

NOTICE TO BIDDERS

SEALEN BIDS WILL BE RECEIVED by the Town Board of the Town of Orangeburgh at the Town Clerk's Office, No. 25 Orangeburg Road, Orangeburgh, New York until 2:00 P.M. on May 25, 2012. Bids will be opened and read at 3:00 P.M. on May 25, 2012 at the Town Board meeting in the Town Board Room, 25 Orangeburg Road, Orangeburgh, New York. **FRANKLIN COUNTY TRANSPORTATION - SUNNYSIDE DAY CAMP.** In accordance with the Contract Bids will be opened at the Town Board meeting on the date and time specified above. The Town Clerk's Office.

The Director of Public Works and Buildings will submit a report of all bids received and his recommendations concerning the awarding of a contract at a meeting of the Town Board on May 31, 2012.

The Town Board reserves the right to waive any bids received in the bidding and to reject any and all bids. No bid will be accepted without a bid submission statement as required by Section 103-d of the General Municipal Law.

No contract is deemed to have been created until approved by a Town Board Resolution and the Town Attorney and until the terms and conditions have been accepted by the Town Board. All contracts are subject to appropriate laws and regulations. The Board reserves the right to accept or reject any bid provided for in the Town Budget.

Each proposal must be accompanied by a certified check or bid in the amount of the proposed bid, which is to be returned to all bidders within forty-eight (48) hours after the bids have been opened by the Town Board. The Town Board reserves the right to award the contract and furnish the required performance bond and insurance.

It is understood that the Contract Bids are required to post a performance bond acceptable to the Town Attorney by a bonding company acceptable to the Town Board in the amount of one-half the contract price, and assuring full performance.

The successful bidder upon failure or refusal to execute and deliver the contract and bond required, within ten (10) days after the date of award, shall forfeit the cash price of the proposed bid to the Town of Orangeburgh and as liquidated damage for such failure or refusal. The security deponent with this proposal.

Attorneys in fact who sign bid bonds or contract bonds must file with each bond a certified copy of their Power of Attorney to sign said bonds.

No work will be accepted by the Town Board until the successful bidder has submitted a certified copy of their Power of Attorney to sign said bonds.

Only qualified bidders who have adequate experience, resources, equipment and personnel to complete the work in making awards.

By order of the Town Board of the Town of Orangeburgh.

ASST. TOWN CLERK
DIRECTOR
CHARLOTTE MADISON
TOWN CLERK
DATED: April 30, 2012

NOTICE OF POSTING: NOTICE TO BIDDERS: BUS TRANSPORTATION FOR THE ORANGETOWN SUMMER DAY CAMP.

STATE OF NEW YORK }
COUNTY OF ROCKLAND } SS.
TOWN OF ORANGETOWN }

Charlotte Madigan being duly sworn upon her oath, deposes and says;

That, she is, at all times hereinafter mentioned was, duly elected, Qualified and acting Town Clerk of the *TOWN Of ORANGETOWN*, in the County of Rockland, State of New York.

That, on the 25th day of April 2012, she caused to be conspicuously posted and fastened up a notice, a true copy of which is annexed hereto and made a part of hereof, in the following places, at least one of which is a public place within the *TOWN Of ORANGETOWN*, New York.

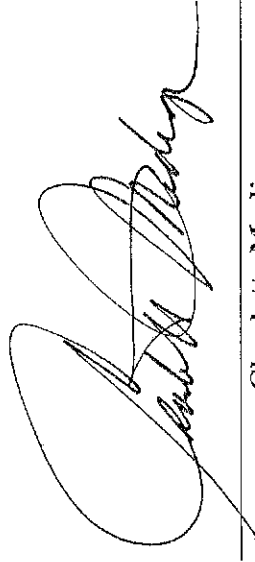
1. Town Hall Bulletin Boards

2.

3.

4.

5.



Charlotte Madigan
Town Clerk

Subscribed and sworn to before me

This 25th day of April 2012



DONNA A. MORRISON
Notary Public, State of New York
No. 01M05081099
Qualified in Rockland County
Commission Expires June 30, 2015

NOTICE TO BIDDERS

SEALED BIDS WILL BE RECEIVED by the Town Board of the Town of Orangetown at the Town Clerk's Office, No. 26 Orangeburg Road, Orangeburg, New York until **10:30 A.M.** on **May 15, 2012**, and publicly opened and read aloud at **11:00 A.M.** on that day for furnishing **BUS TRANSPORTATION FOR THE ORANGETOWN SUMMER DAY CAMP**, in accordance with the Contract Documents on file with and which may be obtained at the Town Clerk's Office.

The Director of Parks, Recreation and Buildings, will submit a report of all bids received and his recommendations concerning the awarding of a contract at a meeting of the Town Board on **MAY 31, 2012**.

The Town Board reserves the right to waive any informalities in the bidding and to reject any and all bids.

No bid will be accepted without a Non-collusion Statement as required pursuant to Section 103d of the General Municipal Law.

No contract is deemed to have been created until approved by a Town Board Resolution and the Town Attorney, and until after it has been executed by the Supervisor of the Town of Orangetown, at the direction of the Town Board. All contracts are subject to appropriations approved by the Town Board, after having been provided for in the Town Budget.

Each proposal must be accompanied by a certified check of the bidder or by a **bid bond** satisfactory to the Town of Orangetown, duly executed by the bidder as principal, having surety thereon, a surety company approved by the Town of Orangetown in the amount of **five percent (5%)**. Such checks or bid bonds will be returned to all except the three (3) lowest bidders within forty-eight (48) hours after the bids have been opened by the Town. The bid security of the three (3) lowest bidders will be returned after the accepted bidder has executed the contract and furnished the required performance bond and insurance.

It is understood that the Contractor shall be required to post a **Performance Bond** acceptable to the Town Attorney by a bonding company acceptable to the Town in the amount of **one hundred percent (100%)** of the contract price, and assuring full performance.

The successful bidder upon failure or refusal to execute and deliver the contract and bond required within ten (10) days after it has received notice of the acceptance of the proposal, shall forfeit to the Town of Orangetown and as liquidated damage for such failure or refusal, the security deposited with this proposal.

Attorneys in Fact who sign bid bonds or contract bonds must file with each bond a certified copy of their Power of Attorney to sign said Bonds.

No proposals will be accepted by facsimile.

Only qualified bidders who have adequate experience, finances, equipment and personnel will be considered in making awards.

By order of the Town Board of the Town of Orangetown.

ARIC T. GORTON
DIRECTOR

CHARLOTTE MADIGAN
TOWN CLERK

DATED: April 30, 2012

NOTICE

NOTICE OF POSTING: NOTICE TO BIDDERS: RFP - MOWING & MAINTENANCE OF PROPERTIES
LOCATED AT RPC.

STATE OF NEW YORK }
COUNTY OF ROCKLAND } SS.
TOWN OF ORANGETOWN }

Charlotte Madigan being duly sworn upon her oath, deposes and says;

That, she is, at all times hereinafter mentioned was, duly elected, Qualified and acting Town Clerk of the **TOWN Of ORANGETOWN**, in the County of Rockland, State of New York.

That, on the 7th day of May 2012, she caused to be conspicuously posted and fastened up a notice, a true copy of which is annexed hereto and made a part of hereof, in the following places, at least one of which is a public place within the **TOWN Of ORANGETOWN**, New York.

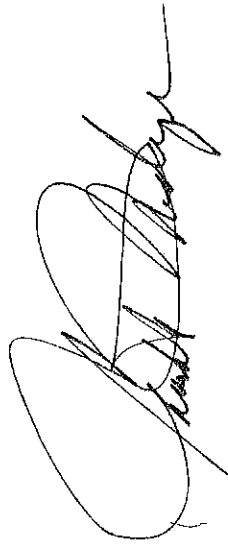
- 1. Town Hall Bulletin Boards

2.

3.

4.

5.


Charlotte Madigan
Town Clerk

Subscribed and sworn to before me

This 7th day of May, 2012

Donna A. Morrison

DONNA A. MORRISON
Notary Public, State of New York
No. 01MC05081099
Qualified in Rockland County
Commission Expires June 30, 2015

RP-1

REQUEST FOR PROPOSALS

SEALED PROPOSALS WILL BE RECEIVED BY THE TOWN BOARD of the Town of Orangetown at the Town Clerk's Office, Town Hall, No. 26 Orangeburg Road, Orangeburg, New York, until 10:30 A.M. on **MAY 18, 2012**, for **MOWING AND MAINTENANCE OF TOWN OWNED PROPERTIES, LOCATED AT ROCKLAND PSYCHIATRIC CENTER, 140 OLD ORANGEBURG ROAD, ORANGEBURG, NEW YORK, within the Town of Orangetown**, Rockland County, New York, under an Agreement, and will be opened and read aloud at **11:00 A.M.** on that day. The proposal must include a Letter of Intent, Resume'/Experience, Proof of Insurance, Non-Collusion Statement, and your submitted prices for the 2012 Mowing Season.

The guidelines for performing the above work, General Conditions and a Non-Collusion Statement may be obtained at the Town Clerk's Office for all parties interested in submitting a proposal.

There will be a scheduled walk-through of the property at 10:00 AM on Monday, May 14, 2012. Interested parties will meet at the Broadacres Golf Course Clubhouse, located at 2 Midrise Circle, Orangeburg, New York.

The Director of Parks, Recreation and Buildings will submit a report to the Town Board of all proposals received and the recommendations concerning the award of an Agreement at a meeting of the Town Board to be held on **MAY 29, 2012**.

RFP-2

No proposals will be accepted without a Non-collusion Statement as required pursuant to Section 103d of the General Municipal Law.

All work performed under this contract shall be paid at the current New York State Prevailing Wage Rate Schedule.

No contract is deemed to have been created until approved by a Town Board Resolution and the Town Attorney, and until after it has been executed by the Supervisor of the Town of Orangetown, at the direction of the Town Board.

By order of the Town Board of the Town of Orangetown.

Aric T. Gorton
Director

Charlotte Madigan
Town Clerk

DATED: May 10, 2012

TOWN OF ORANGETOWN
26 Orangeburg Road
Orangeburg, New York 10962

COMPUTER SYSTEM SECURITY BREACH
NOTIFICATION POLICY

1. PURPOSE. This Computer System Security Breach Notification Policy is intended to alert individuals to any potential identity theft as quickly as possible so that they may take appropriate steps to protect themselves from and remedy any impacts of the potential identity theft or security breach. This Policy is consistent with, and adopted pursuant to, New York State Technology Law Section 208.

This policy is established to clarify roles and responsibilities in the event of a cyber incident. The availability of cyber resources is critical to the operation of government and a swift and complete response to any incidents is necessary in order to maintain that availability and protect public and private information.

2. DEFINITIONS. The following terms have the following meanings:

(a) "Availability" is the 'property' of being operational, accessible, functional and usable upon demand by an authorized entity, e.g. a system or user.

(b) "Breach of the security of the system" means unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality or integrity of personal information maintained by the Town. Good faith acquisition of personal information by an employee or agent of the Town for the purposes of the employee or agent is not a breach of the security of the system, provided that the private information is not used or subject to unauthorized disclosure.

In determining whether information has been acquired, or is reasonable believed to have been acquired, by an unauthorized person or a person without valid authorization, the Town may consider the following factors, among others:

(1) indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device containing information; or

(2) indications that the information has been downloaded or copied; or

(3) indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported.

(c) "Consumer reporting agency" means any person or entity which, for monetary fees, dues or on a cooperative nonprofit basis, regularly engages, in whole or in part, in the

practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing consumer reports to third parties, and which uses any means or facility of interstate commerce for the purpose of preparing or furnishing consumer reports. A list of consumer reporting agencies may be obtained upon request to the State Attorney General.

(d) "Department" means any board, division, committee, commission council, department, public authority, public benefit corporation, office or other governmental entity performing a governmental or proprietary function for the Town.

(e) "Personal Information" means any information concerning a natural person which, because of name, number, personal mark, or other identifier, can be used to identify that person.

(f) "Private Information" means personal information in combination with any one or more of the following data elements, when either the personal information or the data element is not encrypted or encrypted with an encryption key that has also been acquired:

- (1) social security number;
- (2) driver's license number or non-driver identification card number; or
- (3) account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual's financial account.

"Private information" does not include publicly available information that is lawfully made available to the general public from Town records.

(g) "Town" means the Town of Orangetown, County of Rockland and State of New York.

3. RESPONSIBLE ELECTED OFFICIAL. If the incident affects multiple departments, the Town Supervisor shall be the Responsible Elected Official. If only one (1) department is impacted, the elected/appointed official or Department Head responsible for that department shall fill this role. The responsibilities of the elected/appointed official or Department Head include, but are not limited to:

- (a) receiving initial notification and status reports from the Incident Response Manager;
- (b) consulting with other elected officials on public notification, involvement of the Town Attorney and notification of the Orangetown Police Department or other law enforcement agency;
- (c) preparing and delivering press releases;
- (d) consulting with other elected officials and appropriate staff on priorities for response and recovery, and

- (e) advising the Incident Response Manager on priorities.

In the event that the Incident Response Manager and/or the Technical Support Staff positions are vacant or unavailable, the Town Supervisor may act in their place or name a competent temporary replacement to act in such positions.

4. INCIDENT RESPONSE MANAGER. The Town of Orangetown designates that the Town Network Engineer and/or Ann Maestri, Supervisor, Fiscal Services shall be the Incident Response Manager and has responsibility for preparing and coordinating the response to a cyber security incident. Responsibilities include, but are not limited to:

- (a) notifying or training users to recognize and report suspected incidents;
- (b) developing and testing response plans;
- (c) being the point of contact should any employee or official believe an incident has occurred;
- (d) involving the identified technical support to address the incident;
- (e) notifying the appropriate elected officials that an incident has occurred if significant;
- (f) advising elected officials regarding notification of law enforcement and the Town Attorney if appropriate;
- (g) providing information to elected official(s) responsible for notifying the press and the public;
- (h) coordinating the logging and documentation of the incident and response to it; and
- (i) making recommendations to reduce exposure to the same or similar incidents.

5. TECHNICAL SUPPORT STAFF. The Town Information Service Specialist shall provide technical support to the Incident Response Manager. Responsibilities include but are not limited to:

- (a) assessing the situation and providing corrective recommendations to the Incident Response Manager;
- (b) helping the Incident Response Manager make initial response to the incidents;
- (c) responding to the incident to contain and correct problems;
- (d) reporting to the Incident Response Manager on actions taken and progress;
- (e) participating in review of the incident and development of recommendations to reduce future exposure;
- (f) consulting with elected officials on public notification, involvement of the Town Attorney and notification of law enforcement;
- (g) assisting with the preparation of press releases;
- (h) consulting with elected officials and appropriate staff on priorities for response and recovery; and
- (i) advising the Incident Response Manager on priorities.

6. LEGAL COUNSEL. The Town Attorney shall provide advice as called upon.

7. DISCLOSURE OF BREACH TO AFFECTED PERSONS. Any Town Department that owns or licenses computerized data that includes private information must disclose any breach of the security of the system to any individual whose private information was, or is reasonably believed to have been, acquired by a person without valid authorization. The disclosure must be made in an expeditious fashion and without unreasonable delay; be consistent with the legitimate needs of law enforcement (as provided in paragraph 9 below); and allow sufficient time for the Town to determine the scope of the breach and restore the reasonable integrity of the data system.

The Town shall consult with the New York State Office of Cyber Security and Critical Infrastructure Coordination to determine the scope of the breach and restoration measures.

8. DISCLOSURE OF BREACH TO OWNER OF LICENSEE. If the Town maintains computerized data that includes private information which the Town does not own, the Town must notify the owner or licensee of the information of any breach of the security of the system immediately following discovery, if the private information was, or is reasonably believed to have been acquired by a person without valid authorization.

9. PERMITTED DELAY. Notification pursuant to this Policy may be delayed if the Orangetown Police Department or other law enforcement agency determines that notification could impede a criminal investigation. The notification must be made after the law enforcement agency determines that notification would not compromise any criminal investigation.

10. METHOD OF NOTIFICATION. The required notice must be directly provided to the affected individuals by one of the following methods:

- (a) written notice;
- (b) electronic notice, provided that the person to whom notice is required to be provided has expressly consented to receiving notice in electronic form and a log of each electronic notification is kept by the Town; and provided further to no person or business may require a person to consent to accepting notice in electronic form as a condition of establishing any business relationship or engaging in any transaction;
- (c) telephone notification, provided that a log of each telephone notification is kept by the Town; or
- (d) substitute notice, if the Town demonstrates to the State Attorney General that the cost of providing notice would exceed TWO HUNDRED FIFTY THOUSAND AND 00/100 (\$250,000.00) DOLLARS or that the number of individuals to be notified exceeds FIVE HUNDRED THOUSAND (500,000) persons or the Town does not have sufficient contact information. Substitute notice must include all of the following:

- (1) e-mail notice, when the Town has an email address for the subject persons;

- (2) conspicuous posting of the notice on the Town's Website page (www.Orangetown.com); and
- (3) notification to major statewide media.

11. INFORMATION REQUIRED. Regardless of the method by which notice is provided, the notice must include contact information for the Town and a description of the categories of information that were, or are reasonably believed to have been, acquired by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been acquired.

12. NOTIFICATION OF AGENCIES.

- (a) Whenever any New York State residents are to be notified pursuant to this Policy, the Town must notify the State Attorney General, the Consumer Protection Board and the State Office of Cyber Security and Critical Infrastructure Coordination as to the timing, content and distribution of the notices and the approximate number of affected people. Such notice must be made without delaying notice to affected individuals.
- (b) Whenever more than FIVE THOUSAND (5,000) New York State residents are to be notified at one time, the Town must also notify consumer reporting agencies as to the timing, content and distribution of the notices and the approximate number of affected people. Such notice must be made without delaying notice to affected individuals.

**TOWN OF ORANGETOWN
COMPUTER SYSTEM SECURITY BREACH
NOTIFICATION POLICY**

INCIDENT LOG

REPORTED BY:	
NAME:	DEPARTMENT:
PHONE:	EMAIL:
DATE & TIME OF INCIDENT DETECTION:	
NATURE OF INCIDENT: (Place X where necessary):	
DENIAL OF SERVICE _____	UNAUTHORIZED ACCESS _____
MALICIOUS CODE _____	WEBSITE DEFAACEMENT _____
SCANS AND PROBES _____	OTHER: _____ (describe below)
INCIDENT DESCRIPTION (WHAT WERE THE SIGNS?):	
DETAILS: (e.g. Virus name, events, etc.):	
BUSINESS IMPACT: (e.g. what information and services are impacted?)	
Course of Action:	
Additional Notes:	