

# **BINGHAMTON-JOHNSON CITY JOINT SEWAGE BOARD**

## **REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/RFP) FOR BROKER TO FURNISH WORKER'S COMPENSATION COVERAGE**

The scope of the required services, service period, proposal requirements, and proposal evaluation criteria are detailed within the subsequent sections of this RFQ/RFP. The selected Proposer will be expected to furnish all coverage's and/or perform all services required as outlined in this RFQ/RFP and its attachments.

To be considered for selection in response to this RFQ/RFP, (1) one paper copy of the proposal in a sealed envelope, (10) ten paper copies, and (1) one digital/electronic copy of Proposer's qualifications shall be submitted to the Board, in care of Billie J. Goodson, Business Manager, Binghamton-Johnson City Joint Sewage Treatment Plant, 4480 Vestal Road, Vestal, New York 13850, **no later than 2:00 p.m. on Thursday, March 14, 2024.** The digital/electronic copy of Proposer's qualifications may be submitted on a flash drive delivered simultaneously with the paper copies, or by email addressed to [bgoodson@bjcwwtp.onmicrosoft.com](mailto:bgoodson@bjcwwtp.onmicrosoft.com) prior to such date/time. Any questions or requests for information regarding this RFQ should be directed to Billie J. Goodson, Business Manager, via 607-729-2975 (or by FAX to 607-729-3041 or e-mail to [bgoodson@bjcwwtp.onmicrosoft.com](mailto:bgoodson@bjcwwtp.onmicrosoft.com)).

The RFQ/RFP, requirements and specifications may be reviewed at the Plant or on the Plant website <http://bjcwwtp.org/bidrfp> and copies may be requested from Billie J. Goodson, (607) 729-2975 or e-mail: [bgoodson@bjcwwtp.onmicrosoft.com](mailto:bgoodson@bjcwwtp.onmicrosoft.com) with any questions regarding this RFQ/RFP solicitation.

**REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/RFP)  
FOR BROKER TO FURNISH  
WORKER'S COMPENSATION COVERAGE**

**1.0 INTRODUCTION**

The Binghamton-Johnson City Joint Sewage Board (the "Board") is requesting qualifications and proposals from qualified brokers ("Proposers") to obtain and present alternatives for Worker's Compensation coverage for the period of July 1, 2024, to June 30, 2025. Additionally, an option is available to renew for four (4) additional one (1) year increments.

The scope of the required services, service period, proposal requirements, and proposal evaluation criteria are detailed within the subsequent sections of this RFQ/RFP. The selected Proposer will be expected to furnish all coverages and/or perform all services required as outlined in this RFQ/RFP and its attachments.

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All information, materials and proposals submitted in response to this request and all negotiations will become the property of the Board. Except as specifically requested, Proposers should not submit proprietary or confidential business information or, if it is believed such information is critical to their presentations, such information should be clearly identified as such and submitted on pages separate from the other submittals and in a separate electronic document

containing the word “CONFIDENTIAL” in the filename. The Board will endeavor to protect such proprietary or confidential information to the extent that the law allows.

This RFQ/RFP does not commit the Board to award a contract or contracts or to pay any cost incurred in the preparation of a proposal in response to this request.

The Board reserves the right for any reason at its sole discretion to accept or reject any or all proposals received as a result of this request, to negotiate with qualified Proposers, to cancel in part or in its entirety this RFQ/RFP and/or discontinue discussions with a particular Proposer. The Board reserves the right to make modifications and issue addenda to the terms and conditions of this RFQ/RFP at any time, including after conducting interviews.

Following receipt of responses, the Board may request clarifications, in-person interviews/presentations, and additional information pertaining to the qualifications and/or proposals.

This RFQ/RFP and/or the selection of any Proposer/proposal does not create any contractual rights or obligations whatsoever with the Board, whether by this RFQ/RFP or pursuant to any other understanding, written or oral.

## **2.0 BACKGROUND**

The City of Binghamton (54.8%) and the Village of Johnson City (45.2%) together own the Binghamton-Johnson City Joint Sewage Project, a venture they created through a series of inter-municipal agreements dating back to July 14, 1965. Among other things, the initial inter-municipal agreement created the Board, which is the agency that possesses, operates, and maintains the Project’s facilities, consisting of an 11.2 acre main campus known as the Binghamton-Johnson City Joint Sewage Treatment Plant, 4480 Vestal Road, Vestal, New York (the “Plant”) and a remote Terminal Pumping Station at 3936 Gates Road, Vestal, New York (the “TPS”). The facilities provide wastewater treatment services to the Owner municipalities as well as nine other municipal or governmental entities having agreements or arrangements with the Owner municipalities. The Board employs up to 46 full time employees (*see*, 2024 Organizational chart attached). The Board’s 2024 budget funds up to \$3,071,993 for straight-time wages, wage adjustments, salaries, and stipends. Prior year claim and loss experience data is available upon request from the contact named in 1.0, above.

This RFQ/RFP seeks proposals for Broker services to identify and present alternatives for ongoing Workers’ Compensation coverage as further described below. Should Proposer require a letter of authorization for purposes of obtaining quotations or supporting documentation for its proposal, Proposer should make arrangements for the same from the contact named in 1.0, above.

### **3.0 SCOPE OF COVERAGES AND SERVICES FOR WHICH PROPOSALS ARE REQUESTED**

- 3.1 **Coverages Sought.** The Board seeks proposals to obtain statutory Workers' Compensation and Employers' Liability coverages.

If Proposer believes that an alternative coverage (with respect to limit and/or policy provisions) would be more suitable to meet the Board's coverage needs, Proposer may include the same – in addition to its proposal as to the "Coverages Sought" – as an alternative, provided that separate pricing information is furnished together with a written description of all differences from the respective "Coverage Sought".

- 3.2 **Policy/Coverage Documentation, Consultation, Advice, Assistance, and Updating.** The selected Proposer shall assist the Board or its designee in the completion of all applications, forms, and documentation required for placing coverages and/or policies in force. The selected Proposer shall furnish two paper copies of all binders, contracts, policies, endorsements, notices and related documents procured during the course of the engagement in notebook form together with two electronic copies. The selected Proposer shall consult with and advise the Board or its designee regarding questions pertaining to coverage matters, coverage, claims, potential claims, and improvements to the coverage program. Soliciting/inquiring of at least three potential markets/carriers/providers with a goal of ensuring that coverage at the most reasonable price for policies meeting the Board's coverage needs are procured. When requested, the selected Proposer shall assist the Board or its designee with the initial reporting of claims and potential claims, if any.
- 3.3 **Renewal Assistance.** As requested by the Board, the selected Proposer shall assist the Board or its designee in the completion of all applications, forms, and documentation required to renew coverages and/or policies for subsequent policy periods, soliciting/inquiring of at least three potential markets/carriers/providers with a goal of ensuring that coverage at the most reasonable price for policies meeting the Board's coverage needs are procured.

### **4.0 QUALIFICATIONS AND PROPOSAL SUBMITTAL**

- 4.1 **Interest, Availability, Capability, and Relevant Experience.** Proposers wishing to be considered should timely submit to the address stated in 1.0, above, one (1) paper copy of the proposal in a sealed envelope, ten (10) copies of qualifications containing the following information:
- 4.1.1 A statement of the Proposer's interest in and availability to perform the work and furnish the coverage coverages and services sought. Not more than one page.
- 4.1.2 A statement of background and qualifications, including the resumes and qualifications of principal employees who will render the services sought hereunder, as well as resumes and qualifications of any subconsultants and/or venture partners. Background information should include, to the extent not

otherwise provided, information and answers responsive to the questions listed on the Background Questionnaire provided as an attachment to this RFQ/RFP. A completed Vendor/Consultant/Contractor/Subcontractor Questionnaire in the form provided as an attachment to this RFQ/RFP shall be submitted covering Proposer and each venture partner/subconsultant participating in the proposal.

4.1.3 Copy of valid NYS Coverage License with respect to the “Coverages Sought” and current certificate of Errors and Omissions coverage showing a minimum \$2,000,000 coverage per event/occurrence.

4.2 **Proposal.** Proposers wishing to be considered should timely submit to the address stated in 1.0, above, above (1) one paper copy of the proposal in a sealed envelope, containing the following information:

4.2.1 Detailed summaries of proposed coverages or coverage policy/program solutions responsive to 3.1, above, along with annualized costs/fees (including fees assessed by the State of New York or other applicable governmental jurisdiction). The current A.M. Best rating (and, in addition, any other ratings recognized within the coverage or financial industry) shall be furnished for each coverage carrier underwriting proposed policies, together with any changes in such rating[s] since January 1, 2019. Proposer should submit any contract requirements (or, if available, a proposed contract document) as a part of its proposal.

4.2.2 If separately priced, detailed summaries of proposed services solutions responsive to 3.2 and 3.3, above, along with annualized costs/fees. Proposer should submit any contract requirements (or, if available, a proposed contract document) as a part of its proposal.

4.2.3 An organizational chart indicating the duties of key personnel including subconsultants and/or venture partners. The individual(s) to be assigned primary responsibility as lead broker, representative, relationship or project manager(s) must be specified together with such individual’s background and experience, specifically noting any experience with public sector client coverage needs in New York State.

4.3 **References.** Proposers wishing to be considered should timely submit to the address stated above ten (10) copies of a reference list containing the following information:

4.3.1 A list of references (at least five) with respect to other similar work or comparable engagements completed within the past three full calendar years (2021-2023) and current year-to-date, preferably for local governmental entities and/or governmental agencies (such as school districts).

- 4.4 **Digital/Electronic Copy.** Proposers are reminded that a digital or electronic copy of the foregoing shall also be timely submitted in accordance with the description in 1.0, above, on page 1.

## 5.0 REVIEW AND SELECTION

The Board may select and negotiate with the Proposer deemed the most qualified and available to timely perform the work and to perform the work and furnish the alternative coverages and services sought based on evaluation of the statements of qualifications and proposals timely received or, alternatively, the Board may interview – or have a selection committee interview – as many as three of the Proposers deemed the most qualified and available to perform the work and furnish the benefit plans/programs and administrative services based on evaluation of proposals and statements of qualifications received. (Such interviews may be conducted in person or by conference telephone call).

Evaluation criteria include the following listed factors to be considered by the Board or selection committee.

- Qualifications of the Proposer, proposed staff, subconsultants (if any), and coverage carriers and/or program providers. 20%
- Relevant experience of the Proposer, proposed staff, subconsultants (if any), and coverage carriers and/or program providers, including published ratings, if any. 20%
- Organization, capability and availability of the Proposer to undertake the work and perform the required tasks as well as furnish the policies/programs and services in a high-quality timely manner. 50%
- Proposer's overall understanding of the Board's goals and Proposer's approach to the work of the proposed engagement. 10%

The rating and evaluation will be performed by the Board or a committee designated by it. The Board will endeavor to give Proposers as much advance notice of any scheduled interview as is practicable under the circumstances. In due course, Proposers so requesting will be notified of the results of this RFQ/RFP and proposal evaluation performed as to their submittals. Generally, however, such results will not be disclosed prior to completion of contract execution.

## 6.0 LIMITATIONS

- 6.1 Upon selection of a preferred Proposer, the Board will negotiate with the preferred Proposer regarding terms of an agreement, including but not limited to the scope of policies/programs and services, personnel to be assigned to the engagement, schedule, fees, reimbursable expenses, and not to exceed costs.

- 6.2 If the negotiations are promptly completed to the satisfaction of the Board and the preferred Proposer, the results of the negotiations will be incorporated into a contract between the Board and the preferred Proposer. The form of the contract to be negotiated is subject to approval of the Board's Co-Counsel assigned to negotiations, and payments are subject to approval of the Board and its Fiscal Officer.
- 6.3 *Exemption from Sales and Use Taxes.* The Board is exempt from paying New York State or local sales taxes on any material which it purchases. In computing their bids or proposals, as well as in rendering billings, Proposers shall not include sales taxes or compensating use taxes of the State of New York or of any city and county in the State of New York for any services to be rendered, supplies or materials to be used by the Proposer for and on behalf of the Board which are exempt from such taxes.
- 6.4 *Billing Terms.* The applicable Board municipal Claim for Payment audit and approval process requires Service Performer invoices together with the required Claim for Payment form to be received fully-completed at the Plant Office by the close of business on the Plant Office's last business day of a given month, and a Service Performer's payment terms must provide that no late fee, finance charge, carrying charge, interest, or other charge shall be assessed as to any payment issued by the Board's Fiscal Officer within 60 days of the last day of the month in which a proper invoice and fully-completed Claim for Payment form were actually received at the Plant Office. The services will be billed not more frequently than monthly, with the invoiced amount representing the actual number of services completed or furnished. When the Service Performer has completed all of the work in accordance with the Scope of Services and any additions or changes thereto approved by the Board, Service Performer shall submit its final bill for payment. The final bill shall conspicuously state that it is a "FINAL BILL" and contain certification that all work and services have been completed and all deliverables have been delivered.
- 6.5 If negotiations are not promptly completed to the Board's satisfaction, the Board reserves the right to negotiate with other Proposers.
- 6.6 The Board reserves the right to ask for additional information and to consult references as may be necessary to judge the qualifications and ability of the Proposer and/or proposed coverage providers/carriers.
- 6.7 Proposals as submitted are irrevocable and cannot be withdrawn for 45 days after the submission deadline stated above.
- 6.8 This request for qualifications and request for proposal does not commit the Board to award any contract, to pay any costs incurred in the preparation of the submittal, interview/presentation, or to procure or contract for services.
- 6.9 All information and reports submitted in response to this request, and all proposals received as a result of this request and related negotiations, will become the property of the Binghamton-Johnson City Joint Sewage Board.

- 6.10 The Board reserves the right to amend or cancel in part or in its entirety this request, including to amend this request after conducting interviews, if the Board deems it in the best interests of the Binghamton-Johnson City Joint Sewage Project to do so.

**END RFQ/RFP**

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## **ATTACHMENTS**

1. Background Questionnaire
2. Vendor/Consultant/Contractor/Subcontractor Questionnaire
3. Professional Services Agreement
4. 2024 Organizational Chart for the Binghamton-Johnson City Joint Sewage Treatment Facilities

**BACKGROUND QUESTIONNAIRE  
TO  
REQUEST FOR QUALIFICATIONS AND PROPOSALS  
FOR BROKER/VENDORS TO FURNISH  
WORKER'S COMPENSATION COVERAGE**

To the extent not otherwise provided in Proposer's submissions, please provide responses to the following:

- 1.* Provide a brief overview of Proposer's history and organization, including total number of employees, office location[s] from which services to the Board will be provided, and organization of Proposer's client relationship-management personnel at such location. (Include the same information as to any subconsultants).
- 2.* Indicate the number of years of experience and expertise of Proposer's personnel to be assigned to perform each core service described in the subparagraphs of 3.0 in the RFQ/RFP. (Include the same information as to any subconsultants or venture partners).
- 3.* Describe any legal actions/arbitrations against you or your organization's insurance brokerage and underwriting activities in the past 5 years.
- 4.* Provide a description of the means, methods, tools and resources that Proposer would use in the analysis of potential alternatives, solutions, prospective insurance carriers/vendors to meet the needs and objectives of the Binghamton-Johnson City Joint Sewage Board. (Include the same information as to any subconsultants).
- 5.* Generally describe the process/strategy Proposer uses for negotiations with insurance carriers.
- 6.* Describe those characteristics and factors the Proposer believes distinguish the Proposer from other consultants which may respond to this RFQ/RFP.
- 7.* Provide a summary listing of non-core or out-of-scope services not sought by this RFQ/RFP that Proposer presently furnishes to other clients.

Contractor/Subcontractor/  
Consultant/Subconsultant Questionnaire

The Firm submitting this questionnaire shall answer the following questions with regard to the past five (5) years. [If the Firm is a successor entity, or is the product of a merger, reorganization, or acquisition within the past five (5) years, answer with respect to all prior/predecessor entities and include an attachment that describes the applicable Firm history]. If any question is answered in the affirmative, the Firm shall submit an attachment, providing details concerning the matter in question, including applicable dates, locations, names of projects/project owners and circumstances.

The Firm shall attach to this form all performance evaluations of any type performed on the firm by any source within the past five (5).

The Firm understands and agrees that the failure to submit information or documents responsive to this questionnaire, or the submission of any false statement, misrepresentation, or omission regarding a material fact concerning any aspect of this questionnaire will render the Firm ineligible to receive a contract. Commission of the foregoing conduct may also, at the discretion of the Binghamton-Johnson City Joint Sewage Board, render void any contract entered by the Firm and make the Firm ineligible for future contracts for a period of two years.

1. Has the Firm been debarred, suspended or otherwise prohibited from doing business with any federal, state or local government agency, or private enterprise?

Yes \_\_\_\_ No \_\_\_\_

2. Has the Firm been denied prequalification, declared non-responsible, or otherwise declared ineligible to submit bids or proposals for work by any federal, state or local government agency, or private enterprise? Yes \_\_\_\_ No \_\_\_\_

3. Has the Firm defaulted, been terminated for cause, or otherwise failed to complete any project that it was awarded? Yes \_\_\_\_ No \_\_\_\_

4. Has the Firm been assessed or required to pay liquidated damages in connection with work performed on any project? Yes \_\_\_\_ No \_\_\_\_

5. Has the Firm had any business or professional license, registration, certificate or certification suspended or revoked? Yes \_\_\_\_ No \_\_\_\_

6. Has any lien been filed against the Firm as a result of its failure to pay subcontractors, suppliers, or workers? Yes\_\_\_\_ No\_\_\_\_
7. Has the Firm been denied bonding or insurance coverage, or been discontinued by a surety or insurance company? Yes\_\_\_\_ No\_\_\_\_
8. Has the Firm been found in violation of any laws, including but not limited to contracting or antitrust laws, tax or licensing laws, labor or employment laws, environmental, health or safety\* laws? Yes\_\_\_\_ No\_\_\_\_
- \*With respect to workplace safety laws, this statement is limited to willful federal or state safety law violations.*
9. Has the Firm or its owners, officers, directors or managers been the subject of any criminal indictment or criminal investigation concerning any aspect of the Firm's business? Yes\_\_\_\_ No\_\_\_\_
10. Has the Firm been the subject to any bankruptcy proceeding? Yes\_\_\_\_ No\_\_\_\_

This questionnaire shall be completed by a director, officer or manager of the submitting Firm who has sufficient knowledge to fully address all matters and respond to all inquiries herein.

The undersigned hereby represents that all statements, representations and information provided in response to this questionnaire are complete, accurate and truthful and that it has provided all performance evaluations required by this questionnaire.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Firm Name

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made between the BINGHAMTON-JOHNSON CITY JOINT SEWAGE BOARD, 4480 Vestal Road, Vestal, New York 13850 (“the Board”) and \_\_\_\_\_ (“the Consultant”).

WHEREAS, the Board duly authorized an agreement with the Consultant for professional services in relation to the Project described in Section 1.1.

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements contained herein, the Board and the Consultant do hereby agree as follows:

1.0 **BASIC CONTRACT PROVISIONS**

1.1 The Project: Statutory Worker’s Compensation and Employer’s Liability Coverage

1.2 Date of Commencement: July 1, 2024

1.3 Date of Completion: One (1) year with the option of (4) four (1) year extensions

1.4 Not-to-Exceed fee: \_\_\_\_\_

1.5 Consultant’s Schedule of Hourly Rates:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.6 Reimbursable expenses. The Consultant shall be allowed reimbursement for the following expenses only:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.7 Retainage: 0 %

1.8 Liquidated Damages: None

1.9 Insurance:

Worker’s Compensation	Statutory
Errors and Omissions	\$2 Million, Combined Single Limit
Public Liability, and Property Damage	\$2 Million, Combined Single Limit
Automobile Liability	\$2 Million, Combined Single Limit

The Board shall be named an additional insured on all liability policies. All policies shall be non-cancelable without thirty (30) days prior written notice to the Board. The Consultant shall deliver to the Board, within ten (10) days of the Date of Commencement, a certificate of insurance demonstrating that such insurance is in effect.

2.0 **CONSULTANT’S SERVICES**

2.1 Scope of Services

The services to be rendered under this Agreement shall include all of those professional services necessary for Consultant to complete the Project.

2.2 Revision of Scope of Services

The Board may, at any time, by written order (the “Order”), make changes within the Scope of Services. If the Consultant claims that such changes will cause an increase or decrease in the Consultant’s cost of, or time required for, performance of its services, the Consultant may apply for an equitable adjustment to the Not-to-Exceed fee and/or the

Date at Completion. Any claim of the Consultant for such adjustment must be asserted in accordance with Section 2.3. No services for which an additional compensation will be charged by the Consultant shall be furnished without the written authorization of the Board. All orders to the Consultant directing changes in the Project, authorizing payments representing increases or decreases in compensation due to changes or revisions, or modifying the Date at Completion, shall be made only by the Board.

### 2.3 Claims and Disputes

- A. If the Consultant claims (i) that any work it has been ordered to do is outside the agreed upon Scope of Services, or (ii) that any action or omission of the Board is contrary to the terms and provisions of this Agreement, it shall within five (5) working days after being ordered to perform the work claimed by it to be revised work, or within five (5) working days after the act or omission to act by the Board complained of, request consultation with the Chairman of the Board regarding such complaint. Within five (5) working days after receipt of such request, the Chairman, or the Chairman's designee, shall meet with the Consultant for the purpose of negotiating, in good faith, changes, if any be required, in the Scope of Services agreed upon, the compensation, or the Date of Completion, or other resolution of Consultant's complaint. If, as a result of such consultation, the Consultant and the Chairman (or the Chairman's designee), agree to proposed changes in the Scope of Services, the compensation, or the Date of Completion, or agree to other resolution of Consultant's complaint, such proposed changes or other resolution shall be set forth in writing on a document signed and dated by both the Consultant and the Chairman (or the Chairman's designee), and then submitted to the Board for approval. Pending Board approval, the Consultant shall promptly comply with the Board's Order, unless the Chairman gives written direction to the Consultant to await Board approval. In the event that: i) the Consultant and the Chairman (or the Chairman's designee) are unable to agree on mutually acceptable changes in the Scope of Services, the compensation, the Date of Completion, or such other resolution of Consultant's complaint, or ii) the Board fails to approve the proposed changes agreed to by the Consultant and the Chairman (or the Chairman's designee) within thirty (30) calendar days of the date the document setting forth the proposed changes is signed by the Consultant and the Chairman (or the Chairman's designee) (if more than one date, then the later of the dates), the Consultant shall:
- (i) Promptly comply or continue to comply with such Order,
  - (ii) File with the Board, within i) thirty (30) working days after being ordered to perform the work claimed by it to be revised work, or ii) thirty (30) working days after the claimed action or omission on the part of the Board occurred, or iii) forty five (45) working days after the date of the document setting forth proposed changes negotiated by the Consultant and the Chairman (or the Chairman's designee) is signed by the Consultant and the Chairman (or the Chairman's designee) (if more than one date, then the later of the dates), whichever date is latest, a written, verified detailed statement, with documentary evidence, of the items and basis of its claim;

- (iii) Produce for the Board's examination, upon notice from the Board, all its related books of account, bills, invoices, payrolls, subcontracts, time books, progress records, daily reports, bank deposit books, bank statements, checkbooks and canceled checks, showing all of its actions and transactions in connection with or relating to or arising by reason of its claim, and submit itself and persons in its employ and in its subcontractor's employ, if appropriate, for examination under oath by any person designated by the Board to investigate any claims made against the Board under this Agreement, such examination to be made at a place in Broome County designated by the Board.
  - (iv) Proceed diligently, pending and subsequent to the determination of the Board with respect to any such disputed matter, with the performance of this Agreement and in accordance with all instructions of the Board.
  - B. The value of any work which the Consultant is required to do as a result of either i) an order of the Board requiring work outside the Scope of Services agreed upon; or ii) an act or omission of the Board which is contrary to the terms and provisions of this Agreement, shall be determined by the methods set forth in Section 4.3 in accordance with the rates set forth in Section 1.5.
  - C. The Consultant's failure to comply with any or all parts of Subsection A of this section shall be deemed to be:
    - (i) A conclusive and binding determination on the Consultant its part that said Order, work, action or omission does not involve revised services and it is not contrary to the terms and provisions of this Agreement; and
    - (ii) A waiver by the Consultant of all claims for additional compensation or damages as a result of said order, services, action or omission. The provisions of Section 2.3 are for the purpose of enabling the Board to avoid waste of public funds by affording it promptly the opportunity to cancel or revise any services, change its plans, mitigate or remedy the effects or circumstances giving rise to a claim, or take such other action as may seem desirable, and to verify any claimed expenses or circumstances as they occur. Compliance with such provisions is essential whether or not the Board is aware of the circumstances of any services or other circumstances which might constitute a basis for a claim, and whether or not the Board has indicated it will consider a claim in connection therewith.
  - D. No person has power, individually, to waive or modify any of the foregoing provisions, on behalf of the Board. In any action against the Board to recover the sum claimed by the Consultant to be due under or by reason of this Agreement, the Consultant must allege in its complaint and prove at trial compliance with the provisions of this section.
  - E. Nothing contained in this section shall in any way affect the Board's right to obtain discovery in any action that might be instituted by or against the Board.
- 2.4 Responsibility of the Consultant
- A. The Consultant shall be responsible for the quality, technical accuracy, timely completion, and the coordination of all plans, studies, designs, drawings, specifications, reports and other services furnished by the Consultant under this Agreement. The Consultant shall, without additional compensation, correct or

revise any errors, omissions or other deficiencies in its plans, studies, designs, drawings, specifications, reports and other services.

- B. The Board acknowledges that the documents, drawings, plans, specifications, field data, notes/memoranda, and/or other instruments (hereinafter, collectively “the deliverables”) to be developed, prepared, and/or delivered by the Consultant pursuant to this Agreement constitute instruments of professional service. Nevertheless, all deliverables, which are developed, prepared, and/or delivered under this Agreement shall become the property of the Board upon completion of the Project and payment in full of the monies due the Consultant. The Consultant may not thereafter use or re-use the Board-specific data or contents of such deliverables for the benefit of any other without the advance written approval of the Board. The Board reserves the right to charge and receive a licensing fee as a condition of granting such approval for re-use or derivative use.
- C. Unless stated otherwise in this Agreement or other written document subscribed by the Consultant, the Consultant does not represent that the “deliverables” are suitable for re-use by the Board or others with respect to any extension of the work or services covered by this Agreement or, otherwise, on any other work. Unless the Board obtains written verification from or adaption by the Consultant for the specific purpose intended (for which the Consultant reserves the right to charge and receive a fee for providing such additional service), the Board agrees to waive any claims against the Consultant arising from the Board’s re-use or modification of any deliverables. Should the Board use or modify the deliverables without first obtaining the written consent of the Consultant, then the Board agrees to hold harmless and indemnify the Consultant from any such use or modification of the deliverables.
- D. The Consultant shall furnish to the Board, prior to the final payment all deliverables in electronic form, with at least one paper record copy and one electronic record copy on electronic media (which electronic record copy shall not be encrypted or password-protected in any way). When requested, an electronic copy of deliverables shall also be provided in an editable format (for example, Microsoft Word, Microsoft Excel, etc.) specified by the Board. The Board will inform the Consultant of e-mail addresses and software formats/versions to be used for submitting deliverables in electronic form and shall update the Consultant periodically as e-mail address changes are required.
- E. The compensation which the Board agrees to pay to the Consultant includes compensation for all licensing fees, royalties, and costs arising from copyrights, patents, and trademarks in any way involved in the Consultant’s services or required to access deliverables furnished in electronic format. All licenses required for such access shall be assigned or transferred to the Board prior to submission by the Consultant of its final bill under the Agreement. Whenever the Consultant is required or desires to use any design, device, material, or process covered by copyright, letters patent or trademark, the Consultant shall indemnify and save harmless the Board from any and all claims for infringement by reason of the use of any such copyrighted or patented design, device, material



or process in the performance of the work covered by the Agreement, and shall indemnify the Board for any costs, expenses and damages which it may be obliged to pay, by reason of any such infringement, at any time during the prosecution or after the completion of the work. services, or project covered by the Agreement.

- F. The Consultant shall ensure that all its vehicles, subcontractors, agents and employees comply with all DOT and OSHA/PESH regulations applicable to the work, including any requirements for personal protective equipment/clothing. Provision of all personal protective gear, devices, equipment, and clothing for all personnel involved with the work shall be the responsibility of the Consultant.
- G. Approval by the Board of plans, studies, designs, specifications, reports, and incidental work furnished hereunder shall not in any way relieve the Consultant of responsibility for the technical adequacy of its work. The Board's approval or acceptance of, or payment for, any of the work shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.
- H. The Consultant shall be and remain liable in accordance with applicable law for all damages to the Board to the extent caused by the Consultant's negligent performance of any of the work furnished under this Agreement, except for errors, omissions or other deficiencies to the extent attributable to the Board, Board-furnished data or any third party employed by the Board to provide said services to the Consultant.

### 3.0 **TIME OF PERFORMANCE**

#### 3.1 Date of Commencement and Completion

Consultant agrees that it will begin work upon the Date of Commencement stated in Section 1.2, and that it will diligently proceed with said work such that the same shall be completed by the Date of Completion stated in Section 1.3.

#### 3.2 Best Efforts

The Consultant acknowledges that the services to be performed are essential to the effective operation of the Board's functions, and that, therefore, the Consultant will exercise its best efforts to complete the services called for under this Agreement in the minimum time possible. In the event that the Consultant, for good cause shown, cannot complete the services within the time agreed to, the Consultant shall make a written request to the Board, in accordance with the sections which follow.

#### 3.3 Applications For Modification of The Date of Completion

- A. If the Consultant claims that adjustment of the Date of Completion is warranted on account of (i) services that has been ordered to do is outside the Scope of Services agreed upon, or (ii) an action or omission of the Board is contrary to the terms and provisions of this Agreement, the Consultant shall "proceed" in accordance with section 2.3.
- B. If the Consultant claims that, on account of conditions other than those stated in Subsection A above, adjustment of the Date of Completion is warranted, the Consultant shall proceed in accordance with Sections 3.4 and 3.5.

#### 3.4 Notice of Conditions Causing Delay

- A. Within five (5) working days after the commencement of any condition which is causing or may cause delay in completion, the Consultant shall notify the Board in writing of the effect, if any, of such condition upon the Date of Completion, and shall state why and in what respects, if any, the condition is causing or may cause such delay.
- B. Failure to strictly comply with this requirement may, in the discretion of the Board, be deemed sufficient cause to deny any extension of time arising out of or resulting from such condition.

### 3.5 Extension of Time

- A. An extension or extensions of time for the completion of the Project may be granted by the Board, but only upon written application therefor by the Consultant to the Board.
- B. An application for an extension of time shall set forth in detail the source and nature of each alleged cause of delay in the completion of the work, the date upon which each such cause of delay began, ended, or will end, and the number of days delay attributable to each of such causes. Such application shall be submitted prior to completion of the work.
- C. If such an application is made, the Consultant shall be entitled to an extension of time for delay and completion of the Project caused solely:
  - (i) By the acts or omissions of the Board, its officers, agents or employees; or
  - (ii) By unforeseeable supervening conditions entirely beyond the control of the Consultant, such as, but not limited to, Acts of God or the public enemy, war or other national emergency making performance temporarily impossible, and strikes or labor disputes.
- D. The Consultant shall be entitled to an extension of time for such causes only for the number of calendar days of delay which the Board may determine to be due solely to such causes, and then only if the Consultant shall have strictly complied with all the requirements of this section and Section 3.4. The Board shall make such determination within thirty (30) calendar days after receipt of the Consultant's application for an extension of time, provided, however, said application complies with the requirements of this section and Section 3.4.
- E. The Consultant shall not be entitled to receive a separate extension of time for each one of several causes of delay operating concurrently, but, if at all, only for the actual period of delay in completion of the Project as determined by the Board, irrespective of the number of causes contributing to produce such delay. If one of several causes of delay operating concurrently results from any act, fault, or omission of the Consultant or of its subcontractor, if any, and would of itself (irrespective of the concurrent causes) have delayed the Project, no extension of time will be allowed for the period of delay resulting from such act, fault or omission.
- F. The granting of an application for an extension of time for causes of delay other than those herein referred to shall be entirely within the discretion of the Board.

### 3.6 Delay Claims

Consultant represents and warrants that the provisions herein contained for extension of

time are fair and adequate, and that Consultant has had an opportunity to make provision for any and all delays within the contemplation of the parties. Accordingly, it is understood and agreed that Consultant shall not have or assert any claim for damages, or prosecute any suit, action, cause of action, arbitration claim or other proceeding against the Board for such damages arising from any delay or hindrance in the completion of the work called for in this Agreement due to any act or omission on the part of the Board its agents, servants and employees, or otherwise.

### 3.7 Liquidated Damages

The Consultant acknowledges that the services to be performed are essential to the effective operation of the Board's functions. The Consultant further acknowledges that it is difficult, if not impossible, to assess the value of the damage the Board will experience in the event Consultant fails to complete the Project within the time allowed by this Agreement. Therefore, to liquidate those damages, if the Consultant fails to complete the Project by the Date of Completion, or any extension thereafter granted pursuant to this Agreement, the Consultant shall pay to the Board the liquidated damages set forth in Section 1.8. The payment of liquidated damages shall be in addition to other remedies available to the Board pursuant to this Agreement, at law, or in equity. The Board may unilaterally elect to take payment of the liquidated damages, in whole or in part, as a credit against any amount owed by the Board to the Consultant pursuant to this Agreement.

## 4.0 **COMPENSATION TO THE CONSULTANT**

### 4.1 Amount of Compensation

For the faithful performance of the Project and its acceptance by the Board, the Board shall pay to the Consultant an amount not to exceed the "Not-to-Exceed Fee" stated in Section 1.4. This fee includes, but is not limited to, compensation for professional, technical and non-technical personnel time, equipment, materials, insurance, travel expenses, overhead and any other expenses, including reimbursable expenses, which the Consultant incurs during the performance of said work.

### 4.2 Method of Payment

- A. The Consultant shall, no more than once in each calendar month, submit to the Board a requisition for payment for both services which have been performed and reimbursable expenses incurred, provided the services and reimbursable expenses were not included in an earlier requisition. Each requisition shall include the Consultant's written invoice, which shall include a detailed statement of the services for which payment is requisitioned, the hours worked to accomplish those services, a breakdown of the hours according to the positions/categories/employees set forth in Section 1.5, and the reimbursable expenses for which payment is requisitioned. The value of each requisition shall be based upon:
- i) Actual or reasonable (whichever is less) hours of work necessary to complete the services, multiplied by the appropriate hourly rate(s) included in the Schedule of Hourly Rates set forth in Section 1.5; and
  - ii) Reimbursable expenses of a type described in Section 1.6, valued at the amount

set forth in Section 1.6 or if no amount is set forth in Section 1.6, then the actual or reasonable (whichever is less) cost thereof.

The quantity of work done and the value thereof, as indicated in the requisition for payment, shall be subject to verification by the Board. Payment by the Board will be made within sixty (60) days of the last day of the calendar month in which a requisition is received by the Board, provided that the Board verifies the quality of services and the value thereof, and the Board's Fiscal Officer is satisfied that the requisition is complete and that payment is due the Consultant in the amount stated in the requisition. The Board will pay the Consultant all verified amounts, less the retainage set forth in Section 1.7.

- B. Final payment for all services, including payment of the retainage, shall be made upon 1) completion of the Project and the delivery of deliverables under this Agreement; 2) the submission of a requisition by the Consultant, in the form specified in Subsection A above, conspicuously marked "FINAL BILL"; 3) provided that final payment for the Project is authorized by the Board; and 4) further provided no lawful or proper direction given by the Board regarding the Project remains uncomplied with. Prior to final payment for the Project, or prior settlement upon termination of this Agreement, and as a condition precedent thereto, the Consultant shall execute and deliver to the Board a release of all claims against the Board arising under and by virtue of this Agreement, other than such claims, if any, as may be specifically reserved by the Consultant from the operation of the release in stated amounts to be set forth therein.

#### 4.3 Value of Additional Work

- A. The amount by which the Agreement consideration is to be increased or decreased by any revision of the Scope of Services or an act or omission of the Board resulting in additional work of the Consultant, by one or more of the following methods:
- (i) By accepting an amount agreed upon by the parties; or
  - (ii) By estimating the fair and reasonable cost of (1) labor, including all wages, required wage supplements and insurance required by law (Workers' Compensation, Social Security, Disability, Unemployment, etc.) for the work; (2) reasonable and necessary technical subcontractors and (3) three reimbursable expenses; or
  - (iii) By determining the actual cost of the revision in the same manner as in the above Subdivision (ii) except that actual costs of the Consultant shall be utilized in lieu of estimated costs.
- B. Irrespective of the method used or to be used by in determining the value of a revision, the Consultant, within thirty (30) working days after a request for the same, must submit to the Board a detailed breakdown of the Consultant's estimate of the value of the revision.
- C. Unless otherwise specifically provided for in a revision, the compensation specified therein for the revised services includes full payment for both the revised services and for any damage or expense caused the Consultant by any delays to other work to be done under this Agreement resulting from or on

account of said revised services, and the Consultant waives all rights to any other compensation for said revised services, damage or expense.

## 5.0 **INSURANCE**

Consultant shall procure and thereafter maintain in full force and effect until final acceptance of the Project insurance of the kind and in the amounts specified in Section 1.9.

## 6.0 **TERMINATION**

### 6.1 Termination For Cause

The Consultant's services may be terminated in whole or in part in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this Agreement through no fault of the terminating party, provided, that no such termination may be effected unless the other party is given (i) not less than seven (7) calendar days' notice of intent to terminate, and (ii) an opportunity for consultation with the terminating party prior to termination.

### 6.2 Termination For Convenience

The Consultant's service may be terminated in whole or in part in writing by the Board for its convenience, provided, that such termination is for good cause and that the Consultant is given: (i) not less than seven (7) calendar days' notice of intent to terminate, and (ii) an opportunity for consultation with the Board prior to termination.

### 6.3 Adjustments Upon Termination

- A. If termination for cause is effected by the Board, an equitable adjustment in the fee provided for in this Agreement shall be made, but: (i) no amount shall be allowed for anticipated profits on unperformed services; and (ii) any payment due to the Consultant at the time of termination may be adjusted to the extent of any additional costs occasioned to the Board by reason of the Consultant's default.
- B. If termination for cause is effected by the Consultant, or if termination for convenience is effected by the Board, an equitable adjustment in the fee shall be made, including a reasonable profit on unperformed services. The equitable adjustment for any termination shall provide for payment to the Consultant for services rendered and reimbursable expenses incurred prior to the termination.
- C. Upon termination either for cause or convenience, the Board may take over the Project and prosecute the same to completion, by agreement with another party or otherwise. Any work taken over by the Board for completion will be completed at the Board's risk, and the Board will hold harmless the Consultant from all claims and damages arising out of improper use of the Consultant's work.
- D. If, after termination by the Board, for cause, it is determined that the Board did not have cause to terminate, the termination shall be deemed to have been effected for the convenience of the Board.

### 6.4 Postponement or Suspension of Commencement of The Project.

The Board may postpone commencement of the Project or suspend work on all or part of the Project, provided, that no such postponement or suspension may be effected unless the Board gives the Consultant (i) not less than seven (7) calendar days written notice of its intention, and (ii) an opportunity for consultation with the Board prior to postponement or suspension. If such suspension is effected by the Board after

commencement of the Consultant's performance of services hereunder, an equitable adjustment in the fee provided for in this Agreement shall be made as if the services had been terminated by the Board for its convenience under Section 6.3(B), above. If, after a substantial lapse of time, the Board directs the resumption of performance of services by the Consultant, the Consultant if it is caused to do extra work which it would not have otherwise had to do, will be entitled to an equitable adjustment to be made in accordance with Section 4.3 of this Agreement.

6.5 Consultant's Obligations Upon Termination, Postponement or Suspension

Either upon giving notice of termination to the Board, or receiving from the Board a notice of termination, postponement or suspension, the Consultant shall, unless the Board directs otherwise, (i) promptly discontinue all services effected and (ii) deliver or otherwise make available to the Board all data, plans, studies, drawings, specifications, reports, estimates, summaries and such other information as may have been accumulated by the Consultant in performing this Agreement, whether completed or in process.

7.0 **ACTIONS AND PROCEEDINGS**

7.1 Limitation of Action

- A. No action or proceeding shall lie or be maintained by the Consultant, or anyone claiming under or through the Consultant, against the Board upon any claim arising out of or based upon this Agreement or any breach hereof or by reason of any act or omission or requirement of the Board or its individual members, agents, servants or employees, unless:
- (i) Such action or proceeding is instituted in a state court of competent jurisdiction in the State of New York, venued in Broome County; and
  - (ii) The Consultant or the person claiming under or through it shall have strictly complied with all requirements relating to the giving of notices and information with respect to such claim; and
  - (iii) If this Agreement is terminated for cause or for convenience, such action is commenced within six (6) months after the date of such termination. Otherwise, such action or proceeding shall be commenced within one (1) year after the submission to the Board of the final application for payment or, if the claim is based upon monies retained for any period after the date of the final application for payment, such action is commenced within six (6) months after such monies become due and payable under the terms of this Agreement.
- B. Notwithstanding anything in the laws of the State of New York to the contrary, the Consultant or anyone claiming under or through the Consultant, shall not be entitled to any additional time to begin anew any other action if an action commenced within the times herein specified be dismissed or discontinued for any reason whatsoever.

7.2 No Estoppel or Waiver

- A. The Board shall not be precluded or estopped by an inspection, acceptance, application for payment, final or otherwise, issued or made under this Agreement or otherwise issued or made by it, or any member, agent or employee of the Board, from showing at any time the true amount and character of the work performed, or from showing that nay such inspection, acceptance, application or

payment or payments is incorrect, or was improperly issued or made; and the Board shall not be precluded or estopped, notwithstanding any such inspection, acceptance, application for payment or payments, from recovering from the Consultant any damages which it may sustain by reason of any monies which may be paid to it or for its account in access of those to which it is lawfully entitled.

- B. Neither the Board's acceptance of all or any part of the work covered by this Agreement, nor any payment therefor, nor any payment by the Board, nor any permission or direction by the Board for the Consultant to continue with the performance of this Agreement before or after the Date of Completion, nor any performance by the Board of any of the Consultant's duties or obligations, nor any aid lent to the Consultant by the Board in its performance of such duties or obligations, nor any delay or omission by the Board to exercise a right or remedy accruing to it under the terms of this Agreement or existing at law or in equity or by statute or otherwise, nor any other thing done or omitted to be done by the Board, its members, agents, or employees, shall be deemed to be a release to the Consultant from any obligations, liabilities, or undertakings in connection with this Agreement, or a waiver of any provision of this Agreement or of any rights or remedies to which the Board may be entitled because of any breach thereof, excepting only a written instrument expressly providing for such release or waiver. No termination, revision or annulment hereof, in whole or as to any part of this Agreement, because of any breach hereof, shall be deemed a waiver of any damages to which the Board may be entitled because of such breach. No waiver by the Board of any breach of this Agreement shall be deemed to be a waiver of any other or any subsequent breach.

### 7.3 Indemnification

The Consultant shall indemnify and hold the Board and its members, agents, servants and employees free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with, or arising directly or indirectly out of, errors and/or omissions and/or negligent acts by the Consultant (including its employees, agents and/or contractors) in the performance of this Agreement. Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, death, damage to property, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, in connection with, or arising directly or indirectly out of, errors and/or negligent acts by the Consultant, as aforesaid, shall be included in the indemnity hereunder. The Consultant further agrees to investigate, handle, respond to, provide defense for and defend any such claim at its sole expense even if such claim is groundless, false or fraudulent. In any case in which such indemnification would violate Section 5-322.1 of the New York General Obligations Law, or any other applicable legal prohibition, the foregoing provisions concerning indemnification shall not be construed to indemnify the Board for damage arising out of bodily injury to persons or damage to property contributed to, caused by or resulting from the negligence of the Board, its

members, agents or employees.

#### 7.4 Costs

The Consultant shall be responsible for and will pay to the Board all reasonable costs, including attorney's fees, incurred by the Board in the event that:

- (i) The Consultant breaches its duty to defend the Board as required by this Agreement;
- (ii) The Consultant brings an action or proceeding against the Board for an alleged breach of this Agreement and the Consultant fails to prevail in the litigation; or
- (iii) The Board brings an action against the Consultant for an alleged breach of the Agreement and the Board prevails in the litigation.

### 8.0 MISCELLANEOUS PROVISIONS

#### 8.1 Exemption From Sales and Use Taxes

The Board is exempt from paying New York State or local sales taxes on any material which it purchases. The Consultant shall not include sales taxes or compensating use taxes of the State of New York or of any city or county in the State of New York for any supplies or materials to be used by the Consultant for any on behalf of the Board which are exempt from such taxes.

#### 8.2 Captions

The titles or captions of articles and paragraphs of this Agreement are intended for convenience and reference purposes only and in no way define, limit or describe the scope or intent thereof or of the Agreement or in any way affect the Agreement.

#### 8.3 Nomenclature

Materials, equipment, methodologies or other work described in words which have a well-known, technical or trade meaning shall be interpreted as having such meaning in connection with this Agreement.

#### 8.4 Entire Agreement

This Agreement constitutes the entire Agreement between the parties hereto and no statement, promise, condition, understanding, inducement or representation, oral or written, expressed or implied, which is not contained herein shall be binding or valid. This Agreement shall not be changed, modified or altered in any manner except by an instrument in writing executed by the parties hereto.

#### 8.5 Successors and Assigns

This Agreement shall bind the successors, assigns, and representatives of the parties hereto. The Consultant shall not assign any right or interest in this Agreement or delegate, sublet or transfer any obligation hereunder without the written permission of the Board. Any assignment or delegation attempted by the Consultant without written permission of the Board shall be wholly void and totally ineffective for all purposes.

#### 8.6 Invalid Provisions

If any term or provision of this Agreement or the application thereof to any agency, person, firm or corporation or circumstance shall, to any extent, be invalid or unenforceable, the remainder of the Agreement, or the application of such terms or provisions to agencies, persons, firms or corporations or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby and each term or provision of this Agreement shall be valid and be enforced to the fullest extent permitted



by law.

8.7 Notices

Any written notice required hereunder shall be deemed properly given, delivered and service thereof completed: i) when said notice is deposited in any Post Office or Post Office Box in a post-paid envelope properly addressed; or ii) when said notice is delivered in person to the party to whom it is addressed or their authorized representatives, or iii) when said notice is delivered to a nation-wide overnight delivery service for next-day (excluding week-ends and holidays) delivery and a receipt for such delivery is issued by the carrier. The addresses of the Board and the Consultant set forth in the beginning of this Agreement shall be deemed the place to which written notice to them shall be directed; provided, however, that either party may by written notice to the other, given pursuant to this section, designate a different address to which notices to it shall be directed or designate the name and address of another person, firm or corporation to whom notices to it may be directed.

8.8 Provisions Required by Law

Each and every provision required by law to be inserted in this Agreement shall be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein. In the event any such provision is not inserted or is not correctly inserted, then, upon the application of either party, this Agreement shall forthwith be physically amended to make such insertion or correction.

8.9 Audit; Access to Records

The Consultant shall maintain books, records, documents and other evidence directly pertinent to performance under this Agreement in accordance with generally accepted accounting principles and consistently applied and in effect on the date of execution of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year stated below.

BINGHAMTON-JOHNSON CITY  
JOINT SEWAGE BOARD

\_\_\_\_\_

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

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

George Kolba, Jr.  
Chairman

[Type Name] \_\_\_\_\_

Title: \_\_\_\_\_

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

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

# 2024 Binghamton-Johnson City Joint Sewage Treatment Plant Organizational Chart

(under the Owner-Amended Joint Sewage Board 2024 Budget)

