



# Town of Henrietta

## INVITATION FOR BID

For:

Cleaning Services for the Town of Henrietta Public Library

Bid# TOH20190613

Bid Issued: June 13, 2019

Bids Due and Opened: June 24, 2019

By:

The Town of Henrietta  
Town Clerk's Office  
475 Calkins Road  
Henrietta, New York 14467

### Henrietta Town Board

Stephen Schultz  
Scott Adair  
Robert Barley  
Michael Stafford  
Rick Page

Supervisor  
Councilperson  
Councilperson  
Councilperson  
Councilperson

### Town Staff

Adrienne Pettinelli  
Timothy Ochs  
Rebecca Wiesner

Library Director  
Building and Grounds Foreman  
Town Clerk & Receiver of Taxes



Town of Henrietta  
475 Calkins Road  
Rochester, NY 14467

June 13, 2019

**RE: Invitation for Bid – Cleaning Services – Town of Henrietta Public Library**  
**Bid Number TOH20190613**

Dear Sir or Madam:

The Town of Henrietta seeks bids from qualified parties to provide cleaning services at the new Town of Henrietta Public Library and the response should include all labor, equipment and materials necessary to perform the work depicted in the scope of work.

This Invitation for Bid will provide your firm with sufficient information to enable you to prepare and submit a bid for cleaning services for the Henrietta Public Library located at 625 Calkins Road.

The specific requirements and number of days to be serviced are described in more detail in the scope of work. (Exhibit A)

Potential respondents should email [tochs@henrietta.org](mailto:tochs@henrietta.org) to acknowledge receipt of the Invitation for Bid and to inform the Town of its intent to respond. Provide the name, title, address, telephone and email address of the contact person. Addenda will be posted to the Town website at [www.henrietta.org](http://www.henrietta.org).

Evaluation and award of the contract will be based on criteria listed herein. Consideration will be given to the proposed solutions, experience, references, technical expertise and cost. Award may be made to a bidder other than the low bidder based on the criteria and if it is in the best interest of the Town.

A pre- bid meeting will be held at 11:00 a.m. on Monday, June 17, 2019 at the Henrietta Public Library at 625 Calkins Road, Henrietta, NY 14467. There will be a briefing summarizing the solicitation. Immediately following the pre-bid meeting there will be a site visit walk-through.

Following the pre-bid meeting and tour, questions may be submitted via email to Tim Ochs, [tochs@henrietta.org](mailto:tochs@henrietta.org). The deadline for submitting questions regarding this Bid is June 19, 2019 by 1:00 p.m.

Your bid response must include all information requested within Invitation for Bid in order to be considered. Two (2) hardcopies must be submitted in a sealed envelope and received by the Town

Clerk, 475 Calkins Road, Henrietta, NY 14467 no later than 1:00 p.m., June 24, 2019, when they will be publicly opened and read aloud, in order for it to be considered for award.

Questions concerning the contract terms and conditions should be addressed to my office. I hope to receive your offer for this work.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Timothy Ochs', written over a light blue horizontal line.

Timothy Ochs  
Building and Grounds Foreman

cc: Adrienne Pettinelli, Library Director  
Linda K. Salpini, Director of Finance

## Table of Contents

GENERAL SPECIFICATIONS & INSTRUCTIONS TO BIDDERS .....	1
Timeline and Calendar of Events .....	1
Marking of Bid Envelopes .....	1
Compliance with Specifications .....	1
Minimum Qualifications.....	1
Award .....	1
Notification of Award.....	2
Assignment of Agreement .....	2
Subcontracting .....	2
Personnel .....	2
Statement of Non-Collusion.....	2
Protection and Damage .....	2
Building Security .....	3
Employee’s Visitors .....	3
Found Property .....	3
Responsibility and Compliance with Legal Requirements .....	3
Town’s Reservation of Rights.....	3
Suspension or Termination of Agreement.....	4
Prevailing Wage Laws/Payroll Certifications .....	4
Insurance Requirements .....	5
Release and Indemnity.....	6
Bidders Certification of Eligibility.....	7
EXHIBIT A – Scope of Work .....	8
EXHIBIT B– Library Layout and Room Numbers.....	12
EXHIBIT C – Non-Collusion Affidavit.....	14
EXHIBIT D– Eligible Bidder Certificate.....	15

## GENERAL SPECIFICATIONS & INSTRUCTIONS TO BIDDERS

### Timeline and Calendar of Events

Bid Posted	June 13, 2019
Pre-Bid Meeting at 11:00 AM	June 17, 2019
Questions regarding this Bid must be Submitted by 1:00 PM	June 19, 2019
Bidder response due by 1:00 PM	June 24, 2019
Bids opened at 2:00 PM	June 24, 2019

### Marking of Bid Envelopes

Paper copies of bids must be contained in a sealed envelope, plainly marked, showing the bid name, Bid number, date and the bidder's name.

### Compliance with Specifications

Your bid must be in strict compliance with the specifications and offer the same or equal equipment and services. The scope of work is found in Exhibit A. Exceptions are to be listed separately in a letter which will become a part of your proposal, otherwise it is fully understood that the services offered are exactly as specified. The Town of Henrietta reserves the right to allow or disallow minor deviations from the specification in order to purchase what is best for the Town from the standpoint of quality, price and service to be provided.

### Minimum Qualifications

To be considered, each bidder shall:

- Certify that the bidder is currently operating as a business that provides cleaning services, including facilities such as libraries, and has operated continuously as such a business for the preceding five (5) years.
- Certify that the bidder will be capable of providing staffing for all days and hours as required in the statement of work for the cleaning services. Please supply a listing of the number of full time, part time and contractor staff in your firm along with a schedule detailing the coverage.
- Demonstrate that the bidder has provided services at a similar size and scope to the Town facility.

### Award

- A. Award shall be made to the Bidder based on the evaluation and criteria listed below:
- Overall proposal suitability: Proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
  - Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
  - Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.

- Technical Expertise and Experience: Bidders must provide descriptions and documentation of staff technical expertise and experience.
- B. A committee will review the proposals and select the Bidder whose offer represents the best value to the Town in terms of the criteria above. After the most qualified Bidder is determined by the Town, the staff may enter into negotiations to better define the final scope of work. If for any reason, the Town and selected Bidder cannot finalize an agreement, the Town will enter into negotiations with the Bidder that provides the next best value.
- C. The Town reserves the right to award this contract in the manner which the Town determines to be in its best interest.

### **Notification of Award**

The Town will notify the selected bidder verbally, followed by a written confirmation. Unsuccessful bidders will be notified in writing by the Town within ten (10) business days after the award.

### **Assignment of Agreement**

It is mutually agreed by the parties hereto that the final contract is not transferable by either party without the prior written consent of the other party to this contract.

### **Subcontracting**

No subcontracting will be permitted under the final contract without prior written approval by the Town. Any subcontracting services, companies, sites, vendors or any other proposed subcontracting shall be specifically identified in the bid submittal.

### **Personnel**

It is mutually agreed that the Contractor is an independent contractor and not an agent of the Town, and as such the Contractor shall not be entitled to any Town employment benefits.

### **Statement of Non-Collusion**

All bidders are required to execute a Non-Collusion Bidding Certificate pursuant to Section 103-d of the General Municipal Law of the State of New York. The Certificate is found in Exhibit C.

### **Protection and Damage**

- A. The Contractor shall be responsible for exercising proper care in the performance of the contract.
- B. The Contractor shall be responsible for all damages to persons or property that occurs as a result of the Contractor's fault or negligence in connection with the execution of the contract.

- C. The Contractor shall be responsible for the repair or replacement of any property broken or damaged as a result of the Contractor's operations or the actions of the Contractor's agent or employees.
- D. The Contractor shall be responsible for anything taken from the building by its employees. In the event such occurs and theft is proven, the Contractor shall be fully responsible and such losses shall be withheld from the Contractor's monthly check until same has been satisfied. The employee that was involved in such a loss will not be permitted to continue working in the Town buildings.

### **Building Security**

While servicing the building during other than regular office hours, the Contractor, shall keep exterior doors locked and ensure that the building is secured upon leaving. In case of emergency, or if an exterior door cannot be secured, or if another security problem is noted, the Contractor shall notify the Town contact for each building immediately for instruction and guidance. The Town contact will relieve the Contractor for responsibility with 30 minutes of being notified of the issue.

### **Employee's Visitors**

The Contractor's employees shall not receive any visitors in the Town facilities.

### **Found Property**

The Contractor's shall immediately secure property found in or around the facility that apparently has been lost and notify the Town contact.

### **Responsibility and Compliance with Legal Requirements**

The bidder's products, service and facilities shall be in full compliance with any and all state, federal, local, environmental and safety laws, regulations, ordinances and standards or any standards adopted by nationally recognized testing facilities regardless of whether or not they are referred to in this invitation.

### **Town's Reservation of Rights**

The Town reserves the right to:

- Reject any or all bids received with respect to this invitation;
- Withdraw the Invitation for Bid at any time, at the Town's sole discretion or otherwise decline to award a contract from this request;
- Make an award under this Invitation for Bid in whole or in part;
- Require clarification from any bidder to assure a full understanding of the responsiveness to the requirements of the request;
- Disqualify any bidder whose conduct and/or bid response fails to conform to the requirements of the Invitation for Bid;
- Waive or modify minor irregularities in bids received;
- Request additional information from bidders as deemed necessary to more fully evaluate bids;

- Prior to the bid opening, amend this Invitation for Bid after its release, with appropriate written notice posted on the Town's website to correct errors or oversights, or to supply additional information, as it becomes available;
- Prior to the bid opening, direct bidders to submit bid response modifications addressing subsequent Invitation for Bid amendments;
- Change any of the scheduled dates;
- Negotiate with the successful bidder within the scope of the Invitation for Bid in the best interests of the Town;
- Conduct contract negotiations with the next responsible bidder, should the Town be unsuccessful in negotiating with the selected bidder;
- Utilize any and all ideas submitted in the bids received;
- Unless otherwise specified in the solicitation, every offer is firm and not revocable for a period of 120 days from the bid opening;
- Request best and final offers.

### **Suspension or Termination of Agreement**

- A. In the event that review of the Contractor's performance shows non-conformance to the work required by the contract, the scope of services or other terms or conditions contained herein as a result of the Contractor's errors, omissions or negligent acts, the Contractor shall be in breach of the contract and the Town may take corrective action as it deems necessary including, but not limited to, termination, withholding or reduction of payment.
- B. The Town shall also have the right to suspend the contract upon written notice to the Contractor. Such written notice shall state the reasons for suspension and allow for a review period of ten (10) days during which the Contractor shall be provided with an opportunity to respond with an explanation or justification, and/or shall undertake any reasonable remedial action required by the Town. If, in the opinion of the Town the Contractor remains in violation of the contract at the completion of the ten (10) day suspension period, the Town shall have the right to terminate the contract whereupon all obligations of the Town to the Contractor shall cease.
- C. In the event this project is terminated prior to completion of the services by the Contractor, the Contractor shall be paid for services performed to the date of termination.
- D. The Town shall have the right to terminate the contract without cause upon 30 days' notice.
- E. Nothing contained herein shall prevent the Town from pursuing any other remedy, which it may have against the Contractor including claims for damages.

### **Prevailing Wage Laws/Payroll Certifications**

Under Labor Law article 9, employers that contract with public agencies for the provision of building services must ensure that their employees, and the employees of any subcontractors are paid

the prevailing wage and supplements (fringe benefits) in the locality for the craft, trade or occupation of the service employer. Building service employee includes, but is not limited to (as relevant here), building cleaners, porters, and janitors. The prevailing wage schedule applicable to this Request for Bid has been assigned the Prevailing Rate Case number 2018900489. The online prevailing wage schedule will be updated automatically to reflect changes in prevailing wage rate. The selected contractor will be responsible for complying with this prevailing wage schedule, including complying with any changes to the prevailing wage schedule that may be made during the course of this contract.

### Insurance Requirements

The Contractor shall procure and maintain at his own expense until final completion of the work or services covered by the Contract, insurance for liability for damages imposed by law of the kinds and in the amounts hereinafter provided, issued by insurance companies authorized to do business in the State of New York, covering all operations under the Contract whether performed by the Contractor or by his subcontractors. **The Town of Henrietta must be named as Certificate Holder and Additional Insured on all policies.**

Within ten (10) days after notice of award, the Contractor shall furnish to the Town evidence of insurance in a form satisfactory to the Town Attorney showing that he has complied with all insurance requirements set forth herein, such evidence shall provide that the policies shall not be changed or cancelled until thirty (30) days written notice has been given to the Town. **Please note, a certificate of insurance alone is not sufficient as proof of the Town covered as Certificate Holder and an Additional Insured. A policy endorsement from the Contractor's carrier is required.** Except for Worker's Compensation Insurance, no insurance required herein shall contain any exclusion of municipal operations performed in connection with the Contract resulting from this bid solicitation. The kinds and amounts of insurance are as follows:

**A. WORKER'S COMPENSATION AND DISABILITY INSURANCE:**

A policy covering the operations of the Contractor in accordance with the provisions of Chapter 41 of the Laws of 1914, as amended, known as the Worker's Compensation Law, covering all operations under Contract, whether performed by him or by his subcontractors. The Contract shall be void and of no effect unless the person or corporation making or executing same shall secure compensation coverage for the benefits of, and keep insured during the life of said Contract, such employees in compliance with the provisions of the Worker's Compensation Law known as the Disability Benefits Law (chapter 600 of the Laws of 1949) and amendments hereto.

**B. GENERAL LIABILITY AND PROPERTY DAMAGE INSURANCE:**

The contractor hereby agrees to defend, indemnify and save harmless the Town against any and all liabilities, loss, damage, detriment, suit, claim, demand, cost, charge, attorney's fees and expenses of whatever kind or nature which the Town may directly or indirectly incur, suffer or be required to pay by reason or in consequence of the carrying out of any of the provisions or requirements of this contract, where such loss or expense is incurred directly or indirectly by the Town, its employees or agents, as a result of the negligent act or omission, breach or fault of the contractor, its agents, employees or contractors. If a claim or action is made or brought against the Town and for which the contractor may be

responsible hereunder in whole or in part, then the contractor shall be notified and shall be required to handle or pay for the handling of the portion of the claim for which the contractor is responsible as a result of this section.

General Aggregate	\$2,000,000
Products - Comp.or Agg.	\$2,000,000
Personal & Adv. Injury	\$1,000,000
Each Occurrence	\$1,000,000

**C. MOTOR VEHICLE INSURANCE:**

Issued to the Contractor and covering public liability and property damage on the Contractor's vehicles in the amount listed below.

Bodily Injury	\$1,000,000/\$3,000,000
Property Damage	\$1,000,000

**Release and Indemnity**

To the fullest extent permitted by law, the Contractor, agrees to indemnify, defend and hold harmless the Town of Henrietta, all applicable additional Indemnitees, if any, their officers, directors, agents, employees and partners (hereinafter collectively "Indemnitees") from and against any and all claims, suites, damages, liabilities, professional fees, including attorneys' fees, costs, court costs, expenses and disbursements related to death, personal injuries, property damage (including loss of use thereof) or the alleged violation of any laws, statutes, rules or ordinances brought or assumed against any of the Indemnitees by any person, entity or firm, arising out of or in connection with or as a result of or as a consequence of the performance of the work or undertaken by the Contractor (the "Work") as well as any additional work, extra work or add-on work, whether or not caused in whole or part by the Contractor or any person or entity employed, either directly or indirectly, by the contractor including any sub-contractors and their employees. The parties expressly agree that this indemnification agreement contemplates (1) full indemnity in the event of liability imposed against the Indemnitees without negligence and solely by reason or statute, operation of law or otherwise; and (2) partial indemnity in the event of any actual negligence on the part of the Indemnitees either causing or contributing to the underlying claim in which case, indemnification will be limited to any and all liability imposed over and above that percentage attributable to actual fault on the part of the Indemnitees whether by statute, operation of law or otherwise. Where partial indemnity is provided under the contract, attorneys' fees, costs, court costs, expenses and disbursements shall be indemnified on a pro rata basis. Recovery of attorneys' fees, costs, court costs, expenses and disbursements hereunder shall include all those attorneys' fees costs, court costs, expenses and disbursements incurred in defense of any underlying claim, in the enforcement of this indemnity agreement, in the prosecution of any claim for indemnification hereunder and in pursuit of any claim for insurance coverage that the Contractor is required to procure.

### **Bidders Certification of Eligibility**

By submitting this response for bid, the bidder certifies that they are not on the U.S. Comptroller General's Consolidated List of Persons or Firms Disbarred from Federal Contract for violation of various public Contracts incorporating labor standards provision nor is involved in litigation with the Town of Henrietta. Please complete and sign Exhibit D, Eligible Bidder Certificate.

## EXHIBIT A – Scope of Work

- The Contractor agrees to provide the cleaning services as described below for the Town of Henrietta Public Library.
- The Contractor agrees that typically services shall be performed on a schedule after normal business hours. Any temporary modification or deviations from the approved schedule will require prior approval by the Town.
- The Contractor agrees that the regular services shall be scheduled per the following scope of work.
- The Contractor understands that occasionally there are “Special Events” and the timing may change. Such events will be coordinated in advance by the Town.
- The Contractor agrees unconditionally to furnish all of the services during the stated period in accordance with the prices, terms and conditions of the negotiated contract.
- The Contractor agrees to provide contact information in writing to the Town. This contact record will list the name of the senior person at the jobsite and their phone number and e-mail. The Contractor agrees to provide periodic updates to the town to report changes.
- The Contractor agrees that during the period of the contract, the Contractor and the Town may negotiate and agree in writing to provide additional services not herein described, but that are commonly provided by high quality professional service providers of this type, which may enhance the service process and improve the results.
- The Contractor will include a list of all equipment and supplies to be used and such equipment and supplies will meet the requirements of the Town.
- The Contractor will provide MSDS (Material Safety Data Sheets) on all supplies used.
- The Contractor will prepare a price proposal per month. The proposal shall include a price per month with a maximum total for the year. Tax will not be included as the Town of Henrietta, which is a political subdivision of the State of New York, County of Monroe, is exempt from the payment of New York State and local sales and use tax.
- The contract agrees to provide all of the labor, equipment and materials necessary to perform the work depicted in the scope of work.

## **Scope of Work for the Town of Henrietta Library**

\*Please see Exhibit B Library Layout and Room Numbers for reference/room numbers

### **General**

- Cleaners will use cleaning supplies and techniques recommended by the manufacturers of all items. Owner will provide access to manuals for all surfaces, furnishings, and equipment in the library.
- Cleaners will provide their own cleaning supplies, solutions, and equipment.
- Cleaning will take place 6 days a week, Monday through Saturday, between the hours of 9:00pm and 8:00am.
- Cleaners will complete a checklist chart provided by the Town for items cleaned less frequently than 6 days/week.

### **Trash/Recycling Throughout Building**

6 days/week—empty all trash and recycling receptacles, taking trash to designated areas

### **Lounge Chairs/Benches Throughout Building**

1 day/week—clean and disinfect vinyl upholstery

1 day/month—vacuum fabric upholstery

### **Vestibule (109)**

6 days/week—wet mop floor, clean sliding door glass

Weekly—clean all glass

### **Entry, Vending, First Floor Corridors (100, 127, 128, 129)**

6 days/week December-April—wet mop tile floor

Every 2 days May-November—wet mop tile floor

6 days/week - clean and disinfect water fountains and countertops

1 day/month—clean glass on display cases, clean front of cabinets and circulation desk, dust book and display shelves

### **Friends Store and Storage (104 & 105)**

1 day/week—wet mop flooring

### **Community Room & Community Room Storage Room (106 & 108)**

6 days/week—vacuum carpet, clean sinks and countertops

1 day/week—wet mop storage room floor, clean fronts of cabinets, wipe down windowsills, clean glass on doors

1 day/month—clean interior glass

Replenish paper supplies and toiletry products as needed (provided by customer)

**WCs, Family WCs, Children's WC, and Staff WC (both floors—101, 102, 103, 116, 120, 201, 202 & 203)**

6 days/week

- wet mop floors
- clean and disinfect hand basins, toilet bowls, urinals, soap/towel dispensers, automatic hand dryers, baby changing stations, mirrors, and glass
- shine and polish all chrome
- replenish paper supplies and toiletry products (provided by customer)

1 day/week—clean all walls and partitions

**Staff Workroom, Director's Office, Staff Conference Room, Copy/Print Room, Youth Office, and Teen Office (110, 111, 112, 113, 119 & 205)**

1 day/week—vacuum carpeting, clean countertops

Every other week—wipe down windowsills

1 day/month—clean interior glass

**Staff Delivery/Entry (114)**

6 days/week December-April—wet mop floor

Every 2 days May-November—wet mop floor

**Staff Breakroom, Staff Storage Room, and Children's Storage Room (115, 117 & 122)**

1 day/week—wet mop floors, clean and disinfect counter, sink, microwave, and water fountain

Replenish paper supplies and toiletry products as needed (provided by customer)

**Large Print Area (126)**

Every other day—vacuum carpet

1 day/month—dust book and display shelves

**Children's Room & Story Room (124 & 123)**

6 days/week—vacuum carpet

Every other day—wipe down tables and plastic chairs

1 day/week—clean interior glass, clean and disinfect story room sink and countertop

1 day/month—dust book and media shelves, wipe down front of children's room desk and story room cabinets

Replenish paper supplies and toiletry products as needed (provided by customer)

**Elevator (097)**

Every other day—wet mop floor

1 day/week—clean and polish door and interior elevator walls

**Grand Stair (125)**

2 days/week—wet mop floor

3 days/week—clean glass railings on stairs as well as surrounding the stairwell on the second floor

**Emergency Stairwells (098, 099)**

1 day/month—wet mop stairs and landings

**Open Stacks, Quiet Room, Computer Area, Copy/Print Room, Teen Corner, Study Rooms, Conference Rooms, A/V Area, Second Floor Corridors (200, 213, 216, 219, 206, 207, 208, 209, 210, 211, 217, 218, 221)**

2 days/week—vacuum carpet

1 day/week—wipe down tables, study carrels, and computer desks

1 day/month—clean interior glass; wipe down front of service desks; dust book, media, and display shelves

**Craft Room (212)**

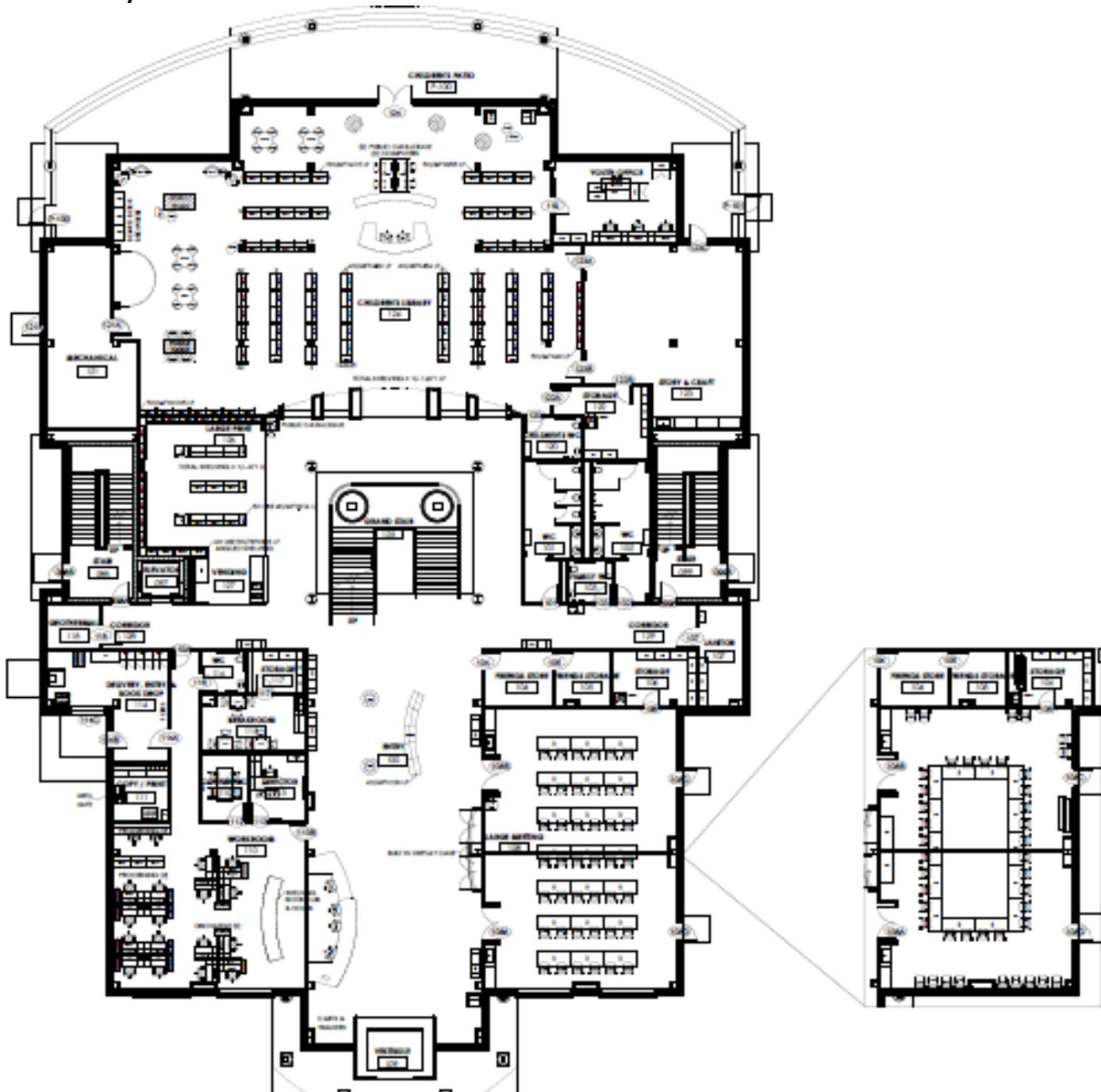
1 day/week—wet mop floor, wipe down tables, clean and disinfect sink and countertop

1 day/month—wipe down fronts of cabinets

Replenish paper supplies and toiletry products as needed (provided by customer)

# EXHIBIT B- Library Layout and Room Numbers

## First Floor Layout



Second Floor Layout

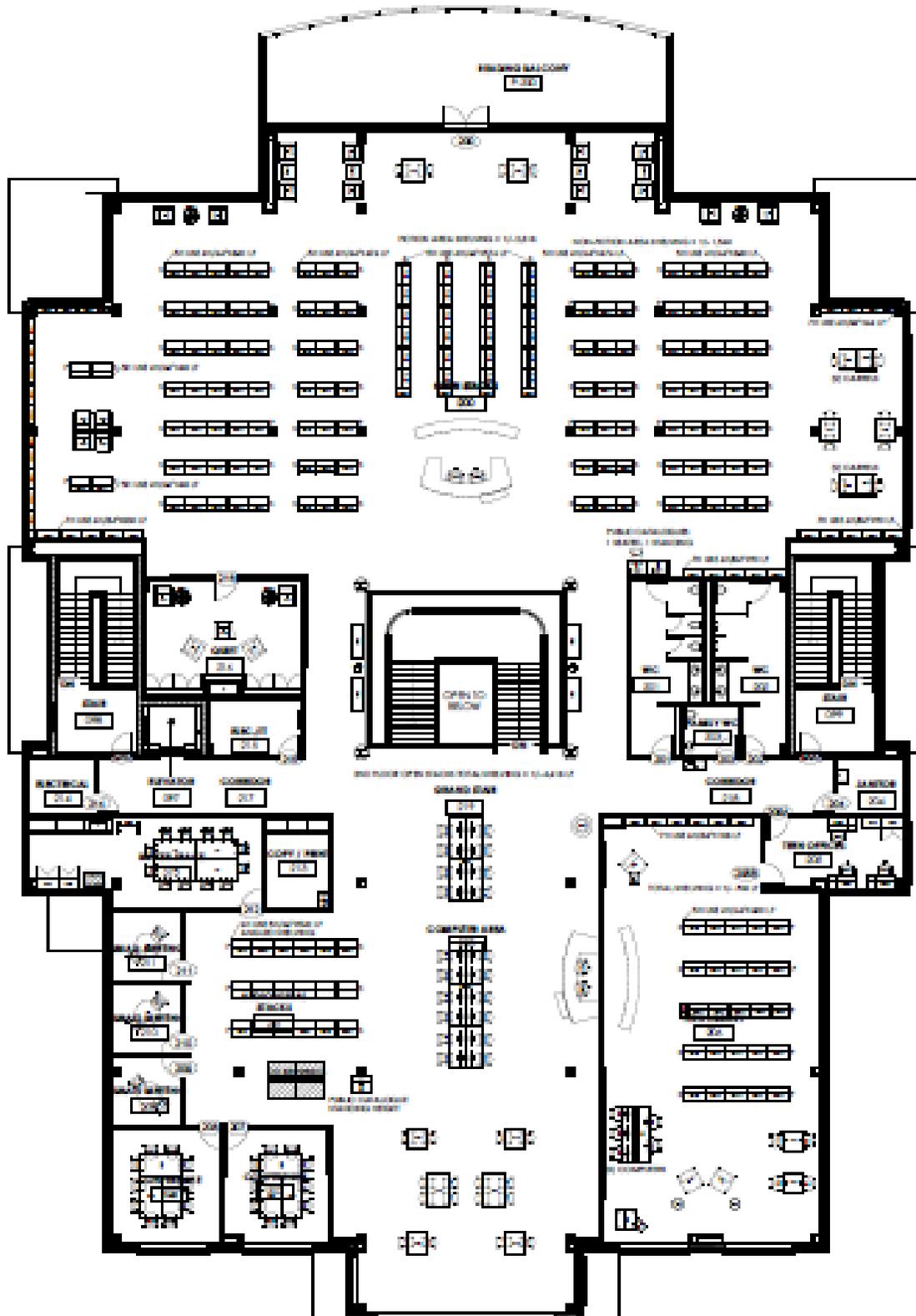


EXHIBIT C – Non-Collusion Affidavit

**NON-COLLUSION AFFIDAVIT**

**IMPORTANT:** THIS AFFIDAVIT MUST BE PROPERLY COMPLETED AND SUBMITTED WITH ALL BIDS.

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says that he is the *(Name of Person Making Affidavit)*

\_\_\_\_\_ of \_\_\_\_\_,  
*(Title)* *(Name of Firm)*

the Bidder submitting this proposal certifies that:

- 1.) The prices in the Bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- 2.) Unless otherwise required by Law, the prices which have been quoted in this Bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to the opening, directly or indirectly, to any other bidder or to any competitor; and
- 3.) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit a bid for the purpose of restricting competition.

SUBSCRIBED AND SWORN TO BEFORE THIS

*(Signature of Person Making Affidavit)*

on the \_\_\_\_\_ Day of \_\_\_\_\_, 2019.

*(Notary Public)*

*(Seal)*

Where a Bid contains this certification, it shall be deemed to have been authorized by the Board of Directors of the Bidder, and such authorization shall be deemed to include the signing and submission of the Bid and inclusive therein of the certificate as to non-collision as the act and deed of the corporation.

EXHIBIT D– Eligible Bidder Certificate

**ELIGIBLE BIDDER CERTIFICATE**

I, \_\_\_\_\_ Hereby certify that  
*(Name of Official Making the Certificate)*

\_\_\_\_\_ Is NOT included on the  
*(Name of Firm for Which Certificate is Made)*

U.S. Comptroller General’s Consolidated List of Persons or Firms Disbarred from Federal Contract for violation of various public Contracts incorporating labor standards provisions nor is involved in litigation with the Town of Henrietta.

SUBSCRIBED AND SWORN TO BEFORE THIS:

*(Signature of Person Making Affidavit)*

on the \_\_\_\_\_ Day of \_\_\_\_\_, 2019.

*(Notary Public)*

*(Seal)*

**Note: This form must be submitted with all Bids.**