

## **Business Manager's Report – February 10, 2026**

### **Needing Board Approval:**

- Permission to Advertise
  - RFQ For Ferric Chloride
  - Elevator Maintenance (NYS Contract) Mini-Bid
  
- Permission to Attend
  - NY Government Finance Officer Association Annual Conference  
Albany NY, 15-17 April 2026,

Every reasonable effort has been made to ensure that all business items are included on the agenda at least 24 hours prior to scheduled Board meetings. However, as this is an active, real-time operating facility, situations may arise that require timely consideration and cannot reasonably be deferred until the next scheduled meeting.

## **INVITATION TO BID**

### **PROPOSAL FOR THE PURCHASE OF:**

#### **FERRIC CHLORIDE (38% CONCENTRATION)**

The Binghamton-Johnson City Joint Sewage Board will accept sealed bids for the above until 2:00 p.m. local time on March 5, 2026 at the Binghamton-Johnson City Joint Sewage Treatment Plant Office, 4301 Vestal Road, Vestal, New York 13850, at which time bids will be publicly opened and read aloud. No Bidder may withdraw its Bid within 45 days after the Bid Opening.

A bid package, which contains specifications, instructions and bid proposal forms may be reviewed at the Plant Office, 4480 Vestal Road, Vestal, NY, on the Plant website <http://bjcwwtp.org/bidrfp> and/or obtained from the Business Manager (<mailto:djensen@bjcwwtp.com>), to whom all questions regarding this bid opportunity should be directed.

**CONTRACT PERIOD:** Twelve or eighteen months from date of contract, to be determined by the Binghamton-Johnson City Joint Sewage Board following the opening of bids. Option to renew for successive like period(s) **WITH NO CHANGES IN TERMS AND/OR CONDITIONS**, through the third anniversary of the date of contract, upon mutual agreement between the Binghamton-Johnson City Joint Sewage Board and the successful bidder.

February 10, 2026

## INSTRUCTIONS TO BIDDERS

### THE GOODS

The Binghamton-Johnson City Joint Sewage Board (the “Board”) will accept bids to supply the following goods:

FERRIC CHLORIDE (38% CONCENTRATION)

The goods shall comply with the Technical Specifications herein.

### CONTRACT PERIOD

The contract period shall be twelve or eighteen months from date of contract, to be determined by the Board following the opening of bids. Bidders may choose to bid for one or both contract periods; however, if the bidder chooses to not bid for the contract period which the Board, following the opening of bids selects, the bidder’s bid will not be considered. The contract may be renewed for successive like period(s) WITH NO CHANGES IN TERMS AND/OR CONDITIONS, through the third anniversary of the date of contract, upon mutual agreement between the Board and the successful bidder.

### DELIVERY OF THE GOODS

It is required that delivery of the the above goods to Binghamton-Johnson City Joint Sewage Treatment Plant (the “Plant”) at 4480 Vestal Road, Vestal, New York 13850 commence within five (5) calendar days from delivery to the successful bidder of the fully executed contract between the successful bidder and the Board. Delivery must be made between the hours of 8:00 am and 2:00 pm, Monday through Friday, excluding Plant Office holidays. **The Bid Price must include delivery to the Plant, all charges prepaid and shall include unloading.** Orders will be placed telephonically and confirmed by e-mail on an “as needed” basis. Once an order is placed the supplier shall, within one (1) Plant Office business day [Monday through Friday, except Plant Office holidays], provide to the Plant Office by e-mail a statement of the origin of the goods, and the estimated time for the delivery to the Plant, and the goods shall be delivered to the Plant within two (2) Plant Office business days. It is required that goods be delivered to the Plant between the hours of 8:00am and 2:00pm, non-holiday Mondays through Fridays. Each

delivery must be accompanied by shipping documents showing gross weight and tare weight. Payment shall be based on the net total gallons of delivered goods per load actually received by the Plant and the unit price per gallon. The Plant reserves the right to use its own scale for quantity verification. The Board will not be responsible to pay for any goods not so-received, including goods not received due to loss while being transported, leakage, spillage, evaporation, or any other reason. Trucks, tanks, trailers and drivers shall meet all DOT specifications, standards and regulations. The supplier shall ensure that all its vehicles, drivers and other delivery personnel comply with all DOT and OSHA/PESH procedures and regulations concerning the transporting and off-loading of the goods, including the requirement for personal protective equipment during off-loading.

A Certificate of Analysis and a Material Safety Data Sheet shall be provided to the Plant with every delivery.

Upon entering into a contract with the Board the successful bidder shall provide the Plant Office with the name and telephone number of the contact person for ordering shipments.

Coordinating arrangements for delivery must be made with the Plant's Head Operator (Deron Biechele) at 4480 Vestal Road, Vestal, New York 13850, (607) 729-2975.

**Time is of the essence with this contract.** The Plant requires the goods for its chemically enhanced primary treatment process: to avoid a shutdown of the Plant's chemically enhanced primary treatment process, the supplier shall ensure that there is a continuous supply of goods available for delivery to meet the Plant's needs, **and it is the supplier's responsibility to maintain production and delivery facilities adequate to** supply sufficient goods to meet the Plant's needs. In the event supplier fails to make deliveries on schedule or otherwise defaults in performance, the Board reserves the right to purchase goods from other sources on the open market and charge the supplier for any excess in cost occasioned thereby.

### **IMPORTANT NOTICES TO POTENTIAL BIDDERS**

Your receipt of this bid package does not indicate that the Board has pre-determined your qualifications to receive a contract award. Such determination will be made after the Bid

Opening and will be based on the Board's evaluation of your Bid submission compared to the specific requirements and qualifications contained in this bid package and other bid documents. The Board will not be responsible in any manner for verbal answers to any inquiries regarding the meaning of the specifications which may be given prior to the awarding of the Contract. The Board will regard all Bids received as an agreement by the Bidder to conform to all items of the bid package and other bid documents, unless specific exemptions are deemed to be in the best interests of the Plant.

By submitting its Bid proposal, a Bidder represents that it is in compliance with the *Immigration and Nationality Act*, 8 U.S.C. §1324A, *et. seq.*, and that it will remain so throughout the term of the Contract. In addition, any subcontractor hired by Bidder shall be required to represent that it is in compliance with the *Immigration and Nationality Act*, 8 U.S.C. §1324A, *et. seq.* Any violation of this representation shall constitute a breach of the Contract, and, among other things, the Board may terminate the Contract in accordance with the default provisions herein.

The Board reserves the right to reject all Bids at the Board's sole discretion, regardless of the number of qualified Bidders submitting conforming proposals, if such action is deemed to be in the best interest of the Board or the Plant. An irregular or informal Bid may also be rejected.

## **BID SUBMISSION**

The following procedures shall apply to all Bid submissions:

1. BID PREPARATION:
  - a) All documents shall be typewritten or printed legibly in ink.
  - b) Erasures or corrections, if any, shall be initialed in ink.
  - c) Ambiguous or illegible terms or markings may result in REJECTION of a Bid.
  - d) Signatures on original documents shall be made in ink.
  - e) Failure to submit some documents (or the required number of copies of a document), failure to complete all required items on any documents, and/or failure to sign documents required to be signed may result in REJECTION of a Bid.

f) Addition of terms and/or conditions not required by the Bid Manual or bid documents may result in REJECTION of a Bid.

2. BID DOCUMENTS TO BE SUBMITTED: There shall be submitted simultaneously:

a) One (1) paper original and two (2) paper copies of the completed, signed Bid Proposal Sheet, on the form provided in the bid package, or a copy thereof with original signature;

b) One (1) paper original and two (2) paper copies of the completed, signed Statement of Non-Collusion, on the form provided;

c) Bid Security in the form of a CERTIFIED CHECK or BID BOND payable to the order of the "Binghamton-Johnson City Joint Sewage Board" in the sum of FIVE PERCENT (5%) of the Total Bid amount of bid amount shown on Bidder's Bid Proposal Sheet. All bonds and signatures on bonds must be notarized and in a form acceptable to Board Co-Counsel. Unless a Bidder's Bid is rejected, the Bid Security will be held without interest by the Board as a guaranty that the Bidder whose Bid is accepted will enter into a Contract with the Board to the satisfaction of Board Co-Counsel. Upon execution of such Contract, the Bid Security will be returned.

d) A completed non-collusive bid certificate on the form provided (or a copy thereof) with original signature;

e) Proof of qualifications including the following documentation:

i) Location of the manufacturing facility(ies) and statement attesting to each manufacturer's capacity to manufacture, furnish, and deliver the goods.

ii) List of major chemical constituents used in production process and statement attesting to bidder's ability to procure these process components.

iii) Statement that bidder has and will maintain competent field personnel available at the Plant site within 36 hours of a request throughout the entire contract period, and statement that bidder shall make available a list of telephone numbers and contacts of the responsible parties to be called on a 24-hour, 7-day-per-week basis in the event of an emergency or unusual operating conditions.

- iv) The names and telephone numbers of at least 3 references who can report about the successful use of the goods under similar quantities, applications and conditions within the last 5 years;

Failure to submit some documents, or failure to sign documents required to be signed may result in REJECTION of a bid at the discretion of the Board.

3. BID ENVELOPES AND PACKAGES: A sealed envelope and/or package containing the Bid submission documents shall be clearly marked “BID ENCLOSED” and with the bid name “FERRIC CHLORIDE (38% CONCENTRATION)” plainly written on the outside.

4. BID DELIVERY:

a) Bidders assume all risks for timely, properly submitted deliveries. The Board shall bear no responsibility for delays in receipt of any Bid.

b) Sealed bid submissions shall be received until 2:00 p.m. local time, March 5, 2026 at which time bids will be publicly opened and read aloud.

c) Bid submission documents shall be submitted simultaneously and must be enclosed in a sealed envelope, delivered to:

Binghamton-Johnson City Joint Sewage Treatment Plant Office  
4301 Vestal Road  
Vestal, New York 13850.

d) E-mail bid submissions are not acceptable and will not be considered.

5. BID WITHDRAWAL OR REVOCATION: Bid submissions shall be non-revocable for 45 days from the Bid Opening date.

### **CONTRACT AWARD**

Award of a Contract will be made to the lowest responsible Bidder whose Bid conforms to all the provisions required to render it formal and legally binding, and whose record of performance, if any, with the Board has been satisfactory.

## **EXEMPTION FROM SALES AND USE TAXES**

The Board is exempt from paying New York State or local sales taxes on any goods which it purchases. In computing the bid, as well as in rendering billings, a Bidder shall not include sales taxes or compensating use taxes of the State of New York or of any city and/or county in the State of New York for any materials to be delivered which are exempt from such taxes.

## **PAYMENT PROCEDURES**

The Board's municipal Claim for Payment audit and approval process requires supplier invoices, together with a required Claim for Payment form, to be fully completed and signed by the supplier, and received at the Plant Office. 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 Plant Office day of the month in which a proper invoice and fully completed and signed Claim for Payment form is actually received at the Plant Office.

## **EXTENSION OF THE CONTRACT**

If mutually agreeable to the Sewage Board and the successful bidder, the contract may be extended WITH NO CHANGE IN ANY TERMS AND/OR CONDITIONS for one or more successive like periods through the third anniversary of the contract date. Any such extension shall be confirmed in writing executed by the supplier's authorized representative and an authorized representative of the Sewage Board not later than 7 days before the extended term is to begin. This right may be exercised on behalf of the Sewage Board by the Plant Superintendent and thus may be at the Plant Superintendent's sole discretion.

## **TERMINATION OF THE CONTRACT**

1. TERMINATION OF THE CONTRACT – DEFAULT OR BREACH: The Sewage Board reserves the right to terminate the contract thirty (30) days after written notice is given if, in the Plant Superintendent's sole discretion, it is determined that the goods contracted for will no longer satisfactorily meet the Plant's requirements. If the contract is terminated under this provision, the supplier is entitled to payment for product delivered to the effective date of termination. This payment is the sole and exclusive remedy to which the supplier is entitled in

the event of termination and the supplier shall be entitled to no other compensation or damages and expressly waives the same.

2. TERMINATION OF THE CONTRACT – DEFAULT OR BREACH: The Board reserves the right to terminate any contract it enters into with the successful bidder/supplier immediately upon default in delivery or performance and, in the event of other breach, seven (7) days after written notice is given. This right may be exercised on behalf of the Board by the Plant Superintendent. If the contract is so terminated, the supplier is entitled to payment for conforming product satisfactorily delivered up to the effective date of termination. This payment is the sole and exclusive remedy to which the supplier is entitled in the event of termination, and the supplier shall be entitled to no other compensation or damages and expressly waives the same.

3. TERMINATION OF THE CONTRACT – CONVENIENCE OF THE BOARD: Whenever, in the sole judgment of the Board or its designee, the public interest so requires, the Board reserves the right to terminate the contract effective upon a date stated in a written Notice of Termination delivered not less than seven (7) days prior to the termination date. This right may be exercised on behalf of the Board by the Plant Superintendent. If the contract is terminated, the supplier shall act promptly to minimize the costs and expenses resulting from termination. The supplier shall be entitled to payment for conforming product satisfactorily delivered up to the effective date of termination. This payment is the sole and exclusive remedy to which the supplier is entitled in the event of termination, and the supplier shall be entitled to no other compensation or damages and expressly waives the same.

*(End of Instructions to Bidder section)*

**TECHNICAL SPECIFICATIONS**  
for  
**FERRIC CHLORIDE (38% CONCENTRATION)**

The Binghamton-Johnson City Joint Sewage Treatment Plant (the “Plant”) will have a relatively steady demand for Ferric Chloride (38% Concentration), of about 500 to 1,100 gallons per day, 7 days per week. Actual volume may vary. The Board estimates that the Supplier will be required to deliver and unload one tanker-load of approximately 4,000 gallons Ferric Chloride (38% Concentration) every 4 to 8 days to the Plant at 4480 Vestal Road, Vestal, New York 13850. The Supplier must understand that this is an estimate only, and no guaranty of the actual quantity to be purchased is made. The quantity and frequency of the orders may vary.

**REQUIRED TECHNICAL SPECIFICATIONS**  
for  
**FERRIC CHLORIDE (38% CONCENTRATION)**

<b><u>ITEM/PARAMETER</u></b>	<b><u>LIMIT</u></b>	<b><u>METHOD</u></b>
FeCl <sub>3</sub>	Minimum 38%	Titrimetric
FeCl <sub>2</sub>	0.75% maximum	
Free Acid as HCl	1.0% maximum Drinking Water	
Insolubles	0.008% (80 ppm) maximum	
Radionuclides	None	
Specific Gravity at 20°C	1.38 - 1.49	ASTM D891-09
Viscosity	12.1 centipoises for a 40% solution	
Crystallization	37% FeCl <sub>3</sub> (- 15°F); 40% FeCl <sub>3</sub> (10°F)	
ANSI/NSF Standard 60 Certified	Maximum use level 400 ppm as solution	
CAS No.	7705-08-0	
UN Classification	UN2582, Ferric Chloride Solution. SQC data available on request	

*End of Technical Specifications section*



BINGHAMTON-JOHNSON CITY JOINT SEWAGE BOARD

BID PROPOSAL SHEET FOR: FERRIC CHLORIDE (38% CONCENTRATION)

In compliance with the invitation for bids and subject to all the conditions thereof, the undersigned offers and agrees, if this bid is accepted, to furnish and deliver the item or items upon which prices are quoted, at the prices set forth opposite each item, delivery to be affected as ordered.

**Bidders may bid for either or both the 12 month and the 18 month supply period.** The contract period shall be by the Board following the opening of bids. If the bidder chooses to not bid for the contract period which the Board ultimately selects, the bidder's bid will not be considered.

<u>ITEM</u>	<u>ESTIMATED QUANTITIES*</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
Ferric Chloride 38% Solution <u>12-month supply period</u>	150,000 gallons (per 12-months)	\$ _____ per gallon	\$ _____
and/or			
Ferric Chloride 38% Solution <u>18-month supply period</u>	225,000 gallons (per 18-months)	\$ _____ per gallon	\$ _____

\* Actual quantities may vary. The Board reserves the right to increase/decrease quantities "as needed".

Certification is made hereby that the material(s) offered above is (are) in compliance with all specification terms and conditions hereof.

NAME OF BIDDER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Print Full Name of the Bidder

BIDDER'S ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BIDDER'S TELEPHONE: \_\_\_\_\_

BY: \_\_\_\_\_  
Print Name of Person Authorized to Sign for the Bidder

\_\_\_\_\_  
Print Title of Person Authorized to Sign for the Bidder

\_\_\_\_\_  
Signature of Person Authorized to Sign for the Bidder

STATEMENT OF NON-COLLUSION

By submission of this bid, each bidder and each person signing on behalf of any bidder, certifies and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in this 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 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 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 or not to submit a bid for the purpose of restricting competition.

The foregoing statement is hereby subscribed by the bidder and is hereby affirmed by the bidder as true under the penalties of perjury, and is hereby submitted to the Binghamton-Johnson City Joint Sewage Board for the following contract or project:

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

\_\_\_\_\_  
Name of Bidder (e.g., Company, Partnership, Corporation)

By: \_\_\_\_\_  
Signature of Person Authorized to Sign This Statement on Behalf of Bidder

BINGHAMTON-JOHNSON CITY JOINT SEWAGE BOARD

BIDDER'S QUALIFICATIONS: FERRIC CHLORIDE (38% CONCENTRATION)

1. For each manufacturer of the goods to be supplied by the bidder, state: 1) the name of the manufacturer, 2) the location of the manufacturer's facility(ies) for production of the goods, and 3) the manufacturer's capacity to manufacture, furnish, and deliver the goods.

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2. List the major chemical constituents used in the production process, and address the bidder's ability to procure these process components.

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3. Does the bidder have and will the bidder be able to maintain competent field personnel at the Plant site within 36 hours of a request throughout the entire contract period?

YES \_\_\_\_\_ NO \_\_\_\_\_

4. Will the bidder make available to the Plant Office a list of telephone numbers and contacts of the responsible parties to be called on a 24-hour, 7-day-per-week basis in the event of an emergency or unusual operating conditions?

YES \_\_\_\_\_ NO \_\_\_\_\_

5. Provide the names and telephone numbers of at least 3 references to whom the bidder has supplied the same goods with the last 5 years, who can report on the successful use of the goods, under similar quantities, applications and conditions.

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

\_\_\_\_\_  
Name of Bidder (e.g., Company, Partnership,  
Corporation)

By: \_\_\_\_\_  
Signature of Person Authorized to Sign This  
Statement on Behalf of Bidder

REMINDER

BEFORE DELIVERING YOUR BID, HAVE YOU DONE THE FOLLOWING?

\_\_\_\_\_ PROPERLY INDICATED ON THE OUTSIDE OF THE ENVELOPE THAT THIS IS A SEALED BID FOR: FERRIC CHLORIDE (38% CONCENTRATION)

\_\_\_\_\_ SIGNED AND ENCLOSED THE BID PROPOSAL SHEET.

\_\_\_\_\_ SIGNED AND ENCLOSED A STATEMENT OF NON-COLLUSION.

\_\_\_\_\_ SIGNED AND ENCLOSED BIDDER'S QUALIFICATIONS

\_\_\_\_\_ ENCLOSED A CERTIFIED CHECK OR BID BOND.

**REMEMBER:** - YOUR BID MAY BE REJECTED IF ALL OF THE ABOVE HAVE NOT BEEN COMPLIED WITH.

Thank You

MINI-BID PROJECT DEFINITION			
GROUP: 71004 AWARD NUMBER: 23271			
ELEVATOR, ESCALATOR AND MISCELLANEOUS LIFT EQUIPMENT MAINTENANCE SERVICES (STATEWIDE)			
Authorized User Name:	Binghamton Johnson City Joint Sewage Treatment Plant (BJCJSTP)		
Authorized User Street Address:	4480 Vestal Road		
Authorized User City, State, and Zip:	Vestal NY 13850		
MINI-BID PROJECT NUMBER:	2026-001	PROJECT NAME:	Elevator Maintenance
DESIGNATED CONTACTS			
Primary Contact:	Howard Reeve	Secondary Contact:	Douglas Jensen
Email Address:	hreeve@bjcwtp.com	Email Address:	djensen@bjcwtp.com
New York State Governmental Entities must indicate if Procurement Lobbying Law/Restricted Period is in effect:			No
SECTION 2: PROJECT OVERVIEW			
2.1 PROJECT SITE DESCRIPTION			
Describe the facility(s) where the Contractor will maintain the Lift Equipment. Should more than one location be included under the Mini-Bid, copy, paste and complete the below rows for each site. Remember that all sites included in a Mini-Bid Solicitation must fall within the same Region. Please be aware that the site contact listed here is the intended contact following award and so may differ from the designated contact. Bidders should only reach out to the designated contacts listed on the "Mini-Bid Overview" worksheet prior to award.			
Facility Name:	Binghamton Johnson City Joint Sewage Treatment Plant (BJCJSTP)		
Street Address:	4480 Vestal Road		
City, State, and Zip Code:	Vestal NY 13850		
Contact Name at the Facility:	Howard Reeve, Facility Engineer		
Contact Number at the Facility:	607-729-2975		
Contact Email Address:	hreeve@bjcwtp.com		
2.2 EQUIPMENT TO BE SERVICED			
Describe the Lift Equipment that will be maintained by the Contractor and the required Maintenance Plan as described in the Maintenance Plans section of the Contract. In the attached Lift Equipment specific worksheets. Authorized Users may add additional rows or columns to the worksheets to meet the specific requirements of for their procurement. Any worksheets irrelevant to an Authorized User's desired procurement should be removed in entirety.			
Details regarding the Equipment to be serviced can be found in the included Lift Equipment specific worksheets.			
2.3 SPECIFIC SERVICE NEEDS			
Describe any specific service needs such as any requirements for an On-site Mechanic and the dates/hours that the mechanic will be required to be on site. Other examples of service needs that would be listed here are administrative or reporting requirements. An Authorized User should utilize the provided dropdowns below to indicate whether they do (Yes) or do not (No) require an On-Site Mechanic, Preparation of Schematic Wiring Diagrams, or Fireman's Recall Test. If services such as an On-Site Mechanic or the Preparation of Schematic Wiring Diagrams, which are included in the cost of the Monthly Maintenance Fee, are not required in the Mini-Bid, then the costs for such services should be included in the price bid for the Monthly Maintenance Fee in order to provide the most competitive bid. Should no other specific service needs be required under this Mini-Bid Agreement, the Authorized User should indicate "None" below in the space provided.			
On-Site Mechanic Required:		If yes, provide details:	
Preparation of Schematic Wiring Diagrams Required:		Fireman's Recall Testing:	If Fireman's Recall Testing Included, Number of Lift Equipment for Testing
List any other requirements (if any):			
2.4 MONTHLY MATERIAL ALLOWANCE, ESTIMATED HOURS AND CONTINGENCY			
An Authorized User should provide a monthly material allowance (dollar amount) and estimated number of monthly straight time and overtime hours needed for each title. These values should be based upon the Agency's or facility's planned budget (Material Allowance) and past maintenance records (estimated hours). If desired, an Authorized User can include a Contingency (percentage) to be added to determination of the Grand Total of the Bid for budget considerations			
	Item	Dollar Allowance/ Service Hours Per Month/ Contingency %	
1	Material Allowance (Dollar Allowance)		
2	Elevator Mechanic Straight Time (estimated hours)		
3	Elevator Mechanic Overtime (estimated hours)		
4	Elevator Apprentice Straight Time (estimated hours)		
5	Elevator Apprentice Overtime (estimated hours)		
6	Contingency (percentage)		
2.5 PREVAILING WAGE RATE AND SUPPLEMENTAL BENEFIT INFORMATION			
The Authorized User must request a PRC # (Prevailing Rate Case) from the NYS Department of Labor Bureau of Public Work as the work being bid is subject to the prevailing wage rate provisions of New York State Labor Law Article 8. The Authorized User CANNOT utilize the PRC # assigned to the the Central Contract for this section.			
Authorized User's PRC # is:	2026003152		
2.6 LIMIT ON SUBCONTRACTING			
At the discretion of the Authorized User, a limit may be placed on the total value of all subcontracting work during the term of each Mini-Bid. If such a limit is imposed, it shall be specified in the Mini-Bid Project Definition and expressed as a not-to-exceed percentage of the total Mini-Bid value. If no limit is being imposed, then either the below percentage should indicate as such or this Section removed in entirety.			
Unless approved by the Authorized User, the total percentage of Mini-Bid value utilized for subcontracted services shall not exceed the percentage:			
2.7 PREVENTIVE MAINTENANCE REQUIREMENTS			
The Authorized User has the discretion to tailor the Preventive Maintenance requirements in the Centralized Contract to meet its needs. Those requirements should be specified in this section. If no changes are required, we recommend the use of the following language: The Contractor has to comply with the Preventive Maintenance requirements in the Centralized Contract.			
2.8 LICENSING AND OSHA 10 TRAINING REQUIREMENTS			
Bidders shall list in Section 3.1 of the "Contractor Response" worksheet all of the Elevator Mechanics that may work on the Mini-Bid Project by including the Elevator Mechanic's name, New York State Department of Labor License Number, License Issued Date, and License Expiration Date. Bidder shall also indicate whether the Elevator Mechanic has completed the OSHA 10 safety training course. <a href="https://dol.ny.gov/elevator-licensing-information">https://dol.ny.gov/elevator-licensing-information</a>			

NEW YORK GOVERNMENT FINANCE OFFICERS' ASSOCIATION



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## 2026 ANNUAL CONFERENCE OVERVIEW

# Save the Date!

# April 15-17

**NYGFOA 2026**  
Annual Conference  
April 15-17 Albany Marriott, Albany

The NYGFOA Annual Conference is New York State's premier event for government finance professionals! Interact with over 550 finance professionals from all levels of state and local government as well as the private sector. Commissioners, comptrollers, directors of finance, financial analysts, treasurers, clerks, supervisors, CFOs, accountants, budget directors, business managers, cash managers, council members, supervisors, and others will be in attendance.

### Registration & Fees

- o Registration for the Pre-Conference sessions and the Annual Conference is open to all persons interested in government finance.
- o The Annual Conference and Pre-Conference are separate registrations and are accessible via the different links provided to the right .
- o Please email [info@nygfoa.org](mailto:info@nygfoa.org) if you need hard copy of the conference registration.

Annual Conference Rates <i>Full schedule below</i>	Member Rate	Non-Member Rate (gov)	Non-Member Rate (priv)
Early Bird (Ends 2/13/26)	CK \$255   CC \$258	CK \$350   CC \$361	CK \$445   CC \$458
Regular Rate (Begins 2/14/26)	CK \$280   CC \$288	CK \$375   CC \$386	CK \$470   CC \$484
Onsite Rate (After 4/3/26)	CK \$295   CC \$304	CK \$390   CC \$402	CK \$485   CC \$500

Early Bird Pre-Conference Rates (Early Bird Ends 2/13/26) <i>Full schedule below</i>	Member Rate	Non-Member Rate
Ethics and Professional Conduct for NYS CPAs (Wednesday, April 15   8:00 am - 12:00 pm)	CK \$150   CC \$155	CK \$300   CC \$309
2026 GASB Update: The Year in Review (Wednesday, April 15   10:00 - 11:40 am)	CK \$125   CC \$129	CK \$250   CC \$258
2026 GASB Update: Current Projects and Technical Agenda (Wednesday, April 15   1:00 - 2:40 pm)	CK \$125   CC \$129	CK \$250   CC \$258

ANNUAL CONFERENCE OVERVIEW

ANNUAL CONFERENCE REGISTRATION

PRE-CONFERENCE REGISTRATION

ANNUAL CONFERENCE SESSION DESCRIPTIONS

PRE-CONFERENCE SESSION DESCRIPTIONS

CURRENT SPONSORS & EXHIBITORS

HOTEL INFORMATION

SCHOLARSHIP INFORMATION

SPONSORSHIP INFORMATION

EXHIBITOR INFORMATION

POLICIES: CANCELLATION, EARLY BIRD, & MORE

2:10 pm - 3:00 pm	- Protecting Data from the Internet of Things
2:10 pm - 3:00 pm	- Hot Topics In Muncipal Bonds
2:10 pm - 3:00 pm	- State Retirement System Update
3:00 pm - 3:30 pm	<b>Afternoon Ice Cream &amp; Coffee Break</b>
	<b>Concurrent Bank # 3</b>
3:30 pm - 4:45 pm	- Bond Rating Agency Update
3:30 pm - 4:20 pm	- No Tax on Overtime: Guidance and Reporting
3:30 pm - 4:20 pm	- Politics of Budgeting 2026
	<b>Concurrent Bank # 4</b>
4:40 pm - 5:30 pm	- ARPA Closeout Reporting: It's Still Important!
4:40 pm - 5:30 pm	- NYS Cyber Security Update From DHSES
6:00 pm - 6:45 pm	<b>Albany Marriott Sponsored Cocktail Reception</b>
6:45 pm - 8:00 pm	<b>Dinner &amp; GFI Graduation</b>
8:30 pm - 10:30 pm	<b>Game Night</b>
	<b>Friday April 17, 2026</b>
7:15 am - 8:15 am	<b>Breakfast</b>
	<b>Concurrent Bank # 5</b>
8:30 am - 9:45 am	- Grants For Local Governments: Sourcing & Management
9:00 am - 9:50 am	- Explaining Financial Statements To Non-Accountants
9:00 am - 9:50 am	- AI Overview: A Primer For Beginners
	<b>Concurrent Bank # 6</b>
10:15 am - 11:30 am	- HR Best Practices For Public Finance Officers
10:15 am - 11:05 am	- Revenue Forecasting Techniques
10:15 am - 11:05 am	- OSC Audit Findings - Lessons Learned & Best Practices
11:30 am	<b>CONFERENCE CONCLUDES</b>

*Program subject to change*

#### **PRE CONFERENCE SCHEDULE**

	<b>Wednesday, March 4, 2026 (virtual via Zoom)</b>
10:00 am - 12:00 pm	Ethics for Everyone
	<b>Wednesday, April 15, 2026</b>
8:00 am - 12:00 pm	Ethics and Professional Conduct for NYS CPAs
10:00 am - 11:40 am	GASB Update: The Year n Review
1:00 pm - 2:40 pm	GASB Update: Current Projects and Technical Agenda
3:00 pm - 4:40 pm	AI and the Public Sector - A Deeper Dive

*Program subject to change*



Douglas Jensen <jensen.douglasr@gmail.com>

**Your Apr-15-2026 Confirmation #54015797**

Home2 Suites by Hilton Confirmed <noreply@h6.hilton.com>  
To: jensen.douglasr@gmail.com

Fri, Jan 23, 2026 at 3:40 PM



Hello Douglas,

[View Account](#) →

Hilton Honors Member #2672842107

**See you soon, Douglas Jensen**

Your reservation for Apr-15-2026 has been confirmed.  
Confirmation #54015797



**Home2 Suites by Hilton Albany Wolf Rd.**

[10 Metro Park Road](#)  
[Albany NY 12205 US](#)  
[Maps & Directions>>](#)

+15184824045

Wednesday  
**Apr 15**  
Check In: 3:00 PM

**2**  
Nights

Friday  
**Apr 17**  
Check Out: 11:00 AM

[Add to Calendar \(iOS/Outlook\)](#)

[Add to Calendar \(Other\)](#)

**Your Room Information**

**Guest Name:** Douglas Jensen  
**Guests:** 1 Adult  
**Rooms:** 1  
**Room Plan:** 1 KING STUDIO SUITE  
NOSMOK

**Your Rate Information** SEMI-FLEX

**Rate per night**  
15-Apr-2026 - 16-Apr-2026 175.42 USD  
16-Apr-2026 - 17-Apr-2026 160.04 USD

**Total for Stay per Room Rate** **335.46 USD**

**Taxes** 50.39 USD

**Total price for Stay** **385.85 USD**

[Modify Your Reservation >>](#)

# 2026 ANNUAL CONFERENCE SESSION DESCRIPTIONS

*Sessions and their descriptions are subject to change.*

## Comptroller Thomas P. DiNapoli

**Moderator:** Mindy Goddeau, Treasurer, *Village of Lake Placid*

**Session Description:** New York State Comptroller Thomas P. DiNapoli will address the Conference with information on the FY 2027 State Budget as well as updates on the Office of the State Comptroller's legislative agenda and resources available to assist local governments with managing the finance function.

1 CPE Advisory Services / 1 GFI Elective Credit

## News from the Nation's Capitol

**Session Description:** Uncertain Federal funding for state and local programs, implementing 'no tax on overtime' regulations, challenges to the tax-exempt status of municipal bonds - these are just a sampling of what comes from Washington, D.C. which can keep finance officers awake at night. Emily Brock, Director of the Federal Liaison Center for the GFOA of the U.S. and Canada pulls back the curtain on these and other initiatives and what may be enacted before the 2026 mid-term elections.

**Moderator:** Christopher Briggs, Treasurer, *Village of Massapequa Park*

**Presenter:** Emily Brock, Director - Federal Liaison Center, *GFOA of the U.S and Canada*

1.5 CPE Specialized Knowledge / 1.5 GFI Elective Credits

## Creating a Successful Succession Plan for the Finance Office

**Session Description:** The wave of retirements by experienced government finance officers continues, coupled with a shrinking pool of qualified candidates to fill the positions. If your plan is to retire in the next 5 to 7 years, learn some strategies you can start implementing to increase the likelihood that when your retirement date arrives, you can be confident that the finance function of your entity will not skip a beat.

**Moderator:** Michael Kenneally, Executive Director, *NYS Comp Alliance*

## State Retirement System Update

**Session Description:** Presented by senior management from the New York State and Local Retirement System (NYSLRS), this session will provide details on the State Retirement System fund performance, the latest initiatives employers should be aware of, and answer your questions.

**Moderator:** Elliott Auerbach, Commissioner, *Village Incorporation Commission - NYS Department of State*

**Presenters:** Colleen Gardner, Executive Deputy Comptroller and Andrea Goldberger, Deputy Comptroller, *New York State and Local Retirement System*

1 CPE Specialized Knowledge / 1 GFI Elective Credit

## No Tax on Overtime: Guidance and Reporting

**Session Description:** The Internal Revenue Service (IRS) recently published guidance for employees to deduct qualified overtime compensation from federally taxable income, also known as “no tax on overtime,” beginning in 2025. This new, temporary deduction will have significant implications for government finance officers as governmental entities are one of our nation’s largest employers and adhere to a combination of federal, state and local regulations on overtime pay. This session will walk you through the guidance and what government employers should know about this new deduction both now and in the years ahead.

**Moderator:** Janet Plarr, Retired Village Administrator, *Village of Blasdell*

**Presenter:** Brendan Nelson, CPA, Partner, and Christopher Schneider, CPA, Partner, *R.S. Abrams & Co., LLP*

1 CPE Specialized Knowledge / 1 GFI Elective Credit

## Politics of Budgeting 2026

**Session Description:** A panel of seasoned government finance officers share the challenges they encountered while creating their entity's current fiscal year budgets and what they anticipate in the near future. Attendees are encouraged to participate in the discussions and not only share their challenges but best practices for developing and monitoring municipal budgets while working with competing governing board agendas.

**Presenters:** Michele Levine, CPA, Director - Technical Services and Emily Brock, Director - Federal Liaison Center, *GFOA of the U.S. and Canada*

1.5 CPE Specialized Knowledge / 1.5 GFI Elective Credits

### **Explaining Financial Statements to Non-Accountants**

**Session Description:** Government finance officers regularly make presentations on the governmental entities financials to governing boards. Understanding that many governing board members and the public are not versed on what the various financial reports of the entity mean and what they say, how do you translate these reports into a language which is more easily understood? This session will provide some tips on how to explain, in plain language, the differences between the various financial reports and the pictures they paint for a government.

**Moderator:** Duane Shoen, CPA, Partner, *Insero & Co., CPAs, LLP*

**Presenters:** Frank Faber, CPA, Partner, *Skinnon & Faber CPAs, P.C.*

1 CPE Accounting/1 GFI Elective Credit

### **AI Overview: A Primer for Beginners**

**Session Description:** Artificial Intelligence (AI) in public sector finance is in its early stages but growly steadily. As more governments recognize that AI isn't going away, this session has help by providing a better understanding of what AI is and isn't, and how the government finance office can leverage AI to its advantage.

**Moderator:** Robin LaWall, Treasurer, *County of Wyoming*

**Presenter:** James A. Harris, CGFM, PMP, CLSSGB, Senior Manager, *Workday*

1 CPE Advisory Services / 1 GFI Elective Credit

### **HR Best Practices for Public Finance Officers**

**Session Description:** Many finance officers today find themselves with the added responsibility of being the Human Resource Officer for their entity. This session will cover human resource industry best practices for public sector managers as well as provide an update on the latest laws, rules, and regulations with which you should be familiar.

**Moderator:** Donna Crowley, CPA, Partner, *RBT CPAs, LLP*