

REQUEST FOR PROPOSALS

TERMINAL ADVERTISING CONCESSION - AIRPORT

Sealed proposals for the operation of An exclusive terminal advertising concession at the Ithaca Tompkins Regional Airport for a period of up to five (5) years will be accepted up until 11:00 am on 28 February, 2014, at the Finance Department, Division of Purchasing, 125 E. Court Street, Ithaca, New York 14850, at which time and place they will be opened and publicly read.

Proposal packages are available for download at: www.tompkinscountyny.gov/purchase/currentrps.

Questions regarding the procurement process may be directed to Lisa Hall, (607) 274-5500 or lhall@tompkins-co.org.

The County reserves the right to reject any or all proposals and to negotiate with any proposer.

Lisa Hall
Buyer

Tompkins County
Request for Proposal – Submission Instructions

Respondents shall submit their proposal response per the instructions below. Respondents who do not follow these guidelines may have their proposals rejected as incomplete or non-responsive.

- Respondents shall read all documents contained in this specification package. Failure to do so does not excuse respondent from abiding by all instructions, terms or conditions.
- Responses shall be submitted to the location and in the format indicated in the specifications no later than the date and time indicated.
- Respondents must submit their questions regarding any portion of the specifications in writing to the email address provided in the specifications by the date provided. Answers will be provided no later than five (5) days prior to the Proposal due date.
- The County reserves the right to amend the specifications prior to the due date by written “Addenda”. It is the respondent’s responsibility to ascertain whether any addenda have been issued prior to submitting their proposal.
- Respondents shall submit their proposal in a sealed package or envelope with the name of their company and the title of the Request for Proposal.
- Respondents must provide one original printed copy, with original signatures, of their proposal response. Electronic files may be requested as well.
- Respondents shall submit **all** forms that require signatures with their proposal response.
- All responses submitted become the property of the County and are subject to Public Information Policy.
- This invitation to respond does not commit the County to award a contract, nor shall the County be responsible for any cost or expense that may be incurred by the respondent in preparing and submitting their response or any cost incurred prior to the execution of a contract.
- The County reserves the right to cancel the contract without cause with a minimum of thirty (30) days written notice. Termination or cancellation of the contract will not relieve the respondent of any obligations or liabilities resulting from any acts committed by the respondent prior to the termination of the contract. The respondent may cancel the contract with one hundred-twenty (120) days written notice.

Tompkins County
Request for Proposal – Terms & Conditions

Method of Award:

The County reserves the right to award the contract to the respondent who submits the proposal that proves to be in the best interest of the County. The County has the sole discretion and reserves the right to cancel this request, reject any/all responses, to waive any/all informalities and/or irregularities if it is deemed to be in the best interest of the County to do so.

Contract Extension:

The County agrees, under the General Municipal Laws of New York State to allow all authorized users who wish to utilize any contract awarded as a result of this solicitation to do so. However, it is understood that the extension of such contract is at the discretion of the respondent and the respondent is only bound to the contract between itself and the County.

Term of Contract:

The term of contract shall be specified within the detailed specifications.

Contract Award:

The contract award, if any, will be made within forty-five (45) calendar days of due date. The contract shall be awarded to the respondent who submits the proposal that proves to be in the best interest of the County.

Non-Appropriation Clause:

In accordance with New York State General Municipal Law, the County will not be liable for any purchases or contracts for goods or services for which funding is not available. As a result, the respondent agrees to hold the County harmless for any contracts let for which funding either does not currently exist, or for which funding has been removed prior to the authorization to proceed. Should it become necessary for the County to cancel a project after the order to proceed has been issued, the County will only be liable for, and the respondent agrees, to only assess those financial damages that it can prove to have incurred as a result of the contract cancellation.

Training:

If required, training shall take place during regular business hours. Training shall be provided until all County personnel involved in the contract are adequately trained.

Workforce Diversity and Inclusion:

Tompkins County government is committed to creating a diverse and fully inclusive workplace that strengthens our organization and enhances our ability to adapt to change by developing and maintaining:

- A. An organization-wide understanding and acceptance of the purpose and reasons for diversity;
- B. Recruitment and retention policies that assure a diverse workforce;
- C. A workplace environment that is welcoming and supportive of all;
- D. Awareness, understanding and education regarding diversity issues;
- E. Zero tolerance for expressions of discrimination, bias, harassment, or negative stereotyping toward any person or group;
- F. A workforce ethic that embraces diversity and makes it the norm for all interactions, including delivery of services to the public.

Respondents are encouraged to include an outline of their diversity policy in their proposal response.

Contract Re-Assignment:

The respondent shall not re-assign any portion of the any contract that results from this solicitation without the express written consent of the County.

Corporate Compliance:

FEDERAL FUNDING COMPLIANCE: The Respondent agrees to comply with all Federal, State, and local laws and regulations governing the provision of goods and services under this Contract. To the extent that federal funds are provided to the Respondent under this contract, the Respondent agrees that it will comply with all applicable federal laws and regulations, including but not limited to those laws and regulations under which the Federal funds were authorized.

Further, Respondent agrees to comply with the County's Compliance Plan regarding Federal and State fraud and abuse laws; the Compliance Plan can be reviewed at www.tompkins-co.org or a copy can be obtained from Tompkins County Administration, 125 East Court Street, Ithaca, NY 14850.

Respondents that are providers of healthcare services certify that the Respondent, and all employees, directors, officers, and subcontractors of the Respondent, are not "excluded individuals or entities" under Federal and/or New York State statues, rules and regulations, to determine if any of them are on or have been added to the exclusion list.

The Respondent shall promptly notify the County if any employee, director, officer of subcontractor is on or has been added to the exclusion list. The County reserves the right to immediately cancel this contract, at no penalty to the County, if any employee, director, officer or subcontractor is on or has been added to the exclusion list.

By submitting a response to a Request for Proposals, you are attesting to the fact that you and/or the provider, which you represent, have not been sanctioned nor excluded by any of the aforementioned entities.

Iranian Energy Sector Divestment:

By submitting a response to this solicitation, the respondent hereby represents that said respondent is in compliance with New York State General Municipal Law Section 103-g entitled "Iranian Energy Sector Divestment", in that said respondent has not:

- a. Provided goods or services of \$20 Million or more in the energy sector of Iran including, but not limited to, the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
- b. Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person's intent was to use the credit to provide goods or services in the energy sector of Iran.

Any respondent who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible bidder pursuant to Section 103 of the New York State General Municipal Law.

Except as otherwise specifically provided herein, every respondent submitting a response to this solicitation must certify and affirm the following under penalties of perjury:

- (1) "By submission of this response to solicitation, each respondent and each person signing on behalf of any respondent certifies, and in the case of a joint response, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each respondent is not on the list created pursuant to NYS Finance Law Section 165-a (3)(b)."

Except as otherwise specifically provided herein, any response to this solicitation that is submitted without having complied with subdivision (1) above, shall not be considered for award. In any case where the respondent cannot make the certifications as set forth in detail the reasons therefore. The County reserves the right, in accordance with General Municipal Law Section 103-g to award the contract to any respondent who cannot make the certification on a case-by-case basis under the following circumstances:

- (1) The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the respondent has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging any new investments in Iran; or
- (2) The County of Tompkins has made a determination that the goods and services are necessary for the County to perform its functions and that, absent such an exemption, the County of Tompkins would be unable to obtain the goods or services for which the Bid is offered. Such determination shall be made by the County in writing and shall be a public document.

Living Wage

Tompkins County must consider the wage levels and benefits, particularly health care, provided by contractors when awarding bids or negotiating contracts, and to encourage the payment of livable wages whenever practical and reasonable.

If contractor certifies on Attachment A that its employees directly providing services outlined in this contract are NOT paid a living wage, the department contract representative may have a conversation with contractor to understand the cost implications of achieving the living wage threshold, whether there are structural barriers impacting the ability to pay the living wage, plans to improve wages over time, generous fringe benefits, or other considerations that should be applied when addressing the question of whether it is practical or reasonable to meet the living wage threshold including the cost required to bring the contract to the living wage threshold.

GENERAL TERMS AND CONDITIONS FOR TERMINAL ADVERTISING CONCESSION RIGHTS
At
ITHACA TOMPKINS REGIONAL AIRPORT

Proposal Evaluation

Proposals will be evaluated on the basis of qualifications, experience, and revenue to the County. Contract will be awarded to the company which offers a proposal that appears to be in the best interests of the County. The County reserves the right to prohibit the sale of display of items which violate the intent of County policies.

Specification Clarifications

Questions regarding the specifications shall be directed to:

Robert A. Nicholas, A.A.E.

Airport Manager

Ithaca Tompkins Regional Airport

72 Brown Road

Ithaca, NY 14850

rnicholas@tompkins-co.org

or

Lisa Hall

Buyer

Tompkins County Finance, Purchasing Division

125 East Court Street

Ithaca, NY 14850

lhall@tompkins-co.org

Bid Deposit

Each proposal must be accompanied by a deposit made payable to Tompkins County in the form of a Bid Bond or Certified Check in the amount of One Thousand Dollars (\$1,000). Said check or bond shall be given as security to guarantee that if the proposal is accepted, an agreement will be entered into and the performance of it properly secured. The Bid Bond or Certified Check of the successful respondent will be returned within ten (10) days after they party has completely qualified by executing and delivering the required agreement and otherwise fulfilling the requirements as set forth herein.

Said Bid Bond or Certified Check shall be forfeited and surrendered to Tompkins County as agreed liquidated damages in the event of failure to enter into a contract as provided herein.

The Bid Bond or Certified Check of respondents not awarded the contract will be returned immediately upon determination of the successful respondent.

Evidence of Ability to Meet Contractual Obligations (Qualification Form – (Exhibit “A”)

Each party submitting a proposal must present evidence that they are fully competent and have the necessary facilities, equipment, experience, organization and financial capacity to fulfill such contractual and service obligations as may be imposed upon the successful proposer upon award of the agreement hereunder. To provide the County with the information as to their ability to meet their contractual obligations and their ability to perform, each party submitting a proposal must provide the information as required in the questionnaire attached hereto as Appendix “A”. Those parties unable to adequately demonstrate their ability to qualify shall be disqualified. The County reserves the right to disqualify any proposer who, in the County’s opinion, does not have adequate qualifications. Failure to complete this questionnaire with all questions completely answered will be grounds for disqualification of the party submitting the proposal.

Any of the following causes may be considered as sufficient for the disqualification of a proposer and the rejection of the proposal:

- a. Submission of more than once proposal by an individual, firm, partnership or corporation under the same of different names;
- b. Evidence of collusion among respondents;
- c. Lack of responsibility as show by past work judged from the standpoint of quality and service;
- d. Being in arrears on any existing contracts with the County, or having defaulted on a previous contract with the County.

Performance Bond

At the time of the execution of the agreement, the respondent shall execute and deliver to the County a Performance Bond issued by a surety acceptable to the County, authorized to transact business in the State of New York, in the sum of Five Thousand Dollars (\$5,000), which bond shall guarantee faithful performance of the agreement.

Time of Award

The Facilities and Infrastructure Committee of the Tompkins County Legislature will make a recommendation for award of contract or rejection of all proposals within thirty (30) days following proposal deadline.

Preparation of RFP

Proposals must include the Proposal Sheet included within these specifications. All blank spaces on the form must be filled in legibly and correctly by type or ink. The respondent shall specify the Percentage of Gross Revenue per month for each year of the five (5) year agreement.

Start of Contract

The terminal advertising concession will be available on the 1st day of April, 2014.

PROPOSAL SHEET
TERMINAL ADVERTISING CONCESSION
ITHACA TOMPKINS REGIONAL AIRPORT

1. In return for the privileges and rights to operate said concession at the Ithaca Tompkins Regional Airport, the bidder agrees to pay a PERCENTAGE OF GROSS REVENUES per month at the Airport as follows:

CONTRACT YEAR

2014 _____ (%)

2015 _____ (%)

2016 _____ (%)

2017 _____ (%)

2018 _____ (%)

2. Proposed Method of Operation: On as many sheets of 8.5 X 11 inch plain white bond paper as may be necessary, provide a detailed statement of the following:
- A. A complete and detailed narrative description of the proposed method of operating this business enterprise. Such narrative policies and business practices to be employed and observed in the operations, including but not necessarily limited to management and employment policies, refilling procedures, display case maintenance, control of revenues, and administrative control techniques to be applied.
 - B. A listing of proposed number of full-time and part-time personnel to be employed in the operation.
 - C. A statement of the estimated financial investment proposed for the enterprise, including the cost of proposed fixed improvements and equipment.
 - D. A statement as to the proposer's pricing policies and proposed schedule of charges.
3. The undersigned further warrants and agrees that:
- A. The undersigned has carefully read and fully understands the terms and conditions for the operation of the concession at the Ithaca Tompkins Regional Airport as set forth in the specifications and has the capability to carry out all of the responsibilities set forth therein.
 - B. The accompanying questionnaires and related forms have been completed to the best of the undersigned's ability and he/she swears that all information contained therein is true and correct to the best of his/her knowledge.
4. Submission of this proposal acknowledges that Tompkins County has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in the questionnaire and authorizes a release to Tompkins County of any and all information sought in such inquiry or investigation.

Proposer: _____

By: _____

Title: _____

Date: _____

NOTE: If a partnership, a general partner must sign; if a corporation, the authorized corporate officer must sign, and the corporate seal must be affixed to this proposal.

SPECIFICATIONS FOR TERMINAL ADVERTISING CONCESSION RIGHTS at the
ITHACA TOMPKINS REGIONAL AIRPORT

I. PURPOSE

The purpose of this Request for Proposals is to solicit proposals from all interested and qualified parties desiring to operate AN EXCLUSIVE ADVERTISING CONCESSION in the Terminal Building at Ithaca Tompkins Regional Airport.

There are a number of existing display cases and opportunities to increase them if demand dictates. The Airport is interested in making advertising space available from the largest to the smallest entity in the region, including contract terms and rates that will encourage such diversity while maximizing revenue to the Airport. The Airport is interested in receiving proposals that appear likely to meet those goals and maintain them during the life of the contract.

There are currently twenty-two (22) companies advertising in the terminal and it is anticipated that the existing contracts will carry over to the new contract. Attached to this RFP are schematic drawings showing existing display locations.

Unless all proposals are rejected, one of the respondents to this RFP meeting the requirements of the County of Tompkins will be selected to assume all the rights, duties, privileges and responsibilities contemplated under this invitation and will have the right to handle terminal advertising as specified herein. It is Tompkins County's intention to select the qualified proposer that can manage and operate a terminal concession and provide the highest compensation and service to the County.

II. INFORMATION TO PROPOSERS

The Airport is owned by the County of Tompkins, State of New York, and is currently managed and operated under the direction of the Airport Manager.

Ithaca Tompkins Regional Airport is classified by the FAA as a non-hub airport and is located approximately four (4) miles northeast of the City of Ithaca, New York, and serves the Tompkins-Cortland County area. The population of the County of Tompkins is approximately 100,000. Major traffic arteries connection the metropolitan area with other metropolitan areas in the State of New York include Highways 13, 79, 34, 89, and 96. The Airport itself is bounded on two sides by an extensive industrial park belonging to Cornell University.

Tompkins County is located in the southern central Finger Lakes area of New York and exhibits an extensive educational and research base with several firms of international note. The area also boasts extensive cultural and recreational facilities. Ithaca Tompkins Regional Airport is the aviation gateway to the area and is serviced by US Airways/American, United and Delta Air Lines. Total passenger traffic through the facilities at Ithaca Tompkins Regional Airport is estimated to be approximately 210,000 for the calendar year 2013.

The physical facilities of the Airport are situated on approximately 540 acres and will include a 33,000 square foot terminal facility constructed in 1994, a 20,000 square foot Crash/Fire/Rescue & Maintenance facility, an aircraft Maintenance facility, a Fixed Base Operator, a flying club, and four sets of County-Owned "T" hangars. An FAA Air Traffic Control Tower (ATCT) is also located at the airport.

Airside facilities include a 6977' by 150' paved runway together with associated taxiways; a precision approach (ILS) landing system and associated approach lighting; a non-precision approach; and two sets of PAPI landing aids. Airport Rescue & Fire Fighting is Index B.

III. TERMS OF AGREEMENT

The terms of the agreement to be entered into between the successful proposer and the County shall be for period of up to five (5) years.

IV. EXHIBITS

The following designated exhibits are attached as part of the contract documents for the bidder to use in estimating the costs of items to be furnished at his/her expense and estimating possible income and cost of operation:

Exhibit "A" - Qualification Form

Exhibit "B" - Terminal Layout Plan

Exhibit "C" - Historical/Forecast Enplanements

Exhibit "D" - 2012 Airport Annual Report

The data contained and included in these Exhibits were assembled and compiled from source material provided to the County. However, such data is not guaranteed by the County.

VI. TERMINAL ADVERTISING CONCESSION AGREEMENT

The successful bidder who is awarded the terminal advertising concession rights at Ithaca Tompkins Regional Airport shall be required to execute and enter into a formal written agreement with Tompkins County.

VII. CONCESSION RIGHTS

The County shall grant to the successful proposer the right to conduct and operate an exclusive terminal advertising concession at the Ithaca Tompkins Regional Airport.

VIII. OTHER CONSIDERATIONS

The agency must meet all federal, state, and local requirements including licenses and permits, as appropriate.

The successful proposer shall provide, along with monthly payments to the County, a certification of gross revenue. All monthly reports must be certified by an officer or duly authorized official of the company. Further, the County reserves the right to make financial audits of the operation.

EXHIBIT "A"
QUALIFICATION FORM

Statement contained herein must be complete and accurate. Omission, inaccuracy, or misstatement shall be cause for rejection of a proposal.

Name of proponent exactly as it is to appear on the airport lease agreement:

Address of proponent for purposes of notice or other communication relating to the proposal. (If proponent is not a person, provide the name of the individual who can answer for proponent.)

Telephone No. _____

Proponent intends to operate the business with which this proposal is concerned as a Sole Proprietorship (); Partnership (); Corporation (); or _____

Explain: _____

Proponent is a franchise or licensee operation. Yes (); No ()

Explain: _____

ANTI-DISCRIMINATION CLAUSE

During the performance of this contract, (the contractor) hereby agrees as follows:

- (a) The contractor will not discriminate against any employee or applicant for employment because of race, creed, color or national origin, and will take affirmative action to insure that they are afforded equal employment opportunities without discrimination because of race, color, creed, ethnicity, Vietnam-era veteran status, disabled veteran, marital status, disability, national origin, or status as an ex-offender. Such action shall be taken with reference, but not be limited, to: recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training.
- (b) The contractor will send to each labor union or representative of workers with which he has or is bound by a collective bargaining or other agreement or understanding, a notice, to be provided by the State Commissioner for Human Rights, advising such labor union or representative of the contractor's agreement under clauses (a) through (f) hereinafter called "non-discrimination clauses". If the contractor was directed to do so by the contracting agency as part of the bid or negotiation of this contract, the contractor shall request such labor union or representative to furnish him with as written statement that such labor union or representative either will affirmatively cooperate, within the limits of its legal and contractual authority, in the implementation of the policy and provisions of these non-discrimination clauses or that it consents and agrees that recruitment, employment and the terms and conditions of employment under this contract shall be in accordance with the purposes and provisions of these non-discrimination clauses. If such labor union or representative fails or refuses to comply with such a request that it furnish such a statement, the contractor shall promptly notify the State Commission for Human Rights of such failure or refusal.
- (c) The contractor will post and keep posted in conspicuous places, available to employees and applicants for employment, notices to be provided by the State Commission for Human Rights setting forth the substance of the provisions of clauses (a) and (b) and such provisions of the State's and local Tompkins County Laws against discrimination as the State Commission for Human Rights shall determine.
- (d) The contractor will state, in all solicitations or advertisements for employees placed by or on behalf of the contractor, that all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color or national origin.
- (e) The contractor will comply with the provisions of Sections 291-299 of the Executive Law and the Civil Rights Law, will furnish all information and reports deemed necessary by the State Commission for Human Rights under these non-discrimination clauses and such sections of the Executive Law, and will permit access to his books, records and accounts by the State Commission for Human Rights, the Attorney General and the Industrial Commissioner for purposes of investigation to ascertain compliance with these non-discrimination clauses and such sections of the Executive Law and Civil Rights Law.
- (f) This contract may be forthwith cancelled, terminated or suspended, in whole or in part, by the contracting agency upon the basis of a finding made by the State Commission for Human Rights that the Contractor may be declared ineligible for future contracts made by or on behalf of the State or a public authority or agency of the State, until he satisfies the State Commission for Human Rights that he has established and is carrying out a program in conformity with the provisions of these non-discrimination clauses. Such finding shall be made by the State Commission for Human Rights after conciliation efforts by the Commission have failed to achieve compliance with these non-discrimination clauses and after a verified complaint has been filed with the Commission, notice thereof has been given to the Contractor and opportunity has been afforded him to be heard publicly before three members of the Commission. Such sanctions may be imposed and remedies invoked independently of or in addition to sanctions and remedies otherwise provided by law. The Contractor will include the provisions of clauses (a) through (f) in every subcontract or purchase order in such a manner that such provisions be performed within the State of New York. The Contractor will take such action in enforcing such provisions of such subcontract or purchase order as the contracting agency may direct, including sanctions or remedies for non-compliance. If the Contractor becomes involved in or is threatened with litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor shall promptly so notify the Attorney General, requesting him to intervene and protect the interests of the State of New York.

GENERAL CONDITIONS ACCEPTED BY:

Firm: _____

By: _____

Date: _____

Title: _____

**COUNTY OF TOMPKINS
GENERAL CONDITIONS**

AFFIDAVIT OF NON-COLLUSION

NAME OF RESPONDER: _____ PHONE NO.: _____ FAX NO.: _____

BUSINESS ADDRESS: _____ EMAIL: _____

I hereby attest that I am the person responsible within my firm for the final decision as to the price(s) and amount of the proposal, or If not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his/her behalf and on behalf of my company.

I further attest that:

1. The prices in this bid/proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition with any other contractor, responder or potential bidder; and
2. Neither the price(s), nor the amount of this bid/proposal, have been disclosed to any other firm or person who is a responder or potential responder on this project, and will not be so disclosed prior to bid/proposal opening; and
3. No attempt has been made or will be made to solicit, cause or induce any company or person to refrain from responding to this RFB/RFP, or to submit a bid/proposal higher than the proposal of this company, or any intentionally high or non-competitive bid/proposal or other complementary proposal; and
4. The bid/proposal of my company is made in good faith and not pursuant to any agreement or discussion with, or inducement from any firm or person to submit a complementary proposal; and
5. My company has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other company or person, offerer, promised or paid cash of anything of any value to any company or person, whether in connection with this or any other project, in consideration for an agreement or promise by a company or person to refrain from responding to this RFB/RFP or to submit a complementary bid/proposal on this project; and
6. My company has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any company or person, and has not been promised or paid cash or anything of value by and company or person, whether in connection with this or any project, in consideration for my company's submitting a complementary bid/proposal or agreeing to do so on this project; and
7. I have made a diligent inquiry of all members, officers, employees, and agents of my company with responsibilities relating to the preparation, approval or submission of my company's proposal on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion act or other conduct inconsistent with any statements and representations made in this affidavit.
8. **By submission of this proposal I certify that I have read, am familiar with, and will comply with any and all segments of these specifications.**

The person signing this proposal, under the penalties of perjury, affirms the truth thereof.

Signature & Company Position: _____

Print Name & Company Position: _____

Company Name: _____

Date Signed _____ Federal I.D. Number _____



TOMPKINS COUNTY CERTIFICATE OF INSURANCE

BIDS CANNOT BE ACCEPTED NOR CAN WORK COMMENCE UNTIL THIS CERTIFICATE IS RECEIVED AND ACCEPTED BY COUNTY ADMINISTRATION

INSURED NAME ADDRESS CITY,ST ZIP	<i>INSURANCE CARRIER:</i> A B	A.M. BEST RATING:
PRODUCER NAME ADDRESS CITY, ST ZIP PHONE:	C D	

This certifies that the policies listed below have been issued and are in force at this time.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS (IN \$1,000)
	GENERAL LIABILITY <input type="checkbox"/> OCCURRENCE FORM <input type="checkbox"/> OTHER	 (Certified copy of policy must be submitted if "other")			EACH OCCURRENCE \$ GENERAL AGGREGATE \$ PRODUCTS-COMP/OP AGG. \$ PERSONAL & ADV INJURY \$ FIRE DAMAGE (ANY ONE FIRE) \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-HIRED AUTOS				COMBINED SINGLE LIMIT \$ BODILY INJURY (per person) \$ BODILY INJURY (per accident) \$ PROPERTY DAMAGE \$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA				EACH OCCURRENCE \$
	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY				COVERAGE A STATUTORY COVERAGE B " EACH ACCIDENT \$ DISEASE-POLICY LIMIT \$
	NYS DISABILITY				STATUTORY
	PROFESSIONAL LIABILITY OR ERRORS/OMISSIONS				\$
	OWNERS CONTRACTORS PROTECTIVE LIABILITY				
	OTHER				

Insurance Carriers providing liability coverages acknowledge that the above referenced contract constitutes an "Insured Contract" as defined in their policy. As required by said contract, the County of Tompkins and its officers, employees, agents and elected officials are included as Additional Insureds under each respective policy. Insurance Carriers warrant that no policy will be non-renewed, canceled, or materially changed without thirty (30) days advance notice to County Administration.

Certificate Holder:
TOMPKINS COUNTY ADMINISTRATION
125 EAST COURT STREET
ITHACA, NY 14850

PHONE (607-274-5548 FAX: (607) 274-5558
 JKippola@Tompkins-Co.Org

Authorized Representative

Signature _____

Name _____

Title _____ Date _____

**Tompkins County
Vendor Responsibility Form**

The Office of the State Comptroller requires that governmental agencies award contracts only to vendors that have been certified as “responsible.” Vendor responsibility means that a vendor has the integrity to justify the award of public dollars and the capacity to fully perform the requirements of the contract. It is the contracting agency’s responsibility, under Section 163 (9) of the State Finance Law (SFL), to evaluate and make a determination of the responsibility of a prospective contractor. A responsibility determination, wherein the contracting agency determines that it has reasonable assurances that a vendor is responsible, is an important part of the procurement process, promoting fairness in contracting and protecting a contracting agency and the County against failed contracts.

The following factors are to be considered in making a responsibility determination:

1. Legal Authority to do business in New York State
2. Integrity
3. Capacity – both organizational and financial
4. Previous performance

Please complete the following questions. This form **must** be returned with your bid submission in order for your bid to be ruled responsive.

Within the past five (5) years has your firm, any affiliate, any predecessor or company or entity, owner, director, officer, partner or proprietor been the subject of:

ANSWER ALL QUESTIONS

- | | | |
|--|-----------|----------|
| A. An indictment, judgment, conviction, or a grant of immunity, including pending actions, for any business related conduct constituting a crime under governmental law? | YES _____ | NO _____ |
| B. A government suspension or debarment, rejection of any bid or disapproval of any proposed sub-contract, including pending actions, for lack of responsibility, denial or revocation of prequalification or a voluntary exclusion agreement? | YES _____ | NO _____ |
| C. Any governmental determination of a violation of any public works law or regulation, or labor law or regulation, or any OSHA violation deemed “serious or willful?” | YES _____ | NO _____ |
| D. A consent order with NYS Department of Environmental Conservation, or a governmental enforcement determination involving a construction-related violation of federal, state, or local environmental laws? | YES _____ | NO _____ |

E. A finding of non-responsibility by a governmental agency or Authority for any reason.

YES _____

NO _____

If yes to any of the above, please provide details regarding the finding.

ENTITY MAKING FINDING: _____

YEAR OF FINDING: _____

BASIS OF FINDING: _____

(Attach additional sheets if necessary)

Offerer Certification:

I certify that all information provided to Tompkins County with respect to State Finance Law §139-k is complete, true and accurate.

Name: _____

Title: _____

Company Name: _____

Company Address: _____

Signature: _____

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name” line.

Limited liability company (LLC). Check the “Limited liability company” box only and enter the appropriate code for the tax classification (“D” for disregarded entity, “C” for corporation, “P” for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner’s name on the “Name” line. Enter the LLC’s name on the “Business name” line.

For an LLC classified as a partnership or a corporation, enter the LLC’s name on the “Name” line and any business, trade, or DBA name on the “Business name” line.

Other entities. Enter your business name as shown on required federal tax documents on the “Name” line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the “Business name” line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the “Exempt payee” box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

ATTACHMENT 1 Attach to Tompkins County contracts as of December 2013

Contractor’s Representation—Livable Wage Policy

Livable Wage Policy: By policy, Tompkins County must “consider the wage levels and benefits, particularly health care, provided by contractors when awarding bids or negotiating contracts, and to encourage the payment of livable wages whenever practical and reasonable.”

Paying the living wage rate to all employees directly involved in providing the contracted County service is not mandatory. However, the attainment of a broadly-applied living wage is a County goal and is therefore an important consideration applied by the County when reviewing contract proposals.

The Current Living Wage: The Living Wage in Tompkins County is computed by the Alternatives Federal Credit Union and is currently \$12.62 per hour if the employer contributes at least half the cost of an employee’s health insurance/benefit cost and \$13.94 per hour if the employer does not make such a contribution. The rate will be adjusted again in May 2015.

Requirement of All Contractors: As a part of its proposal or contract representations, a prospective service contractor must advise the County whether it will pay the AFCU livable wage rate to all Covered Employees directly involved in the provision of the contracted service, including employees of any subcontractor engaged to assist in providing the service.

Additionally, contractors are asked to estimate the number of employees who will be directly involved in the provision of the contracted service.

Covered Employees include all full- and part-time employees, other than those Excluded Employees described below, who are directly involved in the provision of the contracted service, including employees of sub-contractors engaged to assist in providing the service.

Excluded Employees are:

- Employees under the age of 18
- Seasonal or temporary employees (90 days or less)
- Employees in a probationary status (90 days or less)
- Those employed in a sheltered or supported work environment
- Employees participating in a limited-duration (90 day) job training program
- Employees participating in an academic work-study or academic internship program
- Volunteers
- Employees participating in mandated welfare-to-work programs
- Employees paid pursuant to a collective bargaining agreement

Contractor’s Living Wage Representation

Approximately how many Covered Employees, including employees of any subcontractor involved in providing the service, will be involved in the provision of the contracted service? _____

Will all Covered Employees, including employees of any subcontractors directly involved in the provision of County services, be paid at least the living wage?

Yes

No

Contractor Name: _____

If you answered “Yes” to the Living Wage Representation and are awarded the County contract, you will be expected to maintain all employees directly involved in the provision of services under this contract at or above the living wage as of the time of execution of the contract for the duration of the contract.

If you answered “No,” your response will be among the considerations applied by the County in making its contract award. As a part of contract negotiations, the County may request additional information from you regarding the basis of this response.

BID/PROPOSAL SIGN-OFF SHEET

BID/PROPOSAL TITLE:

Please check off and sign for items below and submit this required sheet with your bid/proposal response; the bid/proposal may be rejected if the required documents are not included with the response.

		DONE	INITIALS
1.	Bid/Proposal completed		
2.	Non-Collusive certificate completed		
3.	Anti-Discrimination clause completed		
4.	Proof of insurance coverage in amounts required by specification signed by insurance agent enclosed		
5.	Addenda (if issued) received		
	List Addendum # and dates		
6.	Insurance Binder completed		
7.	Reference Form completed		
8.	Vendor Responsibility Form completed		
9.	Corporate Compliance – agree to terms and conditions		
10.	W-9 Taxpayer Identification and Certification		

By signing below the respondent is certifying that:

1. All information provided herein is true and correct to the best of their knowledge.
2. The respondent has read and understands the specifications in their entirety and that the response is made in accordance therewith, and;
3. The respondent possesses the capabilities, resources, and personnel necessary to provide efficient and successful service to the County, and;
4. The respondent will be held responsible for any and all discrepancies, errors, etc. in the discounts or rebates which are discovered during the contract term or up to and including three (3) fiscal years following the County’s annual audit.

Name/Title of Authorized Person Submitting Bid

Firm or Corporation Making Bid

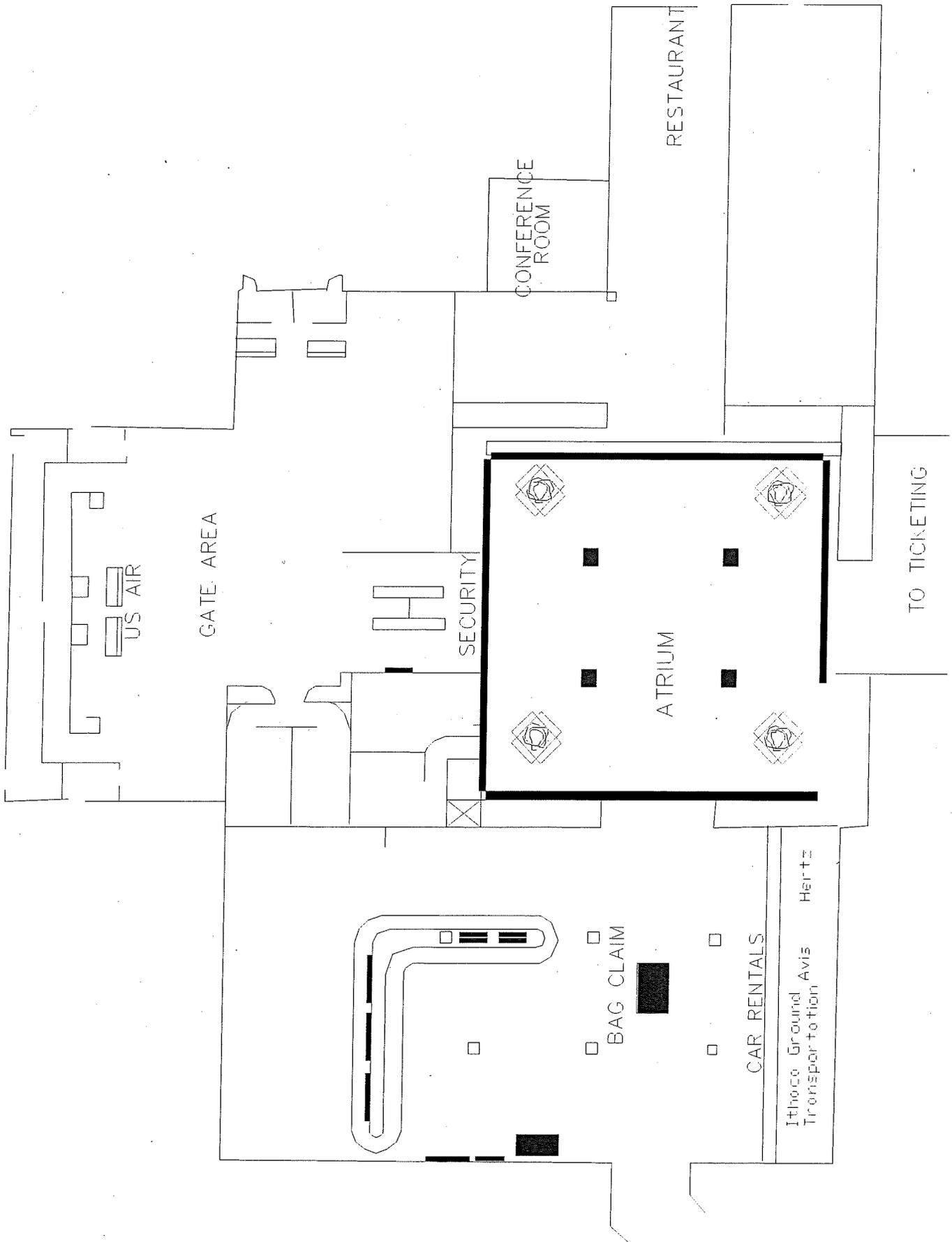
Address

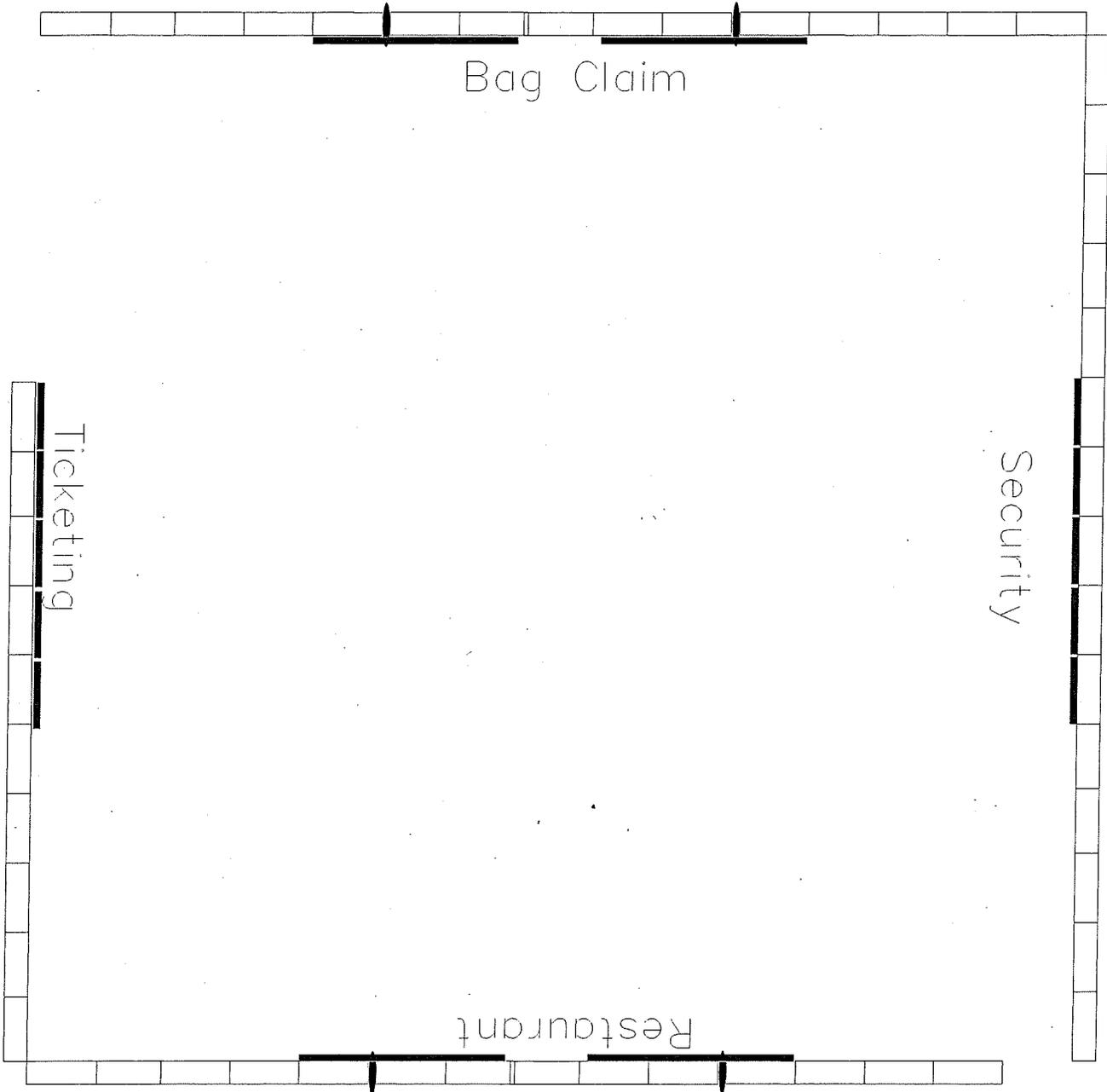
Telephone

Fax

(Remit to address (if different than above))

Signature of Authorized Person Submitting Bid



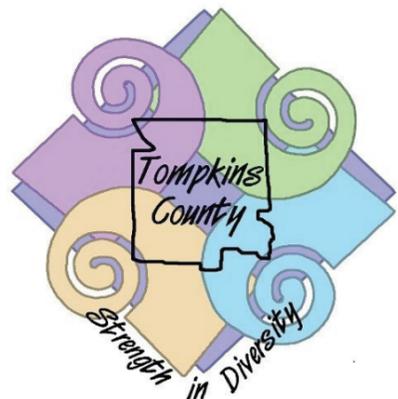


A bright blue sky with scattered white clouds. The clouds are wispy and vary in size, with a larger, more prominent cloud in the upper right quadrant. The overall scene is clear and bright.

Ithaca Tompkins Regional Airport **2012 Annual Report**



Robert Nicholas, A.A.E.
Airport Manager
bnicholas@tomkins-co.org



Airport Manager's Comments

2012 was another excellent year in terms of travelers using the airport. For the third year in a row close to a quarter of a million passengers arrived at, or departed from the Ithaca Tompkins Regional Airport. Had it not been for extended technical problems with our Instrument Landing System (ILS) in April when twenty-two flights were cancelled, we might well have set another record. Even so, the passenger count did establish that people like the convenience of their local airport and the excellent service they receive here.

After taking care of several high priority items in previous years, the airport was finally able to add a long-awaited Operations Office to the Airport Administration building (also known as the CFR building). The new two-story addition will allow the Operations Staff to have a direct view of the airfield, particularly the runway and taxiway system. Unlike the current Operations Office space which has no windows, the new office will allow a much quicker response to emergency situations and to weather events requiring special attention. Per our desire to incorporate sustainability whenever possible, the exterior walls of the expansion incorporated use of bricks that made up the original exterior.

Using an eighty percent-funded New York State grant, the airport replaced the 20-year old shingles on the main section of the terminal roof with much more durable (and sustainable) 50-year shingles made from re-cycled materials.

2012 also saw the completion of a new Sand Storage Building and the expansion of the General Aviation Ramp. The huge new Sand Storage Building allows for the airport to buy sand during the summer months in bulk and at reduced rates when the sand is free from embedded snow and ice. It also allows us to store a complete season's worth of sand so there is no danger of running out in the middle of a winter storm. The expansion of the General Aviation Ramp has created much needed new space for private and corporate aircraft that have often stretched our capacity almost to breaking point in the past.

We began the Terminal Ramp Refurbishment project late in the season and not unexpectedly, had to postpone the actual repaving until 2013, due to weather conditions and temperature. However, we were able to complete

CONTINUED ON NEXT PAGE

the repaving of the employee parking lot and repair major cracks in the short-term parking lot and on the runway. In 2013 the repaving part of the project will include adding a second drain to the De-icing Pad and re-shaping the ramp contours to assist with containment of the de-icing fluid run-off.

Finally, in 2012 the Air Service Board took preliminary steps to begin an Air Service Strategic Planning Update. The last strategic planning exercise was completed in 2005 and while the airport has met or exceeded all the goals set at that time, the board felt it was important to ensure we are doing all possible to maintain existing air service and seeking ways to improve it, if feasible. The Strategic Planning Update is expected to be complete by July or August 2013.

2012 was another excellent year in terms of travelers using the airport.





Air Service Board Report

Michael Stamm, Chair ASB, President, TCAD

michaels@tcad.org

CONTINUED ON NEXT PAGE



The Air Service Board is comprised of representatives of local employers and County government, many with relevant experience in air service operations. The ASB's origins date back to the late 1990s when TCAD identified a need for a public-private partnership that could think strategically as well as respond to the almost daily changes in the airline industry.

The usefulness of the ASB was revealed again recently when we and dozens of other communities were at risk of losing our air traffic control towers. This was a "drop everything" threat, and the ASB and key local stakeholders responded with a single, forceful message. Our federal representatives heard us, and the crisis was resolved in our favor.

The long-term prospects for our airport and continued affordable and quality air service are very good. We have opportunities to work with the airlines to enhance existing service by upgrading to larger aircraft and refining flight schedules to more convenient times. There even may be opportunities to add service to new major hubs. Like every airport of every size across the US, we face the uncertainties associated with the continued evolution of the nation's air transportation system. The American Airlines – USAirways merger will likely be the last of these events, leaving our nation with three major carries: United, American and Delta. With continued high fuel prices and even higher legacy operating costs, airlines are very carefully choosing which communities they will serve. Successful communities will be the ones that have taken the time to develop strong relationships with key decision makers in the industry, as well as those with solid strategic plans. The Air Service Board has those relationships and is in the midst of updating our strategic plan. With a strong commitment from the Tompkins County Legislature and local stakeholders, we are confident in the future of our airport and the service it provides.

The usefulness of the ASB was revealed again recently when we and dozens of other communities were at risk of losing our air traffic control towers.





Joe Mareane,
County Administrator

jmareane@tompkins-co.org

County Legislature Report

In looking back at 2012, I'm struck by how integral the airport has become to the life and economy of Tompkins County. I doubt there are many other small communities in the nation that enjoy, or that can sustain, a beautiful, modern airport, served by three major airlines offering competitive fares to hubs that can whisk passengers anywhere in the world. Our airport has a vibrant, symbiotic relationship with a community that is at the cutting-edge of the high-tech, knowledge-based economy—an economy that depends on the kind of mobility and access our airport provides. As the airport fills those needs, it contributes to further growth of the local economy. It is no wonder that passenger use continues at record-breaking levels.

Aside from its role in facilitating mobility and access so critical in today's economy, the airport itself generates some \$66 million in annual economic activity through its purchase of goods and services, salaries and wages paid, and tourism induced.

The airport's economic success has conferred another benefit to County businesses and residents. Even though Tompkins County owns the airport, no County tax dollars are used to support its operations. It is fully self-sufficient, with revenues generated by airport activities covering all of its costs.

Our success is the result of multiple factors: a great management team and staff; a County Legislature that has invested in a well-maintained, modern airport; airlines that have recognized the value of service to Ithaca; a strong general aviation community; loyal passengers; and a remarkable partnership between government, the educational sector, and the private sector. Under the auspices of the Air Services Board, this partnership has made our airport both nimble and strong; identifying opportunities and threats, and then bringing the strength of the entire community to the response.

I am very proud of our airport and its many accomplishments. As our economy evolves and grows, the airport will become even more vital. Tompkins County is committed to work with our partners to fulfill that role, keeping the airport vital and serving the public's needs.



Social Media in Review

Kitty Gifford, Social Media Strategy

KittyG@communiquedesign.com

Your Airport is Social. It may seem obvious to most, but it's worth repeating: people are talking about the airport. Whether they are waiting for a flight, or returning home and reflecting on a trip, travelers make comments, ask questions and share trip experiences with their friends. Since 2010 the Ithaca Tompkins Regional Airport continues to have a strong presence in those public spaces where people talk about the airport and their travels to or from Ithaca. By utilizing both online and public events, the airport is engaging and having a hand in what people say about the airport.

Social medial channels while fun, are also an important medium to share service changes and to field concerns and questions from the public. For example, in early in 2012 the airport needed to communicate to the public about the slot swaps between US Airways and Delta, which resulted in the loss of the non-stop service between Ithaca and LaGuardia. Public relations messaging and graphics were developed to address this change. While not good news, the airport headed off public relations damage with consistent, transparent and solution-oriented communications.

Facebook is just one of the platforms used by ITH to share information to the public about the airport, local news, events and travel-related information. The Facebook page is updated regularly and continues to reach new audiences with very broad reach in terms of age groups. Facebook fans are fairly evenly spread out among ages 18-54 with the only significant decrease of men representing the 45-54 age group. As would be expected most of the fans are from Ithaca and the greater Southern Tier.

Online Art Exhibit In late 2012, a Facebook campaign invited fans of the airport to enter a photo contest with theme of "Flight" in the honor of the first historic sustained flight by Orville Wright on December 17, 1903. Twenty seven entries and a peer vote resulted in 1184 votes combined, with the

CONTINUED ON NEXT PAGE



Glen M. Sanders
Walking To Church, Palm Sunday;
Polizzi Generosa, Sicily



Jon Reis
Sedona Airport; Ksez; Tree, C-172
Departure; February 2012

winning photograph receiving 429 votes. The campaign targeted existing Facebook fans and Twitter followers and their friends. At the beginning of the campaign the Facebook fan base was at 1613 fans and by the conclusion of the campaign the number had increased by 38% to 2230. The winning photograph was by Atif Chaudry (see photo inset page 9).

Twitter: The airport is also connecting to the public via a twitter account. During 2012 account followers increased 50%. Twitter followers are 77% male, based in the United States and with most representation from New York. They are generally interested in travel news and business travel news. @caseyflies, a prominent public relations blog for the aviation industry featured the airport twitter feed in 2012.

FourSquare: A popular site for people to “check in” their location using smartphones. FourSquare users checked in 2103 times in 2012 and over 30% of those checkins were shared on twitter and Facebook.

ITH Website: The website received 135,262 visits from 92,025 unique visitors in 2012, with an average visit time of 2 minutes and 3 seconds, and those visits including an average of two pages. Website visitation has been fairly constant over the past three years.

Community Partnerships: The Ithaca Tompkins Regional Airport has developed many standing partnerships with community organizations. These organizations such as the Tompkins & Cortland Chambers of Commerce, Cayuga Chamber Orchestra, the SPCA of Tompkins County, and The State Theatre receive airline vouchers to bolster their fund-raising and outreach efforts. As a result the airport is featured at many events, in theatre programs, publicity posters, and online.

Art Exhibits: In addition to ITH’s year-round rotating art exhibits showcasing local artists, the airport hosted the 2012 Airport Art Show in collaboration with Community Arts Partnership of Tompkins County. The show was juried by Artist Ryan McGuire, Artist Karen Gilman, Executive Director of CAP Brett Brossard, and Director of Saltonstall Foundation for the Arts Lesley Williamson. Nine artists were selected for the show and the jury selection for best in show went to Glen M. Sanders for his photograph “Walking To Church, Palm Sunday; Polizzi Generosa, Sicily”. Second Prize Jury Selection Went To Jon Reis For His Photograph “Sedona Airport; Ksez; Tree And C-172 Departure; February 2012”.



The first flight on Dec 17th, 1903 was only 12 seconds... but with all flights, each second in the air represents hundreds of hours of dedication on the ground to every detail... both big and small!

Photo by Atif Chaudry, first place prizewinner ITH Social Media Photo Contest 2012

Airline Services 2012



DIRECT SERVICE FROM ITHACA

New York, (La Guardia, ended March 2012) • Philadelphia, PA • Detroit, MI • Newark, NJ/NYC

INTERNATIONAL ONE-STOP CONNECTIONS

Amman, Jordan	via	Detroit
Amsterdam, Netherlands	via	Detroit, Phil. or Newark
Athens, Greece	via	Philadelphia
Beijing, China	via	Detroit or Newark
Barcelona, Spain	via	Phil. or Newark
Berlin, Germany	via	Newark
Copenhagen, Denmark	via	Newark
Dublin, Ireland	via	Phil. or Newark
Edinburgh, Scotland, UK	via	Newark
Frankfurt, Germany	via	Detroit, Phil. or Newark
Glasgow, Scotland, UK	via	Newark
Hong Kong, China	via	Newark
Istanbul, Turkey	via	Newark

London, UK	via	Detroit, Phil. or Newark
Lisbon, Portugal	via	Phil. or Newark
Madrid, Spain	via	Phil. or Newark
Mexico City, Mexico	via	Detroit or Newark
Munich, Germany	via	Phil. or Newark
Nagoya, Japan	via	Detroit
Osaka, Japan	via	Detroit
Paris, France	via	Detroit, Phil. or Newark
Rome, Italy	via	Detroit, Phil. or Newark
San Juan, Puerto Rico	via	Phil. or Newark
Tel Aviv, Israel	via	Newark
Tokyo, Japan	via	Detroit or Newark
Zurich, Switzerland	via	Phil. or Newark

Enplanements

AIRLINE	2011	2012
Air Wisconsin (US Airways Commuter)	15,557	17,880
Continental/United	24,950	28,387
Delta	40,148	36,256
MESABA (US Airways Commuter)	8,737	N/A
Piedmont (US Airways Commuter)	31,611	36,402
Charters	276	49
Totals	121,279	118,974

Percent Change from 2011 to 2012 was -1.9%

Deplanements

AIRLINE	2011	2012
Air Wisconsin (US Airways Commuter)	17,510	18,968
Continental/United	24,253	28,967
Delta	40,351	36,498
MESABA (US Airways Commuter)	8,237	N/A
Piedmont (US Airways Commuter)	30,587	34,814
Charters	276	49
Totals	121,214	119,296

Percent Change from 2011 to 2012 was -1.6%

Total Passengers Enplaned & Deplaned 2012

AIRLINE	2011	2012
Air Wisconsin (US Airways Commuter)	33,067	36,848
Continental/United	49,203	57,354
Delta	80,499	72,754
MESABA (Delta Airlines)	16,974	

AIRLINE	2011	2012
Piedmont (US Airways Commuter)	62,198	71,216
Charters	552	98
Totals	242,493	238,270

Percent Change from 2011 to 2012 was + 1.7%



The mission of the Ithaca Tompkins Regional Airport is to provide a safe, efficient, clean, and enjoyable facility which exceeds the expectations of the traveling public, the airport tenants, and other airport users.

Passenger Statistics Historical 1985-2012

YEAR	ENPLANED	%CHANGE	DEPLANED	%CHANGE	YEAR	ENPLANED	%CHANGE	DEPLANED	%CHANGE
1985	89,995	+6.5	81,229	+0.2	1999	101,611	+1.0	102,147	+1.8
1986	91,079	+1.2	86,933	+7.0	2000	99,720	-1.9	100,931	-1.2
1987	100,538	+10.4	95,976	+10.4	2001	88,373	-11.4	88,449	-12.4
1988	111,244	+10.6	109,018	+13.6	2002	80,368	-9.1	81,028	-8.4
1989	106,768	-4.0	107,863	-1.1	2003	68,224	-15.1	67,932	-16.2
1990	114,154	+6.9	112,659	+4.4	2004	71,228	+4.4	71,815	+5.7
1991	104,334	-8.6	103,446	-8.2	2005	79,916	+12.2	78,642	+9.5
1992	104,517	+0.2	104,471	+1.0	2006	76,908	-3.8	76,640	-2.6
1993	106,269	+1.7	104,476	+0.0	2007	85,644	+11.4	84,450	+10.2
1994	107,785	+1.4	107,450	+2.9	2008	91,084	+6.4	91,176	+8.0
1995	103,282	-4.2	103,694	-3.5	2009	109,259	+20.0	107,611	+18.0
1996	105,465	+2.1	104,632	+0.9	2010	121,334	+11.1	120,148	+11.7
1997	108,974	+3.3	109,429	+4.6	2011	121,279	- .1	121,214	+ .9
1998	100,690	-7.6	100,367	-8.3	2012	118,974	-1.9	119,296	1.6

Total Arrivals & Departures

Year Ended December 31, 2012

	2011	2012
Air Carrier (Jet/Commuter Operations)	9,553	8,946
General Aviation (Visitors)	10,492	11,247
General Aviation (Local)	21,169	21,168
Military	72	189
Totals	41,286	41,550

Percent Change from 2011 to 2012 was + .6%

East Hill Flying Club

Total Membership	240
Total Aircraft Owned	8
Total Hours Flown	2400
Total Students Trained	22
Certified Flight Instructors	8

East Hill Flying Club has recently initiated a joint venture with Jamestown Community College (TC3) to provide a 2-year Aviation Sciences degree which can subsequently be transferred to Embry-Riddle Aeronautical University towards a 4-year degree.

Airport Freight/Mail

Amount of freight and mail carried in aircraft holds on a monthly basis.

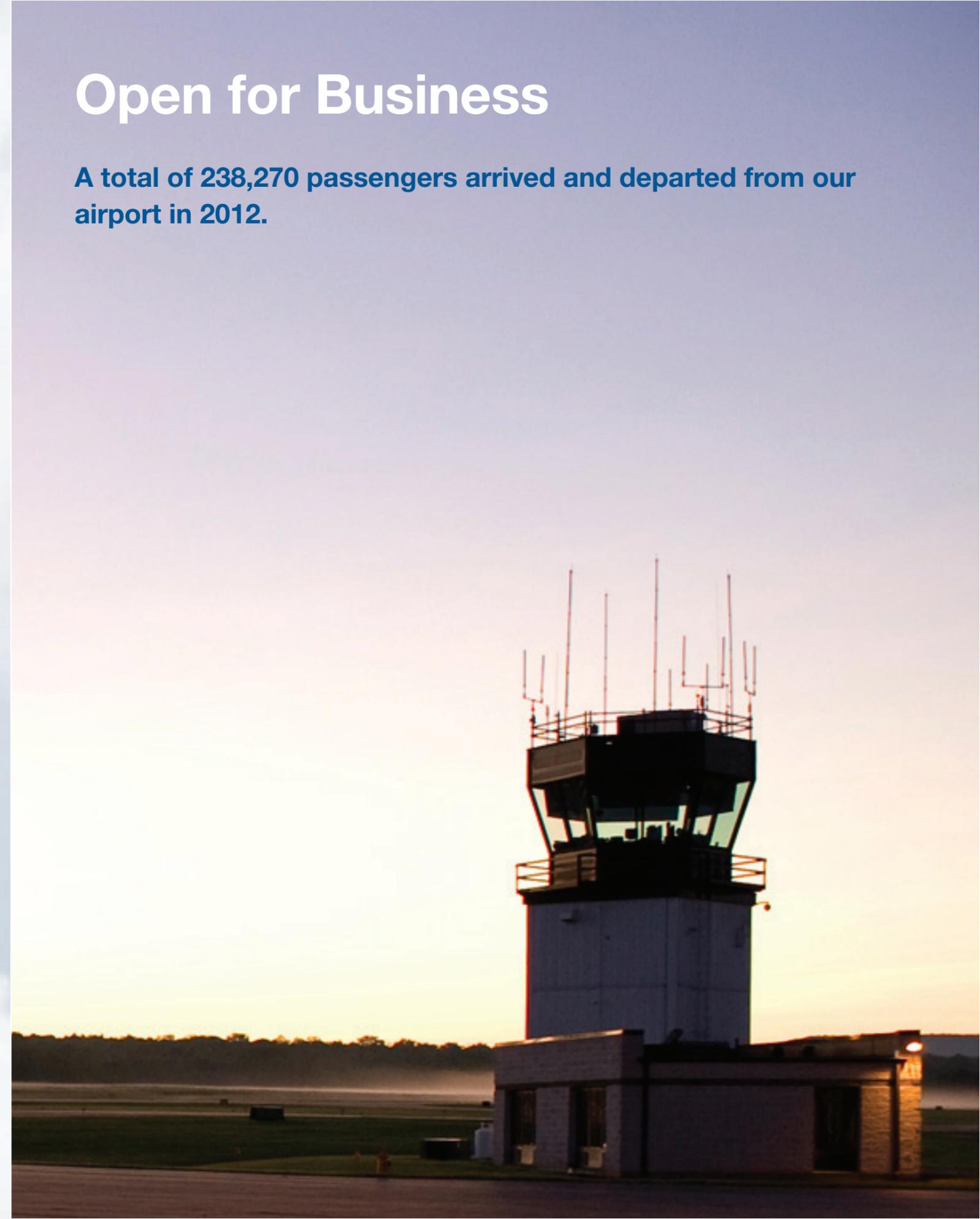
MONTH	POUNDS
January	625
February	1162
March	1566
April	1724
May	1021
June	247
July	271
August	264
September	122
October	1362
November	4
December	788
Totals	9,156

2012 Weather Information

MONTH	RAINFALL (INCHES)	SNOWFALL (INCHES)
January	2.29	11.7
February	.58	7.1
March	1.72	1.0
April	3.20	6.0
May	2.91	0.0
June	1.84	0.0
July	1.59	0.0
August	3.58	0.0
September	3.81	0.0
October	4.18	0.0
November	1.16	0.0
December	5.97	16.4
Totals	32.83	42.2

Open for Business

A total of 238,270 passengers arrived and departed from our airport in 2012.



Our airport has a vibrant, symbiotic relationship with a community that is at the cutting-edge of the high-tech, knowledge-based economy...

—Joe Mareane, Tompkins County Administrator



Total Gallons of Gasoline Sold Taughannock Aviation

MONTH	AVGAS	JET
January	1,627	98,308
February	2,104	105,586
March	3,135	129,618
April	3,972	118,194
May	3,889	132,234
June	3,921	105,139
July	4,590	114,523
August	4,772	121,767
September	3,534	106,255
October	3,801	134,506
November	2,787	120,762
December	1,639	97,395
Totals	39,771	1,384,287

NOTE: AVGAS fuel is used in piston engines and Jet fuel is used in turbo-prop and pure jet aircraft. The airport receives a six cent per gallon fuel flowage fee from Taughannock Aviation (TAC).

Rental Car Concessions **Gross Revenues** 2012

MONTH	HERTZ	%MARKET	AVIS	%MARKET	TOTAL REVENUES
January	41,870	36.7	72,324	63.3	114,194
February	42,131	32.4	88,031	67.6	130,162
March	48,365	29.0	118,672	71.0	167,037
April	52,763	28.6	131,975	71.4	184,738
May	55,752	25.1	166,118	74.9	221,870
June	70,615	29.5	169,020	70.5	239,635
July	72,324	25.3	213,302	74.7	285,626
August	67,463	21.2	251,427	78.8	318,890
September	62,329	27.7	162,330	72.3	224,659
October	67,064	27.0	180,908	73.0	247,972
November	55,760	29.5	133,238	70.5	188,998
December	46,547	27.0	126,037	73.0	172,584
Totals	\$682,983	27.4%	\$1,813,382	72.6%	\$2,496,365

Airport Operational Information

Airport Hours: 5:30 am - 12:30 am
Airport Terminal Hours:..... 4:30 am - 12:30 am
* Security staff present 24 hours
Air Traffic Control Tower Hours:..... 6:30 am - 10:00 PM

Runway 14-32: 6977' x 150' grooved asphalt
Runway 15-33: 2018' x 50' turf
High Intensity Runway Lights (HIRL), pilot-operated after 10:00 PM
Beacon dusk to dawn
Approaches: ILS and VOR

Frequencies: Tower 119.6
 Ground..... 121.8
 VOR..... 111.8
 UNICOM 122.95
 ATIS..... 125.175

Fixed Base Operator: Taughannock Aviation (Unicom 131.6)

Flight Instruction: East Hill Flying Club
Aircraft Maintenance: Taughannock Aviation

Airport Partners

All phone numbers are area code 607 unless otherwise indicated

AllPro Parking (Public Parking)..... **227-7359**
Avis (Car Rental)..... **257-0441**
Clear Channel Airport Advertising (Terminal Advertising).....
..... **(800) 628-6800**
East Hill Flying Club (Flight Instruction)..... **257-1313**
Hertz (Car Rental) **257-8677**
Ithaca Dispatch(Ground Transportation) **277-7777**
MidWest ATC (Air Traffic Control Tower)..... **257-1316**
The Second Landing (Restaurant/Gift Shop/Vending/
Conference Room) **266-0007**
Fax..... **266-8829**
Taughannock Aviation (Fuel, Avionics, Maintenance, Flight
Instruction, Charters, Etc.)..... **257-7500**

AIRPORT ADMINISTRATION

Airport Administration Office **257-0456**
Terminal Services Coordinator **266-7073**

AIRLINES

Delta **257-2555**
Continental/United Airlines..... **257-2555**
US Airways Express **257-0808**

Airport Organization and Staff

In 2012 the airport reported to the Facilities and Infrastructure Committee which provided guidance in matters of County policy. The committee comprised of five County Legislators:

Carol Chock, Chair
Leslyn McBean-Clairborne
Dooley Kiefer
Peter Stein
David McKenna

ITHACA TOMPKINS REGIONAL AIRPORT STAFF

Robert A. Nicholas A.A.E., Airport Manager
Tony Rudy A.A.E., Assistant Airport Manager
Roxan E. Noble, Administrative Coordinator
Jim Strehle, Terminal Services Coordinator
Dave Crawford, ARFF Chief/Operations Supervisor

AIRPORT FIRE FIGHTERS/OPERATIONS TECHNICIANS:

Aaron Becker, Tom Cooper, Mike Drake, Fritz Hess, Brandon Karius, Josh Nalley, Jeremy Puterbaugh, Wayne Stuttle, and Tom Warner

AIR SERVICE BOARD (ASB) MEMBERS

Michael Stamm (Chair), Ed Marx (Vice Chair), Leslyn McBean-Clairborne, Mike Hall, Larry Baum, Anthony Hopson, Alan Pedersen and John C. Gutenberg.

The ASB is actively involved with the Ithaca Tompkins Regional Airport in helping to retain and improve air service.



72 Brown Road Ithaca NY 14850



Exhibit "D"

Ithaca Tompkins Regional Airport – Enplanements 2004 – 2013

Year	Enplaned Passengers	% Change from Previous Year
2004	71,228	+ 4.4
2005	79,916	+ 12.2
2006	76,908	- 3.8
2007	85,644	+ 11.4
2008	91,084	+ 6.4
2009	109,259	+ 20.0
2010	121,334	+ 11.1
2011	121,279	- 0.1
2012	118,974	- 1.9
2013	102,340	- 14.0