

COUNTY OF ROCKLAND  
Department of General Services  
**Purchasing Division**

# Contract Award Notification

Title: **Moving Services**

Contract Period: January 7, 2023 through January 6, 2024 with 4 one-year options  
**Extended through January 6, 2025, w/ (3) 1-year options**  
**Extended through January 6, 2026, w/ (2) 1-year options**

Original Date of Issue: December 19, 2022

Date of Revision: December 11, 2024

**BID No:** **RFB-RC-2022-134**

**PRC No.:** **2022900944 (Article 9)**

**Catalog:** **Transportation**

Authorized Users: County Agencies

Address Inquiries To:

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**Description**

This contract is for moving services.

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 22-134	0000019905	Santiago Worldwide Inc. 709 Executive Blvd., Unit C Valley Cottage, NY 10989 Contact: Giulio Zangrilli <a href="mailto:giulio@santiegomoving.com">giulio@santiegomoving.com</a>	845-268-4200    FAX: 845-268-4231

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: **Santiago Worldwide, Inc.**

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
	<b>MOVING SUPPLIES - Contractor shall not bill for any supplies returned to the contractor new and unused.</b>					
1	<b>Carton, Office Moving Tote</b> Heavy duty tote cartons with reinforced sides 24" long x 15" high x 12" deep for owner packing	96256000005	25	Each	\$ 4.50	\$ 112.50
2	<b>Carton, Book</b> 1.5 Cu. Ft.	96256000006	35	Each	\$0.00	\$0.00
3	<b>Carton, Mirror</b>	96256000007	1	Each	\$0.00	\$0.00
4	<b>Paper Padding</b> 36 x 72	96256000070	10	Sheet	\$0.00	\$0.00
5	<b>Carton, 3.2 cu ft.</b>	96256000064	40	Each	\$0.00	\$0.00
6	<b>Carton, 4.5 cu ft.</b>	96256000065	20	Each	\$0.00	\$0.00
7	<b>Carton, 6.1 cu ft.</b>	96256000066	1	Each	\$0.00	\$0.00
8	<b>Carton, Computer Monitor</b>	96256000067	20	Each	\$0.00	\$0.00
9	<b>Carton, Refrigerator</b>	96256000068	1	Each	\$0.00	\$0.00
10	<b>Inside Delivery Charge for Cartons-Flat Rate Per Trip</b>	96256000050	2	Trip	\$0.00	\$0.00
11	<b>Bubble Wrap, Large Bubbles, 24 in. wide x 250 ft. length</b>	96256000010	1	Roll	\$0.00	\$0.00
12	<b>Stretch-wrap, 18 in. wide x 1500 ft. long roll</b>	96256000011	5	Roll	\$0.00	\$0.00
13	<b>Roll of Packing Tape</b> Supplied for owner packing	96256000069	2	Roll	\$0.00	\$0.00
14	<b>Labels for boxes</b> Specify labels per roll <u>500</u>	96256000038	1	Roll	\$ 4.00	\$ 8.00
	<b>% Credit to be applied to invoices for supplies in reasonable condition returned to contractor.</b>	96256			25% Credit	\$0.00
	<b>LABOR—NORMAL WORK HOURS ARE MONDAY–FRIDAY 8:00 AM–4:00 PM</b>					
15	<b>Hourly rate for truck with driver during normal work hours (pick up and delivery only)</b>	96256000016	160	Hour	\$ 62.50	\$ 10,000.00

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
16	<b>Hourly rate for truck with driver outside normal work hours to include nights and weekends (pick up and delivery only)</b>	96256000017	1	Hour	\$ 80.00	\$ 80.00
17	<b>Hourly rate for individual laborer during normal work hours</b> May be required without the use of a truck	96256000018	400	Hour	\$ 35.00	\$ 14,000.00
18	<b>Hourly rate for individual laborer outside normal work hours to include nights and weekends</b> May be required without the use of a truck	96256000019	1	Hour	\$ 40.00	\$ 40.00
19	<b>Hourly rate for Packing/Unpacking Services during normal work hours</b>	96256000020	25	Hour	\$ 37.50	\$ 937.50
20	<b>Hourly rate for Packing/Unpacking Services during outside normal works hours to include nights and weekends</b>	96256000021	5	Hour	\$ 37.50	\$ 187.50
21	<b>Travel Time</b> The County will allow a one-hour per day travel time for each truck with driver dispatched to a job site	96256000022	10	Hour	\$ 95.00	\$ 950.00
<b>MISCELLANEOUS CHARGES</b>						
22	<b>Move Cancellation Charge</b> Cancellation of a move with less than 24 hours notice will be invoiced at the rate identified by the contractor. The cancellation charge, will not exceed \$300 per move	96256000015	2	Each	\$0.00	\$0.00

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

TITLE: Moving Services

BID NUMBER: RFB-RC-2022-134

### SPECIFICATIONS

#### 1. SCOPE

- 1.1. The scope of this bid is to provide a ready “as required” contract for moving of office furniture, office equipment, and miscellaneous items for all departments within the County of Rockland **with the exception of the Board of Elections voting systems.**

#### 2. REQUIREMENTS

- 2.1. Bidder must be properly licensed by the NYS Department of Transportation to perform moves within Rockland County. Copy of state and local licenses to be included with bid.
- 2.2. The vendor shall comply with the requirements of all federal, state and local laws pertaining to the moving services industry.
- 2.3. **If at any time the lowest bidder cannot meet the specific requirements outlined within these specifications, the County of Rockland may contact the second lowest bidder.**
- 2.4. Contractor shall follow all terms and conditions in accordance with these bid specifications.
- 2.5. Contractor shall furnish all labor, supplies and equipment, vehicles and other items needed to accomplish each move.
- 2.6. Contractor will be required to list all items to be moved and note any existing damage. These items are to be listed on the work order and attached to the invoice.
- 2.7. All moves, regardless of whether they are conducted on Saturday, Sunday or Holidays will be paid, based on the bid proposal pages. Normal hours shall be defined Monday through Friday, 8:00 AM – 4:00 PM.
- 2.8. Special wrapping of furniture is not required; only standard protection is needed.
- 2.9. It is the contractor’s responsibility to comply with the safety and health codes.
- 2.10. The County will not be liable for any expense incurred by the contractor as a consequence of any traffic infraction or parking violations attributable to employees of the contractor.
- 2.11. All property shall be protected against inclement weather conditions during loading and unloading.
- 2.12. The user will make no allowance or concession to the contractor for any alleged misunderstanding or deception because of quality, quantity, character, location, or other conditions. This must be addressed with the Purchasing Department.
- 2.13. **STOP WORK ORDER**—The County reserves the right to stop the work covered by this bid at any time it is deemed that the vendor is unable or incapable of performing the work to the County’s satisfaction. If anyone employed by the contractor appears to be incompetent or acts in a disorderly or improper manner, s/he shall be removed immediately from County facilities.
- 2.14. The using agency reserves the right to reject and bar from the facility any employee hired by the contractor.
- 2.15. The contractor shall not invoice or be paid for any new boxes/supplies returned to the contractor unused.

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**TITLE: Moving Services****BID NUMBER: RFB-RC-2022-134**

2.15.1. Contractor to submit % of credit deducted from the actual cost of moving supplies to be applied to invoice for moving supplies returned in reasonable condition to the Contractor.

2.16. Contractor shall unload and unpack at destination if required.

### 3. INVOICES

3.1. Each move is to be invoiced individually with the following information on the first and final invoice where the moving is involved: Arrival and completion time, Number of trucks/men/hours, List of items moved (to be listed on the work order attached to the invoice).

3.2. All invoices to indicate time arrived at location, time left, time arrived at destination, and time left. The County of Rockland will pay up to one hour of travel time per day, per truck.

### 4. PRICING

4.1. Quantities are estimates. Total hours may be higher or lower depending on the needs of the County of Rockland.

4.2. Labor rates specified by the bidder shall include all direct and indirect overhead costs including but not limited to transportation, general and administrative cost, etc. Labor rates will be paid on the basis of time at the site.

### 5. EXPERIENCE

5.1. Contractor shall have a minimum of two years experience in supplying moving services and should include moving of offices and related equipment.

5.1.1. Contractor shall list a minimum of three projects completed (see the Certificate of Experience form).

5.1.2. Contractor shall document it has the equipment and materials required to complete the work specified (see Certification of Equipment form).

### 6. INDEMNIFICATION

6.1. Contractor agrees to defend, indemnify, and hold harmless the County of Rockland against any and all losses, damages, costs and expenses which it may hereafter suffer or pay out by reason of any claims, actions and rights of action in law or equity, valid or invalid, arising out of damage occurring to, suffered by any person or persons, caused in whole or part, by the Contractor, and of its officers, employees, agents, or representatives, or any person, firm, or corporation directly or indirectly employed or engaged by the Contractor.

### 7. JOB SITE AND BUILDING PROTECTION

7.1. Contractor and employees shall arrive at the job site with appropriate identification.

7.2. The County reserves the right to visit the bidder's facilities during normal working hours to verify that the bidder is physically capable of performing office moves.

7.3. The contractor shall protect all surfaces (walls, floors, elevators, etc.) from damage by providing adequate building protection, as approved by the county, at no additional cost. Any damages to county facilities must be repaired within 5 working days, at no cost to the County. Final payment shall not be made until all damages have been repaired and approved by the authorized County representative.

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**TITLE: Moving Services****BID NUMBER: RFB-RC-2022-134****8. CONTRACTOR RESPONSE TIME AND COORDINATION**

- 8.1. Using Department shall complete a Request for Moving Services form (see attachment A) and forward to the Purchasing Department and the Contractor.
- 8.2. The response time for the Contractor shall be within twenty-four (24) hours.
  - 8.2.1. The Contractor shall schedule a mutually convenient appointment with the requesting Department to review the project and provide an estimate of the proposed work within twenty-four (24) hours.
    - 8.2.1.1. The Contractor shall not commence work without a purchase order authorized and issued by the Rockland County Division of Purchasing.
- 8.3. All County moves requiring routine vendor coordination and assistance will be done at no additional cost to the County.
- 8.4. All moves shall be completed within the time frame specified by the using department and detailed on the purchase order.

**9. AWARD**

- 9.1. Award list to be generated from the lowest to highest responsible bidder(s) based on the total pricing submitted and may list a minimum of two vendors: a primary and a secondary.
- 9.2. The County of Rockland reserves the right to make a sole award to the lowest responsive responsible bidder.

**10. PRICE ADJUSTMENTS**

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.