

Dutchess County Water and Wastewater Authority
Public Works Service Order less than or equal to \$10,000.00 in Value
Standard Terms and Conditions

Shipping and Travel: Unless otherwise specified, Contractor is responsible for cost of shipping and/or travel to the designated Dutchess County Water and Wastewater Authority work site.

Security: Contractor is responsible for security at the work site.

Health and Safety: Contractor must have in force a health and safety program. Dutchess County Water and Wastewater Authority reserves the right to direct removal of Contractor's employees from any facility due to unsafe work practices or endangering others; or unsafe equipment, tools, or other working devices. All employees prior to entering upon a construction work site shall be certified as having attended an US DOL OSHA Approved 10 Hour Construction Worker Safety Training course.

Taxes: Dutchess County Water and Wastewater Authority is exempt from all local and New York State sales and use taxes. A tax exemption letter will be provided upon request.

Partial or Incomplete Work: Contractor is alerted that payment will not be made on partial or incomplete work unless so stated on the Public Works Service Order (PWSO).

Permits and Licenses: Contractor by accepting this PWSO order certifies that it has the appropriate permits, licenses or authorizations to perform the work as may be regulated by local, state or federal law or regulation.

Payment: A complete payment request received on or before the 5th of the month will be scheduled for payment by the 5th of the next month. A complete payment request is considered to contain a Dutchess County Water & Wastewater Authority Voucher with the Vendor sections completed and signed, the Contractor's invoice with appropriate documentation and Certified payrolls where required. Late or interest charges will not be accepted due to incomplete payment requests, or until after the next payment cycle that a complete payment request is received. If an invoice is received without all of the proper documentation it will be returned to you with a request for the missing documentation for re-submission.

Employees: Contractor shall employ upon the work only individuals lawfully permitted to work in the United States of America.

Equal Opportunity Employment/Non-discrimination: This PWSO is subject to Executive Law Article 15 and NYS Labor Law Section 220-e. Contractor agrees not to discriminate in the hiring and employment of personnel, or the selection of vendors or subcontractors associated with the work.

NYS Prevailing Wage Rate: This PWSO is subject to NYS Labor Law Article 220 (Prevailing Wage Rates). By accepting this PWSO, the Contractor agrees to comply with the requirements of the law, pay employees per the appropriate prevailing wage rate case number, (PRC) and submit certified payrolls for employees of the Contractor and its subcontractors to the Dutchess County Water and Wastewater Authority for each payment request.

As of January 01, 2026 the NYS Dept. of Labor (DOL) requires all contractors and subcontractors to submit/upload Certified Payroll reports on the NYS DOL electronic submissions portal to report payrolls for public work projects, Article 8, for the duration of the project. Payrolls must be submitted weekly or at least every 30 days. You will need the PRC number given to you for the project and your Contractor Registration Certificate to submit the Certified Payroll. Failure to submit on time may result in penalties of up to \$100/day following a 14-day grace period. For more information and to submit your Certified Payroll reports each week click on this link: www.dol.ny.gov/Electronic-Payroll.

Insurance: Contractor shall obtain and keep in force the following limits of insurance coverage during the life of the work up to and until receipt of final payment.

General Liability:	\$1,000,000.00 per occurrence, \$2,000,000.00 Aggregate
Automotive:	\$1,000,000.00 combined single limit
Worker's Compensation	Statutory
Unemployment Insurance	Statutory
Disability Benefits Insurance	Statutory

Prior to the start of the work, the Contractor must submit to Dutchess County Water and Wastewater Authority proof of the above insurance. **All policies except workers compensation insurance shall name Dutchess County Water and Wastewater Authority as additionally insured.** This PWSO contract and indemnification shall cover any and all work provided to the Dutchess County Water and Wastewater Authority for the period of service covered by said PWSO.

Workers Compensation Forms: Contractor must obtain and supply to the Dutchess County Water and Wastewater Authority, **one of the following acceptable New York State Workers Compensation Form numbers: C105.2, U-26.3, S1-12, GSI-105.2, Providing an Acord form with the coverage dates is not acceptable to the New York State Workers Compensation Board.**

Any Consultant based outside New York State must include the following statement on their certificate for Workers' Compensation Insurance: "This policy is extended to cover the insured's operation and locations while working in State of New York and benefits will be paid under the New York Workers' Compensation Law."

W-9 Form: The Vendor shall submit all forms required by Federal and State Tax Laws including IRS Form W-9 to the Authority at the time of acceptance of this purchase order.

Additional Services: No additional services may be performed under this PWSO without written Authorization.