

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Grave Markers**

Contract Period: **April 10, 2023 through April 9, 2025 w/ (2) 1-year options**

Original Date of Issue: April 13, 2023

Date of Revision:

BID No: RFB-RC-2023-014

PRC #: 2023001401

Authorized Users: County Agencies, Political Subdivisions

Address Inquiries To:

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Description

This contract is to provide grave markers including installation.

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 23-014	0000025666	Plattsburgh Memorials 4875 S. Catherine Plattsburgh, NY 12901 Contact: Ricky Gadbois Email: plattsburghmemorials@yahoo.com	518-563-7666 FAX: 518-563-1314

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: Plattsburgh Memorials

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
GRAVE MARKERS and INSTALL ONGOING						
1	GRAVE MARKERS -Granite- FLAT -Markers to include all Engraving Size not to exceed 12"x 8"x 3"	95264000015	50	EACH	\$ 320.00	\$ 16,000.00
2	LABOR TO INSTALL OF GRAVE MARKERS (listed above on line 1) AT HIGHVIEW CEMETARY	95264000016	50	EACH	\$ 70.00	\$ 3,500.00
3	Row Markers to be supplied and placed at the completion of each row (Small Numbered pole marker denoting row)	95264000017	10	EACH	\$ 320.00	\$ 3,200.00
4	LABOR TO INSTALL OF ROW MARKERS (listed above on line 3) AT HIGHVIEW CEMETARY	95264000018	10	EACH	\$ 70.00	\$ 700.00
TOTAL EXTENDED PRICE- LINES 1 TO 4						\$ 23,400.00

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**TITLE: GRAVE MARKERS-SUPPLY AND
 INSTALL**

BID NUMBER: RFB-RC-2023-014

SPECIFICATIONS

1. SCOPE

- 1.1. The scope of this bid is to provide cemetery grave markers including installation at the Rockland County section of Highview Cemetery located at Middletown Rd. and Church Street Nanuet N.Y. 10954. This bid covers to supply and install approximately 20- 50 grave markers for current burials on an ongoing basis. Number of markers will vary year to year, attachments 1 &2 depict marker and font. Row markers can be seen at current burial site.

2. EXPERIENCE

- 2.1. Contractor must have a minimum of five years' experience in burials, general landscaping installation work including stone or cemetery work. Contractor is to submit documentation of experience with bid. This documentation is to include location, contact telephone number, and work done (see Certificate of Experience in the bid package).

3. GENERAL REQUIREMENTS

- 3.1. Contractor is to provide necessary staff to complete the initial installation of markers. Employees must be able to move, lift required materials and perform all site work for installation of markers per specifications.
- 3.2. Contractor is to supply and place granite grave markers for indigent grave sites at the Highview Cemetery only. An additional marker will be placed at the end of each row denoting rows number and maker price is to include all engraving of name date of birth and date of passing. Approximate marker size is designated on the proposal pages.
- 3.3. Markers – Contractor is required to provide markers to be installed no later than 12 weeks after burial. Contractor will be notified by Department of Social Services with all necessary information.
- 3.4. Marker Site Prep – Contractor is to set markers on subbase stone #4 at a depth of between 8 to12 inches. If there are any issues requiring deviation from this requirement, contractor must notify Rockland County Facilities Director Mr. Robert H. Gruffi, P.E., LEED AP at (845) 364-2958 before any installations are made.
- 3.5. Contractor must fill sunken areas in gravesite area with excess fill after installation of markers. Any depressions made on graves in burial area are to be raked, seeded and level after installation.
- 3.6. Contractor must remove any debris from grave site adjacent to and in area of burial site. All debris must be properly disposed of from site.
- 3.7. Contractor must remove all equipment after placement of markers.
- 3.8. Contractor must have the capability to supply and install multiple markers after notification are made. Any delay in installation of markers must be communicated to the County.
- 3.9 Contractor must remove soil taken from grave marker sites and place at a site designated by the Director of Facilities Management. There are to be no mounds of soil allowed at gravesite at any time, except for the following conditions:

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3.10 EXCEPTIONS

- 3.9.1.1 Mounds of soil must be permitted when there is an adverse weather condition, wet ground, or winter weather conditioners (snow, etc.).
- 3.9.1.2 In all cases, final determination on whether or not mounds of soil are to be allowed is to be made by the Director of Facilities Management.
- 3.9.1.3 All mounds of soil must be placed on plywood.
- 3.9.1.4 All mounds must be covered completely no soil or boards are to be visible.

4 **EQUIPMENT**

4.1 Contractor must have the necessary equipment and ability to install grave markers all year round. This includes working in rain, freezing temperatures, and snow conditions, etc. Contractor is required to have equipment capable of penetrating any frost condition. Only Pneumatic Jack Hammers are permitted for frost removal.

4.2 Contractor must ensure all equipment is always in good working order and condition

4.3 Contractor must document ownership of the following and other equipment that is necessary to accomplish the work (see Certificate of Equipment in the bid package):

- 4.3.1 Backhoe (minimum of one)
- 4.3.2 Dump truck (minimum of one)
- 4.3.3 Shovels (multiple quantities)
- 4.3.4 Rakes (multiple quantities)
- 4.3.5 Wheel barrow (multiple quantities)
- 4.3.6 4' x 8' 5/8" plywood (multiple quantities)
- 4.3.7 2" x 6" x 8' boards (multiple quantities)
- 4.3.8 2" x 10" x 10' boards (multiple quantities)
- 4.3.9 Jack Hammer/Air Compressor (minimum of one)
- 4.3.10 Greens to cover soil mounds

4.4 Contractor is required to place truck(s), backhoe(s) and equipment away from burial site during any ongoing grave marker installations.

5 **REPORTS**

7. Contractor is to submit a report documenting all problems or adverse working conditions at the site to Mr. Robert Gruffi the Director of Facilities Management.

6 **PAYMENT**

6.1 Contractor is to be paid for markers only after placement services are complete and verified of on- site placement by Rockland County DSS staff.

Required Documents for Indigent Burial Markers:

Marker documents are to be submitted to DSS by the contractor for payment processing:

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- Itemized Invoice
- Burial Location of Decedent (for example: what cemetery/section/row/plot number etc.)

Documents should be sent to:

Rockland County Department of Social Services
 ATTN: Medicaid Unit - Indigent Burial
 P. O. Box 307
 50 Sanatorium Road, Building L Pomona, NY 10970-0307
 Email to: Chevon.DosReis@dfa.state.ny.us

7 WORK SITE

7.1 Contractor shall maintain a safe work area. Work site is to be safely covered up by Contractor, any grave marker hole not filled will need to be covered until marker is permanently set in place. Contractor will be responsible for any damage he/she creates on cemetery grounds. Any such damage must be immediately reported to the Director of Facilities Management and repaired to the satisfaction of the Director of Facilities Management within three working days.

8 SITE VISIT

8.1 All bidders are encouraged to visit the site. Bidders are required to perform the work as specified whether or not they visit the site. To schedule a site visit, contact Mr. Robert H. Gruffi, P.E., LEED AP at (845) 364-2958.

9 AWARD

9.1 Bid will be awarded to the lowest responsible bidder, meeting all the specified experience, equipment, and service requirements, based on the total bid price. The contractor's ability and specified requirements will be determined by the County of Rockland Purchasing Dept, Facilities Management staff and Department of Social Services.

9.2 All quantities listed are estimates. Quantities may be more or less depending upon the number of burials each year.

10 PRICE ADJUSTMENT

- 10.1 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).
- 10.2 A Price Adjustment request must be made in writing and include the reason for the request, documentation supporting the request (i.e., commodity increases), the current pricing, and the requested revised pricing
- 10.3 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.

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- 10.4 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.
- 10.5 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.