



# CONTRACT DATA SHEET

Monroe County Division of Purchasing  
200 County Office Building, Rochester NY 14614

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**TITLE:** **AUTOMOTIVE PARTS & SUPPLIES**

**CONTRACT #:** BP #0302-26 (SAP Contract #7700000347)

**CONTRACT DATES:** 5/1/2026 – 4/30/2027

**BUYER:** **Phil DiFrancesco**  
**PHONE:** 585-753-1130  
**FAX:** 585-753-1104

**VENDOR(S):** Nu-Way Auto Parts  
415 West Main Street  
Rochester, NY 14608

*Phil DiFrancesco*

Phil DiFrancesco  
Buyer

**TERMS AND CONDITIONS**

**BID ITEM:** AUTOMOTIVE PARTS & SUPPLIES  
**FOR:** Monroe County Fleet Maintenance Department  
**BUYER CONTACT:** Phil DiFrancesco, (585) 753-1130; [pdifrancesco@monroecounty.gov](mailto:pdifrancesco@monroecounty.gov)

The Buyer, identified below, is the sole point of contact regarding this Bid from the date of issuance until the bids are opened and the results made public.

Phil DiFrancesco  
Monroe County Division of Purchasing  
200 County Office Building  
39 West Main Street  
Rochester, NY 14614

Email: [pdifrancesco@monroecounty.gov](mailto:pdifrancesco@monroecounty.gov)

All requests for bid clarification must be submitted in writing to the Buyer referenced above and received no later than noon (12:00 PM Eastern Standard Time) on **Tuesday, March 24, 2026.**

All questions will be answered and documented in writing as an Addendum to the Bid. These will be sent out to all Bidders who received the original Bid no later than **Tuesday, March 31, 2026.**

**DUPLICATE COPIES:** **PLEASE SUBMIT YOUR BID IN DUPLICATE; THE ORIGINAL AND ONE (1) COPY.**

**BID INFORMATION:** At the time of bid, the bidder shall supply detailed specifications covering the item(s) contained herein and shall clearly indicate any areas in which item or items offered do not fully comply with the specifications contained herein.

**SUBMITTAL OF FORMAL PROPOSAL:** Bid proposal must be legible and submitted in the original form, bearing an original signature. **EMAILS AND FACSIMILES ARE NOT ACCEPTABLE.**  
**All bidders must submit proof that they have obtained the required Workers' Compensation and Disability Benefits Insurance coverage or PROOF that they are exempt. (Visit [www.wcb.ny.gov](http://www.wcb.ny.gov) for forms.)**

**SPECIFICATION ALTERATIONS:** Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. **Only formal written addenda can materially alter this set of specifications.** No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.

**BRAND  
REFERENCE:**

Any reference to a product by name or selection of specific price lists is done to establish the quality and performance characteristics required and to provide a standard price list by which discounts can be compared. Items of equal or better performance and quality will be considered. All bidders must take note that submission of a bid offering other than brand name products specified on the price list requires the following:

1. Clearly state manufacturer's price list number, price column to discount, as well as the discount for the product you are offering.
2. Alternate bids from price lists of other manufacturers must offer products, which directly correspond and are exact replacements for those items originally referenced in the bid. Alternate price lists must provide a minimum coverage of 90% of the items requested in the bid. Appendix A will be used to determine if this percentage is met.
3. Include two (2) copies, at the time of the bid opening, of the alternate manufacturer's price list and catalog you are offering in your bid proposal.
4. Bidders offering an alternate manufacturer must provide direct cross-references on an item-by-item basis. Failure to do so may result in rejection of the bid. Bidders will have two business days to respond to a cross-reference request by Purchasing.
5. The acceptance of a bidder's alternate rests solely with Monroe County.

**QUALIFIED BIDDER:**

Each bidder must be prepared to present satisfactory proof of his capacity and ability to perform this contract. Such proof may include, but is not limited to, an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. **The Purchasing Manager reserves the right to reject any bid where the bidder cannot satisfy the County as to their ability to perform. Monroe County reserves the right to reject any and all bids** if the Monroe County Purchasing Manager deems said action to be in the best interests of Monroe County.

**METHOD OF  
AWARD:**

Monroe County intends to award one or more contract(s) to the lowest responsive and responsible bidder(s) as determined by applying discounts to price list columns on the Discount Price Sheet. **The County reserves the right to award the bid as a whole or by Group or item, depending on whichever method results in the lowest overall cost to the County. Separate awards will be considered only when the price offered is great enough to offset the additional costs inherent to multiple contracts. Bidders are not required to bid on every Group included in the bid. The County reserves the right to reject any and all bids** if the Purchasing Manager deems said action to be in the best interest of the County.

**CONTRACT TERM:**

Contract will start with the date of the contract award and run through **April 30, 2027**, with the option to extend the contract for up to four (4) additional twelve (12) month terms with the mutual consent of both parties. Discount to be firm throughout the term of the contract unless a better discount is negotiated at the time of any extension.

In the event a manufacturer releases a new price list during the contract term, the contractor must provide the County with two (2) copies of the updated price list and catalogs at least one (1) week prior to its taking effect. The County will honor the manufacturer's price list in effect at the time the order is placed, providing the County is in receipt of such price list.

**MINIMUM ORDER:**

No minimum order is specified for this contract. Agencies must be able to order as needed. **Political subdivisions and others authorized by law may participate in this contract.**

**DELIVERY:**

All deliveries to be F.O.B. Monroe County to agency as specified by a Purchase Order. Deliveries must be made within **two (2) days** after receipt of purchase order number. The County reserves the right to terminate the contract in the event the specified delivery time is not met.

**PURCHASE ORDER ISSUANCE:**

Delivery of goods may be directed by the receipt of a Purchase Order only. **Items that are not part of this bid will not be paid for by Monroe County.** As to all purchase orders issued by Monroe County, exceptions may only be authorized, in writing, by the Purchasing Manager or her authorized agent prior to delivery.

**BILLING PROCEDURE:**

All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of Item Purchased, Stock or Catalog #, List Price, Discount, Extension and Total. **ALL INVOICES MUST BE MARKED WITH THE PURCHASE ORDER NUMBER. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.**

**WARRANTY GUARANTEE:**

All warranties by manufacturer shall apply. Bidder shall, as part of its proposal, furnish its warranty/guarantee for all goods/services to be furnished hereunder. As a minimum, Bidder shall warrant all goods for a period of one (1) year from date of acceptance. Bidder shall be obligated to repair or replace all defects in material or workmanship which are discovered or exist during said period. All labor, parts and transportation shall be at Bidder's expense.

**UNCONTEMPLATED PURCHASES:**

Monroe County reserves the right to request separate bids for such quantities of items on this contract that may be best procured via separate public bid offering and to otherwise act in furthering its own best interests.

**SUBCONTRACT:**

The Contractor shall not subcontract any work without first obtaining the written consent of the Monroe County Purchasing Manager.

**RELATED ITEMS:**

The County reserves the right to add miscellaneous related items to this contract during the contract term upon agreement by both parties as to the price. Pricing must be consistent with contract. Approval must be given in writing by the Purchasing Manager or her Designee.

**REPORT OF PURCHASE:**

The Contractor must, upon request, provide the County Purchasing Manager with detailed information showing how much of each item was delivered to any and all agencies under this contract. This includes deliveries to not only the County but any other municipality or agency which orders from this contract.

**OTHER AGENCIES:**

The Contractor(s) **must** honor the prices, terms and conditions of this contract with political subdivisions or districts located in whole or in part within Monroe County. In addition, the contractor may, but is not required to, extend the prices, terms and conditions of this contract to any political subdivision or district located in New York State. Usage of this contract by any of these other political subdivisions or districts will have to be coordinated between that subdivision or district and the contractor. Orders placed against this contract between any subdivision or district will be contracts solely between the Contractor(s) and those entities. Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the Contractor(s) and any third party.

**INDEMNIFICATION:**

The Contractor agrees to defend, indemnify and save harmless the County, its officers, agents, servants and employees from and against any and all liability, damages, costs or expenses, causes of action, suits, judgments, losses and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, arising from any act, omission or negligence of the Contractor, its agents and employees or arising from any breach or default by the Contractor under this Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Contractor.

**EQUAL PAY CERTIFICATION:**

Prior to the execution of this Agreement, the Contractor shall submit to the County an Equal Pay Certification ("Certification") affirming the Contractor's compliance with the Federal Equal Pay Act, 29 USC § 206 and New York State Labor Law §194, as amended from time to time ("Equal Pay Laws"). As set forth in the Certification, the Contractor's violation of one or more of the Equal Pay Laws or its filing of a false or misleading Certification during the term of this Agreement may constitute grounds for the County in its sole discretion to immediately terminate the Agreement and for determining the Contractor to be not qualified to participate in future Monroe County contracts.

**BP0302-26**  
**AUTOMOTIVE PARTS AND SUPPLIES**  
**DISCOUNT PRICE SHEET**

| GROUP/ITEM                        | MANUFACTURER/DESCRIPTION                             | PRICE LIST | COLUMN TO DISCOUNT | DISCOUNT |
|-----------------------------------|--|------------|--------------------|----------|
| <b>A. ELECTRICAL SYSTEM PARTS</b> |  |            |                    |          |
| 1.                                | <b>Cole Hersee</b><br>Heavy Duty Electrical Products | CLH 426J   | Jobber             | 12%      |
| 2.                                | <b>BUSS</b><br>Fuses/Circuit Breakers/Related        | BUS 426J   | Jobber             | 20%      |
| 3.                                | <b>AC Delco</b><br>Wire/Cable                        | DWC 426J   | Jobber             | 0        |
| 4.                                | <b>Standard</b><br>Ignition/Emission Parts/Related   | SEI 426J   | Jobber             | 0        |
| 5.                                | <b>Standard</b><br>Heavy-Duty Electrical Products    | SHD 426J   | Jobber             | 0        |
| 6.                                | <b>Tridon</b><br>Flashers                            | TDN 426J   | Jobber             | 0        |
| 7.                                | <b>AC Delco</b><br>Spark Plugs                       | ACP 426J   | Jobber             | 20%      |
| 8.                                | <b>Champion</b><br>Spark Plugs                       | CHA 426J   | Jobber             | 40%      |
| 9.                                | <b>NGK</b><br>Spark Plugs                            | NGK 426J   | Jobber             | 25%      |
| 10.                               | <b>Cardone</b><br>Remanufactured Electrical Motors   | A1M 426J   | Jobber             | 40%      |
| 11.                               | <b>WAI</b><br>Remanufactured Distributors            | WAI 426J   | Jobber             | 10%      |
| 12.                               | <b>Motorcraft</b><br>Electrical Parts                | MEP 426J   | Jobber             | 0        |
| 13.                               | <b>Motorcraft</b><br>Spark Plugs                     | MSP 426J   | Jobber             | 0        |
| 14.                               | <b>Motorcraft</b><br>Wire and Cable                  | MWC 426J   | Jobber             | 0        |
| 15.                               | <b>Standard</b><br>Electric Wiring                   | SEW 426J   | Jobber             | 10%      |
| 16.                               | <b>AC Delco</b><br>Ignition Equipment                | DEI 426J   | Jobber             | 0        |
| 17.                               | <b>AC Delco</b><br>Rebuilt Starters & Alternators    | DSA 426J   | Jobber             | 0        |

| GROUP/ITEM | MANUFACTURER/DESCRIPTION                                 | PRICE LIST | COLUMN TO DISCOUNT | DISCOUNT |
|------------|--|------------|--------------------|----------|
| <b>A.</b>  | <b>ELECTRICAL SYSTEM PARTS (CONTINUED)</b>               |            |                    |          |
| 18.        | <b>CEC</b><br>Automotive Lighting                        | CEC 426J   | Jobber             | 25%      |
| 19.        | <b>Hopkins Manufacturing</b><br>Trailer Electrical Parts | HOP 426J   | Jobber             | 20%      |
| 20.        | <b>BBB Industries</b><br>VIP: Rotating Electrical        | VIP 426J   | Jobber             | 0        |
| 21.        | <b>DEKA</b><br>DEK: Wire/Cable/Battery Accessories       | DEK 426J   | Jobber             | 0        |

| GROUP/ITEM | MANUFACTURER/DESCRIPTION                          | PRICE LIST | COLUMN TO DISCOUNT | DISCOUNT |
|------------|---|------------|--------------------|----------|
| <b>B.</b>  | <b>CHASSIS PARTS</b>                              |            |                    |          |
| 1.         | <b>Moog</b><br>Chassis Parts                      | MOG 426J   | Jobber             | 40%      |
| 2.         | <b>SurTrack</b><br>New Constant Velocity CV Axles | WNH 426J   | Jobber             | 15%      |
| 3.         | <b>Motorcraft</b><br>Chassis Parts                | MCP 426J   | Jobber             | 0        |
| 4.         | <b>AC Delco</b><br>Chassis Parts                  | DCH 426J   | Jobber             | 32%      |

| GROUP/ITEM | MANUFACTURER/DESCRIPTION  | PRICE LIST | COLUMN TO DISCOUNT | DISCOUNT |
|------------|---|------------|--------------------|----------|
| <b>C.</b>  | <b>COOLING AND HEATING PARTS</b>  |            |                    |          |
| 1.         | <b>MOTORAD</b><br>Cooling and Heating Parts                             | MDS 426J   | Jobber             | 25%      |
| 2.         | <b>AC Delco</b><br>A/C Parts and Tools                                  | DAC 426J   | Jobber             | 0        |
| 3.         | <b>AC Delco</b><br>Thermostats and Caps (Gas, Oil Filler, and Radiator) | DCS 426J   | Jobber             | 0        |
| 4.         | <b>AC Delco</b><br>Water Pumps – New and Remanufactured                 | DWP 426J   | Jobber             | 0        |
| 5.         | <b>GATES</b><br>Remanufactured Water Pumps                              | GWP 426J   | Jobber             | 5%       |
| 6.         | <b>Motorcraft</b><br>Air Conditioning Parts                             | MAC 426J   | Jobber             | 0        |
| 7.         | <b>Motorcraft</b><br>Thermostats, Caps, and Gaskets                     | MCS 426J   | Jobber             | 0        |

| GROUP/ITEM | MANUFACTURER/DESCRIPTION  | PRICE LIST | COLUMN TO DISCOUNT | DISCOUNT |
|------------|---|------------|--------------------|----------|
| <b>C.</b>  | <b>COOLING AND HEATING PARTS (CONTINUED)</b>                      |            |                    |          |
| 8.         | <b>Motorcraft</b><br>Water Pumps                                  | MWP 426J   | Jobber             | 0        |
| 9.         | <b>Four Seasons</b><br>AC Parts, Heater Valves, and Water Outlets | FOR 426J   | Jobber             | 0        |

| GROUP/ITEM | MANUFACTURER/DESCRIPTION                      | PRICE LIST | COLUMN TO DISCOUNT | DISCOUNT |
|------------|---|------------|--------------------|----------|
| <b>D.</b>  | <b>HOSE CLAMP AND FITTINGS</b>                |            |                    |          |
| 1.         | <b>Edelmann</b><br>Fittings, Hose, and Tubing | EDE 426J   | Jobber             | 20%      |

| GROUP/ITEM | MANUFACTURER/DESCRIPTION                                  | PRICE LIST | COLUMN TO DISCOUNT | DISCOUNT |
|------------|---|------------|--------------------|----------|
| <b>E.</b>  | <b>BRAKE PARTS</b>  |            |                    |          |
| 1.         | <b>Wagner</b><br>Pads and Shoes                           | WAG 426J   | Jobber             | 0        |
| 2.         | <b>DELCO</b><br>Remanufactured Loaded Disc Brake Calipers | ACC 426J   | Jobber             | 0        |
| 3.         | <b>MPA</b><br>Remanufactured Master Cylinders             | MMC 426J   | Jobber             | 12%      |
| 4.         | <b>NUGEON</b><br>Remanufactured Disc Brake Calipers       | NUG 426J   | Jobber             | 10%      |
| 5.         | <b>MPA</b><br>Remanufactured Power Brake Units            | MPB 426J   | Jobber             | 10%      |
| 6.         | <b>Motorcraft</b><br>Brake Parts                          | MBP 426J   | Jobber             | 5%       |
| 7.         | <b>AC Delco</b><br>Rebuilt Brakes, Shoes, and Linings     | ACB 426J   | Jobber             | 0        |
| 8.         | <b>AC Delco</b><br>Brake Parts                            | ABP 426J   | Jobber             | 0        |
| 9.         | <b>S.U.R.R.</b><br>Brake Lines and Fittings               | SUR 426J   | Jobber             | 10%      |
| 10.        | <b>Partmaster</b><br>Brake Lines and Fittings             | XBA 426J   | Jobber             | 15%      |
| 11.        | <b>Edelmann</b><br>Brake Lines and Fittings               | EDE 426J   | Jobber             | 20%      |
| 12.        | <b>BETTER BRAKE PARTS</b><br>Hardware                     | BBP 426J   | Jobber             | 40%      |

| GROUP/ITEM<br>F. | MANUFACTURER/DESCRIPTION<br>POWER STEERING PARTS                         | PRICE LIST | COLUMN TO<br>DISCOUNT | DISCOUNT |
|------------------|--|------------|-----------------------|----------|
| 1.               | BBB (Catalog: www.bbind.com)<br>Remanufactured Power Steering Components | BBB 426R   | Jobber                | 0        |
| 2.               | BBB (Catalog: www.bbind.com)<br>Remanufactured Rack and Pinion           | BBR 426J   | Jobber                | 0        |
| 3.               | Motorcraft<br>Steering Parts   | MSP 426J   | Jobber                | 0        |

| GROUP/ITEM<br>G. | MANUFACTURER/DESCRIPTION<br>SHOP TOOLS AND SUPPLIES | PRICE LIST | COLUMN TO<br>DISCOUNT | DISCOUNT |
|------------------|---|------------|-----------------------|----------|
| 1.               | Champ<br>Service Line                               | CSL 426J   | Jobber                | 20%      |
| 2.               | Truflate<br>Air Line Accessories/Tire Hardware      | CAM 426J   | Jobber                | 20%      |
| 3.               | Dorman<br>Service Line                              | DOR 426J   | Jobber                | 20%      |
| 4.               | Motormite<br>Service Line                           | MTM 426J   | Jobber                | 20%      |
| 5.               | Perfect Equipment<br>PWW: Wheel Weights             | PWW 426J   | Jobber                | 20%      |

| GROUP/ITEM<br>H. | MANUFACTURER/DESCRIPTION<br>SHOCK ABSORBERS | PRICE LIST | COLUMN TO<br>DISCOUNT | DISCOUNT |
|------------------|---|------------|-----------------------|----------|
| 1.               | Monroe<br>Shock Absorbers                   | MON 426J   | Jobber                | 28%      |

| GROUP/ITEM<br>I. | MANUFACTURER/DESCRIPTION<br>MIRROR AND LAMPS   | PRICE LIST | COLUMN TO<br>DISCOUNT | DISCOUNT |
|------------------|--|------------|-----------------------|----------|
| 1.               |  GROTE<br>Mirrors and Lamps | GRO 426J   | Jobber                | 10%      |

| GROUP/ITEM<br>J. | MANUFACTURER/DESCRIPTION<br>BELTS AND HOSES | PRICE LIST | COLUMN TO<br>DISCOUNT | DISCOUNT |
|------------------|---|------------|-----------------------|----------|
| 1.               | AC Delco<br>Belts and Hoses                 | ABH 426J   | Jobber                | 20%      |

| GROUP/ITEM<br>K. | MANUFACTURER/DESCRIPTION<br>WINDSHIELD WIPER PRODUCTS  | PRICE LIST | COLUMN TO<br>DISCOUNT | DISCOUNT |
|------------------|--|------------|-----------------------|----------|
| 1.               |  BOSCH<br>Windshield Wiper Products | BOS 426J   | Jobber                | 20%      |

| GROUP/ITEM<br>L. | MANUFACTURER/DESCRIPTION<br>FUEL PUMPS   | PRICE LIST | COLUMN TO<br>DISCOUNT | DISCOUNT |
|------------------|--|------------|-----------------------|----------|
| 1.               |  DELPHI<br>New Fuel Pumps | DPH 426J   | Jobber                | 15%      |

| GROUP/ITEM<br>M. | MANUFACTURER/DESCRIPTION<br>EXHAUST EQUIPMENT | PRICE LIST | COLUMN TO<br>DISCOUNT | DISCOUNT |
|------------------|---|------------|-----------------------|----------|
| 1.               | Walker<br>Exhaust Equipment                   | WAL 426J   | Jobber                | 28%      |

| GROUP/ITEM<br>N. | MANUFACTURER/DESCRIPTION<br>SEALS | PRICE LIST | COLUMN TO<br>DISCOUNT | DISCOUNT |
|------------------|-----------------------------------|------------|-----------------------|----------|
| 1.               | National/BCA<br>Seals             | NAT 426J   | Jobber                | 30%      |

| GROUP/ITEM<br>O. | MANUFACTURER/DESCRIPTION<br>GASKETS | PRICE LIST | COLUMN TO<br>DISCOUNT | DISCOUNT |
|------------------|-------------------------------------|------------|-----------------------|----------|
| 1.               | Fel-Pro<br>Gaskets                  | FEL 426J   | Jobber                | 30%      |

| GROUP/ITEM<br>P. | MANUFACTURER/DESCRIPTION<br>BEARINGS, BALL AND ROLLER | PRICE LIST | COLUMN TO<br>DISCOUNT | DISCOUNT |
|------------------|---|------------|-----------------------|----------|
| 1.               | National/BCA<br>Bearings, Ball and Roller             | NAB 426J   | Jobber                | 45%      |
| 2.               | Timken<br>Wheel Hub Bearings                          | TIM 426J   | Jobber                | 40%      |

| GROUP/ITEM<br>Q. | MANUFACTURER/DESCRIPTION<br>UNIVERSAL JOINTS   | PRICE LIST | COLUMN TO<br>DISCOUNT | DISCOUNT |
|------------------|--|------------|-----------------------|----------|
| 1.               |  MOOG<br>Universal Joints | MUJ 426J   | Jobber                | 20%      |

| GROUP/ITEM | MANUFACTURER/DESCRIPTION                  | PRICE LIST | COLUMN TO DISCOUNT | DISCOUNT |
|------------|---|------------|--------------------|----------|
| <b>R.</b>  | <b>AUTOMOTIVE CHEMICALS AND SEALANTS</b>  |            |                    |          |
| 1.         | <b>AC Delco</b><br>Chemicals and Sealants | DEX 426J   | Jobber             | 10%      |
| 2.         | <b>Permatex</b><br>Chemicals and Sealants | PMX 426J   | Jobber             | 0        |

| GROUP/ITEM | MANUFACTURER/DESCRIPTION                                    | PRICE LIST | COLUMN TO DISCOUNT | DISCOUNT |
|------------|---|------------|--------------------|----------|
| <b>S.</b>  | <b>RADIATORS AND GAS TANKS</b>                              |            |                    |          |
| 1.         | <b>Spectra Premium</b> REACH<br>SPI: Radiator and Gas Tanks | REA 426J   | Jobber             | 10%      |

**MUST INCLUDE TWO (2) COPIES OF PRICE LIST WITH BID,  
PREFERBALLY IN AN ELECTRONIC MEDIUM: THUMP DRIVE OR CD.**

## COMPLIANCE WITH FEDERAL SINGLE AUDIT ACT

In the event the Contractor is a recipient through this contract, directly or indirectly, of any funds of or from the United States Government, Contractor agrees to comply fully with the terms and requirements of Federal Single Audit Act [Title 31 United States Code, Chapter 75], as amended from time to time. The Contractor shall comply with all requirements stated in Federal Office of Management and Budget Circulars A- 102, A-110 and A-133, and such other circulars, interpretations, opinions, rules or regulations that may be issued in connection with the Federal Single Audit Act.

If on a cumulative basis the Contractor expends Seven Hundred and Fifty Thousand and no/100 Dollars (\$750,000.00) or more in federal funds in any fiscal year, it shall cause to have a single audit conducted, the Data Collection Form (defined in Federal Office of Management and Budget Circular A-133) shall be submitted to the County; however, if there are findings or questioned costs related to the program that is federally funded by the County, the Contractor shall submit the complete reporting package (defined in Federal Office of Management and Budget Circular A-133) to the County.

If on a cumulative basis the Contractor expends less than Seven Hundred and Fifty Thousand and no/100 Dollars (\$750,000.00) in federal funds in any fiscal year, it shall retain all documents relating to the federal programs for three (3) years after the close of the Contractor's fiscal year in which any payment was received from such federal programs.

All required documents must be submitted within nine (9) months of the close of the Contractor's fiscal year end to:

Monroe County Internal Audit Unit  
304 County Office Building  
39 West Main Street  
Rochester, New York 14614

The Contractor shall, upon request of the County, provide the County such documentation, records, information and data and response to such inquiries as the County may deem necessary or appropriate and shall fully cooperate with internal and/or independent auditors designated by the County and permit such auditors to have access to, examine and copy all records, documents, reports and financial statements as the County deems necessary to assure or monitor payments to the Contractor under this contract.

The County's right of inspection and audit pursuant to this contract shall survive the payment of monies due to Contractor and shall remain in full force and effect for a period of three (3) years after the close of the Contractor's fiscal year in which any funds or payment was received from the County under this contract.

**MONROE COUNTY PURCHASING**  
**Vendor Performance Survey**

**Contract Title:**

**Contract Number:**

**Vendor:**

Please rank the vendor performing the contract specified on a scale from "1" to "10" with "1" being poor, "5" average and "10" excellent. Please include any additional comments or suggestions in the space provided below. Monroe County Purchasing appreciates your input.

|   | Poor |   |   |   | Average |   |   |   |   | Excellent |
|---|------|---|---|---|---------|---|---|---|---|-----------|
|   | 1    | 2 | 3 | 4 | 5       | 6 | 7 | 8 | 9 | 10        |
| Item(s) supplied met specifications   |      |   |   |   |         |   |   |   |   |           |
| Product provided value (taking into account price, quality, etc.)   |      |   |   |   |         |   |   |   |   |           |
| Timeliness of delivery  |      |   |   |   |         |   |   |   |   |           |
| Completeness and accuracy of order  |      |   |   |   |         |   |   |   |   |           |
| Ability to contact representatives of vendor when needed? (If unavailable was call back prompt?)                                    |      |   |   |   |         |   |   |   |   |           |
| Invoices received promptly and accurately   |      |   |   |   |         |   |   |   |   |           |
| Recommendations received from the vendor (ie. product information, cost saving strategies, ideas for better use of resources, etc.) |      |   |   |   |         |   |   |   |   |           |

**Survey Completed by:**

**Name:**

**Title:**

**Agency:**

**Telephone:** \_\_\_\_\_ **Fax:**

**E-mail:**

***Please submit this survey to Monroe County Purchasing.***