

**TOWN OF BRIGHTON TOWN BOARD  
FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE  
MEETING AGENDA**

**Meeting Date: Wednesday, July 20, 2022 (8:30 a.m.)**

**Location: *AUDITORIUM*, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the July 6<sup>th</sup>, 2022 meeting.
2. Authorize a one year contract extension with Skanex Pipe Services, Inc. with three (3) items increased as listed (no increase for 2019, 2020 or 2021) on the base bid schedule (Sewer Dept.) - Request from Chad Roscoe for Town Board action to approve a contract extension with Skanex Pipe Services, Inc. This is the fourth and final renewal of a possible total of four (4) with three (3) items increasing in pricing. The contract, effective 7/26/2022 through 7/26/2023, will provide for services related to the annual Cured In Place Pipe (CIPP) Lining program related to the sanitary sewers and is limited to the annual funds as budgeted (see letter from C. Roscoe).
3. Accept NYSERDA Technology in the amount of \$75,000 and select OpenGov (via RFP) for the new software technology in an amount not to exceed \$69,733.33 plus other related connection fees (\$6,945) (Public Works Dept.) – Request from Evert Garcia for Town Board action to:
  - a. Accept the NYSERDA Grant in the amount of \$75,000 and authorize the Supervisor (or designee) to execute all documents related to the grant and:
  - b. Select OpenGov from the RFP for the new technology platform that will replace Municipity in an amount not to exceed \$69,733.33 and:
  - c. Authorized the Finance department to make the necessary amendments to the budget that will include the Grant revenue, the OpenGov software, and the additional costs of approximately \$6,945 (not covered by the grant) for miscellaneous licensing and connection fees.

Note: Grant provides payments after achieved milestones in the initial year and the final payment being made after two years of quarterly reports (see letter from E. Garcia).
4. Discussion only: Review hiring plan for Justice Court to replace Deputy Court Clerk, Sandy Jonas who is retiring on September 9<sup>th</sup>, 2022. No action will be needed at this time. When a candidate is selected, Lisa will return to the FASC to appoint the candidate (see letter from L. Pavlovych).
5. Change September FASC meetings: September 6<sup>th</sup> to August 31<sup>st</sup>; and September 20<sup>th</sup> to September 13<sup>th</sup> (see Town Board Meeting schedule).

**The next regularly scheduled meeting of the FASC will be held on  
WEDNESDAY, August 3, 2022 at 8:30 a.m. in the  
*AUDITORIUM* at the Brighton Town Hall.**

All members of the public are invited to attend FASC meetings.

**\*\*AS PER THE REGULAR SCHEDULE\*\***

**Brighton Town Board**  
**Finance and Administrative Services Committee**  
**Meeting Notes from the Wednesday July 6, 2022 Meeting**

**ATTENDEES**

**FASC Committee members:**

Jason DiPonzio (Chair)  
Robin Wilt  
William Moehle  
Paula Parker (Staff to the Committee)

**Other Town Councilmembers:**

Christine Corrado

**Department Heads/Other attendees:**

Evert Garcia (Public Works)  
Steve Zimmer (Highway/Sewer)  
Rebecca Cotter (Recreation)

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.m. and reviewed a number of contractual, procurement, finance and/or budget, and personnel related matters referred by Town departments and is prepared to make recommendations to the full Town Board as follows:

**Approval of Minutes:** Approval of Minutes – Receive and file the minutes of the June 15, 2022 meeting.

**Town Bid/Proposal Authorizations and Awards:**

Award Landfill Yard Waste Processing & Disposal Services for 2022 (Public Works Dept.) – The FASC discussed with Evert Garcia the request from Chad Roscoe for Town Board action to award the bid for Landfill Yard Waste Processing & Disposal Services for 2022 to the lowest responsible bidder, Green Renewables, Inc. Green Renewables, Inc. will provide the services as outlined in the bid at no cost to the Town and will make an annual payment to the Town of \$10,125. Further, authorize the Supervisor to execute two one-year renewal options (see letter from C. Roscoe).

The FASC recommends the Town Board take favorable action on this matter.

**Grant Authorizations and Acceptances:**

Accept SAM Grant in the amount of \$750,000 for the East Avenue Sidewalk Extension project (Public Works Dept.) – The FASC discussed with Evert Garcia his request for Town Board action to accept a SAM (State and Municipal Facilities Program) Grant in the amount of \$750,000 for the East Avenue Sidewalk Extension Project. Further authorize the Supervisor, Town Attorney, and/or his designee to execute any and all documents related to the grant. Further, authorize the Finance Department to make the necessary budget modifications to accommodate the grant and the costs related to the project (see letter from E. Garcia). \*It was noted that this project is included in the 2023-2025 CIP requests.

The FASC recommends the Town Board take favorable action on this matter.

### **Contracts and Contract Change Orders:**

No matters for this meeting.

### **Budget Amendments and Transfers:**

No matters for this meeting.

### **Personnel Matters:**

Approve an appointment to the position of Laborer in the Sewer Department effective July 25, 2022 (Sewer Dept.) – The FASC discussed with Steve Zimmer the request from Mike Guyon for Town Board action to approve the appointment of Nicholas Crandall to the position of Laborer, in the Sewer department, effective July 25, 2022 at a starting wage of \$20.23/hour (40 hour work week), in accordance with the CSEA bargaining agreement. This appointment is subject to the successful competition of a 52 week probationary period with all other terms and conditions as outlined in the CSEA bargaining agreement and appropriate Town Policies. This position is classified as non-competitive by Monroe County Civil Service Commission (see letter from M. Guyon).  
The FASC recommends the Town Board take favorable action on this matter.

Approve an appointment to the position of Laborer in the Sewer Department effective August 1, 2022 (Sewer Dept.) – The FASC discussed with Steve Zimmer, the request from Mike Guyon for Town Board action to approve the appointment of Anthony Rogers to the position of Laborer, in the Sewer department, effective August 1, 2022 at a starting wage of \$20.23/hour (40 hour work week), in accordance with the CSEA bargaining agreement. This appointment is subject to the successful competition of a 52 week probationary period with all other terms and conditions as outlined in the CSEA bargaining agreement and appropriate Town Policies. This position is classified as non-competitive by Monroe County Civil Service Commission (see letter from M. Guyon).

The FASC recommends the Town Board take favorable action on this matter.

Approve an appointment to the position of Laborer in the Highway Department effective July 25, 2022 (Highway Dept.) – Request from Mike Guyon for Town Board action to approve the appointment of Timmie Kenyon, Jr. to the position of Laborer, in the Highway department, effective July 25, 2022 at a starting wage of \$20.23/hour (40 hour work week), in accordance with the CSEA bargaining agreement. This appointment is subject to the successful competition of a 52 week probationary period with all other terms and conditions as outlined in the CSEA bargaining agreement and appropriate Town Policies. This position is classified as non-competitive by Monroe County Civil Service Commission (see letter from M. Guyon).

The FASC recommends the Town Board take favorable action on this matter.

Approve a probationary appointment to the position of Assistant Fire Marshal, part-time in the Public Works Department effective July 18, 2022 (Public Works Dept.) – The FASC discussed with Steve Zimmer the request from Mike Guyon for Town Board action to approve the probationary appointment of Edward Gerger to the position of Assistant Fire Marshal part-time effective July 18, 2022. The hourly salary for this position is \$21.51 as outlined on the Town of Brighton's Flat Salaried / Wage Positions Schedule for a 20 hour work week. Mr. Gerger must also successfully complete a 52 week probationary period. Funds are available in the A.DPW.3410 budget to accommodate this appointment (see letter from M. Guyon).

The FASC recommends the Town Board take favorable action on this matter.

### **Other Matters for Action of the Town Board:**

Amend Part Time & Seasonal Employee Wage Schedule to change Group X of this schedule (Finance & Recreation Depts.) – The FASC discussed with Paula Parker and Rebecca Cotter their request for Town Board action to amend the Part Time & Seasonal Employee Wage Schedule. We will be removing the titles of Micro Computer Support Technician and Senior Payroll Clerk from Group X and adding the Lifeguard positions as follows:

<b><u>Group X: (Lifeguards)</u></b>	<b><u>Step A</u></b>	<b><u>Step B</u></b>
1 Lifeguard II	\$18.00	\$18.40
2 Supervising Lifeguard	\$19.00	\$19.40
3 Supervising Lifeguard I	\$19.50	\$19.90

These titles will also be removed from Groups VI, VII and IX respectively. In addition the title of Lifeguard Instructor will be removed from the schedule as it is no longer used. The rates for these positions will be effective Nunc Pro Tunc, June 23, 2022. These rate increases are essential to be competitive with other organizations and to recruit and retain qualified staff for our summer season (see letter from P. Parker & R. Cotter).

The FASC recommends the Town Board take favorable action on this matter.

### **Other Matters for Discussion Only:**

Correction Note: Effective June 6<sup>th</sup> the new full time Recreation Leader, Colin Dawley was hired. There was a typo in the communication submitted for the salary schedule which reflected Group 1 and not Group 2. After consulting Town Attorney, Ken Gordon, it was determined that no further action is needed.

### **Matters Tabled for Research and/or Discussion:**

No matters for this meeting.

### **Executive Session:**

At 9:00 am, there was a motion by Robin Wilt to enter into an executive session to discuss the employment of a particular person/people. This was seconded by Supervisor Moehle and all voted aye.

At 9:15 am there was a motion to end the executive session by Supervisor Moehle. This was seconded by Robin Wilt and all voted aye.

Upon returning to regular session, the meeting was adjourned at 9:15 am.

DRAFT

**The next regularly scheduled meeting of the FASC will be held on  
Wednesday, July 20, 2022 at 8:30 AM**

in the **AUDITORIUM\*\*** at Brighton Town Hall.

All members of the public are invited to attend FASC meetings.

**\*\*AS PER THE REGULAR SCHEDULE\*\***



## Public Works Department

Commissioner of Public Works – Michael Guyon, P.E.

Chad Roscoe

Junior Engineer

July 14, 2022

The Honorable Town of Brighton Board  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, New York 14618

Re: 2022-2023 CIPP Lining Services  
Contract Extension

Dear Councilperson DiPonzio and Committee Members Finance:

At their July 11, 2018 meeting, the Town of Brighton authorized the Town Supervisor to execute a contract with Skanex Pipe Services, Inc. to provide services for the rehabilitation of the sanitary sewer system via the cured-in-place pipelining methodology. The executed agreement included an option to renew the contract for up to four additional twelve-month periods at the sole discretion of the Town of Brighton. The renewal allows for pricing adjustment if agreeable by the Town of Brighton.

For the 2022-2023 twelve-month period (7/26/2022-7/26/2023), Skanex Pipe Services, Inc. has proposed price increases to three different bid items, all other pricing will remain the same to the 2018-unit prices. The proposed price increases are shown in Table-1 below. Since this is the first increase in unit pricing being requested by Skanex since the original bid in 2018 and given the inflationary pricing that we are seeing across the construction industry, we find the requested increases to the three bid items acceptable at this time. Therefore, I am requesting that the Town Board approve a twelve-month extension of the contract for pipe rehabilitation services to Skanex Pipe Services, Inc. This extension represents the last extension allowed under the original 2018 contract and future CIPPP services will require the Town to go out to bid. Attached to this letter is the original 2018 contract bid item pricing with the new prices for your reference.

Table-1

<u>Pay Item</u>	<u>Item Description</u>	<u>2018 Contract Prices</u>	<u>2022 Proposed Prices</u>	<u>% Increase</u>
702	8" Dia. CIPP (full Section)	\$40.00 LF	\$42.00 LF	5%
707	21" Dia. CIPP (Full Section Rehab)	\$92.00 LF	\$110.00 LF	19.5%
708	24" Dia. CIPP (Full Section Rehab)	\$110.00 LF	\$125.00 LF	13.6%

Funds are available for these services in the 2022 Budget Account SS.SEWER.8120.280.

Respectfully,

Chad Roscoe  
Junior Engineer

Town of Brighton  
2018 CIPP Lining Project

004113  
Bid Form  
06/14/2018

## PART 2 - PRICING AND PROPOSAL DATA

### PART 2 - 1 SCOPE

The Bidder agrees to furnish the materials, equipment, superintendence, labor, skill and all other items necessary for the complete construction of the **2018 CIPP Lining Project** as described in the Contract Documents for the Unit Prices stated below.

- This contract will start with the date of the contract award and run for one year with the option to renew the contract up to four(4) additional twelve(12) month periods at the sole discretion of the Town of Brighton. Price changes may be proposed by the contractor no later than forty-five(45) days prior to contract extension, based upon the latest prevailing wage rates and material price change which must be supported with documentation. Should price changes not be acceptable to the Town of Brighton, the contract will not be extended. Prices may change only at time of the extension.*

### PART 2 - 2 PROPOSAL SCHEDULED PAYTEM ITEMS

The following Scheduled Payment Items are the only payment items under this Contract. Payment to the CONTRACTOR will be based on multiplying the appropriate payment item unit price, times the quantity of the item. The payment items shall include all labor and materials, equipment, overhead, bonds, insurances, profit, and other contingencies; no separate or additional compensation will be made under this Contract unless otherwise hereinafter specified.

For this bid, standard liner thicknesses as referenced in Note 1 and presented in Table 1 at the end of the Scheduled Payment Items shall be utilized. The deterioration of sewers is an ongoing process. Should preconstruction inspections reveal the sewers or site conditions to substantially differ from typical, the contractor shall then calculate a new design recommendation based on the current ASTM F1216 standard, and then request such adjustment of liner thickness as may be necessary. If requested by the OWNER, such requests for liner thickness adjustment shall be supported with design data and the calculations as per ASTM F1216. The deviation, if approved, shall be reflected by the appropriate adjustment to the Unit Cost of that Pay Item as represented in Table 2 of this Section. Any changes to Pay Item Unit Costs resulting from liner thickness adjustment shall be agreed upon by both OWNER and CONTRACTOR prior to issuance of the Purchase Order.

#### PART 2 - 2.1 BASE BID

The award of the Contract shall be based upon the lowest total cost of the Total Base Bid as configured by the summation of the unit prices outlined in the Total Base Bid table below:

##### Base Bid Schedule:

PAY ITEM	ITEM DESCRIPTION	UNIT PRICE	UNIT
740	SERVICE LATERAL CONNECTION BY REMOTE	\$ 250.00	Ea
741	REPAIR PROTRUDING LATERAL CONNECTIONS	\$ 250.00	Ea
742A	TEMPORARY BYPASS PUMPING - 6"-12" IN DIAMETER	\$ 500.00	Day
742B	TEMPORARY BYPASS PUMPING - 15"-24" IN DIAMETER	\$ 1,000.00	Day
702	8" DIAMETER CIPP (FULL SECTION REHAB)	<u>\$42.00</u>	LF

PAY ITEM	ITEM DESCRIPTION	UNIT PRICE	UNIT
704	12" DIAMETER CIPP (FULL SECTION REHAB)	\$ 58.00	LF
705	15" DIAMETER CIPP (FULL SECTION REHAB)	\$ 69.00	LF
706	18" DIAMETER CIPP (FULL SECTION REHAB)	\$ 79.00	LF
		Words	Numerals
<b>BASE BID</b> - (Includes ALL items listed above)		two thousand two hundred and forty-six dollars and no cents.	2,246.00

PART 2 - 2.2 ALTERNATE ITEMS

- A. The undersigned agrees that the owner may, at his sole discretion, use the following unit prices bid to add or to delete the noted work elements. *BIDDER MUST COMPLETE ALL ITEMS.*

PAY ITEM	ITEM DESCRIPTION	UNIT PRICE	UNIT
501B	MOBILIZATION (DIRECTED BY OWNER)	\$ 0.00	Hr
742C	TEMPORARY BYPASS PUMPING - 27"-36" IN DIAMETER	\$ 2,000	Day
700L	4"&5" DIAMETER CIPP, <u>LATERAL</u> (FULL SECTION REHAB)	\$ 100	LF
700	4"&5" DIAMETER CIPP (FULL SECTION REHAB)	\$ 100	LF
701L	6" DIAMETER CIPP, <u>LATERAL</u> (FULL SECTION REHAB)	\$ 100	LF
701	6" DIAMETER CIPP (FULL SECTION REHAB)	\$ 60	LF
703	10" DIAMETER CIPP (FULL SECTION REHAB)	\$ 45	LF
707	21" DIAMETER CIPP (FULL SECTION REHAB) <b>\$110.00</b>	\$ <del>92</del>	LF
708	24" DIAMETER CIPP (FULL SECTION REHAB) <b>\$125.00</b>	\$ <del>110</del>	LF
709	27" DIAMETER CIPP (FULL SECTION REHAB)	\$ 92	LF
710	30" DIAMETER CIPP (FULL SECTION REHAB)	\$ 185	LF
711	36" DIAMETER CIPP (FULL SECTION REHAB)	\$ 225	LF
720	4"&5" DIAMETER CIPP (SPOT REHAB - 1ST 5'; ADD'L LF PER ITEM 700)	\$ 1,500	Ea
721	6" DIAMETER CIPP (SPOT REHAB - 1ST 5'; ADD'L LF PER ITEM 701)	\$ 2,500	Ea
722	8" DIAMETER CIPP (SPOT REHAB - 1ST 5'; ADD'L LF PER ITEM 702)	\$ 2,500	Ea
723	10" DIAMETER CIPP (SPOT REHAB - 1ST 5'; ADD'L LF PER ITEM 703)	\$ 2,500	Ea
724	12" DIAMETER CIPP (SPOT REHAB - 1ST 5'; ADD'L LF PER ITEM 704)	\$ 3,000	Ea

PAY ITEM	ITEM DESCRIPTION	UNIT PRICE	UNIT
725	15" DIAMETER CIPP (SPOT REHAB - 1ST 5'; ADD'L LF PER ITEM 705)	\$ 3,500	Ea
726	18" DIAMETER CIPP (SPOT REHAB - 1ST 5'; ADD'L LF PER ITEM 706)	\$ 3,750	Ea
727	21" DIAMETER CIPP (SPOT REHAB - 1ST 5'; ADD'L LF PER ITEM 707)	\$ 3,750	Ea
728	24" DIAMETER CIPP (SPOT REHAB - 1ST 5'; ADD'L LF PER ITEM 708)	\$ 4,500	Ea
729	27" DIAMETER CIPP (SPOT REHAB - 1ST 5'; ADD'L LF PER ITEM 709)	\$ 4,500	Ea
730	30" DIAMETER CIPP (SPOT REHAB - 1ST 5'; ADD'L LF PER ITEM 710)	\$ 5,000	Ea
731	36" DIAMETER CIPP (SPOT REHAB - 1ST 5'; ADD'L LF PER ITEM 711)	\$ 6,000	Ea
4021	TURF RESTORATION	\$ 1.00	SF
790	STANDARD COMPOSITE MH REPAIR - MASONRY & EPOXY COATING	\$ 30	SF
791	ADD'L MH REPAIR - MASONRY COATING EXCEEDING 3" THICKNESS	\$ 25	LB

**NOTES:**

- (1) For purposes of this bid proposal, base bid liner thicknesses for the CIPP rehabilitations shall be based on typical conditions and at least equal to those values listed in bold in Table 1 below. These thicknesses shall be assumed for all Pay Items 700 – 731. Accordingly, the shaded columns in Table 2 represent the payment allowances that will be provided to the contractor in the event pipe liner thickness may need to be upsized beyond those minimum thicknesses used in their base bid. Requests for upsizing of liner thickness shall be recommended by the CONTRACTOR to the OWNER with the appropriate technical justification as set forth in Technical Specification 027500 and shall be at the approval of the OWNER. Any adjustment to Payment Items will be agreed upon and reflected in the issuance of the Purchase Order. If a liner thickness as approved by the OWNER is of an incremental value between those listed in the two tables below, a prorated amount of increase per LF shall be interpolated as based on those values. This value shall be mutually agreed upon before commencement of work. If thicknesses less than those of the base bid are recommended by the CONTRACTOR and agreed to by the OWNER, a credit allowance shall be at the discretion of the OWNER.



## Public Works Department

Commissioner of Public Works – Michael Guyon, P.E.

Evert Garcia, P.E.

Town Engineer

July 15, 2022

The Honorable Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, New York 14618

Re: NYSERDA PON 4600-Advancing Code Compliance Technology  
Software Vendor Selection

Dear Chairperson DiPonzio and Committee Members:

The Town currently uses Muncity Enterprise to intake and manage all permit applications submitted to the Building and Planning Department. Muncity Enterprise has been sunset by the developer, meaning that development and future support for the software has been discontinued. Sunsetting of Muncity Enterprise caused Town staff to expedite the search for an alternate software solution to manage the Town's permit intake and review process. As a result, the Town Board previously authorized an application to NYSERDA's PON 4600 pilot program. This pilot program awards selected municipalities \$75,000 to cover the purchase of an electronic technology platform aimed at facilitating and streamlining building code compliance plan review and inspection processes. The program seeks to provide the municipalities with a next-generation solution capable of modernizing, supporting, and enhancing current building and planning processes through a user-friendly interface. In May, NYSERDA notified us that the Town has been awarded a grant under the PON 4600 pilot program and requested that the Town enter into an agreement to secure the funding associated with the pilot program. A copy of the executed agreement is attached for your reference. As part of the PON 4600 application, Town staff prepared a request for proposals (RFP) for the procurement of a technology platform in accordance with the template RFP provided by NYSERDA. Four (4) software vendors submitted responses to the RFP as outlined in the Table 1 below:

Table 1

Software/Vendor	Software	Professional Services	Total 1st Year	Year 2 Maintenance
OpenGov	\$ 11,458.33	\$ 58,275.00	\$ 69,733.33	\$ 27,500.00
Muncity	\$ 21,464.00	\$ 64,100.00	\$ 85,564.00	\$ 29,232.00
MaintStar	\$ 44,500.00	\$ 50,000.00	\$ 94,500.00	\$ 19,500.00
CityWorks	\$ 25,400.00	\$ 254,735.00	\$ 280,135.00	\$ 26,250.00

Town staff evaluated the proposals and selected OpenGov, Muncity, and MaintStar for interviews. After much deliberation, Town staff selected OpenGov as the preferred software solution for this project. The OpenGov price proposal indicates that the cost to provide the software and initial implementation is \$69,733.33. This price assumes that the start of the project will be in August. OpenGov's pricing for the software component decreases on a prorated term depending on the starting month of the project. Subsequently, recurring annual maintenance costs for OpenGov will be \$27,500 in year 2, with an escalating cost of 5% per year each annual renewal term. The recurring annual costs would need to be included in the Town's operational budget starting in January of 2023. NYSERDA has indicated that disbursement of grant funds will be based on two milestones associated with this project.

Milestone #1 provides 60% of the funds (\$45,000) after issuance of an RFP for the software, selection of vendor, and copy of purchase order form for the software platform to NYSERDA. Milestone #2 will pay the remaining 40% of the funds (\$30,000) after two years of quarterly reports on the implementation experiences and function of the software platform to NYSERDA.

In addition to the costs outlined in Table 1, the following miscellaneous costs would not be covered by the grant and need to be considered during this purchase:

Table 2

Misc. Expenses	Software (est.)
Connection Fee to Laserfiche	\$ 3,000.00
Bluebeam Studio License	\$ 2,200.00
Bluebeam Revu Licenses (5X)	\$ 1,745.00
Total (Not Covered by Grant)	\$ 6,945.00

We are requesting that FASC recommend that the Town Board accept the grant award and authorize the Supervisor and/or his designee to execute any document related to the grant. Additionally, we are requesting that the Supervisor be authorized to enter into an agreement with OpenGov for the purchase of software and services as described in our RFP for a not to exceed price of \$69,733.33. Funding for this expenditure will be provided by the NYSERDA grant recently awarded to the Town. Furthermore, we are requesting authorization to expend funds to cover the costs of the miscellaneous expenses associated with the implementation of the new software and as outlined in Table 2. The replacement of the Municipity Enterprise software was not anticipated in the 2022 Budget and funding for the miscellaneous expenses has not been determined.

We are also requesting authorization for the Finance Department to complete the necessary budget transfers and amendments to fund these services.

I will attend your regularly scheduled meeting on July 20, 2022 to discuss this matter in more detail. As always, your consideration of these matters is greatly appreciated.

Respectfully Submitted,



Evert Garcia  
Department of Public Works

Cc: Paula Parker  
Rick DiStefano  
Mike Guyon

New York State Energy Research and Development Authority  
("NYSERDA")  
AGREEMENT

1. Agreement Number: 183152
2. Contractor: Town of Brighton
3. Project Director: Evert Garcia
4. Effective Date: March 23, 2022
5. Total Amount of Award: \$75,000
6. Project Period: March 23, 2022 - March 31, 2025
7. Expiration Date: September 30, 2025
8. Commitment Terms and Conditions

This Agreement consists of this form plus the following documents:

- Exhibit A, Statement of Work;
- Exhibit B, General Contract Provisions, Terms and Conditions;
- Exhibit C, Standard Terms and Conditions; and
- Exhibit D, Prompt Payment Policy Statement.

9. ACCEPTANCE. THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNLESS EXECUTED BELOW BY NYSERDA.

Town of Brighton

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

Name \_\_\_\_\_

Title \_\_\_\_\_

NEW YORK STATE ENERGY RESEARCH  
AND DEVELOPMENT AUTHORITY

Wendy MacPherson  
Director Contract  
Management

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

NYSERDA Authorized Signatory

Digitally signed by Wendy  
MacPherson, Director  
Contract Management  
Date: 2022.05.23 14:13:10  
+04'00'

**Exhibit A – Statement of Work**  
**PON 4600- Third Party Support and Advancing Code Compliance Technology Pilot Program**

**Authority Having Jurisdiction: TOWN OF BRIGHTON**

**Agreement Number: 183152**

**Project Background**

NYSERDA Program Opportunity Notice (PON) 4600 has two components, namely:

- 1) Third-Party Support,
- 2) Advancing Code Compliance Technology.

The implementation of grant funding associated with one or both components of this PON is anticipated to provide the building blocks for future technology-driven energy code compliance processes within AHJs. AHJs interested in the use of third-party support providers and/or expanding building code compliance capacities through electronic permitting and review platforms were encouraged to submit “Interest Applications” for one or both components of the PON. This agreement is based on the prior, official receipt of the Letter of Interest Application submitted by the Contractor to NYSERDA which specifies the Contractor’s interest in participating in one or both components of the PON.

**Town of Brighton** (hereafter, the “Contractor”) has expressed interest in securing clean energy related funding associated with the following component(s): **Advancing Code Compliance Technology Pilot Program**

**Project Component: Advancing Code Compliance Technology**

NYSERDA will allocate funding for the purchase and implementation of electronic code compliance technology platform to the Contractor based on the submission of a duly certified Request for Proposal (RFP) by the Contractor to NYSERDA. (A template RFP was attached to the PON (Attachment B) for use by the Contractor.) To ensure reasonableness of costs associated with online energy technology platforms, NYSERDA will require the Contractor to provide certified documentation detailing the municipal competitive procurement process as specified in their RFP.

The funding is expressly intended for use by and to be implemented at:

**Town of Brighton (AHJ)**  
**2300 Elmwood Avenue**  
**Rochester, NY 14618**

**Name of Chief Elected Official:** William W. Moehle (Town Supervisor)

**Name of Designated Contact (if different from above):** Evert Garcia (Town Engineer)

**Subcontractors:** N/A. The Contractor shall have sole responsibility for satisfactory completion of all Tasks and Deliverables outlined in this Agreement.

### **Deliverable Review Process**

The Contractor shall submit all Deliverables outlined in this Agreement to the NYSERDA Project Manager once a Task is completed. The Contractor shall submit all Deliverables in Microsoft Word, Microsoft Excel, and/or PDF format (or other format as identified in the Tasks below). Within thirty (30) business days of receipt of each Deliverable, the NYSERDA Project Manager shall provide comments to the Contractor or, if the Deliverable is acceptable, the NYSERDA Project Manager shall provide final approval. The Contractor shall prepare revisions to the Deliverable reflecting the NYSERDA Project Manager's comments and resubmit any revised Deliverable within thirty (30) business days after receipt of these comments. All Deliverables shall not be considered final unless approved by the NYSERDA Project Manager in writing to the Contractor.

### **Contract Award**

The total NYSERDA award amount and the total project cost for all Tasks shall not exceed the amount identified in Item No. 5 on page one. Any, and all cost overruns shall be the sole responsibility of the Contractor.

NYSERDA will only pay for the cost of the project components and reserves the right to withhold payments until all submission requirements listed in the Tasks section are confirmed as received.

### **Tasks and Deliverables**

The Contractor is solely responsible for all Tasks in this Statement of Work. Submission of deliverables to NYSERDA electronically (by email or via Salesforce) constitutes certification of the veracity of information contained therein.

The Contractor shall conduct all work as outlined in the following Tasks:

#### **1. *Tasks associated with Advancing Code Compliance Technology Component: Milestone Requirements***

***Task 1.1: Issuance of an RFP for Code Compliance Technology:*** The Contractor shall issue or has issued an RFP for the procurement of a technology platform for advanced energy code compliance in accordance with the template RFP provided as Attachment B to PON 4600. The Contractor shall select a vendor based on the evaluation criteria outlined in the RFP. To receive payment for this milestone, the Contractor shall submit a copy of the RFP associated with the selection of an electronic/online code compliance platform, the selected vendor, and the purchase order for the platform to NYSERDA. The copy of the RFP shall include a signed statement from the AHJ, attesting that it is a true copy of the final RFP. The Contractor shall not sign a contract with any selected vendor under the issued RFP until after this Agreement between Contractor and NYSERDA has been executed.

The first milestone payment of 60% of the total funding allocated based on funding criteria specified will not be provided by NYSERDA until this task is completed by the Contractor and

verified as such by NYSERDA. Contractor acknowledges and agrees that this first milestone funding **must be directly applied** towards the purchase and implementation of the electronic code compliance technology platform. If the first milestone funding is not directly applied towards the purchase and implementation of the electronic code compliance technology platform, NYSERDA reserves the right to require the Contractor to refund the milestone payment to NYSERDA within 60 days of said determination and shall terminate the contract.

**Task 1.2: Implementation and Reporting:** The Contractor shall implement the technology platform purchased in Task 1.1 and shall report for two years on the implementation experiences and functional use of the online energy technology platform. The Contractor shall report a required quarterly basis using evaluation and reporting forms, which shall be provided by NYSERDA. At the end of the second year and based on the timely completion and submission of the reporting feedback task and associated deliverables by the Contractor, NYSERDA will disburse the remaining 40% of the project funding allocated for this component.

**Task 1.1 Deliverables:** Submission of a certified copy of the RFP, selected vendor, and purchase order for purchased electronic/online code compliance platform.

**Task 1.2 Deliverables:** Timely completion and submission to NYSERDA of reporting and evaluation feedback forms by the Contractor on a quarterly basis. The forms will be prepared by NYSERDA and sent to the Contractor. It is Contractor's sole responsibility to ensure that all such forms be submitted back to the NYSERDA Project Manager within a two-week time frame. Upon completion and submission of the reporting feedback deliverables and at the end of the second year of the project, NYSERDA will disburse the remaining 40% of the project funding allocated for this component.

## **Budget**

### **Advancing Code Compliance Technology**

Municipality Size	Milestone #1 60%	Milestone #2 40%	Total Funding Amount
Small/Medium (0-39,999)	\$45,000	\$30,000	\$75,000

## EXHIBIT B

### GENERAL CONTRACT PROVISIONS, TERMS AND CONDITIONS

#### Article I

##### Definitions

Section 1.01. Definitions. Unless the context otherwise requires, the terms defined below shall have, for all purposes of this Agreement, the respective meanings set forth below, the following definitions to be equally applicable to both the singular and plural forms of any of the terms defined.

(a) General Definitions:

Agreement: This Agreement shall consist of Page One and Exhibits noted thereon, all of which are made a part hereof as if set forth here in full.

Budget: The Budget set forth at Exhibit A hereto.

Cash-based Expenses: Those obligations of Contractor that shall be settled in cash.

Contract Administrator: NYSERDA's Director of Contract Management, Wendy M. MacPherson, or such other person who may be designated, in writing, by NYSERDA.

Contract Information: Recorded information regardless of form or characteristic first produced in the performance of this Agreement, that is specified to be compiled under this Agreement, specified to be delivered under this Agreement, or that is actually delivered in connection with this Agreement, and including the Final Report delivered by Contractor pursuant to Exhibit A, Statement of Work, if applicable.

Expiration Date: The date, located on Page One, Item No. 7, beyond which any funding balances will be disencumbered, unless NYSERDA, in its sole discretion, elects to extend. Any extensions of this date are only effective if in writing.

Proprietary Information: Recorded information regardless of form or characteristic, produced or developed outside the scope of this Agreement and without NYSERDA financial support, provided that such information is not generally known or available from other sources without obligation concerning their confidentiality; has not been made available by the owner to others without obligation concerning its confidentiality; and is not already available to NYSERDA without obligation concerning its confidentiality. Under no circumstances shall any information included in the Final Report delivered by Contractor pursuant to Exhibit A, Statement of Work, if applicable, be considered Proprietary Information.

Person: An individual, a corporation, an association or partnership, an organization, a business or a government or political subdivision thereof, or any governmental agency or instrumentality.

Responsible: Responsible or Responsibility means the financial ability, legal capacity, integrity and past performance of Contractor and as such terms have been interpreted relative to public procurements. See NYS Finance Law Section 163(1)(c).

Statement of Work: The Statement of Work attached hereto as Exhibit A.

Subcontract: An agreement for the performance of Work by a Subcontractor, including any purchase order for the procurement of permanent equipment or expendable supplies in connection with the Work.

Subcontractor: A person who performs Work directly or indirectly for or on behalf of the Contractor (and whether or not in privity of contract with the Contractor) but not including any employees of the Contractor or the Subcontractors.

Work: The Work described in the Exhibit A (including the procurement of equipment and supplies in connection therewith) and the performance of all other requirements imposed upon the Contractor under this Agreement.

## Article II

### Performance of Work

Section 2.01. Manner of Performance. Subject to the provisions of Article XII hereof, the Contractor shall perform all of the Work described in the Statement of Work, or cause such Work to be performed in an efficient and expeditious manner and in accordance with all of the terms and provisions of this Agreement. The Contractor shall perform the Work in accordance with the current professional standards and with the diligence and skill expected for the performance of work of the type described in the Statement of Work. The Contractor shall furnish such personnel and shall procure such materials, machinery, supplies, tools, equipment and other items as may reasonably be necessary or appropriate to perform the Work in accordance with this Agreement.

Section 2.02. Project Personnel. It is understood and agreed that the Project Director identified at Item 3, Page One of this Agreement shall be responsible for the overall supervision and conduct of the Work on behalf of the Contractor and that the persons described in the Statement of Work shall serve in the capacities described therein. Any change of Project Director by the Contractor shall be subject to the prior written approval of NYSERDA. Such approval shall not be unreasonably withheld, and, in the event that notice of approval or disapproval is not received by the Contractor within thirty (30) days after receipt of request for approval by NYSERDA, the requested change in Project Director shall be considered approved. In the event that NYSERDA requires additional time for considering approval, NYSERDA shall notify the Contractor within thirty (30) days of receipt of the request for approval that additional time is required and shall specify the additional amount of time necessary up to thirty (30) days.

Section 2.03. Title to Equipment. Title shall vest in the Contractor to all equipment purchased hereunder.

## Article III

### Deliverables

Section 3.01. Deliverables. All deliverables shall be provided in accordance with the Exhibit A, Statement of Work.

## Article IV

### Payment

Section 4.01. Payment Terms. In consideration for this Agreement and as NYSERDA's full payment for the costs of the performance of all Work, and in respect of all other direct and indirect costs, charges or expenses incurred in connection therewith, NYSERDA shall pay to the Contractor amounts not to exceed the maximum amount set forth in

Item 5, Page One of this Agreement. Subject to the provisions and restrictions contained herein, including, without limitation, the Prompt Payment Policy Statement attached hereto as Exhibit D, payment will be made according to the Milestone Billing Events set forth in Exhibit A, Statement of Work. NYSERDA is not obligated to make any payments beyond the Expiration Date of this contract. Any funding balances will be disencumbered at that time, unless NYSERDA, in its sole discretion, elects to extend the Expiration Date. Any changes to expiration dates will be effective only if in writing.

#### Section 4.02. Payments

(a) **Invoicing:** Subject to any applicable provisions set forth in Exhibit A, Statement of Work, at the completion of each Milestone Event, for projects not managed through NYSERDA's Salesforce application, the Contractor shall submit invoices electronically to NYSERDA's online invoice system at: <https://services.nyserdera.ny.gov/Invoices/>. For projects managed through NYSERDA's Salesforce application, the Contractor shall submit the identified deliverables, including documentation reasonably sufficient to demonstrate completion and evidence of the Contractor's cost share, if applicable, and may request payment by NYSERDA of the amounts corresponding to the amounts indicated in Exhibit A, Statement of Work. The agreement number shown as Item 1 on page 1 of this Agreement, as well as the purchase order number, which will be generated and provided to the Contractor upon contract execution, should be referenced when submitting documentation of deliverables. Documentation shall be submitted electronically via email to the assigned Project Manager along with a statement "I hereby request that upon NYSERDA's approval of these deliverable(s), payment of the corresponding milestone payment amount be made in accordance with NYSERDA's Prompt Payment Policy, as detailed in the NYSERDA agreement" or, if this project is managed through NYSERDA's Salesforce application, via NYSERDA's Salesforce Contractor Portal with the Contractor's log-in credentials.

**Section 4.03. Final Payment.** Upon final acceptance by NYSERDA of all deliverables contained in Exhibit A, Statement of Work, pursuant to Section 6.02 hereof, the Contractor shall submit an invoice for final payment with respect to the Work, together with such supporting information and documentation as, and in such form as, NYSERDA may require. All invoices for final payment hereunder must, under any and all circumstances, be received by NYSERDA prior to the Expiration Date of the contract. In accordance with and subject to the provisions of NYSERDA's Prompt Payment Policy Statement, attached hereto as Exhibit D, NYSERDA shall pay to the Contractor within the prescribed time after receipt of such invoice for final payment, the total amount payable pursuant to Section 4.01 hereof, less all progress payments/milestone payments previously made to the Contractor with respect thereto and subject to the maximum commitment set forth in Section 4.06 hereof.

**Section 4.04. Release by the Contractor.** The acceptance by the Contractor of final payment shall release NYSERDA from all claims and liability that the Contractor, its representatives and assigns might otherwise have relating to this Agreement.

**Section 4.05. Maintenance of Records.** The Contractor shall keep, maintain, and preserve at its principal office throughout the term of the Agreement and for a period of three years after acceptance of the Work, full and detailed books, accounts, and records pertaining to this Agreement, including without limitation, all data, bills, invoices, payrolls, time records, expense reports, subcontracting efforts and other documentation evidencing, or in any material way related to, Contractor's performance under this Agreement.

**Section 4.06. Maximum Commitment.** The maximum aggregate amount payable by NYSERDA to the Contractor shall be the amount appearing at Item 5 of page one of this Agreement. NYSERDA shall not be liable for any costs or expenses in excess of such amount incurred by the Contractor in the performance and completion of the Work.

**Section 4.07. Audit.** NYSERDA shall have the right from time to time and at all reasonable times during the term of this Agreement and for the maintenance period set forth in Section 4.05 hereof to inspect

and audit any and all books, accounts and records related to this Agreement or reasonably necessary to the performance of an audit at the office or offices of the Contractor where they are then being kept, maintained and preserved pursuant to Section 4.05 hereof. Any payment made under the Agreement shall be subject to retroactive reduction for amounts included therein which are found by NYSERDA on the basis of any audit of the Contractor by NYSERDA, the State of New York or an agency of the United States not to constitute an allowable charge or cost hereunder.

## Article V

### Assignments, Subcontracts and Performance

Section 5.01. General Restrictions. Except as specifically provided otherwise in this Article, the assignment, transfer, conveyance, subcontracting or other disposal of this Agreement or any of the Contractor's rights, obligations, interests or responsibilities hereunder, in whole or in part, without the express consent in writing of NYSERDA shall be void and of no effect as to NYSERDA.

Section 5.02. Subcontract Procedures. Without relieving it of, or in any way limiting, its obligations to NYSERDA under this Agreement, the Contractor may enter into Subcontracts for the performance of Work or for the purchase of materials or equipment. Prior to beginning any Work, Contractor shall notify the NYSERDA Project Manager of all subcontractors performing work under the Agreement, as well as all changes in subcontractors throughout the term of the Agreement. Except for a subcontractor or supplier specified in a team arrangement with the Contractor in the Contractor's original proposal, and except for any subcontract or order for equipment, supplies or materials from a single subcontractor or supplier totaling less than \$50,000, the Contractor shall select all subcontractors or suppliers through a process of competitive bidding or multi-source price review. A team arrangement is one where a subcontractor or supplier specified in the Contractor's proposal is performing a substantial portion of the Work and is making a substantial contribution to the management and/or design of the Project. In the event that a competitive bidding or multi-source price review is not feasible, the Contractor shall document an explanation for, and justification of, a sole source selection. The Contractor shall document the process by which a subcontractor or supplier is selected by making a record summarizing the nature and scope of the work, equipment, supplies or materials sought, the name of each person or organization submitting, or requested to submit, a bid or proposal, the price or fee bid, and the basis for selection of the subcontractor or supplier. An explanation for, and justification of, a sole source selection must identify why the work, equipment, supplies or materials involved are obtainable from or require a subcontractor with unique or exceptionally scarce qualifications or experience, specialized equipment, or facilities not readily available from other sources, or patents, copyrights, or proprietary data. All Subcontracts shall contain provisions comparable to those set forth in this Agreement applicable to a subcontractor or supplier, and those set forth in Exhibit C to the extent required by law, and all other provisions now or hereafter required by law to be contained therein. Each Subcontract shall make express reference to this Agreement, and shall state that in the event of any conflict or inconsistency between any Subcontract and this Agreement, the terms and conditions of this Agreement shall control as between Subcontractor and Contractor. For each Subcontract valued at \$100,000 or more, the Contractor shall obtain and maintain, pursuant to Section 4.05, a completed Vendor Assurance of No Conflict of Interest or Detrimental Effect form from such Subcontractor prior to the execution of the Subcontract. Such form shall be made available to the Contractor by NYSERDA. Each such Subcontract shall contain a provision whereby the Subcontractor warrants and guarantees that there is and shall be no actual or potential conflict of interest that could prevent the Subcontractor's satisfactory or ethical performance of duties required to be performed pursuant to the terms of the Subcontract and that the Subcontractor shall have a duty to notify NYSERDA immediately of any actual or potential conflicts of interest. If this Agreement includes a provision requiring Contractor to make Payments to NYSERDA for the Sale or Licensing of a Product, each Subcontract shall include the provisions of Section 8.02, suitably modified to identify the parties. The Contractor shall submit to NYSERDA's Contract Administrator for review and written approval any subcontract(s) specified in the Statement of Work as requiring NYSERDA approval, including any replacements thereof.

Section 5.03. Performance. The Contractor shall promptly and diligently comply with its obligations under each Subcontract and shall take no action that would impair its rights thereunder. The Contractor shall take no action, and shall take all reasonable steps to prevent its Subcontractors from taking any action, that would impair NYSERDA's rights under this Agreement. The Contractor shall not assign, cancel or terminate any Subcontract without the prior written approval of NYSERDA's Contract Administrator as long as this Agreement remains in effect. Such approval shall not be unreasonably withheld and, in the event that notice of approval or disapproval is not received by the Contractor within thirty days after receipt of request for approval by NYSERDA, the requested assignment, cancellation, or termination of the Subcontract shall be considered approved by NYSERDA. In the event that NYSERDA requires additional time for considering approval, NYSERDA shall notify the Contractor within thirty (30) days of receipt of the request for approval that additional time is required and shall specify the additional amount of time necessary up to sixty (60) days.

## Article VI

### Schedule; Acceptance of Work

Section 6.01. Schedule. The Work shall be performed as expeditiously as possible in conformity with the schedule requirements contained herein and in the Statement of Work. The draft and final versions of all deliverables shall be submitted by the dates specified in the Exhibit A Schedule. It is understood and agreed that the delivery of the draft and final versions of such deliverables by the Contractor shall occur in a timely manner and in accordance with the requirements of the Exhibit A Schedule and Project Period noted in Item No. 7 of this Agreement.

Section 6.02. Acceptance of Work. The completion of the Work shall be subject to acceptance by NYSERDA in writing of all deliverables as defined in Exhibit A, Statement of Work. Where the specified deliverable is in the form of report, acceptance of such report is contingent on Contractor complying with all its obligations set forth in the corresponding task and that the report be complete, and sufficiently and accurately described.

## Article VII

### Force Majeure

Section 7.01. Force Majeure. Neither party hereto shall be liable for any failure or delay in the performance of its respective obligations hereunder if and to the extent that such delay or failure is due to a cause or circumstance beyond the reasonable control of such party, including, without limitation, acts of God or the public enemy, expropriation or confiscation of land or facilities, compliance with any law, order or request of any Federal, State, municipal or local governmental authority, acts of war, rebellion or sabotage or damage resulting therefrom, fires, floods, storms, explosions, accidents, riots, strikes, or the delay or failure to perform by any Subcontractor by reason of any cause or circumstance beyond the reasonable control of such Subcontractor.

## Article VIII

### Rights in Information; Confidentiality

Section 8.01. Rights in Contract and Proprietary Information; Confidentiality.

(a) NYSERDA shall have the right to use, duplicate, or disclose Contract Information, in whole or in part, in any manner and for any purpose whatsoever, and to permit others to do so.

(b) The Contractor shall have the right to use Contract Information for its private purposes, subject to the provisions of this Agreement.

(c) NYSERDA shall have no rights to any Proprietary Information.

(d) No information shall be treated by NYSERDA as confidential unless such information is clearly so marked by Contractor at the time it is disclosed to NYSERDA; see Exhibit C regarding NYSERDA's obligations under the Freedom of Information Law. Under no circumstances shall any information included in the Final Report delivered by Contractor pursuant to Exhibit A, Statement of Work, be considered confidential or Proprietary Information.

(e) The Contractor agrees that to the extent it receives or is given any information from NYSERDA or a NYSERDA contractor or subcontractor, the Contractor shall treat such data in accordance with any restrictive legend contained thereon or instructions given by NYSERDA, unless another use is specifically authorized by prior written approval of the NYSERDA Project Manager. Contractor acknowledges that in the performance of the Work under this Agreement, Contractor may come into possession of personal information as that term is defined in Section 92 of the New York State Public Officers Law. Contractor agrees not to disclose any such information without the consent of NYSERDA.

(f) In conjunction with Contractor's performance of the Project, NYSERDA or other entities may furnish Contractor with information concerning the Work that is collected and stored by, or on behalf of, NYSERDA (the "Information"). The Contractor must follow the policies and procedures outlined in the **New York State Information Classification Policy (NYS-S14-002)** (<https://its.ny.gov/document/information-classification-standard>) and the **New York State Information Security Controls Standard (https://its.ny.gov/document/information-security-controls-standard)**.

Any non-public, confidential, or proprietary Information will be kept confidential and will not, without NYSERDA's prior written consent, be disclosed by Contractor, Contractor's agents, employees, contractors or professional advisors, in any manner whatsoever, in whole or in part, and will not be used by Contractor, Contractor's agents, employees, contractors or professional advisors other than in connection with the Work. Contractor agrees to transmit the Information only to Contractor's agents, employees, contractors and professional advisors who need to know the Information for that purpose and who are informed by Contractor of the confidential nature of the Information and who will agree in writing to be bound by the terms and conditions of this Agreement.

The NYS Office of Information Technology Services (ITS) establishes and regularly updates policies, standards, and guidelines for technology and information security (collectively referred to as "ITS Security Policies") for State Entities, including NYSERDA. Contractor shall conform to the requirements of ITS Security Policies when conducting work on behalf of NYSERDA including, but not limited to, application development, web development, hosting, or managing NYSERDA's sensitive data are required to comply with the NYS requirements. These requirements include, but are not limited to, the NYS Information Security Policy NYS-P03-002 which sets forth the minimum requirements, responsibilities, and accepted behaviors to establish and maintain a secure environment and achieve the State's information security objectives. In addition to this umbrella policy, the following standards establish specific minimum information security requirements:

- **Vulnerability Scanning Standard (NYS-S15-002)**
- **Security Logging Standard (NYS-S14-005)**
- **Patch Management Standard (NYS-S15-001)**
- **Encryption Standard (NYS-S14-007)**

A complete list of ITS Security Policies is available at: <https://its.ny.gov/tables/technologypolicvindex>.

Contractor shall notify NYSERDA's Information Security Officer immediately upon discovery or notification of any security breaches or vulnerabilities:

- [information.security@nyserda.ny.gov](mailto:information.security@nyserda.ny.gov)
- (518) 862-1090 x3486

Contractor will keep a record of the location of the Information. At the conclusion of the Project Period, Contractor will return to NYSERDA all the Information and/or provide proof to NYSERDA that the Information was destroyed. Contractor also agrees to submit to an audit of its data security/destruction practices by NYSERDA or its representative during the contract term and for up to two (2) years following the expiration of the Agreement.

Additional information on the above can be found on the Doing Business with NYSERDA webpage at <https://www.nyserda.ny.gov/About/Doing-Business-with-NYSERDA>, as amended and superseded.

(g) If, in the course of performance of the Agreement, Contractor or Subcontractors (if any) encounter any information in NYSERDA's Salesforce or other database platforms that a reasonable person would identify as unrelated to the Agreement or otherwise inadvertently produced to Contractor or Subcontractors, Contractor shall notify NYSERDA immediately and neither Contractor nor Subcontractor shall use such inadvertently produced information for its own use. Any Contractor access to NYSERDA information shall be used solely for NYSERDA-related matters. This shall include, but not be limited to, access to the Salesforce CRM.

## Article IX

### Warranties and Guarantees

Section 9.01. Warranties and Guarantees. The Contractor warrants and guarantees that:

(a) all information provided and all representations made by Contractor as a part of the Proposal Checklist or application, if any, submitted to NYSERDA in order to obtain this Agreement were, to the best of Contractor's knowledge, complete, true and accurate when provided or made;

(b) as of the Effective Date, it is financially and technically qualified to perform the Work, and is qualified to do business and is in good standing in all jurisdictions necessary for Contractor to perform its obligations under this Agreement;

(c) it is familiar with and will comply with all general and special Federal, State, municipal and local laws, ordinances and regulations, if any, that may in any way affect the performance of this Agreement;

(d) the design, supervision and workmanship furnished with respect to performance of the Work shall be in accordance with sound and currently accepted scientific standards and engineering practices;

(e) all materials, equipment and workmanship furnished by it and by Subcontractors in performance of the Work or any portion thereof shall be free of defects in design, material and workmanship, and all such materials and equipment shall be of first-class quality, shall conform with all applicable codes, specifications, standards and ordinances and shall have service lives and maintenance characteristics suitable for their intended purposes in accordance with sound and currently accepted scientific standards and engineering practices;

(f) neither the Contractor nor any of its employees, agents, representatives or servants has actual knowledge of any patent issued under the laws of the United States or any other matter which could constitute a basis for any claim that the performance of the Work or any part thereof infringes any patent or otherwise interferes with any other right of any Person;

(g) to the best of Contractor's knowledge, there are no existing undisclosed or threatened legal actions, claims, or encumbrances, or liabilities that may adversely affect the Work or NYSERDA's rights hereunder;

(h) it has no actual knowledge that any information or document or statement furnished by the Contractor in connection with this Agreement contains any untrue statement of a material fact or omits to state a material fact necessary to make the statement not misleading, and that all facts have been disclosed that would materially adversely affect the Work;

(i) all information provided to NYSERDA with respect to State Finance Law Sections 139-j and 139-k is complete, true and accurate;

(j) Contractor is familiar with and will comply with NYSERDA's *Code of Conduct for Contractors, Consultants, and Vendors* with respect to the performance of this Agreement, including, but not limited to, the provisions that ensure the appropriate use of public funds by requiring Contractors, Consultants and Vendors to refrain from policy advocacy on behalf of NYSERDA unless explicitly authorized, and in the manner described, under the terms of their Agreement; and to refrain from providing advocacy positions or opinions of their own that could be construed as those of NYSERDA (<http://www.nyserda.ny.gov/-/media/Files/About/Board-Governance/NYSERDA-Code-of-Conduct-Contractors.pdf>); and

(k) its rates for the indirect costs charged herein have been determined based on the Contractor's reasonably anticipated indirect costs during the term of the Agreement and calculated consistent with generally accepted accounting principles.

(l) Contractor shall at all times during the Agreement term remain Responsible, and Contractor agrees, if requested by NYSERDA, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.

(m) Contractor represents that there is and shall be no actual or potential conflict of interest that could prevent the Contractor's satisfactory or ethical performance of duties required to be performed pursuant to the terms of this Agreement. The Contractor shall have a duty to notify NYSERDA immediately of any actual or potential conflicts of interest.

## Article X

### Indemnification

Section 10.01. Indemnification. The Contractor shall protect, indemnify and hold harmless NYSERDA and the State of New York from and against all liabilities, losses, claims, damages, judgments, penalties, causes of action, costs and expenses (including, without limitation, attorneys' fees and expenses) imposed upon or incurred by or asserted against NYSERDA or the State of New York resulting from, arising out of or relating to Contractor's or its Subcontractors' performance of this Agreement. The obligations of the Contractor under this Article shall survive any expiration or termination of this Agreement, and shall not be limited by any enumeration herein of required insurance coverage.

## Article XI

### Insurance

Section 11.01. Maintenance of Insurance; Policy Provisions. The Contractor, at no additional direct cost to NYSERDA, shall maintain or cause to be maintained throughout the term of this Agreement,

insurance of the types and in the amounts specified in the Section hereof entitled Types of Insurance. All such insurance shall be evidenced by insurance policies, each of which shall:

(a) except policies in evidence of insurance required under Section 11.02(b), name or be endorsed to cover NYSERDA and the State of New York as additional insureds;

(b) provide that such policy may not be cancelled or modified until at least 30 days after receipt by NYSERDA of written notice thereof; and

(c) be reasonably satisfactory to NYSERDA in all other respects.

Section 11.02. Types of Insurance. The types and amounts of insurance required to be maintained under this Article are as follows:

(a) Commercial general liability insurance for bodily injury liability, including death, and property damage liability, incurred in connection with the performance of this Agreement, with minimum limits of \$1,000,000 in respect of claims arising out of personal injury or sickness or death of any one person, \$1,000,000 in respect of claims arising out of personal injury, sickness or death in any one accident or disaster, and \$1,000,000 in respect of claims arising out of property damage in any one accident or disaster; and

(b) Workers Compensation, Employers Liability, and Disability Benefits as required by New York State.

Section 11.03. Delivery of Policies; Insurance Certificates. Prior to commencing the Work, the Contractor shall deliver to NYSERDA certificates of insurance issued by the respective insurers, indicating the Agreement number thereon, evidencing the insurance required by Article XI hereof. In the event any policy furnished or carried pursuant to this Article will expire on a date prior to acceptance of the Work by NYSERDA pursuant to the section hereof entitled Acceptance of Work, the Contractor, not less than 15 days prior to such expiration date, shall deliver to NYSERDA certificates of insurance evidencing the renewal of such policies, and the Contractor shall promptly pay all premiums thereon due. In the event of threatened legal action, claims, encumbrances, or liabilities that may affect NYSERDA hereunder, or if deemed necessary by NYSERDA due to events rendering a review necessary, upon request the Contractor shall deliver to NYSERDA a certified copy of each policy.

#### Article XII

#### Stop Work Order; Termination; Non-Responsibility

##### Section 12.01. Stop Work Order.

(a) NYSERDA may at any time, by written Order to the Contractor, require the Contractor to stop all or any part of the Work called for by this Agreement for a period of up to ninety (90) days after the Stop Work Order is delivered to the Contractor, and for any further period to which the parties may agree. Any such order shall be specifically identified as a Stop Work Order issued pursuant to this Section. Upon receipt of such an Order, the Contractor shall forthwith comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the Work covered by the Order during the period of work stoppage consistent with public health and safety. Within a period of ninety (90) days after a Stop Work Order is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, NYSERDA shall either:

(i) by written notice to the Contractor, cancel the Stop Work Order, which shall be effective as provided in such cancellation notice, or if not specified therein, upon receipt by the Contractor, or

(ii) terminate the Work covered by such order as provided in the Termination Section of this Agreement.

(b) If a Stop Work Order issued under this Section is cancelled or the period of the Order or any extension thereof expires, the Contractor shall resume Work. An equitable adjustment shall be made in the delivery schedule, the estimated cost, the fee, if any, or a combination thereof, and in any other provisions of the Agreement that may be affected, and the Agreement shall be modified in writing accordingly, if:

(i) the Stop Work Order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this Agreement, and

(ii) the Contractor asserts a claim for such adjustments within 30 days after the end of the period of Work stoppage; provided that, if NYSERDA decides the facts justify such action, NYSERDA may receive and act upon any such claim asserted at any time prior to final payment under this Agreement.

(c) If a Stop Work Order is not cancelled and the Work covered by such Order is terminated, the reasonable costs resulting from the Stop Work Order shall be allowed by equitable adjustment or otherwise.

(d) Notwithstanding the provisions of this Section 12.01, the maximum amount payable by NYSERDA to the Contractor pursuant to this Section 12.01 shall not be increased or deemed to be increased except by specific written amendment hereto.

#### Section 12.02. Termination.

(a) This Agreement may be terminated by NYSERDA at any time during the term of this Agreement with or without cause, upon ten (10) days prior written notice to the Contractor. In such event, payment shall be paid to the Contractor for Work performed and expenses incurred prior to the effective date of termination in accordance with the provisions of the Article hereof entitled Payment and in reimbursement of any amounts required to be paid by the Contractor pursuant to Subcontracts; provided, however, that upon receipt of any such notice of termination, the Contractor shall cease the performance of Work, shall make no further commitments with respect thereto and shall reduce insofar as possible the amount of outstanding commitments (including, to the extent requested by NYSERDA, through termination of subcontracts containing provisions therefore). Articles VIII, IX, and X shall survive any termination of this Agreement, and Article XVII shall survive until the payment obligations pursuant to Article VIII have been met.

(b) NYSERDA specifically reserves the right to terminate this agreement upon its determination of excessive project schedule lapses or delays. NYSERDA also reserves the right to deny schedule extensions for project completion beyond those to which the parties agreed upon the initial execution of the agreement.

(c) NYSERDA specifically reserves the right to terminate this agreement in the event that the certification filed by the Contractor in accordance with State Finance Law Sections 139-j and 139-k is found to have been intentionally false or intentionally incomplete, or that the certification filed by the Contractor in accordance with New York State Tax Law Section 5-a is found to have been intentionally false when made. Terminations under this subsection (c) will be effective upon Notice.

(d) Nothing in this Article shall preclude the Contractor from continuing to carry out the Work called for by the Agreement after receipt of a Stop Work Order or termination notice at its own election, provided that, if the Contractor so elects: (i) any such continuing Work after receipt of the Stop Work Order or termination notice shall be deemed not to be Work pursuant to the Agreement, and (ii) NYSERDA shall have no liability to the Contractor for any costs of the Work continuing after receipt of the Stop Work Order or termination notice.

### Section 12.03 Suspension or Termination for Non-Responsibility.

(a) Suspension. NYSERDA, in its sole discretion, reserves the right to suspend any or all activities under this Agreement, at any time, when it discovers information that calls into question the Responsibility of the Contractor. In the event of such suspension, the Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as NYSERDA issues a written notice authorizing a resumption of performance under the Contract.

(b) Termination. Upon written notice to the Contractor, and a reasonable opportunity to be heard with appropriate NYSERDA officials or staff, this Agreement may be terminated by NYSERDA at the Contractor's expense where the Contractor is determined by NYSERDA to be non-Responsible. In such event, NYSERDA may complete the contractual requirements in any manner it may deem advisable and pursue available legal or equitable remedies for breach.

## Article XIII

### Independent Contractor

#### Section 13.01. Independent Contractor.

(a) The status of the Contractor under this Agreement shall be that of an independent contractor and not that of an agent, and in accordance with such status, the Contractor, the Subcontractors, and their respective officers, agents, employees, representatives and servants, including the Project Director, shall at all times during the term of this Agreement conduct themselves in a manner consistent with such status and by reason of this Agreement shall neither hold themselves out as, nor claim to be acting in the capacity of, officers, employees, agents, representatives or servants of NYSERDA nor make any claim, demand or application for any right or privilege applicable to NYSERDA, including, without limitation, vicarious liability, professional liability coverage or indemnification, rights or privileges derived from workers' compensation coverage, unemployment insurance benefits, social security coverage and retirement membership or credit. It is understood and agreed that the personnel furnished by Contractor to perform the Work shall be Contractor's employee(s) or agent(s), and under no circumstances are such employee(s) to be considered NYSERDA's employee(s) or agent(s), and shall remain the employees of Contractor, except to the extent required by section 414(n) of the Internal Revenue Code.

(b) Contractor expressly acknowledges NYSERDA's need to be advised, on an immediate basis, of the existence of any claim or event that might result in a claim or claims against NYSERDA, Contractor and/or Contractor's personnel by virtue of any act or omission on the part of NYSERDA or its employees. Accordingly, Contractor expressly covenants and agrees to notify NYSERDA of any such claim or event, including but not limited to, requests for accommodation and allegations of harassment and/or discrimination, immediately upon contractor's discovery of the same, and to fully and honestly cooperate with NYSERDA in its efforts to investigate and/or address such claims or events, including but not limited to, complying with any reasonable request by NYSERDA for disclosure of information concerning such claim or event even in the event that this Agreement should terminate for any reason.

## Article XIV

### Compliance with Certain Laws

Section 14.01. Laws of the State of New York. The Contractor shall comply with all of the requirements set forth in Exhibit C hereto.

Section 14.02. All Legal Provisions Deemed Included. It is the intent and understanding of the Contractor and NYSERDA that each and every provision of law required by the laws of the State of New York to be contained in this Agreement shall be contained herein, and if, through mistake, oversight or otherwise, any such provision is not contained herein, or is not contained herein in correct form, this Agreement shall, upon the application of either NYSERDA or the Contractor, promptly be amended so as to comply strictly with the laws of the State of New York with respect to the inclusion in this Agreement of all such provisions.

Section 14.03. Other Legal Requirements. The references to particular laws of the State of New York in this Article, in Exhibit C and elsewhere in this Agreement are not intended to be exclusive and nothing contained in such Article, Exhibit and Agreement shall be deemed to modify the obligations of the Contractor to comply with all legal requirements.

Section 14.04. Sexual Harassment Policy. The Contractor and all Subcontractors must have a written sexual harassment prevention policy addressing sexual harassment in the workplace and must provide annual sexual harassment training to all employees.

## Article XV

### Notices, Entire Agreement, Amendment, Counterparts

#### Section 15.01. Notices.

(a) All notices, requests, consents, approvals and other communications which may or are required to be given by either party to the other under this Agreement shall be in writing and shall be transmitted either:

1. via certified or registered United States mail, return receipt requested;
2. by facsimile transmission;
3. by personal delivery;
4. by expedited delivery service; or
5. by e-mail, return receipt requested.

Such notices shall be addressed as follows, or to such different addresses as the parties may from time-to-time designate as set forth in paragraph (c) below:

#### NYSERDA

Name: Wendy M. MacPherson

Title: Director of Contract Management

Address: 17 Columbia Circle, Albany, New York 12203

Facsimile Number: (518) 862-1091

E-Mail Address: Wendy.MacPherson@nyserda.ny.gov

Personal Delivery: Reception desk at the above address

#### Town of Brighton

Name: Evert Garcia

Title: Town Engineer

Address: 2300 Elmwood Avenue, Attn: Mike Guyon, Rochester, NY, 14618

Facsimile Number:

E-Mail Address: [evertgarcia@townofbrighton.org](mailto:evertgarcia@townofbrighton.org)

(b) Any such notice shall be deemed to have been given either at the time of personal delivery or, in the case of expedited delivery service or certified or registered United States mail, as of the date of first attempted delivery at the address and in the manner provided herein, or in the case of facsimile transmission or email, upon receipt.

(c) The parties may, from time to time, specify any new or different address in the United States as their address for purpose of receiving notice under this Agreement by giving fifteen (15) days written notice to the other party sent in accordance herewith. The parties agree to mutually designate individuals as their respective representatives for the purposes of receiving notices under this Agreement. Additional individuals may be designated in writing by the parties for purposes of implementation and administration/billing, resolving issues and problems and/or for dispute resolution.

Section 15.02. Entire Agreement; Amendment. This Agreement embodies the entire agreement and understanding between NYSERDA and the Contractor and supersedes all prior agreements and understandings relating to the subject matter hereof. Except for no-cost time extensions, which may be signed by NYSERDA and require no counter-signature by the Contractor, and except as otherwise expressly provided for herein, this Agreement may be changed, waived, discharged or terminated only by an instrument in writing, signed by the party against which enforcement of such change, waiver, discharge or termination is sought.

Section 15.03. Counterparts. This Agreement may be executed in counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

## Article XVI

### Publicity

#### Section 16.01. Publicity.

(a) The Contractor shall collaborate with NYSERDA's Communications Department to prepare any press release and to plan for any news conference concerning the Work. In addition the Contractor shall notify NYSERDA's Communications Department regarding any media interview in which the Work is referred to or discussed.

(b) It is recognized that during the course of the Work under this Agreement, the Contractor or its employees may from time to time desire to publish information regarding scientific or technical developments made or conceived in the course of or under this Agreement. In any such information, the Contractor shall credit NYSERDA's funding participation in the Project, and shall state that "NYSERDA has not reviewed the information contained herein, and the opinions expressed in this report do not necessarily reflect those of NYSERDA or the State of New York." Notwithstanding anything to the contrary contained herein, the Contractor shall have the right to use and freely disseminate project results for educational purposes, if applicable, consistent with the Contractor's policies.

(c) Commercial promotional materials or advertisements produced by the Contractor shall credit NYSERDA, as stated above, and shall be submitted to NYSERDA for review and recommendations to improve their effectiveness prior to use. The wording of such credit can be approved in advance by NYSERDA, and, after initial approval, such credit may be used in subsequent promotional materials or advertisements without additional approvals for the credit, provided, however, that all such promotional materials or advertisements shall be submitted to NYSERDA prior to use for review, as stated above. Such approvals shall not be unreasonably withheld, and, in the event that notice of approval or disapproval is not received by the Contractor within thirty days after receipt of request for approval, the promotional materials or advertisement shall be considered approved. In the event that NYSERDA requires additional time for considering approval, NYSERDA shall notify the Contractor within thirty days of receipt of the request for approval that additional time is required and shall specify the additional amount of time necessary up to 180 days. If NYSERDA and the Contractor do not agree on the wording of such credit in connection with such materials, the Contractor may use such materials, but agrees not to include such credit.

## EXHIBIT C

REVISED 12/19

### STANDARD TERMS AND CONDITIONS FOR ALL NYSERDA AGREEMENTS

(Based on Standard Clauses for New York State Contracts and Tax Law Section 5-a)

The parties to the Agreement agree to be bound by the following clauses which are hereby made a part of the Agreement to the extent applicable:

1. NON-DISCRIMINATION REQUIREMENTS. To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is an Agreement for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this Agreement shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this Agreement. If this is a building service Agreement as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this Agreement and forfeiture of all moneys due hereunder for a second subsequent violation.

2. WAGE AND HOURS PROVISIONS. If this is a public work Agreement covered by Article 8 of the Labor Law or a building service Agreement covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by NYSERDA of any NYSERDA-approved sums due and owing for work done upon the project.

3. NON-COLLUSIVE BIDDING REQUIREMENT. In accordance with Section 2878 of the Public Authorities Law, if this Agreement was awarded based upon the submission of bids, Contractor warrants, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further warrants that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to NYSERDA a non-collusive bidding certification on Contractor's behalf.

4. INTERNATIONAL BOYCOTT PROHIBITION. If this Agreement exceeds \$5,000, the Contractor agrees, as a material condition of the Agreement, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the Federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the Agreement's execution, such Agreement, amendment or modification thereto shall be rendered forfeit and void. The Contractor

shall so notify NYSERDA within five (5) business days of such conviction, determination or disposition of appeal. (See and compare Section 220-f of the Labor Law, Section 139-h of the State Finance Law, and 2 NYCRR 105.4).

5. SET-OFF RIGHTS. NYSERDA shall have all of its common law and statutory rights of set-off. These rights shall include, but not be limited to, NYSERDA's option to withhold for the purposes of set-off any moneys due to the Contractor under this Agreement up to any amounts due and owing to NYSERDA with regard to this Agreement, any other Agreement, including any Agreement for a term commencing prior to the term of this Agreement, plus any amounts due and owing to NYSERDA for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto.

6. PROPRIETARY INFORMATION. Notwithstanding any provisions to the contrary in the Agreement, Contractor and NYSERDA acknowledge and agree that all information, in any format, submitted to NYSERDA shall be subject to and treated in accordance with the NYS Freedom of Information Law ("FOIL," Public Officers Law, Article 6). Pursuant to FOIL, NYSERDA is required to make available to the public, upon request, records or portions thereof which it possesses, unless that information is statutorily exempt from disclosure. Therefore, unless the Agreement specifically requires otherwise, Contractor should submit information to NYSERDA in a non-confidential, non-proprietary format. FOIL does provide that NYSERDA may deny access to records or portions thereof that "are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." [See Public Officers Law, § 87(2)(d)]. Accordingly, if the Agreement specifically requires submission of information in a format Contractor considers a proprietary and/or confidential trade secret, Contractor shall fully identify and plainly label the information "confidential" or "proprietary" at the time of disclosure. By so marking such information, Contractor represents that the information has actual or potential specific commercial or competitive value to the competitors of Contractor. Without limitation, information will not be considered confidential or proprietary if it is or has been (i) generally known or available from other sources without obligation concerning its confidentiality; (ii) made available by the owner to others without obligation concerning its confidentiality; or (iii) already available to NYSERDA without obligation concerning its confidentiality. In the event of a FOIL request, it is NYSERDA's policy to consider records as marked above pursuant to the trade secret exemption procedure set forth in 21 New York Codes Rules & Regulations § 501.6 and any other applicable law or regulation. However, NYSERDA cannot guarantee the confidentiality of any information submitted. More information on FOIL, and the relevant statutory law and regulations, can be found at the website for the Committee on Open Government (<http://www.dos.ny.gov/about/foil2.html>) and NYSERDA's Regulations, Part 501 <http://www.nyserda.ny.gov/About/New-York-State-Regulations.aspx>

7. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION. (a) FEDERAL EMPLOYER IDENTIFICATION NUMBER and/or FEDERAL SOCIAL SECURITY NUMBER. As a condition to NYSERDA's obligation to pay any invoices submitted by Contractor pursuant to this Agreement, Contractor shall provide to NYSERDA its Federal employer identification number or Federal social security number, or both such numbers when the Contractor has both such numbers. Where the Contractor does not have such number or numbers, the Contractor must give the reason or reasons why the payee does not have such number or numbers.

(b) PRIVACY NOTIFICATION. The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by Contractor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law.

8. CONFLICTING TERMS. In the event of a conflict between the terms of the Agreement (including any and all attachments thereto and amendments thereof) and the terms of this Exhibit C, the terms of this Exhibit C shall control.

9. GOVERNING LAW. This Agreement shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

10. NO ARBITRATION. Disputes involving this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily required) without the NYSERDA's written consent, but must, instead, be heard in a court of competent jurisdiction of the State of New York.

11. SERVICE OF PROCESS. In addition to the methods of service allowed by the State Civil Practice Law and Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon NYSERDA's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify NYSERDA, in writing, of each and every change of address to which service of process can be made. Service by NYSERDA to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

12. CRIMINAL ACTIVITY. If subsequent to the effectiveness of this Agreement, NYSERDA comes to know of any allegation previously unknown to it that the Contractor or any of its principals is under indictment for a felony, or has been, within five (5) years prior to submission of the Contractor's proposal to NYSERDA, convicted of a felony, under the laws of the United States or Territory of the United States, then NYSERDA may exercise its stop work right under this Agreement. If subsequent to the effectiveness of this Agreement, NYSERDA comes to know of the fact, previously unknown to it, that Contractor or any of its principals is under such indictment or has been so convicted, then NYSERDA may exercise its right to terminate this Agreement. If the Contractor knowingly withheld information about such an indictment or conviction, NYSERDA may declare the Agreement null and void and may seek legal remedies against the Contractor and its principals. The Contractor or its principals may also be subject to penalties for any violation of law which may apply in the particular circumstances. For a Contractor which is an association, partnership, corporation, or other organization, the provisions of this paragraph apply to any such indictment or conviction of the organization itself or any of its officers, partners, or directors or members of any similar governing body, as applicable.

13. PERMITS. It is the responsibility of the Contractor to acquire and maintain, at its own cost, any and all permits, licenses, easements, waivers and permissions of every nature necessary to perform the work.

14. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS. The Contractor certifies and warrants that all wood products to be used under this Agreement will be in accordance with, but not limited to, the specifications and provisions of State Finance Law Section 165 (Use of Tropical Hardwoods), which prohibits purchase and use of tropical hardwoods, unless specifically exempted by NYSERDA.

15. OMNIBUS PROCUREMENT ACT OF 1992. It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development  
Division for Small Business  
625 Broadway  
Albany, New York 12207  
Telephone: 518-292-5200  
Fax: 518-292-5884  
<http://www.esd.ny.gov>

A directory of certified minority and women-owned business enterprises is available from:

NYS Department of Economic Development  
Division of Minority and Women's Business Development  
625 Broadway  
Albany, New York 12207  
Telephone: 518-292-5200  
Fax: 518-292-5803

<http://www.empire.state.ny.us>

The Omnibus Procurement Act of 1992 requires that by signing this Agreement, Contractors certify that whenever the total amount is greater than \$1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

(b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

16. RECIPROCITY AND SANCTIONS PROVISIONS. Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 15, 2002, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii. Contact NYS Department of Economic Development for a current list of jurisdictions subject to this provision.

17. COMPLIANCE WITH NEW YORK STATE INFORMATION SECURITY BREACH AND NOTIFICATION ACT. Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208).

18. PROCUREMENT LOBBYING. To the extent this Agreement is a "procurement contract" as defined by State Finance Law Sections 139-j and 139-k, by signing this Agreement the Contractor certifies and affirms that all disclosures made in accordance with State Finance Law Sections 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, NYSERDA may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

19. COMPLIANCE WITH TAX LAW SECTION 5-a. The following provisions apply to Contractors that have entered into agreements in an amount exceeding \$100,000 for the purchase of goods and services:

- a) Before such agreement can take effect, the Contractor must have on file with the New York State Department of Taxation and Finance a Contractor Certification form (ST-220-TD).
- b) Prior to entering into such an agreement, the Contractor is required to provide NYSERDA with a completed Contractor Certification to Covered Agency form (Form ST-220-CA).
- c) Prior to any renewal period (if applicable) under the agreement, the Contractor is required to provide NYSERDA with a completed Form ST-220-CA.

Certifications referenced in paragraphs (b) and (c) above will be maintained by NYSERDA and made a part hereof and incorporated herein by reference.

NYSERDA reserves the right to terminate this agreement in the event it is found that the certification filed by the Contractor in accordance with Tax Law Section 5-a was false when made.

20. IRANIAN ENERGY SECTOR DIVESTMENT. In accordance with Section 2879-c of the Public Authorities Law, by signing this contract, each person and each person signing on behalf of any other party certifies, and in the case of a joint bid or partnership each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each person is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law (See <https://ogs.ny.gov/iran-divestment-act-2012>).

21. COMPLIANCE WITH NEW YORK STATE DIESEL EMISSION REDUCTION ACT (DERA) OF 2006. Contractor shall comply with and, if applicable to this Agreement, provide proof of compliance with the New York State Diesel Emission Reduction Act of 2006 ("DERA"), Environmental Conservation Law (ECL) Section 19-0323, and the NYS Department of Environmental Conservation (DEC) Law implementing regulations under 6 NYCRR Part 248, Use of Ultra Low Sulfur Diesel Fuel (ULSD) and Best Available Retrofit Technology ("BART"). Compliance includes, but is not limited to, the development of a heavy-duty diesel vehicle (HDDV), maintaining documentation associated with BART evaluations, submitting to and receiving DEC approval of a technology or useful-life waiver, and maintaining records where BART-applicable vehicles are primarily located or garaged. DEC regulation under 6 NYCRR Part 248, Use of Ultra Low Sulfur Diesel and Best Available Technology for Heavy Duty Vehicles can be found at: <https://www.dec.ny.gov/regs/2492.html>.

22. ADMISSIBILITY OF REPRODUCTION OF CONTRACT. Notwithstanding the best evidence rule or any other legal principle or rule of evidence to the contrary, the Contractor acknowledges and agrees that it waives any and all objections to the admissibility into evidence at any court proceeding or to the use at any examination before trial of an electronic reproduction of this contract, regardless of whether the original of said contract is in existence.

## EXHIBIT D

### NYSERDA PROMPT PAYMENT POLICY STATEMENT

**504.1. Purpose and Applicability.** (a) The purpose of this Exhibit is to provide a description of Part 504 of NYSERDA's regulations, which consists of NYSERDA's policy for making payment promptly on amounts properly due and owing by NYSERDA under this Agreement. The section numbers used in this document correspond to the section numbers appearing in Part 504 of the regulations. (This is only a summary; the full text of Part 504 can be accessed at: ( <http://www.nyserda.ny.gov/About/New-York-State-Regulations.aspx> ))

(b) This Exhibit applies generally to payments due and owing by the NYSERDA to the Contractor pursuant to this Agreement. However, this Exhibit does not apply to Payments due and owing when NYSERDA is exercising a Set-Off against all or part of the Payment, or if a State or Federal law, rule or regulation specifically requires otherwise.

**504.2. Definitions.** Capitalized terms not otherwise defined in this Exhibit shall have the same meaning as set forth earlier in this Agreement. In addition to said terms, the following terms shall have the following meanings, unless the context shall indicate another or different meaning or intent:

(a) "Date of Payment" means the date on which NYSERDA requisitions a check from its statutory fiscal agent, the Department of Taxation and Finance, to make a Payment.

(b) "Designated Payment Office" means the Office of NYSERDA's Controller, located at 17 Columbia Circle, Albany, New York 12203.

(c) "Payment" means payment properly due and owing to Contractor pursuant to Article IV, Exhibit B of this Agreement.

(d) "Prompt Payment" means a Payment within the time periods applicable pursuant to Sections 504.3 through 504.5 of this Exhibit in order for NYSERDA not to be liable for interest pursuant to Section 504.6.

(e) "Payment Due Date" means the date by which the Date of Payment must occur, in accordance with the provisions of Sections 504.3 through 504.5 of this Exhibit, in order for NYSERDA not to be liable for interest pursuant to Section 504.6.

(f) "Proper Invoice" means a written request for Payment that is submitted by a Contractor setting forth the description, price or cost, and quantity of goods, property or services delivered or rendered, in such form, and supported by such other substantiating documentation, as NYSERDA may reasonably require, including but not limited to any requirements set forth in Exhibits A or B to this Agreement; and addressed to NYSERDA's Controller, marked "Attention: Accounts Payable," at the Designated Payment Office.

(g)(1) "Receipt of an Invoice" means:

(i) if the Payment is one for which an invoice is required, the later of:

(a) the date on which a Proper Invoice is actually received in the Designated Payment Office during normal business hours; or

(b) the date by which, during normal business hours, NYSERDA has actually received all the purchased goods, property or services covered by a Proper Invoice previously received in the Designated Payment Office.

(ii) if the Agreement provides that a Payment will be made on a specific date or at a predetermined interval, without having to submit a written invoice the 30th calendar day, excluding legal holidays, before the date so specified or predetermined.

(2) For purposes of this subdivision, if the Agreement requires a multifaceted, completed or working system, or delivery of no less than a specified quantity of goods, property or services and only a portion of such systems or less than the required goods, property or services are working, completed or delivered, even though the Contractor has invoiced NYSERDA for the portion working, completed or delivered, NYSERDA will not be in Receipt of an Invoice until the specified minimum amount of the systems, goods, property or services are working, completed or delivered.

(h) "Set-off" means the reduction by NYSERDA of a payment due a Contractor by an amount equal to the amount of an unpaid legally enforceable debt owed by the Contractor to NYSERDA.

**504.3. Prompt Payment Schedule.** Except as otherwise provided by law or regulation or in Sections 504.4 and 504.5 of this Exhibit, the Date of Payment by NYSERDA of an amount properly due and owing under this Agreement shall be no later than thirty (30) calendar days, excluding legal holidays, after Receipt of a Proper Invoice.

**504.4. Payment Procedures.**

(a) Unless otherwise specified in this Agreement, a Proper Invoice submitted by the Contractor to the Designated Payment Office shall be required to initiate payment for goods, property or services. As soon as any invoice is received in the Designated Payment Office during normal business hours, such invoice shall be date-stamped. The invoice shall then promptly be reviewed by NYSERDA.

(b) NYSERDA shall notify the Contractor within fifteen (15) calendar days after Receipt of an Invoice of:

- (1) any defects in the delivered goods, property or services;
- (2) any defects in the invoice; or
- (3) suspected improprieties of any kind.

(c) The existence of any defects or suspected improprieties shall prevent the commencement of the time period specified in Section 504.3 until any such defects or improprieties are corrected or otherwise resolved.

(d) If NYSERDA fails to notify a Contractor of a defect or impropriety within the fifteen (15) calendar day period specified in subdivision (b) of this section, the sole effect shall be that the number of days allowed for Payment shall be reduced by the number of days between the 15th day and the day that notification was transmitted to the Contractor. If NYSERDA fails to provide reasonable grounds for its contention that a defect or impropriety exists, the sole effect shall be that the Payment Due Date shall be calculated using the original date of Receipt of an Invoice.

(e) In the absence of any defect or suspected impropriety, or upon satisfactory correction or resolution of a defect or suspected impropriety, NYSERDA shall make Payment, consistent with any such correction or resolution and the provisions of this Exhibit.

**504.5. Exceptions and Extension of Payment Due Date.** NYSERDA has determined that, notwithstanding the provisions of Sections 504.3 and 504.4 of this Exhibit, any of the following facts or circumstances, which may occur concurrently or consecutively, reasonably justify extension of the Payment Due Date:

(a) If this Agreement provides Payment will be made on a specific date or at a predetermined interval, without having to submit a written invoice, if any documentation, supporting data, performance verification, or notice specifically required by this Agreement or other State or Federal mandate has not been submitted to NYSERDA on a timely basis, then the Payment Due Date shall be extended by the number of calendar days from the date by which all such matter was to be submitted to NYSERDA and the date when NYSERDA has actually received such matter.

(b) If an inspection or testing period, performance verification, audit or other review or documentation independent of the Contractor is specifically required by this Agreement or by other State or Federal mandate, whether to be performed by or on behalf of NYSERDA or another entity, or is specifically permitted by this Agreement or by other State or Federal provision and NYSERDA or other entity with the right to do so elects to have such activity or documentation undertaken, then the Payment Due Date shall be extended by the number of calendar days from the date of Receipt of an Invoice to the date when any such activity or documentation has been completed, NYSERDA has actually received the results of such activity or documentation conducted by another entity, and any deficiencies identified or issues raised as a result of such activity or documentation have been corrected or otherwise resolved.

(c) If an invoice must be examined by a State or Federal agency, or by another party contributing to the funding of the Contract, prior to Payment, then the Payment Due Date shall be extended by the number of calendar days from the date of Receipt of an Invoice to the date when the State or Federal agency, or other contributing party to the Contract, has completed the inspection, advised NYSERDA of the results of the inspection, and any deficiencies identified or issues raised as a result of such inspection have been corrected or otherwise resolved.

(d) If appropriated funds from which Payment is to be made have not yet been appropriated or, if appropriated, not yet been made available to NYSERDA, then the Payment Due Date shall be extended by the number of calendar days from the date of Receipt of an Invoice to the date when such funds are made available to NYSERDA.

**504.6. Interest Eligibility and Computation.** If NYSERDA fails to make Prompt Payment, NYSERDA shall pay interest to the Contractor on the Payment when such interest computed as provided herein is equal to or more than ten dollars (\$10.00). Interest shall be computed and accrue at the daily rate in effect on the Date of Payment, as set by the New York State Tax Commission for corporate taxes pursuant to Section 1096(e)(1) of the Tax Law. Interest on such a Payment shall be computed for the period beginning on the day after the Payment Due Date and ending on the Date of Payment.

**504.7. Sources of Funds to Pay Interest.** Any interest payable by NYSERDA pursuant to Exhibit shall be paid only from the same accounts, funds, or appropriations that are lawfully available to make the related Payment.

**504.8. Incorporation of Prompt Payment Policy Statement into Contracts.** The provisions of this Exhibit shall apply to all Payments as they become due and owing pursuant to the terms and conditions of this Agreement, notwithstanding that NYSERDA may subsequently amend its Prompt Payment Policy by further rulemaking.

**504.9. Notice of Objection.** Contractor may object to any action taken by NYSERDA pursuant to this Exhibit that prevents the commencement of the time in which interest will be paid by submitting a written notice of objection to NYSERDA. Such notice shall be signed and dated and concisely and clearly set forth the basis for the objection and be addressed to the Vice President, New York State Energy Research and Development Authority, at the notice address set forth in Exhibit B to this Agreement. The Vice President of NYSERDA, or his or her designee, shall review the objection for purposes of affirming or modifying NYSERDA's action. Within fifteen (15) working days of the receipt of the objection, the Vice President, or his or her designee, shall notify the Contractor either that NYSERDA's action is affirmed or that it is modified or that, due to the complexity of the issue, additional time is needed to conduct the review; provided, however, in no event shall the extended review period exceed thirty (30) working days.

**504.10. Judicial Review.** Any determination made by NYSERDA pursuant to this Exhibit that prevents the commencement of the time in which interest will be paid is subject to judicial review in a proceeding pursuant to Article 78 of the Civil Practice Law and Rules. Such proceedings shall only be commenced upon completion of the review procedure specified in Section 504.9 of this Exhibit or any other review procedure that may be specified in this Agreement or by other law, rule, or regulation.

**504.11. Court Action or Other Legal Processes.**

(a) Notwithstanding any other law to the contrary, the liability of NYSERDA to make an interest payment to a Contractor pursuant to this Exhibit shall not extend beyond the date of a notice of intention to file a claim, the

date of a notice of a claim, or the date commencing a legal action for the payment of such interest, whichever occurs first.

(b) With respect to the court action or other legal processes referred to in subdivision (a) of this section, any interest obligation incurred by NYSERDA after the date specified therein pursuant to any provision of law other than Public Authorities Law Section 2880 shall be determined as prescribed by such separate provision of law, shall be paid as directed by the court, and shall be paid from any source of funds available for that purpose.

# Purchase Order

New York State  
Energy Research and Development Authority  
17 Columbia Circle  
Albany NY 12203  
United States

Supplier: 0000053782  
Town of Brighton  
2300 Elmwood Avenue  
Attn: Mike Guyon  
Rochester NY 14618

## Dispatch via E-Mail

Purchase Order	Date	Revision	Page
0000181018	05/23/2022		1
Freight Terms	Ship Via		
FOB Destination	Common		
Buyer	Phone/Email	Currency	
Cherian, Anilla	518/862-1090	USD	

Ship To: MAIN  
17 Columbia Circle  
Albany NY 12203  
United States

Bill To: 17 Columbia Circle  
Albany NY 12203  
United States

Tax Exempt? Y Tax Exempt ID:

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt
----------	------------------	--------	----------	-----	----------	--------------

1- 1	PON 4600 Town of Brighton - Advancing Code Compliance		1.00	EA	75,000.00	75,000.00 05/23/2022
------	--	--	------	----	-----------	----------------------

Schedule Total 75,000.00

Contract ID: 00000000000000000000183152

Contract Line: 1 Release: 1

Item Total 75,000.00

Total PO Amount 75,000.00

# JUSTICE COURT

TOWN OF BRIGHTON

MONROE COUNTY

2300 ELMWOOD AVENUE, ROCHESTER, NY 14618

PHONE: (585) 784-5152 FAX: (585) 784-5380

## JUSTICES

KAREN MORRIS

JOHN FALK

July 15, 2022

Supervisor William Moehle  
The Honorable Town Board  
Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

Re: Justice Court Hiring Plan for Deputy Court Clerk

Dear Supervisor Moehle and Honorable Members:

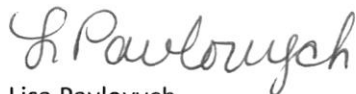
On behalf of the Town of Brighton Justice Court, I would like to discuss my plan to hire a new Deputy Court Clerk as the position currently held by Sandra Jonas will become vacant effective September 9, 2022 when Ms. Jonas retires. Ms. Jonas' resignation letter will be forthcoming.

I would like to have the position posted in accordance with Town policy by the Human Resources Department. It is my understanding the Justice Court budgeted for Telvanise Cruzado for the 2022 year; however, as you are aware, Ms. Cruzado took another position in December 2021. Therefore, I believe we have the funds to cover a two-week overlap for the position of Deputy Court Clerk. This will ensure that Ms. Jonas' replacement will be properly trained in her daily activities which includes most of the financials for our department. In addition, with the recent hire of Charlotte Lynch to the position of Clerk to Town Justice II, this will enable Ms. Jonas to train her as well enabling cross-training for backup purposes.

Once we go through the interview process and have a candidate in mind, I will be able to have a better idea of exact hire date and pay rate. At this time, I only ask for your approval of our hiring plan.

Thank you for your time and consideration in this matter.

Sincerely,



Lisa Pavlovych

Chief Administrative Clerk to Town Justice

cc: W. Moehle  
K. Gordon  
P. Parker  
T. VanPutte

**FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE**  
**2022 MEETING SCHEDULE**

**All meetings are scheduled for the Stage Conference Room or the**  
**Town Auditorium**

**At 3:30 p.m. (unless otherwise noted)**

**Monday, January 3 @ following TB meeting**

Tuesday, January 18

Tuesday, February 1

Tuesday, February 15

Tuesday, March 1

Tuesday, March 15

Tuesday, April 5

Tuesday, April 19

**Wednesday, May 4 @8:30 am**

**Wednesday, May 18 @8:30 am**

**Wednesday, June 1 @ 8:30 am**

**Wednesday, June 15 @ 8:30 am**

**Wednesday, July 6 @ 8:30 am**

**Wednesday, July 20 @ 8:30 am**

**Wednesday, August 3 @ 8:30 am**

**Wednesday, August 17 @ 8:30 am**

Tuesday, September 6

Wednesday, August 31 @ 8:30 am

Tuesday, September 20

Tuesday, September 13 @3:30 pm

**Tuesday, October 4 @ 1:00 pm**

Tuesday, October 18

Tuesday, November 1

Tuesday, November 15

Tuesday, December 6

Tuesday, December 20

**\*Have communications and documents to Director of Finance by noon on the Friday before with originals to the Assistant to the Supervisor.**