

COUNTY OF ROCKLAND  
Department of General Services  
Purchasing Division

# Contract Award Notification

Title: **Rotating Biological Contactor (RBC) Maintenance & Repair Services**

Contract Period: August 25, 2022 through August 24, 2023 with 4 one-year options  
Extended through August 24, 2024, w/ (3) 1-year options  
**Extended through August 24, 2025, w/ (2) 1-year options**

Original Date of Issue: August 24, 2022

Date of Revision: 7/2/2024

**BID No:** **RFB-RC-2022-111**

**Prevailing Wage:** **2022007903**

**Catalog:** **Wastewater Treatment**

Authorized Users: Rockland County Sewer District #1

Address Inquiries To:

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## Description

This contract is for maintenance and repair services of rotating biological contractors (RBCs).

Contract #	Vendor Number	Contractor & Address	Telephone No.
Bid 22-111	0000020528	Koester Associates Inc. 3101 Seneca Turnpike Canastota, NY 13032 Contact: Daniel Jean & Heidi DuSell <a href="mailto:djean@koesterassociates.com">djean@koesterassociates.com</a> <a href="mailto:HDuSell@koesterassociates.com">HDuSell@koesterassociates.com</a>	315-697-3800  FAX: 315-697-3888

COUNTY OF ROCKLAND  
DGS – PURCHASING DEPARTMENT  
BLDG. A, 6TH FLOOR, 50 SANATORIUM ROAD  
POMONA, NY 10970  
TELEPHONE NO.: 845-364-3820  
FAX NO.: 845-364-3809

VENDOR: Koester Associates

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT OF MEASURE	UNIT PRICE	EXT. PRICE	Mfg. & Product Code
<b>SECTION A - END SHAFTS REPAIR - REPLACEMENT</b>							
1	<b>IDLE END SHAFT REPLACEMENT</b> (Lump Sum for Labor Equipment and Materials) - NOTE: Pricing shall include cost for the installation of bearings.	93691000028	1	LS	\$ 52,704.17	\$ 52,704.17	
2	<b>DRIVE END SHAFT REPLACEMENT</b> (Lump Sum for Labor Equipment and Materials) - NOTE: Pricing shall include cost for the installation of bearings.	93691000029	1	LS	\$ 54,970.17	\$ 54,970.17	
3	<b>Shaft Repair - Labor Rate (\$/Man/Hour)</b> Regular Work Hours 7:30 AM to 4:00 PM	93691000049	16	HR	\$ 280.00	\$ 4,480.00	
4	<b>Shaft Repair - Labor Rate (\$/Man/Hour)</b> Repair Work At Other Than Regular Work Hours	93691000050	8	HR	\$ 420.00	\$ 3,360.00	
5	<b>Subcontracted Work Percent Mark Up Over Contractor's Cost</b> As specified, not to exceed 10% BIDDER SHALL ENTER A PERCENTAGE BETWEEN 0% UP TO 10%	93691000051	<b>ESTIMATED DOLLARS EXPENDED</b> \$ 5,500.00	<b>10% PERCENT MARKUP</b>	<b>10%</b>	\$6,050.00	

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT OF MEASURE	UNIT PRICE	EXT. PRICE	Mfg. & Product Code
6	<b>MARK-UP</b> Percent mark-up for any parts and materials which may be purchased in conjunction with repairs other than base bid. % MARKUP SHALL NOT EXCEED 10%. BIDDER SHALL ENTER A PERCENTAGE BETWEEN 0% UP TO 10%	44566000007	<b>ESTIMATED DOLLARS EXPENDED</b> \$ 15,000.00	<b>10</b> <b>PERCENT MARKUP</b>	<b>10%</b>	\$16,500.00	
<b>SECTION B - GENERAL REPAIRS</b>							
7	<b>General Repairs - Labor Rate (\$/Man/Hour)</b> Regular Work Hours 7:30 AM to 4:00 PM	93691000030	48	HR	\$ 280.00	\$ 13,440.00	
8	<b>General Repairs - Labor Rate (\$/Man/Hour)</b> Repair Work At Other Than Regular Work Hours	93691000031	8	HR	\$ 420.00	\$ 3,360.00	
9	<b>Furnish - DODGE P4B528-ISAF-415RE</b> EXPANSION TYPE BEARING OR APPROVED EQUAL	44566000002	6	EACH	\$ 3,793.03	\$ 22,758.18	<b>NOT RENEWED</b>
10	<b>Furnish- Main (Drive) Stub Shafts</b> (26.34" dia. Plate / 4-15/16" journal – 30" long)	44566000008	2	EACH	\$ 14,288.18	\$ 28,576.36	<b>EVOQUA MFG.</b>

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT OF MEASURE	UNIT PRICE	EXT. PRICE	Mfg. & Product Code
11	<b>Furnish- Main (Drive) Stub Shafts</b> (28” dia. Plate / 4-15/16” journal – 30” long)	44566000005	2	EACH	\$ 14,288.18	\$ 28,576.36	<b>EVOQUA MFG.</b>
12	<b>Furnish - Main (Idler) Stub Shafts</b> (28” dia. Plate / 4-15/16” journal – 10” long)	44566000006	2	EACH	\$ 11,605.00	\$ 23,210.00	<b>NOT RENEWED</b>
13	<b>Equipment Rental Percent Mark Up Over Contractor’s Cost</b> As specified, not to exceed 10% BIDDER SHALL ENTER A PERCENTAGE BETWEEN 0% UP TO 10%	44566000003	<b>ESTIMATED DOLLARS</b> <b><u>EXPENDED</u> \$5,000.00</b>	<b>PERCENT MARKUP</b>	<b>10%</b>	\$5,500.00	
14	<b>Subcontracted Work Percent Mark Up Over Contractor’s Cost</b> As specified, not to exceed 10% BIDDER SHALL ENTER A PERCENTAGE BETWEEN 0% UP TO 10%	93691000032	<b>ESTIMATED DOLLARS</b> <b><u>EXPENDED</u> \$ 5,500.00</b>	<b>PERCENT MARKUP</b>	<b>10%</b>	\$6,050.00	

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT OF MEASURE	UNIT PRICE	EXT. PRICE	Mfg. & Product Code
15	<b>MARK-UP</b> Percent mark-up for any parts and materials which may be purchased in conjunction with repairs other than base bid. % MARKUP SHALL NOT EXCEED 10%. BIDDER SHALL ENTER A PERCENTAGE BETWEEN 0% UP TO 10%	44566000004	<b>ESTIMATED DOLLARS EXPENDED</b> \$ 15,000.00	PERCENT MARKUP	10%	\$16,500.00	
16	<b>Airfare – Contractor must obtain three quotes and select the lowest responsive fare/airline. The quotes must be provided with as backup with the invoice as a condition of payment. The County will only reimburse for air travel for each service technician necessary to perform the required work. The County will only reimburse for actual flight cost with no additional upgrades, 1st class, more leg room , seating selection, checked bags etc. County will only reimburse the cost of air travel from one of the primary New York/New Jersey airports. Should the Contractor wish to travel to/from an airport where the quote was higher, the County will only reimburse the lowest cost of the three quotes.</b>	93691000056					

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT OF MEASURE	UNIT PRICE	EXT. PRICE	Mfg. & Product Code
17	Lodging – The County will reimburse the contractor for lodging fees based on the current New York - Nyack/Palisades – County of Rockland Per Diem rate set by the Federal Department of General Services Administration (GSA). Current rates are available at the website below. Reimbursement will be paid at the said rate per each service technician required to perform the work. Proof of the current rate must be included with the Contractor's invoice along with the hotel invoice which shows the dates and number for each room night as a condition of payment. <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a>	93691000057					
18	Rental Vehicle - The County will reimburse the contract for Short Term Vehicle Rental (STR) based on the current daily, weekly, monthly, GSA STR Vehicle Ceiling Rates posted on the GSA Fleet Management website. The current pdf. Rates can be found by scrolling down on the website noted below: <a href="https://www.gsa.gov/buying-selling/products-services/transportation-logistics-services/fleet-management/shortterm-rentals-str">https://www.gsa.gov/buying-selling/products-services/transportation-logistics-services/fleet-management/shortterm-rentals-str</a> NAME of pdf. document is “STR Vehicle Ceiling Rates” (Current Sample is attached).	93691000058					

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19	<p><b>Mileage:</b> The County will reimburse the contractor for mileage traveled over 120 miles when a company owned vehicle is to be used. Reimbursement will be based on the current IRS standard mileage rates as published on the IRS website. <a href="https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2022">https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2022</a> The County will not reimburse associated cost such as fuel or tolls. Should lodging be required to complete the repairs, the cost reimbursement will be at the rates noted above. Proof of lodging will be required as a condition of payment.</p>	93691000059					

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**TITLE: ROTATING BIOLOGICAL CONTACTORS  
MAINTENANCE & REPAIR SERVICES**

**BID NUMBER: RFB-RC-2022-111**

## PURCHASES BY OTHER

### LOCAL GOVERNMENTS, SCHOOL DISTRICTS, AND NON PROFIT AGENCIES

As per the New York State General Municipal Law, all political subdivisions of New York State are allowed to make purchases through the resulting contract(s). As per Rockland County Procurement Policy, 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 our website: [www.rcpurchasing.com](http://www.rcpurchasing.com)
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](http://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.



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## **SPECIFICATIONS**

### **1. SCOPE**

- 1.1. The purpose of this bid is to secure fixed prices for maintenance and repair services on the Rotating Biological Contactors, (RBCs). The RBCs, made by LYCO, are located at the Rockland County Sewer District No.1 Main Treatment Plant in Orangeburg, NY.
- 1.2. This bid comprises of two separate sections A and B.
  - 1.2.1. Section A only covers the end shafts repair and end shafts replacement.
  - 1.2.2. Section B covers overall, intensive repairs such as media support frames repair, media replacement and all related work and materials

### **2. EMERGENCY / REPAIR WORK**

- 2.1. The contractor shall only perform emergency/repair work which is required. Repairs shall be performed only with the authorization of an authorized County of Rockland representative. Should any work be performed without authorization payment will not be made.
  - 2.1.1. Prior to the commencement of work, contractor shall submit a written estimate. The estimate shall contain the following:
    - 2.1.1.1. Project scope of work.
    - 2.1.1.2. Name of County of authorizing Rockland County Department and representative.
    - 2.1.1.3. Estimate of labor hours by trade and hourly rates.
    - 2.1.1.4. List of all equipment to be used with unit pricing.
      - 2.1.1.4.1. List of material to be used and cost.
      - 2.1.1.4.2. List of all anticipated Sub-contracted work with cost.
      - 2.1.1.4.3. Total estimated cost for the project.

### **3. SUB-CONTRACT WORK**

- 3.1. Sub-contracting for any of the services or labor required to perform the work shall not be permitted without written consent from an authorized representative of the Rockland County Sewer District #1.

### **4. LABOR**

- 4.1. Only workers who are skilled and experienced in the work will be allowed to work under this contract.
  - 4.1.1. The contractor is required to have a labor force adequate to perform the work in an efficient and expeditious manner.

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4.1.2. Project requirements may dictate that the contractor's employees work with and/or at the direction of an authorized County of Rockland Representative.

## **5. WORK HOURS**

6. Work must be performed between the hours of 8:00 AM and 4:00 PM, Monday through Friday. No work is to be performed outside of these hours without authorization from the authorized County of Rockland representative. The contractor shall notify an authorized County of Rockland representative 24 hours in advance prior to the scheduled service date.

## **7. EMERGENCY SERVICE**

- 7.1. The contractor shall provide, as required, emergency service to perform repairs any time of the day, 365 days per year. The contractor shall respond via telephone to all emergency service calls within four hours of request. Contractor shall also respond on site within 72 hours of service request unless otherwise agreed to by the Rockland County Sewer District # 1 on a case by case basis.
- 7.2. Telephone Service – The contractor shall maintain a continuous manual telephone service where he can be reached 24 hours per day, seven days per week including Sundays and Holidays.

## **8. EQUIPMENT**

- 8.1. The contractor is responsible for providing all tools and equipment necessary to efficiently perform all work in a professional and workmanlike manner.
- 8.1.1. The contractor shall have tools and equipment common to the trade that are necessary to perform required work. The County will not pay for the rental or replacement of any of the common tools.
- 8.1.2. At no additional cost to the County, the contractor shall supply and maintain all of the safety equipment required by the trade and or by State and Federal regulations. No vehicle use shall be paid for transporting mechanics and materials to the job site.

## **9. RENTAL EQUIPMENT**

- 9.1. RENTAL Equipment shall be billed at contractor's cost plus percent **mark up not to exceed 10%**. Contractor shall submit rental company's invoice as documentation with his invoice as a condition of payment.

## **10. GENERAL WARRANTY**

- 10.1. All repair work must be guaranteed for 90 days, and all new work 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 at the expense of the contractor.

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# **11. APPROVAL**

- 11.1. All work must meet with the approval of an authorized County of Rockland representative.

# **12. MAINTENANCE**

- 12.1. All maintenance and repair shall be performed as per the manufacturer's latest recommendations.

# **13. SECTION A - END SHAFTS REPACEMENT PRICING**

- 13.1. Labor and material costs for all End Idler Shaft Replacement and the Drive End Shaft Replacement work shall be bid as a lump sum per Rotating Biological Contactor on the bid proposal pages. Bearings may be provided by the successful bidder and paid in accordance with the pricing on the proposal pages. At its discretion, RCSD#1 reserves the right to provide the bearing to the contractor to complete the replacement work as applicable.

## **13.2. END IDLER SHAFT REPLACEMENT**

- 13.2.1. Vendor shall have the End Idler Shafts in stock (28" dia. Plate / 4-15/16" journal – 10" long).
- 13.2.2. Remove end RBC cover.
- 13.2.3. Lift idler side of unit.
- 13.2.4. Remove bearing.
- 13.2.5. Remove damaged idler end assemble.
- 13.2.6. Prep. End of 28" tube.
- 13.2.7. Install & weld new vendor -provided idler end shaft assemble.
- 13.2.8. Install new 4-15/16" SKF tapered bore spherical bearing. *See bearing installation for details.*
- 13.2.9. Set unit down and bolt bearing to bearing base plate.
- 13.2.10. Grease bearing as per factory instruction.
- 13.2.11. Re-install end RBC cover.

## **13.3. DRIVE END SHAFT REPLACEMENT**

- 13.3.1. Vendor shall have the Drive End Shafts in stock (28" dia. Plate and 26.34" dia. Plate / 4-15/16" journal – 30" long).
- 13.3.2. Remove end RBC cover.
- 13.3.3. Remove gearbox. Contractor shall use all means necessary (100 ton pulling device) to remove the gearbox. In the event the gearbox cannot be removed, the shaft will be cut and entire unit will be sent back to the vendor machine

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shop to bore the shaft and remove from gearbox at no extra expense for the Rockland County Sewer District No.1.

- 13.3.4. Lift drive end of RBC unit.
- 13.3.5. Remove bearing.
- 13.3.6. Remove damaged drive end shaft assemble.
- 13.3.7. Install & weld new vendor- provided drive end shaft assemble.
- 13.3.8. Install new 4-15/16" SKF tapered bore spherical bearing. *See bearing installation for details.*
- 13.3.9. Set unit down and bolt bearing to bearing base plate.
- 13.3.10. Grease bearing as per factory instruction.
- 13.3.11. Re-install gearbox.
- 13.3.12. Re-install end RBC cover.

**13.4. END SHAFTS REPAIR**

- 13.4.1. The vendor shall perform End Shaft Weld Repair as follows: Belzone or other epoxy/epoxy modified repairs are not acceptable alternatives to welding and will not be authorized by Rockland County Sewer District #1.
- 13.4.2. Remove end RBC cover.
- 13.4.3. Lift end of RBC unit.
- 13.4.4. Remove bearing.
- 13.4.5. Clean end shaft and assess damage. Damage will have to be less than .125" for vendor to weld repair.
- 13.4.6. Turn weld prep. And weld affected area.
- 13.4.7. Install portable lathe - Turn shaft back to factory specifications.
- 13.4.8. Install new 4-15/16" SKF tapered bore spherical bearing. *See bearing installation for details.*
- 13.4.9. Set unit down and bolt bearing to bearing base plate.
- 13.4.10. Grease bearing as per factory instruction.
- 13.4.11. Re-install end RBC cover.

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#### 14. **SECTION B - GENERAL REPAIR WORKS**

14.1. Repair works shall include both unplanned emergency repairs and scheduled major overhauls. RBC repair work includes and is not limited to the removal, replacement and re-installation of major, heavy, components such as main shafts, end shafts and drives. The work will also include the media removal, and the installation and adjustment of the media support frames. The refined and precise tweaking of electronic load cells, motion sensors and other instrumentation devices will be required as well.

##### 14.2. DRIVE SIDE BEARING REPLACEMENT

14.2.1. Vendor shall have the Drive Side Bearings in stock. SKF Tapered Bore Spherical Bearing:

Housing SAF 22528 / Bearing 22228 CCK/W33 / Adapter SMW28 x 4-15/16".

14.2.2. Remove end RBC cover.

14.2.3. Remove gearbox. Vendor shall use all means necessary (100 ton pulling device) to remove the gearbox. In the event the gearbox cannot be removed, the shaft will be cut and entire unit will be sent back to the vendor machine shop to bore the shaft and remove from gearbox at no extra expense for the Rockland County Sewer District.

14.2.4. Lift end of RBC unit.

14.2.5. Remove bearing.

14.2.6. Clean shaft and de-bur.

14.2.7. Inspect shaft for damage. *See end repair if shaft needs to be repaired.*

14.2.8. Install new bearing as per factory instruction.

14.2.9. Set unit down and bolt bearing to bearing base plate.

14.2.10. Grease bearing as per factory instruction.

14.2.11. Re-install gearbox.

14.2.12. Re-install end RBC cover.

##### 14.3. IDLER SIDE BEARING REPLACEMENT

14.3.1. Vendor shall have the Idler side Bearing in stock SKF Tapered Bore Spherical Bearing: Housing SAF 22528 / Bearing 22228 CCK/W33 / Adapter SMW28 x 4-15/16".

14.3.2. Remove end RBC cover.

14.3.3. Lift end of RBC unit.

14.3.4. Remove bearing.

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- 14.3.5. Clean shaft and de-bur.
- 14.3.6. Inspect shaft for damage. *See end repair if shaft needs to be repaired.*
- 14.3.7. Install new bearing as per factory instruction.
- 14.3.8. Set unit down and bolt bearing to bearing base plate.
- 14.3.9. Grease bearing as per factory instruction.
- 14.3.10. Re-install end RBC cover.

**14.4. MEDIA & MEDIA BRACKET REPLACEMENT**

- 14.4.1. Vendor shall have sufficient quantity of media support frames in stock.
- 14.4.2. Vendor will perform media and media bracket replacement on an as needed basis with written work order detailing the costs. No work shall be performed without written approval from an authorized representative of RCSD #1.

**15. SITE VISIT**

- 15.1. Visiting the Site - All bidders are encouraged to visit the job site to verify all conditions. Visits can be scheduled by calling Mr. Josue Thomas (845-365-6111) at the Rockland County Sewer District # 1. Bidder must perform as specified whether or not he visits the site.

**16. QUALIFICATIONS OF CONTRACTORS**

- 16.1. The bidder shall show that he has available under his direct employment and supervision the necessary organization and facilities to properly fulfill all the services and conditions required under these specifications.
- 16.2. The contractor shall show that he has maintained an organization capable of performing the work specified herein, and that said organization has been in continuous operation for at least the past three years. Contractor shall submit the following information with bid:
  - 16.2.1. Years of operation.
  - 16.2.2. The names of the employees in the area responsible for this contract, their function in the company, title, and number of years of service with the contractor's firm.
  - 16.2.3. The present address of the main operating office of this organization.
  - 16.2.4. List sources of major replacement parts for the equipment specified herein. Indicate which of the above parts are available at your facilities.
  - 16.2.5. Documentation indicating technical personnel experience (3 year minimum).

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## REFERENCES

- 16.3. All bidders must submit a list of references demonstrating at least three (3) years experience where maintenance and repairs of LYCO RBC work has been performed in a Wastewater Treatment plant. The contact's name, telephone and email address shall be included.
- 16.4. All bidders shall submit a certificate of experience and certificate of equipment. Forms are attached to facilitate the bidder's compliance with these requirements.

## 17. CONTRACTOR REQUIREMENTS PERSONNEL

- 17.1. Bidder shall employ qualified service technicians to perform the work specified. Contractor shall submit with their bid a list of employees (service technicians), who will be servicing the specified equipment for the term of this contract. Service technicians shall have a minimum of three years paid documented experience in the repair and troubleshooting of specified equipment or of units similar to the units specified.
18. Contractor shall include with their bid documentation of experience for each service technician listed. List years of experience, list name of employers, list any certifications obtained and or training courses completed. **Detail experience in repair and troubleshooting the equipment specified or of units similar to the specified LYCO RBC's.**

## 19. LICENSES

- 19.1. The Contractor and their service personnel shall possess all licenses required to perform this work. A Rockland County New York licensed electrician, where required, shall do all electrical work. Proof must be submitted immediately upon request.

## 20. CONTRACTOR REQUIREMENTS

- 20.1. The County of Rockland may inspect the facilities of the apparent low bidder prior to award to determine their capacity to perform this work. The successful bidder shall maintain or have the ability to obtain material and equipment required for the repair and replacement parts for the units specified at their warehouse and in their service vehicles. Bidder shall show evidence of inventory upon request.
- 20.2. If at any time during the life of the contract the contractor, in the opinion of the owner, fails to take all reasonable steps to expedite the work, the owner may unilaterally nullify the contract.

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## **21. USE OF PREMISES**

- 21.1. On or about the premises and adjacent areas, 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.
- 21.2. 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.
- 21.3. The Contractor shall be responsible for repairing and replacing anything damaged by his operations, within 10 days after notification by the authorized County of Rockland representative that damage has occurred.
- 21.4. 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.

## **22. CLEANING UP**

- 22.1. 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, he/she 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.

## **23. LABOR AND MATERIAL COSTS**

- 23.1. All labor and materials shall be invoiced and paid, as bid, on the proposal pages.
  - 23.1.1. Bidder's are to consider travel related expenses when calculating the hour rate as the County will only process labor payments for the actual hours technicians are on site performing services.
- 23.2. Detailed billings must be received by the County of Rockland within Forty-Five days after completion of each job.
  - 23.2.1. LABOR COSTS
    - 23.2.1.1. Detailed description of all completed service work must accompany all invoices.
    - 23.2.1.2. Contractor shall bid a labor rate in dollars per man-hour for a technician to make required repairs, replacements, and troubleshooting.
    - 23.2.1.3. The bidder agrees and hereby certifies that all labor charges contained in the invoices and vouchers shall be only those that was required and



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necessary to complete the work. The invoice must list specifically the type of employee or laborer utilized and the number of man-hours worked. The Contractor's labor charges must correspond to the rates which he will supply with the bid. All labor shall be billed from the time bidder's employee arrives at, to the time he departs from the Rockland County job site. There shall be no allowance for travel time and/or expenses.

23.2.1.3.1. The only billable time shall be for work performed.

23.2.1.4. Invoices for labor must be billed to the next half hour of actual time worked (example: 8:00 AM to 9:10 AM would be billed at 1 hour and 30 minutes). Invoices rounded to the next full hour will not be approved for payment.

**23.2.2. MATERIAL COSTS**

23.2.2.1. The invoices for payment must list specifically all parts and materials and cost to contractor for each item.

23.2.2.2. The County of Rockland will require verification of these costs by copy of the invoice as submitted to the contractor for payment.

23.2.2.3. The contractor agrees and hereby certifies that all parts and materials purchased shall be at lowest price available at the time considering the prevailing conditions and circumstances for which it is required that the purchase be made.

23.2.2.4. County of Rockland reserves the right to supply material when deemed in the best interest of the County of Rockland.

23.2.2.5. Materials are to be invoiced at the Contractor's cost plus the mark-up.

**The mark-up is not to exceed 10%.**

23.2.2.5.1. Documentation of material costs (invoices, etc.) of items greater than \$500 shall be provided with Contractor's invoices **as a condition of payment.**

23.3. Additional Items - If the Contractor expects to incur any additional costs not specified in the above paragraphs, he shall submit a list of those items and corresponding charges or schedule with his bid. There shall be no additional charge for delivery or mileage. 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 or 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

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of Rockland to prosecute any bidder or Contractor who violates the laws of the State of New York.

## **24. TRAVEL TIME**

24.1. The County of Rockland will not accept nor authorize payment for travel time or expenses of service personnel to any of the County of Rockland's facility locations unless prior written approval is provided by an authorized representative of the County of Rockland. Any approved reimbursement will be made in accordance with the following:

- 24.1.1. The County will agree to authorize reimbursement for travel related costs as indicated below. The County will not reimburse for incidentals such as, meals, tolls, fuel etc. The County will not reimburse for any travel related costs that are not within the scheduled service dates and hours of the expected arrival and departure dates of the service technicians required to perform the work.
- 24.1.2. Airfare – Contractor must obtain three quotes and select the lowest responsive fare/airline. The quotes must be provided with as backup with the invoice as a condition of payment. The County will only reimburse for air travel for each service technician necessary to perform the required work. The County will only reimburse for actual flight cost with no additional upgrades, 1st class, more leg room , seating selection, checked bags etc. County will only reimburse the cost of air travel from one of the primary New York/New Jersey airports. Should the Contractor wish to travel to/from an airport where the quote was higher, the County will only reimburse the lowest cost of the three quotes.
- 24.1.3. Lodging – The County will reimburse the contractor for lodging fees based on the current New York - Nyack/Palisades – County of Rockland Per Diem rate set by the Federal Department of General Services Administration (GSA). Current rates are available at the website below. Reimbursement will be paid at the said rate per each service technician required to perform the work. Proof of the current rate must be included with the Contractor's invoice along with the hotel invoice which shows the dates and number for each room night as a condition of payment.

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

SAMPLE AS OF 02/08/2022

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Primary Destination 	County 	2021 Oct	Nov	Dec	2022 Jan	Feb	Mar	Apr
Nyack / Palisades	Rockland	\$117	\$117	\$117	\$117	\$117	\$117	\$117

#### 24.1.4. Rental Vehicle

24.1.4.1. The County will reimburse the contract for Short Term Vehicle Rental (STR) based on the current daily, weekly, monthly, GSA STR Vehicle Ceiling Rates posted on the GSA Fleet Management website. The current pdf. Rates can be found by scrolling down on the website noted below:

24.1.5. <https://www.gsa.gov/buying-selling/products-services/transportation-logistics-services/fleet-management/shortterm-rentals-str>

24.1.6. NAME of pdf. document is "STR Vehicle Ceiling Rates" (Current Sample is attached).

24.1.7. Mileage: The County will reimburse the contractor for mileage traveled over 120 miles when a company owned vehicle is to be used. Reimbursement will be based on the current IRS standard mileage rates as published on the IRS website.

<https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2022>

24.1.8. The County will not reimburse associated cost such as fuel or tolls. Should lodging be required to complete the repairs, the cost reimbursement will be at the rates noted above. Proof of lodging will be required as a condition of payment.

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## **25. AMENDMENTS TO BID**

- 25.1. Any verbal information obtained from or statements made by the Representative of the County of Rockland or his designee at the time of examination of the documents or site shall not be construed as, in any way, amending Contract documents. Only such corrections or addenda as are issued by the Director of Purchasing in writing to all Contractors shall become a part of the Contract.
- 25.2. Any addendum issued during the time of bidding shall be included in bids and become a part of the Contract Agreement.

## **26. PRICE ADJUSTMENT**

- 26.1. The County recognizes this product or service has a price component that may have a commodity with changing costs. The Contractor/Supplier may request a Price Adjustment no more frequently than once each quarter (3 month period).

A Price Adjustment request must be made in writing and include the reason for the request, documentation supporting the request (ie, commodity increases), the current pricing, and the requested revised pricing.

The County will review the Price Adjustment request. If the Price Adjustment is deemed reasonable the Price 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. Typically, a Price Adjustment that exceeds 5% will not be approved unless very unusual and significant changes have occurred in the industry.

In the event industry costs decline, the County shall have the right to receive, from the Contractor, a reasonable reduction in prices/pricing that reflect such cost changes in the industry. The County will make a written request to the Contractor for a Price Adjustment in writing with supporting documentation.

## **27. AWARD**

- 27.1. Award shall be made by section to the lowest responsible, responsive bidder(s) meeting the stated requirements. To be considered for award of a section, bidder must submit pricing on all items within the section.
- 27.2. All quantities shown are estimates. The successful bidder(s) shall be required to furnish quantities that may be more or less than the estimated quantities.