is subject to New York State's Freedom of Information law (FOIL). Should your submission, to this RFP, contain "trade secrets", or other information that the disclosure of which could reasonably be expected to be harmful to business interests, you must insure that such information is clearly identified and marked as such. Identification must be specific by item or paragraph.

Marked information will be treated as Confidential Third Party Information. Should marked information be the subject of a request under FOIL, you may be requested either to consent to the request, or make representation explaining why the information should not be disclosed.

Unpublished information pertaining to the COUNTY or its customers obtained by the VENDOR as a result of participation in this project is confidential and must not be disclosed without written authorization from the COUNTY.

29. FIRM PRICING

Prices quoted in the proposals shall be firm for a period of at least 120 days after the submission deadline, unless otherwise noted in this RFP. If a price is written in numbers and alpha - the alpha will govern.

The use of trade names and numbers shall be interpreted as establishing standard of quality and level pricing and shall not be construed as limiting competition.

30. CURRENCY AND TAXES

Prices are to be in U.S. dollars, duty and delivery FOB destination included. The COUNTY is exempt from all sales and use taxes.

31. INSURANCE

It is a requirement of the County of Putnam that for work performed under contract, the vendor shall procure and maintain at his own expense and without expense to the county, the insurance as shown IN Section C of this RFP.

32. SUPPLEMENTAL INFORMATION

Vendors may include additional information which may enhance and/or clarify their offer and the capabilities of their company in the returned proposal.

SECTION B
PROJECT SPECIFICATIONS

1. OBJECTIVE

The County of Putnam wishes to contract with a Vendor who is qualified and experienced and who will develop a professional study for implementation of countywide tax assessing for all municipalities in the County. Following are the Towns in Putnam County with an assessing unit:

- Carmel, town of
- Kent, town of
- Patterson, town of
- Philipstown, town of
- Putnam Valley, town of
- Southeast, town of

2. SCOPE OF SERVICES

The successful Vendor will develop a study that meets or exceeds the requirement of this RFP, for implementation of countywide assessing for all municipalities in the County.

This study is to include county assessment programs such as: coordinated assessment programs (CAPS) and contracts for county assessment services in accordance with Section 1537 of the Real Property Tax Law.. The study must include an analysis of the present administration of real property tax in Putnam County, specify the functions the county would have to perform and provide the necessary steps for implementation. Cost estimates and a timetable are necessary components. This study shall comply with all provisions of the Centralized Property Tax Program (CPTAP) being administered by the NYS Office of Real Property Services (ORPS).

The Vendor will be required to submit the final report in digital format and a minimum of 10 hard copies.

Vendors must submit a schedule for implementing the services as required in this RFP.

4. PROPOSAL SUBMITTAL/MINIMUM QUALIFICATIONS

The Vendor shall include all pertinent information that would substantiate it's qualifications and capabilities to perform the services required by the scope of this RFP. All technical proposals should be very specific and all-inclusive work specifications that describe the Vendor's approach and plan for accomplishing the work outline in the RFP. There should be sufficient detail to permit the County to evaluate them fairly with minimum of possible misinterpretations. The proposal should include at least three (3) client references where similar services were provided. Reference Forms can be found in Section C of this RFP.

- Provide the name of the Firm's chief administrative representative, the address of the Firm's main office, and the name and address of the person(s) directly responsible for contract administration.

In addition to the above, vendors are advised to include additional information which may enhance and/or clarify their offer and the capabilities of their company in the returned proposal.

8. TERM OF CONTRACT

The Vendor will commence work upon receipt of fully executed contract. The final report must be presented and submitted prior to the June 3, 2008 meeting of the Putnam County Legislature.

9. PROPOSAL EVALUATION

An evaluation team composed of representatives of Putnam County will evaluate proposals on a variety of criteria. All proposals shall be evaluated using the same criteria. Putnam County reserves full discretion to determine the professional and/or financial competence and responsibility of VENDOR(S). VENDORS are to provide in timely manner any and all information that Putnam County may deem necessary to make a decision.

The Evaluation Team reserves the right to:

- Select for contract or for negotiations a proposal other than that with lowest costs.
- Reject any and all proposals or portions of proposals received in response to this RFP or to make no award or issue a new RFP.
- Waive or modify any information, irregularity, or inconsistency in proposals received.
- Request modification to proposals from any or all VENDORS during the contract review and negotiation.
- Negotiate any aspect of the proposal with any VENDOR and negotiate with more than one VENDOR at the same time.

The evaluation will be made based on the information submitted by the respondents. The evaluator will not be responsible for VENDORS that fail to include complete information or who do not adequately represent their capabilities using the forms and the process defined in this RFP. While attempts may be made to seek clarification from VENDORS on certain aspects of a proposal, the evaluator(s) has no responsibility to garner this information from VENDORS. Absence of information will be considered to be the absence of the relative capability, function or feature.

VENDORS should demonstrate an understanding of the services requested by Putnam County, and demonstrate ability for administration and delivery of service.

Financial Evaluation: Submitted pricing information for the technically compliant RFP responses will be compiled and analyzed.

Technical Aspects: (25%)
VENDORS should demonstrate an understanding of the needs of Putnam County while being cost effective. The technical aspects of each submission will be evaluated for the overall suitability for Putnam County.

Schedule 35%
The Vendor's will be evaluated on schedule.

Experience/Past: Performance: (25%)
Proposals will be evaluated considering the Vendors' technical and managerial experience, qualifications, and the availability of personnel who are proposed to work on the project; project organization and management structure; and prior experience in managing projects similar in type, technology, size and complexity. The professional qualifications, personal background, and resume(s) of key personnel will be evaluated.

The VENDOR shall have a satisfactory record of performance in past contracts and shall provide three (3) references supporting such performance.

Financial (15%):
Cost Proposals will be evaluated with respect to adequacy and reasonableness. This evaluation will include consideration of the probable cost to the County of doing business with each VENDOR; the possible growth in proposed costs during the course of the contract; the features of each VENDOR'S work plan that could cause the estimate cost to vary; and cost-sharing if proposed. If after the evaluation of technical proposals, two or more competing overall proposals are considered in the competitive range, the evaluated probable cost to the County may be a deciding factor for selection. That is, the highest technical proposal may not necessarily be selected when cost considerations are taken into account.

11. SUPPLEMENTAL INFORMATION

In addition to the above, VENDORS are advised to include additional information which may enhance and/or clarify their offer and the capabilities of their company in the returned proposal.

SECTION C
FORMS

SUMMARY OF KEY INFORMATION

REQUEST FOR PROPOSAL DEFINITION:
An RFP defines the situation or objective for which the goods and/or services are required; how they are expected to be used; and/or problems that they are expected to address. VENDORS are invited to propose solutions that will result in the satisfaction of the County's objectives in a cost-effective manner. The proposed solutions are evaluated against a predetermined set of criteria of which price may not be the primary consideration.

REQUEST FOR PROPOSAL DISTRIBUTION - Important Notice - The COUNTY of Putnam officially distributes request for proposal documents from the Purchasing Department Office, the PUTNAM COUNTY website www.putnamcountyny.com/purchasing or Hudson Valley Municipal Purchasing Group's Regional Bid Notification System. Copies of request for proposal documents obtained from any other source are not considered official copies.

CLOSING DATE: Friday, March 14, 2008 at 1:00PM

8. TERM OF CONTRACT
The initial contract will be a one time contract. Payable upon completion of work.

ADDENDUM: Interested VENDORS are advised to fax the enclosed Receipt Confirmation Form immediately to ensure that they receive any addendum or further information with regard to this RFP.

INQUIRIES: Inquiries will be accepted up to March 3, 2008. All inquiries must be submitted in writing to Elizabeth.duffy-rau@putnamcountyny.com or faxed to Attn: Elizabeth Duffy-Rau @ 845.225.1421. All Correspondence must reference the RFP # 292-08.

RESPONSES: Submit two hard copies of the response and 1 digital copy. The financial information must be submitted in a separate opaque envelope from the technical proposal (include the mandatory documents with the technical proposal) Response should be addressed to:

Alessandro Mazzotta, Director of Purchasing
110 Old Route 6
Donald Smith Government Campus – Building 3
Carmel, NY 10512
Telephone: 845-225.0441

ADDITIONAL INFORMATION: For any additional information on this RFP please contact: Elizabeth Duffy-Rau, Project Coordinator at (845) 225-0441 – Ext. 1143 or elizabeth.duffy-rau@putnamcountyny.com

RECEIPT CONFIRMATION FORM

PLEASE COMPLETE AND RETURN THIS CONFIRMATION FORM WITHIN 5 WORKING DAYS TO:

County of Putnam Purchasing Department
Attn: Elizabeth Duffy-Rau
110 Old Route 6
Carmel, NY 10512
Tel. (845) 225.0441 x1143 Fax: (845) 225.1421

Failure to return this form may result in no further communication regarding this RFP.

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

I have received a copy of the above noted RFP.

_____ We will be submitting a proposal _____ We will not be submitting a proposal

I authorize the County of Putnam to send further correspondence that the County deems to be of an urgent nature by the following method:

Courier Collect: _____ Account # : _____

Mail: _____ Facsimile: _____ e-mail: _____

Signature: _____

Title: _____

If a pre-proposal meeting has been arranged for this RFP, please indicate if you plan to attend:

_____ Yes _____ No

ONLY VENDORS WHO HAVE RETURNED AN AFFIRMATIVE RESPONSE WILL RECEIVE A COPY OF ANY ADDENDUMS.

INQUIRY FORM

All inquiries related to this Request for Proposal must be submitted in writing to the County as noted on the Summary of Key Information.

STATE YOUR QUESTION AND REFERENCE SECTION OF RFP TO WHICH IT PERTAINS:

INQUIRIES WILL BE ACCEPTED THROUGH March 3, 2008. ALL VENDORS WHO HAVE RETURNED AN AFFIRMATIVE RESPONSE WILL RECEIVE A COPY OF THE RESPONSE TO ALL INQUIRIES

FAX FORMS TO 845.225.1421 OR E-MAIL TO: Elizabeth.duffy-rau@putnamcountyny.com
ATTN: ELIZABETH DUFFY-RAU, PROJECT COORDINATOR

PROJECT REFERENCES/CLIENT INFORMATION

(Submit one form for each reference)

Vendor Information	
Project Reference/Customer Information	
Customer Name	
Customer Address	
Contact Person	
Telephone Number	
Facsimile Number	
E-mail Address	
Date of Services	
Dollar Value of Contract	
Description of Services provided	

Contractor's Signature: _____ Date: _____

Putnam County Insurance Requirements

INSURANCE: THE RFP NUMBER IS TO APPEAR ON ALL INSURANCE CERTIFICATES

PUTNAM COUNTY INSURANCE REQUIREMENTS

THE FOLLOWING MUST APPEAR ON EACH INSURANCE CERTIFICATE:

UNDER THE CERTIFICATE HOLDER SECTION:

COUNTY OF PUTNAM
48 GLENEIDA AVENUE
CARMEL, NEW YORK 10512
ATTN.: LAW DEPT./RISK MANAGER

ADDITIONALLY, IN THE SPACE (DESCRIPTION OF OPERATIONS/LOCATIONS) ON THE INSURANCE CERTIFICATE, IT MUST BE NOTED AS FOLLOWS:

"PUTNAM COUNTY IS INCLUDED AS AN ADDITIONAL INSURED UNDER THE VENDORS GENERAL LIABILITY and or Professional Liability."

It is the requirement of the County of Putnam and/or Putnam County Highway Department that for work performed under contract and/or permit authorized by the County and/or Highway Department and/or any event or performance conducted on county property that the Vendor or permute procure and maintain at their own expense and without expense to the county, until final acceptance of the work by the county, the insurances listed below.

Before commencement of any work, event or performance a certificate or certificates of insurance must be furnished to the county and/or highway department in forms satisfactory to the county and/or highway department.

All insurance coverage's must be from an A.M. Best rated "secured" (B+ A++), New York State admitted insurer

All certificates of insurance must provide that the policy or policies shall not be changed or canceled until at least thirty (30) days prior written notice has been given to the county and/or highway department.

When required by the highway department the "XCU" exclusion of the policy or policies shall be eliminated or show proof that "XCU" is covered.

THE KINDS OF INSURANCE, LIMITS, AND/OR CONDITIONS ARE AS FOLLOWS:

A. Workers' Compensation -- Statutory - covering all operations and all locations involved in the contract. (Also New York State Disability Benefits.)

B. Commercial General Liability -- covering all operations and all locations involved in the contract, including the following coverage's:

$2,000,000 General Aggregate
$5,000 Medical Expense Limit
$1,000,000 Personal & Advertising Injury Limit
$1,000,000 Each Occurrence
$2,000,000 Products/Completed Operations Aggregate
$ 50,000 Fire Damage Legal Liability Limit

C. Commercial Automobile Liability -- covering all operations and locations involved in the contract, including the following coverage:

(1) Owned Automobiles (2) Hired Automobiles (3) Non-Owned Automobiles

Unless specifically required, each policy shall provide limits of not less than $1,000,000 Combined Single Limits.

D. If applicable, Professional Liability (errors and omissions) in the amount of at least $1,000,000 per occurrence.

E. Excess Umbrella

Limits depending on the following contract size
$100,000- $250,000 - 1million
$250,001- $500,000 - 5 million
$500,000+ -10 million

F. Request for proposal, Performance /Payment, Labor & Material Bonds

Required for any contract in excess of $250,000. These bonds shall be provided by a New York State admitted surety company in good standing.

STANDARD INSURANCE REQUIREMENTS AND INDEMNIFICATION REQUIREMENT:

All policies and certificates of insurance of the Vendor shall contain the following clauses:

1. Putnam County is named as an additional insured and as Certificate Holder. Insurers shall have no right of recovery or subrogation against the County of Putnam (including its agents and agencies), it being the intention of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the above described insurance.
2. The Clause "other insurance provisions" in a policy in which the County of Putnam is named as an additional insured, shall not apply to the County of Putnam.

3. The insurance companies issuing the policy or policies shall have no recourse against the County of Putnam (including its agents or agencies) for payment of any premiums or for assessments under any form of policy.

Any and all deductibles in the above described insurance policies shall be assumed by and be for the account of, and at the risk of the Vendor.

REQUIRED DISCLOSURE OF RELATIONSHIPS TO PUTNAM COUNTY

Name of Vendor: _____

Address: _____

Telephone: _____ *Fax:* _____

The Reporting Entity is: (Please check one): _____ Individual _____ Corporation _____

Partnership

A.) Related Employees:
1. Are any of the employees that you will use to carry out this contract with Putnam County also an officer or employee of the County, or the spouse, or the child or dependent of such County officer or employee? .
Yes_____ No_____

If yes, please provide details: _____

_____

_____

B.) Related Owners:
1.) If you are the owner of the Contractor, are you or your spouse, an officer or employee of the County? Yes_____ No_____

If yes, please provide details: _____

_____

_____

To answer the following question, the following definition of the word "interest" shall be used. Interest means a direct or indirect pecuniary or material benefit accruing to a county officer or employee, his or her spouse, child or dependent, whether as the result of a contract with the county or otherwise. For the purpose of this chapter, a county officer or employee shall be deemed to have an "interest" in the contract of:

i. His/her spouse, children and dependents, except a contract of employment with the county;
ii. A firm, partnership or association of which such officer or employee is a member or

employee;

iii. A corporation of which such officer or employee is an officer, director or employee; and

iv. A corporation of which more than five (5) percent of the outstanding capital stock is owned by any of the aforesaid parties.

2. Do any officers or employees of the County have an interest in the Contractor or in any subcontractor that will be used for this contract? Yes_____ No_____

If yes, please provide details: _____

_____

_____

I am the _____(title or Office) of the reporting entity listed above.

I make this affirmation based upon my personal review of the books and records of the reporting entity. All of the foregoing information is true to the best of my knowledge, after inquiry. I make these statements under penalty or perjury.

_____ _____

Signature Print Name and title

STATE OF)
ss.:
COUNTY OF)

Sworn to me before this _____day of _____ 2007.

_____

Notary Public

PROPOSAL SUBMISSION SHEET

COUNTY WIDE ASSESSING PROGRAM

NAME OF VENDOR: _____

ADDRESS: _____

CONTACT: _____

TELEPHONE: _____ **FAX:** _____

E-MAIL: _____ **CELL:** _____

BASIC SERVICES

Cost of Study: _____ $ _____

The Fee Proposal must include all cost associated with the services provided as indicated in this RFP.

_____

SIGNATURE/TITLE **DATE**