

COUNTY OF ROCKLAND  
Department of General Services  
Purchasing Division

# Contract Award Notification

Title: **BUS SHELTER REPAIR, MAINTENANCE, AND REPLACEMENT**

Contract Period: November 1, 2021 – October 31, 2022, w/ 4-1 Year Options  
Ext thru 10/31/23 w/3-1 year opt Ext thru 10/31/24 w/2-1 yr opt  
Ext through 10/31/25 w/1 yr option EXT THRU 10/31/26

Original Date of Issue: October 21, 2021

Date of Revision: 01/06/26

**BID No:** RFB-RC-2021-034

**Catalog:** Transportation

**PRC #:** 2021006225

Authorized Users: **County Agencies, Political Subdivisions**

Address Inquiries To:

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Title: Public Transportation Procurement Coordinator  
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**Description**

This contract is for the Furnish, Deliver, Maintain, Repair and Install New and/or Replacement Bus Shelters Which May Include Benches, Map Display Cases, Solar Panels, and Lighting on an as needed basis

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 21-034	0000024641	Kohler Associates, Inc. 38 Hollow Lane	518-946-6062
		Wilmington, NY 12977 Contact: Joseph D. Kohler <a href="mailto:kohlerassociatesinc@gmail.com">kohlerassociatesinc@gmail.com</a>	Fax: 201-405-0713

**ALL LINES INCLUDING THE EXTENSION MUST BE COMPLETED OR BID WILL BE REJECTED**

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

LINE #	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	BRAND & PART #	UNIT PRICE OR HOURLY RATE OPTION YEAR #4	EXTENDED PRICE OPTION YEAR # 4
	<b>Section 1 - Vendors shall bid total amounts for each type of shelter, pad, and lump sum installation. These are unit prices which must include all contract costs, parts, materials, labor, local transportation, etc. for each service and which will form the basis upon</b>						
1	Furnish 5' x 9' Aluminum Alloy, DIC bus shelter with attached benches and map display case as per the Detailed Specifications. Includes all freight (Cost of shelter, no Installation). Refer to the drawings in Attachment "C"	15576100002	2	EACH	Handi-Hut 4-2	\$8,769.81	\$17,539.62
2	Site preparation, installation and site finishing for construction of 7' x 12' <b>concrete pad</b> as per the Detailed Specifications for Single Aluminum Bus Shelter (Including labor, materials and equipment). Refer to the drawings in Attachment "E"	91430100001	2	EACH		\$5,158.57	\$10,317.14
3	Lump sum installation of New or Replacement 5' x 9' standard bus shelter with attached benches and map display case per the Detailed Specifications for Single Aluminum Bus Shelter (Including labor, materials and equipment)	96242000001	2	EACH		\$2,445.62	\$4,891.24
4	Furnish 5' x 20' Aluminum Alloy, DIC bus shelter with attached benches and map display case as per the Detailed Specifications. Includes all freight (Cost of shelter, no Installation). Refer to the drawings in Attachment "D"	15576100004	1	EACH		\$16,743.97	\$16,743.97
5	Site preparation, installation and site finishing for construction of 7' x 22' <b>concrete pad</b> as per the Detailed Specifications for Double Aluminum Bus Shelter (Including labor, materials and equipment). Refer to the drawings in Attachment "F"	91430100002	1	EACH		\$10,319.51	\$10,319.51
6	Lump sum installation of New or Replacement 5' x 20' standard bus shelter with attached benches and map display case per the Detailed Specifications for Double Aluminum Bus Shelter (Including labor, materials and equipment)	96242000002	1	EACH		\$4,891.26	\$4,891.26
7	Purchase and installation of Solar Panel Lighting Kit for Bus Shelters (Including labor, materials and equipment). Refer to the drawings in Attachment "H"	91430100003	10	EACH	Handi-Hut Lite Kit	\$1,350.20	\$13,502.00
8	Site Visit	914301000008	5	EACH		\$446.24	\$2,231.20
9	ADA Detectible Warning Devices (Based on a 24" x 48" Warning Device)	91430100006	5	EACH		\$771.88	\$3,859.40
10	Concrete Work (Including Milling) to meet ADA requirements	91430100007	5	LINEAR		\$675.51	\$3,377.55
11	<b>SUBTOTAL LINE ITEMS 1 -10, SECTION 1</b>						<b>\$87,672.89</b>

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LINE #	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	BRAND & PART #	UNIT PRICE OR HOURLY RATE OPTION YEAR #4	EXTENDED PRICE OPTION YEAR # 4
<b>SECTION 2 - MAINTENANCE AND REPAIR PARTS AND LABOR</b>							
12	Polycarbonate Panel, 24" x 73 1/4" x 1/4"	15576800001	3	EACH		\$350.31	\$1,050.93
13	Polycarbonate Panel, 26" x 71 1/2" x 1/4"	15576800002	10	EACH		\$350.32	\$3,503.20
14	Polycarbonate Panel, 24" x 90 3/4" x 1/4"	15576800013	3	EACH		\$350.31	\$1,050.93
15	Map Case, Approx. 30" H x 24 to 25 1/2" W	15576800003	2	EACH		\$615.14	\$1,230.28
16	Center Mullion, 1 1/2" x 2 1/2" x 71 1/2"	15576800004	2	EACH		\$136.57	\$273.14
17	Anchor Bolts	15576800005	16	EACH		\$5.04	\$80.64
18	Mounting Flange	15576800006	8	EACH		\$66.49	\$531.92
19	Replacement Screws for Map Case	15576800007	10	EACH		\$5.94	\$59.40
20	Replacement Opaque Roof	15576800008	1	EACH		\$2,011.64	\$2,011.64
21	Replacement Opaque Roof Assembly	15576800014	1	EACH		\$4,317.81	\$4,317.81
22	Replacement Steel Roof Assembly	15576800016	1	EACH		\$6,374.86	\$6,374.86
23	Replacement Aluminum Bench for all Bus Shelters	15576800009	1	EACH		\$1,151.89	\$1,151.89
24	Bus Stop Pole Removal and Installation	15576800017	1	EACH		\$753.39	\$753.39
25	Bus Stop Sign Removal and Installation	15576800018	1	EACH		\$637.49	\$637.49

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26	Power-wash of Bus Shelter (Per Shelter)	91069000011	1	EACH		\$405.67	\$405.67
27	Graffiti Removal on Bus Shelter (Per Shelter)	91069000012	1	EACH		\$509.99	\$509.99
28	Biohazard Cleaning of Bus Shelter (Per Shelter)	91069000013	1	EACH		\$509.99	\$509.99
29	<b>PERCENT DISCOUNTS</b> for any parts and materials which may be purchased in conjunction with repairs other than repair items listed above. (Bidder must enter 0 in appropriate column if there is no discount offered). <b>Refer to Section 13.3.4.10 of the Detailed Specifications.</b> Bidder shall provide a copy of the manufacturers price list upon award	15576800010	<b>ESTIMATE D DOLLARS EXPENDED</b> \$ 1,000.00 (FOR BID EVALUATION)	LOT		\$1,000.00	\$1,000.00
30	<b>Mark Up</b> Percent mark up (Not to Exceed 5%) for any parts and materials which may be purchased in conjunction with repairs other than repair items listed above. (Bidder must enter 0 in appropriate column if there is no mark-up). <b>Refer to Section 13.3.4.12 of the Detailed Specifications</b>	15576800011	<b>ESTIMATE D DOLLARS EXPENDED</b> \$ 1,000.00 (FOR BID EVALUATION PURPOSES)	LOT		\$1,000.00	\$1,000.00
31	<b>Freight cost</b> for Replacement Parts not indicated above. Freight shall be the amount invoiced from manufacturer / supplier per order for replacement items not indicated above. There shall be no markup. FOB: Destination, Prepaid and Charged	15576800012	<b>ESTIMATE D DOLLARS EXPENDED</b> \$ 200.00 (FOR BID EVALUATION PURPOSES)	LOT		\$200.00	\$200.00

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	<b>Labor wage rates shall be binding for the entire contract term. Labor costs to be billed at the following rates based on the time laborer arrives at and departs from Rockland County job site. NO TRAVEL TIME. Please see attached specifications for work to be done. BIDDER MUST COMPLETE ALL ENTRIES. * New York State Prevailing Wage Rate Applies *</b>						
32	Labor Rates for Monday to Friday 8:00 AM to 4:00 PM	91069000001	50	HOUR		\$142.46	\$7,123.00
33	Labor Rates for Monday to Friday 4:00 PM to 12:00 Mid	91069000002	2	HOUR		\$156.25	\$312.50
34	Labor Rates for Monday to Friday 12:00 Mid to 8:00 AM	91069000008	2	HOUR		\$156.25	\$312.50
35	Labor Rates for Saturday 12:00 Mid to 8:00 AM	91069000010	2	HOUR		\$213.70	\$427.40
36	Labor Rates for Saturday 8:00 AM to 4:00 PM	91069000003	2	HOUR		\$213.70	\$427.40
37	Labor Rates for Saturday 4:00 PM to 12:00 Mid	91069000004	2	HOUR		\$213.70	\$427.40
38	Labor Rates for Sunday 12:00 Mid to 8:00 AM	91069000005	2	HOUR		\$284.94	\$569.88
39	Labor Rates for Sunday 8:00 AM to 4:00 PM	91069000006	2	HOUR		\$284.94	\$569.88
40	Labor Rates for Sunday 4:00 PM to 12:00 Mid	91069000007	2	HOUR		\$284.94	\$569.88
41	Labor Rates for Holiday	91069000009	2	HOUR		\$284.94	\$569.88
42	<b>SUBTOTAL of Line Items 12 - 41, SECTION 2</b>						\$37,962.89
43	<b>GRAND TOTAL of Lines Items 11 and 42 (BID AWARD SHALL BE BASED ON THIS TOTAL)</b>						\$125,630.78

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

**TITLE: Bus Shelter Repair, Maintenance, and Replacement**

**BID NUMBER: RFB-RC-2021-034**

## **SPECIFICATIONS**

### **1. SCOPE**

The Rockland County Department of Public Transportation (RCDPT), is soliciting sealed bids from qualified contractor(s) to furnish, deliver, maintain, repair, and install new and/or replacement bus shelters which may include benches, map display cases, solar panels, and lighting on an as needed basis on bus routes operated by a variety of bus systems. The RCDPT anticipates that the terms of the contract will require new bus shelters to be installed throughout the County of Rockland. The bus shelters will be procured and installed with funding assistance from the Federal Transit Administration (FTA) and New York State Department of Transportation (NYSDOT) and is subject to the availability of this funding. Currently installed bus shelters have been procured with funding assistance from the same above noted agencies. Therefore, compliance with FTA and NYSDOT rules and regulations must be followed.

- 1.1. Bus shelters that are damaged beyond repair shall be replaced with a new bus shelter. Installation of a replacement bus shelter shall be at the same unit price offered for the installation of a new bus shelter. The removal of the damaged bus shelter shall be at the Unit Price provided in the Bid Proposal.
- 1.2. When a bus shelter may be required to be relocated to another area as instructed by RCDPT, the relocation of the bus shelter shall be at the hourly rate specified in the Bid Proposal.
- 1.3. The installation, repair and or replacement work shall be performed Monday through Friday, 8:00 am through 4:00 pm. On a rare occasion a shelter may need to be installed during alternate hours, weekends or on holidays. The Contractor shall develop construction work plans and may perform all on-site activities after required review and approval is provided by RCDPT. Contractor's work plan shall include an underground utility layout plan, construction safety plan, and a plan to avoid disruption of existing bus operations. The Contractor may be requested to perform emergency services, at any time or day, to immediately remove bus shelter debris or perform repairs due to damage caused by weather, a traffic accident, or any type of emergency during a time other than indicated above. The contractor shall respond to all emergency service calls within four hours of request. This shall be only at the direction of RCDPT. Hourly rates shall be offered on the Bid Proposal pages to cover these alternate times.
- 1.4. The Contractor shall retain and maintain an accessible database of all bus shelters by shelter number and location. This database shall be updated with information related to the work performed under this contract.
- 1.5. The Contractor must number and/or re-number all bus shelters that are being repaired, or replaced, or if a new shelter is being installed which will update the bus shelter quantity and location in the database of bus shelters.
- 1.6. The Contractor shall be required to repair and/or replace concrete sidewalks, mill sidewalks, and install detectible warning devices to meet ADA requirements in accordance with the County of Rockland.

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- 1.7. Telephone Service – The Contractor shall maintain continuous telephone service where they can be reached 24 hours per day, seven days per week including holidays. Answering machines are not acceptable.
- 1.8. The shelters may be situated on State highways, County highways, Town roads, Village roads, or on privately owned property.
- 1.9. The RCDPT point of contact for a site visit will be provided after contract award.
- 1.10. The Contractor shall submit all requests in writing regarding underground layouts. As part of the RCDPT Bus Shelter program, the County of Rockland will obtain all regulatory permission/permits and monitor and inspect the Contractor's work upon completion.
- 1.11. The Contractor shall provide engineering drawings for any new shelter location and ADA improvements as directed by RCDPT.
- 1.12. The current existing bus shelters in Rockland County are manufactured by Handi-Hut, Columbia Equipment, Inc., and Icon Shelter Systems but RCDPT will also entertain other bus shelter manufacturers through an approved equal process.
- 1.13. Responding bidders shall demonstrate the ability to provide appropriate repair parts for the bus shelter manufacturers identified above, even if offering a different brand for the new installations.

## **2. APPROVED EQUALS**

- 2.1. Bidders requesting an approved equal, shall provide references showing bus shelter locations that the County of Rockland can inspect. Please include the exact make, model and specifications intended to be supplied. If bidding an alternate or approved equal, two copies of brochures, specifications, and any other pertinent information must be submitted with the bid. Replacement parts must be the same color and shape of the parts being replaced. Sample items may be requested.
- 2.2. If an alternate or approved equal is bid, the County of Rockland reserves the right to request a demonstration of the specific model bid. Failure to furnish the demonstration will render the bid, for that item, as non-responsive. A Contractor may, at its option, use any equipment, material, article or process which, in the judgment of RCDPT, is equal to that designated item. For RCDPT to consider an approved equal, a Contractor, through its own expense, shall provide adequate technical data, and detailed background information to RCDPT in order to make an informed decision.
- 2.3. Any units not conforming to these specifications may be rejected, and it will be the responsibility of the manufacturer to conform to the requirements unless exceptions have been specifically cited by the bidder and acceptance made on the basis of the exceptions. Each bidder is required to respond to every requirement in this specification with the appropriate explanation of equipment when specified and supply all requested information with bids.
- 2.4. The County of Rockland will make the final determination on whether the equipment is considered an approved equal based on RCDPT's needs and provided it does not restrict competition.

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**3. BRAND NAME**

- 3.1. The use of a brand name is for the purpose of describing the standards of quality, performance, and salient characteristics desired and is not intended to limit or restrict competition.

**4. EQUIPMENT**

- 4.1. The Contractor shall be responsible for providing all tools and equipment necessary to efficiently perform all work in a professional and workmanlike manner. All tools, equipment, transportation necessary to perform the required tasks shall be supplied at the Contractor's own expense.

**5. GENERAL WARRANTY**

- 5.1. All repair work performed on an existing bus shelter shall be guaranteed for 90 days. All new or replacement bus shelter work shall be guaranteed for a period of one year. Any repair or replacement of work performed under this contract, for any and all failures within that period, will be repaired at the expense of the Contractor.

**6. TRAVEL TIME**

- 6.1. The County of Rockland will not accept nor authorize payment for travel time or expenses of service personnel to any Rockland County locations where installation or repair work is performed unless authorized as stated in Section 6.3. The only billable time will be for service work performed.
- 6.2. Upon notice of a repair, a site visit shall be conducted to determine the appropriate repair items needed. The parts should then be ordered and delivered to your place of business. Once the items are received, the actual repair should be scheduled.
- 6.3. Upon a very limited basis, there may be an emergency need for parts. Only upon prior approval by the authorized RCDPT representative shall travel time to pick up parts be approved. Day-to-day repairs should be scheduled to provide ample time for parts delivery.
- 6.4. Travel time from site-to-site shall not be approved. The time allowed for any administrative costs should be built into your hourly rates as part of your overhead expenses.

**7. REFERENCES**

- 7.1. All bidders shall submit a list of at least five (5) accounts with valid contact information where similar work has been performed in the last three years. The Certificate of Experience must be completed and included with the proposal form.

**8. DETAILED SPECIFICATIONS FOR ALUMINUM BUS SHELTERS (HANDI-HUT and COLUMBIA)**

- 8.1. The Contractor shall be responsible for all phases of construction including, but not limited to:
- 8.1.1. Site preparation
  - 8.1.2. Concrete platforms
  - 8.1.3. Acquisition, delivery, and installation of bus shelters, benches, and map display cases
  - 8.1.4. Site finishing
  - 8.1.5. Aluminum shall be 6063-T5L Alloy, DIC finish
  - 8.1.6. Panels shall be 1/4" clear polycarbonate and/or safety glass as directed by RCDPT

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- 8.1.7. Roof shall be: Opaque domed or peaked metal as per the specification
- 8.1.7.1. All replacements must fit existing shelters
- 8.1.8. Repair, replacement, installation, and maintenance of solar lighting where applicable
- 8.1.8.1. All new shelters shall be solar powered where applicable (**See Attachment H**)
- **Solar lighting kits shall be Handi-Hut Solar Powered Shelter Light Kit or approved equal**
  - Solar lighting shall be installed only upon written confirmation from a RCDPT Representative
  - Any obstructions preventing solar lighting from being effective shall be removed. (Pending approval from RCDPT)
- 8.1.8.2. All electrical work shall be included for the installation of standalone solar lighting
- 8.2. The Contractor shall provide additional shelter and installations for the same unit cost prices as contracted for, except in certain circumstances wherein unusual site preparation or finishing costs exist and must be agreed to by RCDPT prior to additional work being done.
- 8.3. The Contractor shall be expected to provide the following:
- 8.3.1. Preparation of all sites to accept a concrete platform base, as per the specifications of each site.
- 8.3.1.1. Concrete slabs (**Attachment D and E**) as per concrete slab specifications. Note the concrete slabs must include a smooth, ADA accessible area to the roadway or sidewalk.
- 8.3.1.2. ADA Curb Cuts - The Contractor shall have knowledge of ADA requirements. ADA does not require that the actual cutout be located directly in front of the shelter as long as it is located within 100' of the shelter. All new bus shelter locations shall have detectable warning devices installed. Detectable warning devices shall also be installed into existing bus shelters when being repaired or updated. Most of the shelters do have curb cuts within the 100'. If, on occasion, the Contractor comes across a shelter that does not have ADA curb cuts - then the contractor will need to notify the authorized RCDPT representative for review and direction.
- 8.3.1.2.1. All ADA Warning devices shall be a polymer composite/fiberglass and/or steel Rigid Panels. Sizes may vary by location as directed by RCDPT.
- 8.4. All bus shelters shall be delivered and installed by the Contractor. All existing aluminum bus shelters are to be constructed of molded aluminum mullions with ¼ inch poly carbonate panels.
- 8.4.1. All aluminum shelters shall include an anchored bench and a map display case, curved edges, fluted surfaces, hidden stainless steel hardware and capped ends.
- 8.4.1.1. Shelters shall be furnished with aluminum benches with backrests with independent support. Benches shall be based on shelter size. Seat and backrests shall each be seamless planks with curved edges, fluted surfaces, hidden stainless steel hardware and capped ends. Finish of bench to match shelter.

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8.4.1.2. Each shelter shall be furnished with one integrated map/schedule display panel (Approximately 24" x 30") pre-mounted in left side wall window (closest to back) of shelter which shall have an extruded aluminum frame finished to match shelter, glazed with 1/4" clear acrylic, a continuous hinge on one side and locking with two (2) stainless steel screws on opposite side. The display panel shall have a continuous cleat on bottom to prevent slippage of posters. Panel shall be full window width by 30" high.

8.5. Shelters shall be designed and certified to withstand dead loads of 40 psf min. and wind load over 75 mph.

## 9. SPECIFICATIONS FOR STEEL BUS SHELTERS (ICON)

9.1. The Contractor shall be responsible for the acquisition, delivery, and installation of bus shelter panels and roof panels for steel bus shelters. Bus Shelter panels shall be 1/4" clear polycarbonate. Roof Panels shall be 24-gauge multi-ribbed A-446. All replacement parts shall fit existing shelters.

- Repair and replacement of solar lighting as needed.
- Removal of damaged bus shelters, clean up where required, and secure the site

## 10. CLEANING OF BUS SHELTERS

10.1. The Contractor shall power-wash all bus shelters (Approximately 180 bus shelters) as directed by RCDPT. It is expected that all bus shelters will be power washed at a minimum of once a year.

10.2. . The Contractor shall perform graffiti removal on bus shelters as directed by RCDPT.

10.3. . Biohazard cleaning of bus shelters as directed by RCDPT.

10.3.1. The Contractor shall clean all the surfaces with approved EPA certified products.

## 11. ATTACHMENTS

11.1. The following attachments contain drawings and replacement parts for Bus Shelters

- ATTACHMENT B: Single Aluminum Bus Shelter
- ATTACHMENT C: Double Aluminum Bus Shelter
- ATTACHMENT D: Concrete Slab on Grade for Single Aluminum Bus Shelter
- ATTACHMENT E: Concrete Slab on Grade for Double Aluminum Bus Shelter
- ATTACHMENT F: Accessible Bus Stop
- ATTACHMENT G: Solar Light Kit Placement
- ATTACHMENT H: Handi-Hut Bus Shelter Replacement Parts List
- ATTACHMENT I: Columbia Equipment Replacement Parts List
- ATTACHMENT J: ICON (Steel) Bus Shelter Replacement Parts List

## 12. LABOR

12.1. Only workers who are skilled and experienced in this type of work shall be allowed to work under this contract.

12.2. The Contractor is required to have a labor force adequate to perform the work in an efficient and expeditious manner.

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- 12.3. Project requirements may dictate that the Contractor's employees work with and/or at the direction of an authorized County of Rockland representative.
- 12.4. This is a Prevailing Wage solicitation. Awarded Contractor shall provide certified payrolls with each invoice as per the NYS Department of Labor Prevailing Wage Law.

### 13. GENERAL REQUIREMENTS

- 13.1. The Contractor shall provide the services in strict compliance with all applicable laws and statutes of the United States, the State of New York, and the County of Rockland. This includes NYS prevailing minimum wage laws indicated in the FTA clauses.
- 13.2. Payment – Individual purchase orders will be issued for each bus shelter to be ordered, installed or repaired as needed. Payment will be made upon installation and/or repair and satisfactory inspection by the County of Rockland or its designated representative.
- 13.3. Invoices shall be submitted according to the requirements indicated below:
- 13.3.1. NEW and REPLACEMENT Bus Shelters
- 13.3.1.1. Invoices for new and replacement shelters, new pad, and lump sum installation for either new or replacement shelter shall be as per the prices offered in the Bid Proposal pages of this solicitation.
- 13.3.1.2. A certified payroll shall be required with each invoice. Payment cannot be issued without submission of the certified payroll.
- 13.3.1.3. Freight: Invoices for freight for new and/or replacement shelters shall be at the unit price offered in this solicitation. There shall be no markup on freight.
- 13.3.2. Labor Charges: Invoices must list specifically the number of man-hours worked. Repair invoices submitted to the County of Rockland for payment must be accompanied by a detailed work order signed by an authorized County of Rockland Department representative for whom the repair is being performed along with a certified payroll. The hourly labor rates must correspond to the hourly rates submitted with the Bid Proposal.
- 13.3.3. The Contractor shall certify that all labor charges invoiced shall be only those, which were required to complete the maintenance/repair and/or installation work.
- 13.3.4. Material Costs-Invoices shall detail all parts utilized.
- 13.3.4.1. Itemized parts listed shall be invoiced as offered and awarded in Section 2 of the Bid Proposal pages and are FOB: Destination, Prepaid and Allowed.
- 13.3.4.2. The Contractor shall list separately and detail all parts that may be purchased that **ARE NOT** listed in the itemized list and the cost to the Contractor for each, plus the Mark-up / Discount indicated in the proposal page. Items not individually listed shall be FOB: Destination, Prepaid and Charged.
- 13.3.4.3. The bidder agrees and hereby certifies that all parts and materials purchased shall be at the lowest price available at the time considering the prevailing conditions and circumstances for which it is required that the purchase be made.

COUNTY OF ROCKLAND - DGS-PURCHASING  
BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970  
TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE: Bus Shelter Repair, Maintenance, and Replacement

BID NUMBER: RFB-RC-2021-034

- 13.3.4.4. Items provided that are clearly identified on a nationally recognized manufactured price list shall be invoiced using the Percent Discount offered.
- 13.3.4.5. Mark-up shall only be used for items that are not listed on a nationally recognized manufactured price list.
- 13.3.4.6. Bidders shall submit a current manufacturer’s price and catalog for each manufacturer with their bid.
- 13.3.4.7. Bid responses shall provide discounts for specified brands of shelters associated parts and hardware and mark-up for specified brands of shelters associated parts and hardware.
- 13.3.4.8. Do not bid multiple discounts / mark-ups (10, 20, 30%) or a range of discounts / mark-ups (10-20%) otherwise bid will be considered non-responsive and result in rejection of the bid response.
- 13.3.4.9. All discounts and mark-ups shall be firm and fixed for the specified contract period.
- 13.3.4.10. Bidder provided discounts listed on the Bid Proposal Page shall be in the form of a percent discount from manufacturer’s nationally recognized price list. List price shall be defined as published in the manufacturer’s latest standard printed price list, and so recognized by the trade. Bidders shall enter, in the space provided, the applicable discount, which shall remain firm for the life of the contract. **If there is not a percent discount offered, indicate “0”, do not leave blank. Enter the dollar amount of the extended price resulting from the discount. For example: Estimated dollars expended of \$1,000.00 with a 5% discount results in a discount of \$50.00. The extended price should be \$950.00.** If left blank - bid response shall be determined to be non-responsive.
- 13.3.4.11. Industry wide increases, as reflected in a newly published manufacturer’s price listings will be honored and shall be provided as soon as they are made available by the manufacturer. The pricelist is the possession of the Department of Purchasing and shall be the governing copy. It shall be the responsibility of the successful bidder to ensure that the current price sheets are forwarded to the Department of Purchasing.
- 13.3.4.12. Contractor provided mark-up listed on the Bid Proposal Page shall be in the form of a percent markup. Bid response shall provide one mark-up over the cost of the parts for all brands of shelter parts and associated hardware not listed on a national manufacturer’s retail price list. The County reserves the right to reject bid proposals with excessive mark-ups. For billing and price verification purposes, the Contractor shall attach a separate invoice from their supplier which clearly indicates the price paid for parts. There shall be no mark-up for freight. **If there is not a percent markup offered, indicate “0”, do not leave blank. Enter the dollar amount of the extended price resulting from the markup. The extended price should be \$1,050.00.** If left blank, bid response shall be determined to be non-responsive.
- 13.3.4.13. Part Number, size, material, description, serial number (if available), etc. shall be provided on invoice for historical use purposes for future bids.

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13.3.4.14. Freight Charges and Non-Itemized parts: Freight charges shall only reflect items invoiced from the manufacturer or supplier. In addition, a copy of the freight invoice as submitted to the Contractor for payment shall be attached to the invoice(s) submitted to the County of Rockland for payment.

13.3.4.15. All parts shall be of first quality.

13.3.4.16. Documentation of material costs (invoices, etc.) of items greater than \$100 must be provided with bidders' invoices.

13.3.5. Additional Charges

13.3.5.1. There shall be no additional charge for delivery or mileage unless indicated. No other costs except those placed in the bid proposal at the time the bid is submitted shall be evaluated, considered, or deemed acceptable charges by the County of Rockland. The Contractor further agrees that should it be determined by the County of Rockland that the Contractor is falsifying his invoices or partaking in fraudulent practices so as to reflect higher costs than actually incurred in the repair, this falsification of fraudulent practice shall be considered a material breach of the terms of the contract. Nothing herein shall be considered to limit the authority of the County of Rockland to prosecute any bidder or Contractor who violates the laws of the State of New York.

**14. ADDITIONAL OUT OF SCOPE WORK**

14.1. On rare occasions additional site work may be required above and beyond the site preparation, installation and site finishing as specified in the Specifications. In these instances, additional work may be authorized by the RCDPT at the hourly rate awarded under the contract, not to exceed \$4,000.00 per installation

**15. CONTRACT PRICE ADJUSTMENTS UPON RENEWAL**

15.1. The bid rates shall remain firm through the first contract period with no wage adjustments allowed. If the County exercises any of the option years of the award, Contractors may submit a request for adjustment on the yearly anniversary date of the contract. Any request for price adjustment(s) shall be submitted thirty (30) days in advance in writing to the Director of Purchasing. **All price adjustments will be limited to the percentage increase in the CPI Index** – All Urban Consumers for the preceding 12 months. The County reserves the right to reject any request for price increase deemed excessive.

15.2. CPI-Index - Consumer Price Index for All Urban Consumers as published by the Bureau of Labor Statistics of the United States Department of Labor or a successor or substitute index, appropriately adjusted.

15.3. Vendors shall submit a letter to the Director of Purchasing, during the term of this bid, addressing any **unscheduled price increases** from the manufacturers. This letter must include, on the manufacturer's letterhead, all information to support any unscheduled increase. Any increase authorized is at the sole discretion of the Director of Purchasing and shall be in writing.

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**16. USE OF PREMISES**

- 16.1. On or about the premises and adjacent areas and as a representative of the County of Rockland, the Contractor shall ensure that all apparatus, storage of materials, and activities of workmen be confined to the limits indicated by law, ordinances, permits and the direction of the authorized County of Rockland representative, and shall not encumber or permit the premises or adjacent areas to be encumbered with such materials or apparatus.
- 16.2. The work site shall be kept in an orderly and safe fashion so as not to interfere with the progress of the work or the work of any other Contractor, business or traffic.
- 16.3. The Contractor shall be responsible for repairing and replacing anything damaged by their operations, within thirty (30) days after notification by the authorized County of Rockland representative that damage has occurred.
- 16.4. It will be the responsibility of the Contractor to report, to the authorized County of Rockland representative, any damages found prior to any work at this site.

**17. CLEANING UP**

- 17.1. The Contractor shall at all times keep the premises and adjacent areas free from accumulations of waste material or rubbish. At the completion of the work, the Contractor shall remove, from and about the premises, including adjacent areas, all rubbish, tools and surplus materials used for work and shall have the area "Broom Clean" and ready for use. In case of a dispute, County of Rockland may remove rubbish and clean up, then may charge the Contractor either by deduction of amounts unpaid to the Contractor, or by other means as determined to be fair and equitable by the authorized County of Rockland representative.

**18. SUBCONTRACT WORK**

- 18.1. Contractor shall receive approval by an authorized County of Rockland representative prior to subcontracting any work. Names and references of any subcontractors being used for the performance of this contract shall be included in the bid response for evaluation.
- 18.2. A subcontractor cannot be changed during the term of this contract without formal notice and written approval by the Purchasing Department.

**19. INSPECTION & TERMINATION OF CONTRACT**

- 19.1. The quality of service shall be subject to inspection by the designated representative of the County of Rockland at any time. Should it be found that the quality of service being performed is not satisfactory, and that the specifications are not being met, the Director of Purchasing or his designee, may terminate the Contract, giving 30 days' prior written notice.

**20. SHELTER MAINTENANCE**

- 20.1. The Towns and Villages are responsible for snow removal and garbage removal.

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**21. LIST OF COUNTY OWNED SHELTERS**

21.1. The RCDPT will provide a list of RCDPT bus shelters to the awarded firm that is the responsibility of the County and included under final award. This list will be updated as new bus shelter sites are implemented. The Contractor shall retain and maintain an accessible database of all bus shelters by shelter number and location. This database shall be updated with information related to the work performed under this contract.

**22. AWARD**

22.1. This bid will be awarded to the lowest responsive and responsible Bidder based on the overall total. The County or the Director of Purchasing reserves the right to waive any informality or to reject any or all proposals and may advertise for new proposals, if the best interest of the county will be served. The County or the Director of Purchasing may require any or all bidders to present evidence of experience, ability and financial standing as well as a further breakdown of pricing and statement as to the equipment which the bidder will have available for the executing of this contract.

**23. KEY EVENTS AND DATES**

- i. RFB Release Date: June 24, 2021
- ii. Final due date for written questions: July 9, 2021
- iii. Official responses to questions: July 16, 2021
- iv. Bid Submission Due Date and Time: July 29, 2021  
(No Later than 3:00pm)
- v. Contract Term: 1 year with four (4) one-year options based on contract award date.
- vi. Contract Award Date: TBD

**All dates referenced in the specifications relative to the solicitation timeline are tentative and can be changed in the best interest of the County. The County reserves the right to modify the timeline of the RFB at any time at its sole discretion.**

**DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION**

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Pomona, New York 10970  
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**Paul Brennan, FNIGP, NIGP-CPP, CPPO**  
*Director of Purchasing*

**ADDENDUM # 1**

**RFB #: RFB-RC-2021-034**  
**Bus Shelter Repair, Maintenance, and Replacement**

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.

- Q1.** Would Rockland County Consider allowing Advertising on the bus shelters to help lower or eliminate the cost of maintenance. If so, would they consider a longer term?
- A1.** Currently the County of Rockland only allows advertising related to the county's interdepartmental agencies and does not sell advertising space on our bus shelters.  
The contract terms will remain firm at one (1) year with four (4) additional 1-year options.
- Q2.** In reference to the Power washing of the Bus Shelters, are we following Safety Guidelines requiring a Traffic Safety Plan for each site and the setup of cones required for urban rural, cone spacing, Road work sign and road direction of traffic flow for each site?
- A2.** The contractor shall submit and follow a Safety Plan for all work on bus shelters. This includes power washing of bus shelters. Safety regulations and the power washing process may vary as bus shelters are located in different areas throughout the county and are subject to different traffic conditions. Cone spacing will be contingent based on the location of each bus shelter. Contractor shall develop power-washing work plans and may perform all on-site activities after required review and approval is provided by RCDPT. Contractor's power-washing work plan shall include a safety plan and a plan to avoid disruption of existing bus operations.

**SIGNED:**

*Paul J. Brennan*

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