

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division



CONTRACT AWARD

Title: **PROMOTIONAL ITEMS- DISCOUNTS**

Contract Period: April 21, 2025 through April 20, 2028, w/ (2) 1-Year Options

Original Date of Issue: April 23, 2025

Date of Revision: 5/16/25

BID No: **RCO-RC-EPC-2025-001**

EPC Contract No: **0000315**

Rockland Catalog: **Printing and Promotional Supplies**

Authorized Users: United States Agencies, Other States & Political Subdivisions Therein,
Local Governments, School Districts & Non-Profit Agencies
Address Inquiries To:

Name: Michele Phillips
Title: Purchaser II
Phone: 845-364-2984
Fax: 845-364-3809
E-mail: phillipm@co.rockland.ny.us

Description

This contract is to provide percent discounts on various promotional items

Contract #	Vendor Number	Contractor & Address	Telephone No.
RCO-RC-EPC-2025-001	0000005519	All Types Advertising, Inc. 12 Carol Court Pomona, NY 10970 Contact: Eric Black eric@alltypes.com	845-354-3373 CELL: 845-721-9505 FAX: 845-354-1254

The URLs's provided on the award pages will take you directly to the Manufacturer's website. Do not contact websites to request quotes. All quotes MUST come directly from All Types.

Note: See attached pages 2-6 on how to place orders.

HOW TO ENTER A REQUISITION FOR PROMOTIONAL ITEMS FROM ALL TYPES ADVERTISING

You must have reached out to Eric Black at ALL TYPES and received a quote for the items you want to purchase. When requesting the quote, you must be able to provide the quantity needed and the artwork needed, so Eric can provide an accurate total cost for your requisition/purchase order.

Once you have the finalized quote, you will be using a PeopleSoft template to order goods from this bid. The template contains a set of five items (promotional item, setup charge, freight charge, additional color/location charge, and vector artwork creation). **Any lines not needed must be deleted from the requisition. The system will not allow you to enter "0".**





To enter your requisition, begin as usual by clicking eProcurement > **Create Requisition**:

1. Under Templates, click on **ALL TYPES PROMO ORDER**.
2. Leave the Quantity box blank and click the yellow **Add** button. *
3. Click the **Checkout** button.

* Each time you click the yellow Add button, the system will add one set of 5 lines to your requisition. For example, if you are ordering tote bags, sports bottles, and pens, you will click the yellow Add button three times, which will put 15 lines in your shopping cart.

If you're ordering more than three different items, you might want to break your order into separate requisitions.

You will see that **five (5) lines** have been added to your shopping cart (*or 10 or 15 lines if you added additional sets of items*):

1. **PROMOTIONAL ITEM:** You must enter details from the quote in the line comments  for this line. DO NOT COMBINE MULTIPLE ITEMS ON ONE LINE. Each item ordered must be entered on a separate promotional item line. **In the line comments  you must include the manufacturer website, product description, product number, color, quantity, cost, discount, net cost and details for artwork needed; otherwise, your requisition will be denied until it is corrected and resubmitted. You can copy and paste this information from the quote.**
2. **SETUP CHARGE:** You must enter the details as quoted in the line comments . If there is no set up charge for an item, delete the line from the requisition. Do not combine set up charges.
3. **FREIGHT CHARGE:** You must enter the freight charges for each item. Freight charges have been set to \$50 by default, but you must change this to reflect the actual freight quoted.
4. **ADDITIONAL COLOR/LOCATION CHARGE:** You must enter the details as quoted in the line comments . If these fees are not applicable, delete the line from the requisition.
5. **VECTOR ARTWORK CREATION:** Departments should be able to provide vector artwork to All Types. If vector artwork is not available, but required to complete the job, All Types will provide a quote for the estimated time needed to create the vector artwork at a cost of **\$20.00 per ½ hour**. If vector artwork is not required, delete the line from the requisition.

REMINDERS:

THE UOM for all lines, *except vector artwork*, is DOL (dollar) which reflects a lump sum dollar amount at a unit price of \$1.00. The quantity you enter for each line will be the total price you are paying for that line. Ex: enter a quantity of 254 if you are paying \$254 for the item.

The vector artwork line has a UOM of Half-Hour at a unit price of \$20 per ½ hour. The quantity you enter reflects the number of half-hours quoted. Ex: enter a quantity of 1 if the quote is for ½ hour, 2 if the quote is for 1 hour, etc.

As with all requisitions where you enter a line or header comment, **YOU MUST CHECK “SEND TO SUPPLIER”**. This ensures that the comment appears on the vendor’s copy of the purchase order.

You must also provide an email address for All Types to send proof for approval. You can put this in the header comment. Remember to check **SEND TO SUPPLIER**.

ALL QUOTES MUST BE UPLOADED TO THE REQUISITION, OR THE REQUISITION WILL BE DENIED BY PURCHASING UNTIL IT IS CORRECTED AND RESUBMITTED. You can attach quotes to the header comment or a line comment. It is not necessary to attach it in more than one place.

ARTWORK IS NOT TRANSMITTED WITH PURCHASE ORDERS. Do NOT write “See artwork attached.” ALL ARTWORK MUST BE SENT TO ERIC BLACK SEPARATELY.

PRODUCTION LEAD TIMES DO NOT START UNTIL ARTWORK PROOFS ARE APPROVED.

DEPARTMENTS ARE REQUIRED TO VIEW MANUFACTURER WEBSITES FOR ITEMS QUOTED, PRIOR TO PROCESSING THE REQUISITION, TO BE SURE ITEMS BEING ORDERED MEET YOUR REQUIREMENTS.

Figure 1: Example of a quote from All Types

	A	B	C	D	E	F	G	H
	Item #	Description	QTY	Catalog Price	Program Discount	Program Price	Extended Price	Website
1	WBB32S	Sports Quart 32 Oz. Bottle	200	\$2.04	\$0.77	\$1.27	\$254.00	https://www.garyline.com/product/The-Sports-Quart-32-oz-Bottle-Straw-Lid/WB32S
2		Setup Charge	1	\$55.00	\$13.75	\$41.25	\$41.25	
3		Shipping Charge					\$132.47	
4								
5								
6	39B1213	Non-Woven Tote Bag	150	\$3.40	\$1.29	\$2.11	\$316.50	https://bagmakersinc.com/Products/Product/39B1213/US
7		Setup Charge		\$55.00	\$13.75	\$41.25	\$41.25	
8		Shipping Charge					\$98.70	
9								
10	MV-229	2" Round Medallion	150	\$1.39	\$0.52	\$0.87	\$130.50	https://www.positivepromotions.com/medal-of-excellence-gold-academic-medallion/p/mv-229/
11		Shipping Charge					\$58.16	
12								

Figure 2: Another quote example

Item #	Description	QTY	Catalog Price	Program Discount	Program Price	Extended Price
4000	Rubber Sunglasses	1500	\$1.44	\$0.54	\$0.90	\$1,350.00
	2nd Location Print	1500	\$0.30	\$0.06	\$0.24	\$360.00
	Setup Charge	2	\$40.00	\$10.00	\$30.00	\$60.00
	Shipping Charge					\$246.28
	Project Total					\$2,016.28

Figure 3: Create a requisition and click the link for ALL TYPES PROMO ORDER

Create Requisition ?

Welcome Lauren Boaz

Home My Preferences 0 Lines Checkout

Request Options Search All Search Advanced Search

Enter search criteria or select from the menu on the right to begin creating your requisition.

Catalog
Browse Catalogs

Audio Visual Equipment
Automobiles and Vehicles
Clothing and Uniforms
Communications
Computers and Information Tech Fastenal Company
More...

Web
Browse Supplier Websites

SB Office Supplies
Grainger
MSC
Staples

Express Item Entry
Create an Express Requisition

Special Requests
Create a non-catalog request

Services Procurement
Create a request for service
Resource
Deliverable
Multi Resource

Forms
Create and Submit Forms

Favorites
Browse Favorite Items and Services

Templates
Browse Company and Personal Templates

ePro Services
Request Services

IN-PERSON AMERICAN SIGN LANG **ALL TYPES PROMO ORDER** Fixed Cost Service

Figure 4: The template contains 5 lines. Leave the Quantity box blank and click the yellow Add button to add a set of 5 lines to the requisition. To add additional sets of 5 lines, click the yellow Add button again.

Home My Preferences 0 Lines Checkout

Search Templates Search Advanced Search

Templates ?

ALL TYPES PROMO ORDER

Quantity

Add

Company Template Items Find First 1-5 of 5 Last

No Image	Promotional Item Item ID 03752000226 UOM Dollar	Quantity 1
No Image	Set-Up Charge - 25% off manufacturer website published cost. Item ID 03752000227 UOM Dollar	Quantity 1
No Image	Freight Charge Item ID 03752000228 UOM Dollar	Quantity 50
No Image	Additional Color/Location Charge not included in set-up charge (20% off manufacturer website published cost) Item ID 03752000251 UOM Dollar	Quantity 1
No Image	Vector Artwork Creation - cost is per 1/2 hour. Estimated time required must be provided with quote. Item ID 96546000001 UOM Half Hour	Quantity 1

Figure 5: The Checkout screen showing 10 lines (2 sets of 5 lines). In this example, we are ordering two different items (sports bottles and tote bags). Default quantities appear on each line, which you must change based on the quote.

Checkout - Review and Submit

Review the item information and submit the req for approval.

[My Preferences](#)

Requisition Summary

Business Unit: COR01 County of Rockland Requisition Name: Medium Priority

*Requester: boazl Lauren Boaz

*Currency: USD

Cart Summary: Total Amount 146.00 USD

Expand lines to review shipping and accounting details [Add More Items](#)

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Amt Only	Details	Comments	Delete
1	Promotional Item	03752000226	All Types Advertising, Inc.	1.0000	Dollar	1.0000	1.00	<input type="checkbox"/>		Add	
2	Set-Up Charge - 25% off manufa	03752000227	All Types Advertising, Inc.	1.0000	Dollar	1.0000	1.00	<input type="checkbox"/>		Add	
3	Freight Charge	03752000228	All Types Advertising, Inc.	50.0000	Dollar	1.0000	50.00	<input type="checkbox"/>		Add	
4	Additional Color/Location Char	03752000251	All Types Advertising, Inc.	1.0000	Dollar	1.0000	1.00	<input type="checkbox"/>		Add	
5	Vector Artwork Creation - cost	96546000001	All Types Advertising, Inc.	1.0000	Half Hour	20.0000	20.00	<input type="checkbox"/>		Edit	
6	Promotional Item	03752000226	All Types Advertising, Inc.	1.0000	Dollar	1.0000	1.00	<input type="checkbox"/>		Add	
7	Set-Up Charge - 25% off manufa	03752000227	All Types Advertising, Inc.	1.0000	Dollar	1.0000	1.00	<input type="checkbox"/>		Add	
8	Freight Charge	03752000228	All Types Advertising, Inc.	50.0000	Dollar	1.0000	50.00	<input type="checkbox"/>		Add	
9	Additional Color/Location Char	03752000251	All Types Advertising, Inc.	1.0000	Dollar	1.0000	1.00	<input type="checkbox"/>		Add	
10	Vector Artwork Creation - cost	96546000001	All Types Advertising, Inc.	1.0000	Half Hour	20.0000	20.00	<input type="checkbox"/>		Edit	

☐ Select All / Deselect All **Select lines to:** [Add to Favorites](#) [Add to Template\(s\)](#) [Delete Selected](#) [Mass Change](#)

Figure 6: You must enter a quantity for each line. This number is the price you will pay for the item (except for vector art). For example, the sports bottles are \$254. Click the line comment bubble to enter detailed information about the item from the quote. If you don't need a line (ex: additional color/location charge), click the trashcan icon to delete it.

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Amt Only	Details	Comments	Delete
1	Promotional Item	03752000226	All Types Advertising, Inc.	254.0000	Dollar	1.0000	254.00	<input type="checkbox"/>		Edit	

Figure 7: Line comment box. You can drag the lower-right corner to make the box larger so it's easier to enter text.

Line Comment

Business Unit: COR01 Requisition Date: 04/22/2025 Status: Open

Line 2

Comments [Find](#) First 1 of 1 Last

Use Standard Comments Entered On:

1

☐ Send to Supplier ☐ Show at Receipt ☐ Show at Voucher

[Add Attachments](#)

[OK](#) [Cancel](#)

Figure 8: Example of a line comment that was copied and pasted from the quote and then cleaned up a bit to make it more readable. Remember to check Send to Supplier.

Line Comment

Business Unit COR01

Requisition Date 04/22/2025

Status Open

Line 2

Comments

Find First 1 of 1 Last

Use Standard Comments

Entered On:

1

Item #WBB32S
Sports Quart 32 Oz. Bottle
Quantity: 200
Catalog Price \$2.04 Program Discount \$0.77 Program Price \$1.27 Extended Price \$254.00
https://www.garyline.com/product/The-Sports-Quart-32-oz-Bottle-Straw-Lid/WB32S

☒ Send to Supplier

☐ Show at Receipt

☐ Show at Voucher

Add Attachments

OK

Cancel

Figure 9: In this example, we've deleted the lines for additional color/location and vector art, leaving us with 6 lines on the requisition (3 for the sports bottles and 3 for the tote bags). Quantities and comments have been entered from the quote:

Cart Summary: Total Amount 885.17 USD

Expand lines to review shipping and accounting details

Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Amt Only	Details	Comments	Delete
1	Promotional Item	03752000226	All Types Advertising, Inc.	254.0000	Dollar	1.0000	254.00	<input type="checkbox"/>		Edit	
2	Set-Up Charge - 25% off manufa	03752000227	All Types Advertising, Inc.	42.2500	Dollar	1.0000	42.25	<input type="checkbox"/>		Edit	
3	Freight Charge	03752000228	All Types Advertising, Inc.	132.4700	Dollar	1.0000	132.47	<input type="checkbox"/>		Add	
4	Promotional Item	03752000226	All Types Advertising, Inc.	316.5000	Dollar	1.0000	316.50	<input type="checkbox"/>		Edit	
5	Set-Up Charge - 25% off manufa	03752000227	All Types Advertising, Inc.	41.2500	Dollar	1.0000	41.25	<input type="checkbox"/>		Edit	
6	Freight Charge	03752000228	All Types Advertising, Inc.	98.7000	Dollar	1.0000	98.70	<input type="checkbox"/>		Add	

Select All / Deselect All

Select lines to:

Add to Favorites

Add to Template(s)

Delete Selected

Mass Change

Total Amount 885.17USD

Figure 10: In this example, we are ordering one item at a cost of \$254, a setup charge of \$42.25, a freight charge of \$132.47, and additional color/location charge of \$21.86. These are lump sum dollar amounts. The vector artwork has a quantity of 1 which represents one half-hour at a unit price of \$20.

Cart Summary: Total Amount 470.58 USD

Expand lines to review shipping and accounting details

Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Amt Only	Details	Comments	Delete
1	Promotional Item	03752000226	All Types Advertising, Inc.	254.0000	Dollar	1.0000	254.00	<input type="checkbox"/>		Edit	
2	Set-Up Charge - 25% off manufa	03752000227	All Types Advertising, Inc.	42.2500	Dollar	1.0000	42.25	<input type="checkbox"/>		Edit	
3	Freight Charge	03752000228	All Types Advertising, Inc.	132.4700	Dollar	1.0000	132.47	<input type="checkbox"/>		Add	
4	Additional Color/Location Char	03752000251	All Types Advertising, Inc.	21.8600	Dollar	1.0000	21.86	<input type="checkbox"/>		Edit	
5	Vector Artwork Creation - cost	96546000001	All Types Advertising, Inc.	1.0000	Half Hour	20.0000	20.00	<input type="checkbox"/>		Edit	

COUNTY OF ROCKLAND
DGS – PURCHASING DEPARTMENT
BLDG. A, 6TH FLOOR, 50 SANATORIUM ROAD
POMONA, NY 10970
TELEPHONE NO.: 845-364-3820

VENDOR: **All Types Advertising**

LINE NO.	MANUFACTURER	WEBSITE /URL	Set Up Charge- % off	Additional Color/Location Charge- % off	DISCOUNT CODE (must enter % off for each)						
					A/P %	B/Q %	C/R %	D/S %	E/T %	F/U %	G/V %
1	3M Promotional Products	https://promote.3m.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
2	Aakron Line	https://www.aakronline.com/	25%	20%	38%	38%	38%	38%	32%	38%	38%
3	Alphabroder	https://www.alphabroder.com/	25%	20%	38%	38%	38%	38%	32%	38%	38%
4	Americanna	https://www.americanna.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
5	Annin Flags	https://annin.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
6	Ariel	https://arielpremium.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
7	Bag World	https://www.bagworldpromo.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
8	BagMakers	https://www.bagmakersinc.com/	25%	20%	38%	38%	38%	38%	38%	38%	38%
9	Beacon Promotions	https://www.beaconpromotions.com/	25%	20%	38%	38%	38%	38%	38%	38%	38%
10	Hub Pen	https://hpgbrands.com/	25%	20%	38%	38%	38%	38%	38%	38%	38%
11	Coaster Stone	https://crestline.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
12	Coloring Book Solutions	https://www.coloringbooksolutions.com/	25%	20%	38%	38%	38%	38%	38%	38%	38%
13	CPS/Keystone	https://www.keystoneline.com/home?change	25%	20%	38%	38%	38%	38%	38%	38%	38%
14	Crestline	https://www.coasterstonepromo.com/	25%	20%	32%	32%	32%	32%	32%	32%	32%
15	Evans	https://www.evans-mfg.com/	25%	20%	38%	38%	38%	38%	38%	38%	38%

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VENDOR: **All Types Advertising**

LINE NO.	MANUFACTURER	WEBSITE /URL	Set Up Charge- % off	Additional Color/Location Charge- % off	DISCOUNT CODE (must enter % off for each)						
					A/P %	B/Q %	C/R %	D/S %	E/T %	F/U %	G/V %
16	Galaxy Balloon	https://www.galaxyballoon.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
17	Fields Manufacturing	https://www.fieldsmfg.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
18	Gary Line	https://www.garyline.com/	25%	20%	38%	38%	38%	38%	38%	38%	38%
19	Geiger (REMOVED)	https://geiger.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
20	Genesis Line	https://genesisline.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
21	Gemline	https://www.gemline.com/	25%	20%	38%	38%	38%	32%	32%	38%	38%
22	Gill-Line	https://www.gill-line.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
23	Golden Pacific	http://www.golden-pacific.com/	25%	20%	38%	38%	38%	38%	38%	38%	38%
24	High Caliber Line	https://highcaliberline.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
25	Hit Promo	https://www.hitpromo.net/	25%	20%	38%	38%	38%	38%	38%	38%	38%
26	Howard Miller	https://specialmarkets.howardmiller.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
27	Illini	http://www.illiniline.com/UI/Default.aspx	25%	20%	36%	36%	36%	36%	36%	36%	36%
28	Innovation Line	http://www.innovation-line.com/	25%	20%	38%	38%	38%	38%	38%	38%	38%
29	Koozie Group	https://www.kooziegroup.com/US	25%	20%	38%	38%	38%	38%	38%	38%	38%
30	Logomark	https://logomark.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%

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					DISCOUNT CODE (must enter % off for each)						
LINE NO.	MANUFACTURER	WEBSITE /URL	Set Up Charge- % off	Additional Color/Location Charge- % off	A/P %	B/Q %	C/R %	D/S %	E/T %	F/U %	G/V %
31	The Magnet Group	https://themagnetgroup.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
32	NC Custom	https://primeline.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
33	Paramount Apparel Int'l	https://www.lancopromo.com/	25%	20%	38%	38%	38%	38%	38%	38%	38%
34	Peerless Umbrella	https://www.peerlessumbrella.com/	25%	20%	38%	38%	38%	38%	38%	38%	38%
35	Polyconcepts	https://themagnetgroup.com/?SID=spklotbcm	25%	20%	38%	38%	38%	38%	38%	38%	38%
36	Positive Line	https://online.bicgraphic.com/cs/bg/WebCont	25%	20%	38%	38%	38%	38%	38%	38%	38%
37	Prime Line	https://www.primeline.com/en-us/	25%	20%	38%	38%	38%	38%	38%	38%	38%
38	Professional Towels	https://protowels.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
39	READY 4 kits	https://ready4kits.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
40	Royal Industries	https://www.royalindustries.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
41	Sanford B to B	https://newellcustomwritinginstruments.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
42	Shepenco	https://www.shepenco.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
43	Showdown Displays	https://www.showdowndisplays.com/store	25%	20%	38%	38%	38%	38%	38%	38%	38%
44	Snugz	https://snugzusa.com/	25%	20%	38%	38%	38%	38%	38%	38%	38%
45	Stouse	http://www.quickpoint.com/	25%	20%	38%	38%	38%	38%	38%	38%	38%

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					DISCOUNT CODE (must enter % off for each)						
LINE NO.	MANUFACTURER	WEBSITE /URL	Set Up Charge- % off	Additional Color/Location Charge- % off	A/P %	B/Q %	C/R %	D/S %	E/T %	F/U %	G/V %
46	Tradenet	http://www.quikey.com/UI/Key-Tags.aspx?pty	25%	20%	36%	36%	36%	36%	36%	36%	36%
47	Valley Forge Flag	http://ready4kits.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
48	Vantage Apparel	https://newellcustomwritinginstruments.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
49	VisionUSA	https://www.shepenco.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
50	Visual Textiles	https://www.visualtextile.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
51	VECTOR ARTWORK CREATION (if applicable) Bidder must provide rate based on 1/2 hour intervals. COST SUBMITTED MUST BE PER 1/2 HOUR. If no charge for Vector artwork enter "0", do not leave blank.	\$20.00 per 1/2 hour	1/2 hour								
52	Wow Line (Youth Products)	http://www.wowline.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
53	Gold Bond Promo	https://goldbondinc.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
54	CB Corporate	https://www.cbcorporate.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
55	Tekweld	https://www.tekweld.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%

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VENDOR: **All Types Advertising**

					DISCOUNT CODE (must enter % off for each)						
LINE NO.	MANUFACTURER	WEBSITE /URL	Set Up Charge- % off	Additional Color/Location Charge- % off	A/P %	B/Q %	C/R %	D/S %	E/T %	F/U %	G/V %
56	Plaquemaker Plus	https://www.plaquemakerplus.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
57	Jornik Manufacturing	https://www.jornik.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
58	Seville Gear	https://www.sevillegear.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
59	Starline	https://www.starline.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
60	Rite Line	https://www.ritelineusa.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
61	Glass America	https://www.glassamerica.com/#/	25%	20%	36%	36%	36%	36%	36%	36%	36%
62	GMG Works	https://www.gmgworks.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
63	Twin Tech	https://www.twintechpromo.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%
64	GoldStar Pens	https://www.simplygoldstar.com/na/	25%	20%	36%	36%	36%	36%	36%	36%	36%
65	Charles River Apparel	https://www.charlesriverapparel.com/	25%	20%	36%	36%	36%	36%	36%	36%	36%

COUNTY OF ROCKLAND - DGS-PURCHASING

BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970

TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE: PROMOTIONAL ITEMS- DISCOUNTS**RCO-RC-EPC-2025-001****EMPIRE STATE COOPERATIVE PROCUREMENT ALLIANCE**

The Counties of Chemung, Orange, Rockland, and Ulster (“Organizing Local Governments”), all being municipal corporations in the State of New York, have organized the Empire State Cooperative Procurement Alliance (“Alliance”) to serve all public participating entities (as discussed below) through the creation of a procurement cooperative to issue cooperative bids, operate and maintain an e-sourcing, contract management and marketplace e-procurement system, and enable Alliance members to be in compliance with New York State bidding requirements, in identifying suppliers of commodities, good and services, and to realize the potential economies, including administrative cost savings.

The Organizing Local Governments of the Alliance have acted in accordance with section 119-o of the New York State General Municipal Law to cooperatively create the Alliance to fulfill their respective public and governmental purposes, needs, objectives and programs, and have additionally determined that public participating entities as described below shall be permitted to join the Alliance.

The purpose of this Request for Competitive Offers is to establish contracts with qualified bidder(s)/offeror(s) to provide competitive pricing for Motorola Communications Technology and Hardware Solutions to all public participating entities (as discussed below). The County of Rockland (“County”) is requesting offers for Motorola Radios and Services in furtherance of the Alliance. This solicitation intends to replace expiring contracts awarded by the State of New York. The Request for Competitive Offers will be used to create a new contract for the County and all Alliance Members (as defined below). Any contract resulting from this solicitation will be a permissive cooperative contract (“Contract”) that may be used by public participating entities as described below.

This Request for Competitive Offer is designed to provide interested persons/organizations with sufficient information to submit bids/offers meeting the requirements. It is not intended to be comprehensive. Bidders/offerors are responsible for determining all factors necessary to submit a comprehensive offer. Bidders/offerors are encouraged to expand upon the specifications to add service and value consistent with Alliance’s requirements.

Public Participating Entities

New York State political subdivisions and others authorized by New York State law may participate in the resulting Contract from this solicitation. These include, but are not limited to, local governments, public authorities, public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations through the Empire Procure Connect Marketplace administered by the Alliance. There are currently 57 counties (outside NYC), 62 cities, 933 towns, 531 villages 690 school districts, 37 boards of cooperative educational services, 36 community colleges, 411 library districts, and 1803 fire companies/departments located in New York State that can make purchases through contracts awarded by the County on behalf of the Empire State Cooperative Procurement Alliance and made available through its online marketplace - ***Empire Procure Connect Marketplace (“EPC Marketplace”)***. Visit www.empireprocureconnect.info for more information.

Empire Procure Connect and the EPC Marketplace have been developed in partnership with Periscope (as defined below) to streamline the selling process for public participating entities in New York. It is both a technology system and a cooperative purchasing program. Suppliers can establish their marketplace presence in the EPC Marketplace by utilizing Empire Procure Connect for this solicitation. In partnership with the Alliance, Periscope can develop

COUNTY OF ROCKLAND - DGS-PURCHASING

BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970

TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE: PROMOTIONAL ITEMS- DISCOUNTS**RCO-RC-EPC-2025-001**

additional marketing campaigns to promote the product and services awarded under this solicitation in the EPC Marketplace.

To be eligible for the award, the bidder/offeror agrees, by submission of an offer, to fully cooperate with the Alliance and Periscope (and any authorized agent) to integrate the bidder's/offeror's presence in the EPC Marketplace.

**EMPIRE STATE COOPERATIVE PROCUREMENT ALLIANCE'S
TERMS AND CONDITIONS**

These terms and conditions are incorporated into the awarding County's contractual terms and conditions and apply to the awarding contract. All references below to "Contractor" shall mean the bidder/offeror awarded the Contract.

1. Empire State Cooperative Procurement Alliance

- a. Alliance is a county cooperative purchasing program in the State of New York facilitated by the Empire State Cooperative Procurement Alliance, which is comprised of Chemung, Orange, Rockland, and Ulster counties. The Contract is a permissive cooperative contract that may be used by other Public Participating Entities as described below.

2. Public Participating Entities

- a. New York State political subdivisions and others authorized by New York State law may participate in the Contract. These include, but are not limited to, local governments, public authorities, boards of cooperative educational services (BOCES), public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations through the Empire Procure Connect Marketplace administered by the Alliance.
- b. "Alliance Member" means a public participating entity conducting purchases pursuant to a cooperative contract established by the Alliance. The County is also an Alliance Member and may be included in references to same herein.

3. Quarterly Sales Reporting

As of the effective date of the Contract awarded from this solicitation, the Contractor shall be required to submit a quarterly report documenting all Sales made under the Contract ("Quarterly Sales Report"). "Sales" shall mean total invoices for Net Purchases. "Net Purchases" means the total gross purchases, less any credits, taxes, regulatory fees, and separately stated shipping charges not included in unit prices, procured by Alliance Participant, regardless of whether the EPC Marketplace is used as part of the purchase process. The Quarterly Sales Report shall be submitted directly to Periscope using the Reconciler portal (Periscope's reporting tool to which a link shall be provided to Contractor), or otherwise as reasonably directed by Periscope and/or the County, no later than thirty (30) calendar days after the end of each calendar quarter. The calendar quarters will end September 30th, December 31st, March 31st, and June 30th each year. The Quarterly Sales Report will include periods less than a full calendar quarter if the Contract does not start on the first day of a quarter or end on the last day of the quarter. Contractor shall submit one Quarterly Sales Report for each contract for each reporting period. The Quarterly Sales Report must contain the following information:

COUNTY OF ROCKLAND - DGS-PURCHASING

BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970

TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE: PROMOTIONAL ITEMS- DISCOUNTS**RCO-RC-EPC-2025-001**

- a. Complete and accurate details of all sales, credits, returns, refunds, and the like for the reporting quarter.
- b. Purchasing Alliance Member and type.
- c. Product/service description, unit price, quantity and total sale amount.
- d. Invoice number and date.
- e. Total Supplier Convenience Fee (as defined below), which is the amount due for the reporting quarter. **This fee is calculated by multiplying the quarterly Sales by 1.75%.**
- f. For all Sales made under or utilizing the pricing or other terms of the Contract that have been invoiced, the Contractor shall remit a fee in the amount of one and one-three quarter percent (1.75%) of all such Sales ("Supplier Convenience Fee") to Periscope; and
- g. Such other information as the County and/or Periscope may reasonably request.

If no sales were made during the reporting quarter, then a Quarterly Sales Report shall still be submitted showing zero sales and zero Supplier Convenience Fee due.

The Contractor is responsible for initiating and submitting the Quarterly Sales Report without prompting or notification from Periscope or the County. Periscope and the County assume no responsibility for Contractor's failure to meet its sales reporting and fee remittance obligations. The County reserves the right to contact the Contractor at any time to request that the Contractor attests to the amounts reported to have been paid to them by an Alliance Member.

The County and Periscope shall have a perpetual, irrevocable, non-exclusive, royalty-free, transferable right to display, modify, copy, and otherwise use reports, data, and information provided.

4. Remittance of the Supplier Convenience Fee

- a. Every quarter, and at the same time as the submission of the Quarterly Sales Report as provided above, the Contractor shall remit the Supplier Convenience Fee via automated clearing house (ACH) transaction directly to Periscope using the Reconciler portal, or as otherwise reasonably directed by Periscope or the County, no later than thirty (30) days after the end of each calendar quarter. The calendar quarters will end September 30th, December 31st, March 31st, and June 30th each year. Periscope's or the County's receipt or acceptance of any Quarterly Sales Report and/or Supplier Convenience Fee furnished pursuant to the Contract shall not preclude Periscope or the County from challenging the validity thereof at any time. Failure to submit the Quarterly Sales Report and/or Supplier Convenience Fee in a timely and accurate manner may result in the Contractor's goods and/or services being made ineligible for purchase through the EPC Marketplace. Continued non-compliance by the Contractor may result in the Contractor being found in default of the Contract. Assistance with Supplier Convenience Fee remittance is available from Periscope Customer Service by email or telephone and contact information shall be provided during the Contractor's onboarding.

COUNTY OF ROCKLAND - DGS-PURCHASING

BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970

TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE: PROMOTIONAL ITEMS- DISCOUNTS**RCO-RC-EPC-2025-001****5. Retention and Inspection of Records and Audit**

1. The Contractor shall keep records of all sales made to an Alliance Member in sufficient detail to enable the County to determine the Supplier Convenience Fee payable by the Contractor. **The County and/or Periscope** may examine and audit, at its own expense, the Contractor's sales records and Quarterly Sales Reports for completeness and accuracy. If such examination reveals underpayment of the Supplier Convenience Fee, the Contractor shall immediately pay Periscope the deficiency amount. If the examination reveals an underpayment of 5% or more, then the Contractor shall reimburse the **County and/or Periscope** for the cost of the audit.

6. Empire State Procurement Alliance Cooperative Program Marketing, Training, and Performance Review

- a. Contractor agrees to work cooperatively with County and Periscope personnel. The Contractor agrees to present plans to the County for the education of the Contractor's contract administrator(s) and sales/marketing workforce regarding the Contract, including the competitive nature of the Alliance's procurements, the Contract, and the way qualifying entities can participate in the Contract.
- b. Contractor agrees to notify the County and Periscope of any contractual most-favored-customer provisions in third-party contracts or agreements that may affect the promotion of the Contract or whose terms provide for adjustments to future rates or pricing based on rates, pricing in, or orders from the Contract. Upon request of the County or Periscope, the Contractor shall provide a copy of any such provisions.

7. Contractor's Compliance and Termination of Access

- a. The Contractor hereby acknowledges and agrees that the Alliance reserves the right to remove, suspend, or bar Contractor from using the EPC Marketplace if, in the Alliance's sole discretion, the Contractor fails to strictly adhere to: (i) The Alliance's rules, regulations, and policies, as may be updated from time to time, (ii) the laws and regulations of the using Alliance Member, and (iii) the laws and regulations of the State of New York. Failure to adhere includes violations of terms of use/service, code of conduct breaches, or any actions that contravene applicable local, county, or state laws.
- b. The Alliance may take immediate action to remove, suspend, or bar Contractor if the Alliance determines that the Contractor's continued use of the Alliance poses a risk to other users, the integrity of the Alliance and/or the EPC Marketplace, or violates any applicable laws or regulations.
- c. The duration and terms of removal, suspension, or barring shall be determined by the Alliance based on the severity and frequency of the violation(s). The Alliance reserves the right to permanently bar a Contractor for repeated or severe violations.
- d. The Contractor agrees that the Alliance's determination in these matters is final and binding.

COUNTY OF ROCKLAND - DGS-PURCHASING

BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970

TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE: PROMOTIONAL ITEMS- DISCOUNTS**RCO-RC-EPC-2025-001****Empire Procure Connect****1. Empire Procure Connect General Terms and Conditions**

- 1.1.** The Alliance entered into a multi-year agreement with Periscope Holdings, Inc. ("Periscope"), whereby Periscope will provide electronic marketplace hosting and management services to enable an Alliance Member to access a central online website to view and/or shop the goods and services available from existing Alliance cooperative contracts. The central online website is referred to as "Empire Procure Connect."
- 1.2.** The Contractor will have visibility in Empire Procure Connect with a marketplace presence that contains the Contractor's Contract and contact information. Marketplace presence implementation is also available to the Contractor at no additional cost to provide customers with information about the Contractor's products and services in a shoppable format. At a minimum, the Contractor is required to participate in Empire Procure Connect by creating a marketplace presence in the EPC Marketplace. The Contractor can implement a catalog in the marketplace as described below.
- 1.3.** Marketplace Presence - If the Contractor does not have a product listing to create a hosted catalog or a punchout catalog, they should establish a marketplace presence by providing marketing materials and website URLs showcasing their awarded products and services. Any pricing displayed must align with the prices listed in the Contract, ensuring consistency and transparency for potential buyers.
- 1.4.** At a minimum, the Contractor agrees to the following timeline: Periscope staff shall provide a written request to the Contractor to begin the onboarding process. Contractor shall: 1) attend a vendor onboarding meeting with Periscope within thirty (30) days of the date of execution of the Contract, and 2) complete marketplace presence or catalog approval process(es) within ninety (90) calendar days of the date of execution of the Contract. Contractor shall cooperate with the County and Periscope for any other reasonable requests to ensure an accurate depiction of the Contract in the EPC Marketplace.
- 1.5.** The Contractor shall ensure that any information or marketplace appearance complies with the Contract's scope and terms and conditions. Any identified deviation from the Contract must be corrected immediately. Any information or marketplace appearance that does not comply with the Contract's scope and terms and conditions can lead to a breach of contract and be escalated to the County for review and possible action. Any changes to the Contractor's marketplace presence permitted by the Contract must be pre-approved in writing by the County.

COUNTY OF ROCKLAND - DGS-PURCHASING

BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970

TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE: PROMOTIONAL ITEMS- DISCOUNTS**RCO-RC-EPC-2025-001****EPC Marketplace****1. Catalog Implementation**

- a. These terms and conditions apply whenever a catalog is implemented, either through a Periscope-hosted or Contractor-hosted catalog with Empire Procure Connect.
 - b. Periscope does not have an additional charge to the Contractor for creating a marketplace catalog.
 - c. These terms and conditions govern the Contractor's use of Empire Procure Connect, whether the Contractor creates a catalog through Periscope-hosted or Contractor-hosted ("punchout catalog") options. Alternatively, the Contractor may establish a marketplace presence if a hosted catalog is unsuitable for their needs.
- 2.** The Contractor must collaborate with the County and/or Periscope as needed, including attending meetings, to establish and continuously maintain an EPC Marketplace catalog featuring products and services aligned with the contract items. The Contractor has the flexibility to select one of the available catalog options.
- a. Hosted Catalog – Contractor shall provide a list of its awarded products and services (including product name, descriptions, images, relevant specifications, keyword search terms, etc.) and pricing consistent with the Contract and in the electronic format provided by Periscope. The product and service list may only provide the awarded products and services at prices listed in the Contract, including quantity and other discounts. To maintain the most up-to-date version of the product and service list in compliance with Contract's terms and conditions, the Contractor must provide updated product and service pricing information via electronic format approved by Periscope at least annually but no more than four times per year or as otherwise permitted by the Contract.
 - b. Punchout Catalog – Contractor shall "punch out" to its own online catalog, provided that its online catalog can be integrated with the EPC marketplace via Commerce eXtensible Markup Language. Contractor's punchout catalog may only provide the awarded products and services at prices listed in the Contract, including quantity and other discounts. Contractor must validate that the punchout catalog is current by providing a written update to Periscope every four (4) months (or as otherwise provided in the Contract), verifying that Contractor has audited the offered products and services and pricing
- 3.** Any price stated by the Contractor under the Contract (including in its hosted or punchout catalog) shall be inclusive of the Supplier Convenience Fee, which the Contractor shall not reflect as a separate line item on customer quotes and invoices.
- 4.** The catalog implementation must be strictly limited to the Contractor's awarded contract offering (e.g., products and/or services not authorized through the resulting cooperative contract should not be viewable by Empire Procure Connect users).

COUNTY OF ROCKLAND - DGS-PURCHASING

BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970

TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE: PROMOTIONAL ITEMS- DISCOUNTS**RCO-RC-EPC-2025-001****5. Revising Pricing and Product Offerings**

- a. Any revisions to product/service offerings (new products, altered SKUs, new pricing, etc.) must be pre-approved by the County and shall be subject to any other applicable restrictions concerning the frequency or amount of such revisions as stated in the solicitation.

6. Applicability

The Contractor agrees that the Alliance solely controls which contracts appear in the EPC Marketplace and may elect at any time to remove any or all the Contractor's offering from the EPC Marketplace.

- a. The County reserves the right to approve the pricing on the EPC Marketplace. This marketplace review right is solely for the benefit of the County and participating entities, and the review and approval shall not waive the requirement that products and services be offered at prices (and approved fees) required by the Contract.
- b. County-approved price changes are only effective once implemented within the EPC Marketplace. Errors in the Contractor's submitted pricing files will delay this process.

7. Contractor Support

- a. Periscope will provide contact information for implementation and support services through ongoing communications to all contractors and publicly available online resources.

8. Minimum Requirements

When the Contractor is providing a catalog for the EPC Marketplace, the Contractor agrees to meet the following requirements:

- a. The catalog must contain the current County approved contract pricing, including all applicable administrative fees and/or discounts built into the pricing, as well as the most County approved up-to-date product/service offering the Contractor is authorized to provide in accordance with the cooperative contract; and
- b. The catalog must include County's contract identification number; and
- c. The catalog must include detailed product line-item descriptions; and
- d. The catalog must include pictures.

9. NIGP/UNSCP Requirements: Contractor shall support using either the National Institute of Government Procurement (NIGP) or United Nations Standard Products and Services Code (UNSCP) commodity codes. NIGP is the preferred commodity code. NIGP/UNSPC versions that must be adhered to are driven by Periscope for the contractors and are upgraded yearly. Empire State Cooperative Procurement Alliance reserves the right to migrate to future versions of the NIGP/UNSPC Commodity Codes, and the Contractor shall be required to support the migration effort. All line items, goods, or services in the resulting contract must be associated with a NIGP/UNSCP Commodity Code. All line items must be identified at the most detailed NIGP/UNSPC Commodity Code level indicated by segment, family, class, and commodity.

COUNTY OF ROCKLAND - DGS-PURCHASING

BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970

TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE: PROMOTIONAL ITEMS- DISCOUNTS**RCO-RC-EPC-2025-001****SCOPE OF WORK AND SPECIFICATIONS**

The County of Rockland, a member of the Empire State Cooperative Procurement Alliance, is requesting proposals from qualified and experienced Suppliers who can offer discount percentages off manufacturers published prices on promotional items to be customized as needed.

Cooperative contracting offers participating entities and suppliers enhanced administrative efficiency and the benefit of collective purchasing power, leading to overall cost savings. In some cases, Rockland County collaborates with other counties and local governments to merge the purchasing volume of their members into a single solicitation and contract, thereby broadening the potential customer base for contracted suppliers.

In addition, the complexity of the contract review and award process is much simpler when working with County governments, as opposed to complex award process of larger government entities.

Rockland County and the Alliance are looking for equipment, products, or services that align with the general requirements outlined in this RCO and are commonly sought after or mandated by local governments, law enforcement, fire and emergency services and other local government functions.

Estimated Contract Usage: Total expenditures for orders placed by participating agencies (cooperative), over the past three years 2022-2024, was approximately \$1.2M. It is anticipated that the empire State Cooperative Procurement Alliance Marketplace will result in additional usage of this contract which we anticipate will result in increased sales.

1. SCOPE

- 1.1. The County of Rockland Purchasing Division is the lead agency issuing this **Cooperative Bid for Promotional Items with Manufacturer Discounts**. This cooperative bid will aggregate the purchase volume of participating governments to achieve best value pricing for customizable Promotional Products with a percent discount off the specified Manufacturers' published prices. Bidders must be an authorized Promotional Product Distributor.
- 1.2. The current contract has been used by the following counties/Agencies: Westchester County, Albany County, Jefferson County, Orange County, Albany County, Madison County, Dutchess County, Erie Community College, Schenectady School district, Orange Ulster BOCES, Town of East Hampton. Refer to page 2 (Public Participating Entities), to see the large number of potential local Government Agencies who can utilize this contract.
- 1.3. Promotional products include, but are not limited to; tents, table throws, signs, apparel, tote bags, magnets, drinkware, pens, coloring books, stickers, etc.
- 1.4. Quarterly reporting and a Quarterly Convenience Fee (1.75%) are associated with all product sales (shipping excluded) under this Contract Award.

COUNTY OF ROCKLAND - DGS-PURCHASING

BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970

TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE: PROMOTIONAL ITEMS- DISCOUNTS**RCO-RC-EPC-2025-001****2. TERM OF CONTRACT**

2.1. The initial term of this contract is for three (3) years. The contract may be extended beyond the original contract period for two (2) additional one-year terms upon mutual agreement and upon review of requirements of participating entities, current market conditions, and contractor performance.

3. CONTRACTOR RESPONSIBILITIES

- 3.1. Must return phone calls or emails from ordering agencies within two business days.
- 3.2. Assign a knowledgeable person(s) to service this contract and serve as primary liaison between your company, manufacturer, and the ordering agencies. (Contact Names, phone numbers, email addresses must be provided)
- 3.3. Additional knowledgeable person(s) must be available to work with agencies while primary liaison is out of the office on extended leave or at times when volume exceeds the abilities of the primary liaison.
- 3.4. Contractor must have extensive knowledge of all the manufacturers listed and advise ordering agencies on best quality and value that meets their needs in the timeframe needed.
- 3.5. Contractor must resolve all product issues promptly.
- 3.6. Contractor must have strong follow-up and organizational skills to manage high volume of orders from multiple agencies, simultaneously.

4. CERTIFICATE OF EXPERIENCE

4.1. Bidders must provide contact information for minimum three(3) Agencies that they currently hold contracts with for similar work, for three or more years.

5. RESTRICTIONS

5.1. Bids containing restrictions will not be acceptable unless the County of Rockland deems that the restrictions conform to County requirements.

6. RESERVATIONS

6.1. Items of the suppliers specified herein of unusual quantities which the County considers other than "routine requirements" may, at the discretion of the Director of Purchasing, be re-submitted to public bid on an individual item basis whenever the best interest of the County will be served. It is anticipated that any single order exceeding Ten Thousand Dollars (10,000.00) will be subjected to separate bidding and some common usage items may be consolidated for "scheduled buying" on a separate bid basis.

7. SUPPLIERS

7.1. The Manufacturer's listed on the attached Cost Proposal Bid Table, represent a quality level known to meet the County's requirements. Only items that appear in the named, awarded websites will be covered under this bid.

COUNTY OF ROCKLAND - DGS-PURCHASING

BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970

TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE: PROMOTIONAL ITEMS- DISCOUNTS**RCO-RC-EPC-2025-001**

- 7.2. The following companies provided 80.2% of the purchases made over the past three years (2022-2024); Bagmakers(23.7%), PolyConcepts(14.9%), Hit Promo(\$10%), Showdown Displays(6.9%), Primeline (now Alphabroder)(5.5%), Aakron Line(5.4%), Vantage Apparel(4.4%), Beacon Promotions(3.2%), Evans(2.3%), Gill-Line(2.1%) and Geiger(2.0%). Suppliers must be able to provide discounts for all of the companies listed above, otherwise they will be deemed non-responsive.
- 7.3. Bidders who do not submit discounts for all companies listed, may be deemed non-responsive.
- 7.4. Bidders must include the ***Companies website/URL Address, showing list prices, in order to be considered for the award.*** Companies whose websites do not show prices will be rejected.
- 7.5. Those bidders wishing to offer additional companies of an equivalent or superior quality or product category not covered by the suppliers listed, but may add value to the county, may submit their offers as part of their narrative response, for review by the county. Bidder must provide details for how this supplier will add value to the County. Additional manufacturers offered, will not be included as part of the cost evaluation.
- 7.6. If Companies merge or are bought by another company, supplier must request approval from the Director of Purchasing, in writing, in order to have company updates added to a contract.
- 7.7. Awarded supplier must notify the purchasing department of any supplier changes.

8. PRICING/DISCOUNTS

- 8.1. Companies Website /URL must be submitted for each company listed.
- 8.2. Only items that appear in the awarded Manufacturer websites/catalogs are covered under this bid.
- 8.3. Percentage Discount off the companies published website prices, must be entered for all Discount Codes listed on the Cost Proposal Pages. These will be used as part of the Cost Evaluation. There are seven (7) Discount Codes: A/P, B/Q, C/R, D/S, E/T, F/U, G/U. Bidders must submit discount for each Code listed, otherwise bidder will be deemed non-responsive. Percent Discounts for Set up Charges and Additional Color/Location Charges must also be provided.
- 8.4. Percentage Discount must be off companies published prices.
- 8.5. Discounts may or may not include items listed as Closeout or Discontinued.
- 8.6. Discounts offered must be expressed as a single percent (%) figure.
- 8.7. A discount from published setup charges and additional color charges is also requested.
- 8.8. If no discount is offered enter 0. If the charge does not exist in the catalog, enter n/a; DO NOT enter 100%.
- 8.9. If there is not a percent discount offered for a particular supplier, indicate 0; do not leave blank.

COUNTY OF ROCKLAND - DGS-PURCHASING

BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970

TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE: PROMOTIONAL ITEMS- DISCOUNTS**RCO-RC-EPC-2025-001**

- 8.10. Bidder must fill in all applicable spaces on the Cost Proposal-Bid Table. All lines have an indication of bidder's response whether it be "0", "N/A" or a discount percentage entered as a whole number. All lines must be filled in to indicate bidder's acknowledgement of the request.
- 8.11. Bids that do not have all applicable lines filled in on the bid proposal pages may be deemed non-responsive and removed from further evaluation.
- 8.12. The discounts offered are considered minimum discounts that must be offered under the resulting contract. Authorized Users/Participating Entities may negotiate additional discounts on a per order basis.
- 8.13. Previous Contract usage (2022-2024) included in this solicitation is historical data of actual spend, by manufacturer, and will be used for evaluation purposes only. Future spend, by manufacturer, may be more or less than historical spend.

9. SHIPPING CHARGES

- 9.1. Actual shipping charges are billable, with no markup allowed. Vendors are required to show documentation of shipping cost upon request.
- 9.2. Shipping Charges will **NOT** be included in the quarterly reporting and the Quarterly Convenience Fee (1.75%).

10. VECTOR ART/MARKET DESIGN

- 10.1. Bidder must be capable of offering Vector file creation or artwork design required to complete the order otherwise bidder will be deemed non-responsive.
- 10.2. Ordering entities will submit artwork in Vector Art format when available.
- 10.3. If fee for All Vectors file creations or artwork design is applied, fee should be billed based only on time spent creating artwork required.
- 10.4. If fee for Vector artwork is applied, the fee must be submitted per ½ hour increments.
- 10.5. Awarded supplier must provide the estimated time needed for artwork creation with the quote.
- 10.6. Vector artwork fees, if required, must apply to first time orders only. Any additional orders or reorders must **NOT** be billed for artwork creation.
- 10.7. If there is no charge for vector artwork creation, bidder must enter "0" on Bid Table. Do not leave blank.
- 10.8. Electronic proofs of **ALL** artwork must be sent for approval prior to production at no charge to the ordering entity.
- 10.9. Proofs may be waived at the discretion of the ordering entity.

COUNTY OF ROCKLAND - DGS-PURCHASING

BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970

TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE: PROMOTIONAL ITEMS- DISCOUNTS**RCO-RC-EPC-2025-001****11. PRICE ADJUSTMENTS:**

Price Adjustments: Discounts awarded must remain valid for the initial three-year term. After the initial 3-year term, an adjustment to the discounts awarded may only be requested once per contract year. The request must be made in writing and include the reason for the change and include documentation demonstrating the need to change the percent discount awarded.

The County will review the discount adjustment request. If the adjustment is deemed reasonable the adjustment request will be accepted by written acknowledgement. If the request is not accepted the County may entirely reject the request or may counter with revised pricing. In either case the County will provide a written explanation in support of the decision.

The Director of Purchasing may use available indexes (e.g., CPI or PPI) to determine if the requested Price Adjustment is reasonable.

12. USE OF FEDERAL FUNDS - Purchases made under this contract may be funded in whole or in part with federal funds. Therefore, the following provisions will apply as required by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, also known as the Uniform Guidance (2 CFR Part 200). The contractor must comply with all federal laws, regulations, and the specific terms and conditions related to the use of federal funds. This includes but is not limited to the following:

1. **Equal Employment Opportunity:** The contractor must comply with Executive Order 11246, as amended by Executive Order 11375, and all regulations issued by the Secretary of Labor (41 CFR Part 60), prohibiting employment discrimination.
2. **Davis-Bacon Act:** For contracts subject to the Davis-Bacon Act, the contractor agrees to pay prevailing wages to laborers and mechanics as determined by the U.S. Department of Labor.
3. **Contract Work Hours and Safety Standards Act:** The contractor must comply with this Act, which governs the hours and safety standards for labor on federally funded contracts over \$100,000.
4. **Rights to Inventions Made Under a Contract or Agreement:** If the contract involves experimental, developmental, or research work funded by federal dollars, the contractor must comply with the provisions of 37 CFR Part 401.
5. **Clean Air Act and Federal Water Pollution Control Act:** For contracts exceeding \$150,000, the contractor must comply with all applicable standards, orders, or regulations issued under these Acts.

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TITLE: PROMOTIONAL ITEMS- DISCOUNTS**RCO-RC-EPC-2025-001**

6. Debarment and Suspension: Contractors are prohibited from awarding contracts to any party listed on the General Services Administration's (GSA) System for Award Management (SAM) as debarred, suspended, or otherwise excluded from participation in federal programs.
7. Byrd Anti-Lobbying Amendment: Contractors who apply or bid for an award exceeding \$100,000 must file the required certification that they will not use federal funds to influence or attempt to influence any government official or employee in connection with obtaining any federal contract or award.
8. Procurement of Recovered Materials: The contractor must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, which requires that items designated by the Environmental Protection Agency (EPA) be made from recovered materials.

The contractor is responsible for completing and submitting the **Federal Contract Clauses** included in this solicitation with their Offer and ensuring that these and any other applicable federal contract clauses are included in any subcontracts and are adhered to throughout the performance of the contract. Failure to comply with these federal requirements may result in termination of the contract and other penalties as prescribed by law.

Award: The County's intent is to award this solicitation as:

☒ A statewide contract award to a single supplier; or

☐ Regional awards based on the regions listed below:

☐ A line-item Award to a single or multiple suppliers.

Region	Area	Counties
Region 1	Long Island	Nassau, Suffolk
Region 2	New York City	Bronx, Kings (Brooklyn), New York, Queens, Richmond (Staten Island)
Region 3	Hudson Valley East	Dutchess, Putnam, Westchester
Region 4	Hudson Valley West	Rockland, Orange, Ulster, Sullivan
Region 5	Albany/Capital	Albany, Columbia, Delaware, Fulton, Greene, Montgomery, Otsego, Rensselaer, Schenectady, Schoharie
Region 6	Adirondack	Clinton, Essex, Franklin, Hamilton, Saratoga, Warren, Washington
Region 7	Syracuse	Cayuga, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence

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Region 8	Finger Lakes	Broome, Chemung, Chenango, Cortland, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Tioga, Tompkins, Wayne, Yates
Region 9	Buffalo	Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming
Statewide	All Areas	All Counties

The County reserves the right to award this solicitation in the manner that is in the best interest of the County.

Insurance Requirements: NOTICE: Insurance requirements for specific purchases may vary depending on the products/services being purchased. It is the responsibility of the Authorized User/Participating Agency to obtain proof of insurance coverage from the supplier, that is required by their entity. Please refer to the Insurance Coverage Matrix included in this solicitation that identifies examples of insurance coverage that may be required. Authorized Users/Participating Entities should obtain insurance certificates from the supplier for their required coverages and limits.

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**PURCHASES BY UNITED STATES AGENCIES, OTHER STATES AND POLITICAL
SUBDIVSIONS THEREIN, LOCAL GOVERNMENTS, SCHOOL DISTRICTS,
AND NON-PROFIT AGENCIES**

As per the New York State General Municipal Law, § 103(3) all political subdivisions of New York State are allowed to make purchases through the resulting contract(s). As per Rockland County Procurement Policy § 140-13, the United States of America or any agency thereof, any state, or any other political subdivision or district therein and certain Non-Profit Agencies approved to participate in New York State's Contract Extension Program are authorized to make purchases through the resulting contract(s).

1. The County of Rockland shall make all contract award information available to other political subdivisions and non-profit agencies through the **Empire Procure Connect Marketplace**.
2. Any other political subdivision or Rockland County non-profit agency will issue purchase orders directly to vendors within the specified contract period referencing the County's contract and shall be liable for any payments due on such purchase orders; and shall accept sole responsibility for any payment due.
3. All purchases shall be subject to audit and inspection by the other political subdivisions and Rockland County non-profit agencies for which the purchase was made.
4. No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.
5. All Bidders shall be on notice that as a condition of the award of a County contract, the successful bidder shall accept the award of a similar contract with any other political subdivision in New York State and Rockland County non-profit agencies authorized to use New York State's contracts, if called upon to do so. A listing of approved Rockland County non-profit agencies is available on the Purchasing Division's website at www.rcpurchasing.com. The County, however, will not be responsible for any debts incurred by the participants pursuant to this or any other agreement.
6. Necessary deviations from the County's specifications in the award of a participant contract, whether such deviations relate to quantities or delivery points shall be resolved between the successful bidder and the other political subdivisions and Rockland County non-profit agencies.

DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION

Dr. Robert L. Yeager Health Center
50 Sanatorium Rd, Building A
Pomona, New York 10970
Phone: (845) 364-3820 Fax: (845) 364-3809
Email: purchasing@co.rockland.ny.us

Paul Brennan, FNIGP, NIGP-CPP, CPPO
Director of Purchasing

ADDENDUM # 2

RFB#: RCO-RC-EPC-2025-001 **Promotional Items- Discounts**

The information in this addendum supersedes any contradictory information set forth in the contract documents. Acknowledge receipt of this addendum in the space provided on the signature page of the bid proposal. Failure to do so, may subject the bidder to disqualification. This addendum forms a part of the contract documents.

Question #1:

Being that Geiger is a distributor and not a supplier/Manufacturer who distributors can purchase from, why are they on the manufacturer list?

Response #1:

Geiger is a manufacturer for select items available on their website.
Bid Section 7.2. Geiger is removed from the requirement that suppliers must be able to provide discounts for this manufacturer website.

SIGNED:

Paul J. Brennan

PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO
DIRECTOR OF PURCHASING

ADDENDUM

3/14/25

DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION

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Paul Brennan, FNIGP, NIGP-CPP, CPPO
Director of Purchasing

ADDENDUM # 1

RFB#: RCO-RC-EPC-2025-001 **Promotional Items- Discounts**

The information in this addendum supersedes any contradictory information set forth in the contract documents. Acknowledge receipt of this addendum in the space provided on the signature page of the bid proposal. Failure to do so, may subject the bidder to disqualification. This addendum forms a part of the contract documents.

Question #1: For the following vendors "Hit, Vantage, Alphabroder, Polyconcept...is the number spent in the previous contract document for blank apparel or printed apparel?

Response #1: Items previously ordered from these suppliers may or may not include apparel. Apparel is primarily ordered printed, but may be ordered without print, as needed.

Question #2: With hard good vendors is it name brand items like Yeti cups, for example, (items priced over \$25 bucks), or is it the commonly ordered promo items like stress balls, pens, etc., (items priced under \$25 bucks)

Response #2: Products ordered will vary by Agency. Items ordered may be over or under \$25.00.

SIGNED:

Paul J. Brennan

PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO
DIRECTOR OF PURCHASING

ADDENDUM

3/11/25