

COUNTY OF ROCKLAND  
Department of General Services  
Purchasing Division

# Contract Award Notification

**Title:** Construction Equipment - OEM Parts & Labor-Caterpillar

**Contract Period:** June 6, 2023, through June 5, 2024, w/ (3) 1-year options  
**Extended through June 5, 2025 w/ (2) 1-year options**

**Original Date of Issue:** June 2, 2023

**Date of Revision:** 4/5/24

**BID No:** RFB-RC-2023-045

**Catalog:** Automobiles and Vehicles

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

Address Inquiries To:

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**Description**

**This contract is to provide parts and labor for repair of construction equipment.**

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 23-045	0000004904	H.O. Penn Machinery Company, Inc 783 Bloomingburg Road Bloomingburg, NY 12721 Contact: Kyle Werthmann <a href="mailto:kwerthmann@hopenn.com">kwerthmann@hopenn.com</a>	(845) 733-6420  <b>FAX:</b> (845) 733-6499

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: H.O. Penn Machinery Company, Inc.

LINE NO.	DESCRIPTION	ITEM NUMBER	UNIT of MEASURE	EST. QTY.	UNIT PRICE	TOTAL PRICE
<b>Caterpillar Parts and Labor</b>						
1	PARTS – CATERPILLAR EQUIPMENT Percent Discount shall be entered as a whole number EX: 10% = 0.10	76050000001	PERCENT DISCOUNT OFF MANUFACTURER'S LIST PRICE	30000	0%	\$30,000.00
2	LABOR RATES – CATERPILLAR EQUIPMENT AUTHORIZED SERVICE	76050000002	PRICE PER HOUR	40	\$245.00	\$9,800.00
3	TRAVEL TIME FOR ON-SITE WORK	76050000006	PRICE PER HOUR	25	\$245.00	\$6,125.00
4	MILEAGE CHARGE FOR ON-SITE WORK	76050000004	PRICE PER MILE	100	\$5.00	\$500.00
5	TIRE DISPOSAL FEE	76050	EACH	4	\$0.00	\$0.00
6	ENVIRONMENTAL CHARGE	76050000020	EACH	4	\$15.00	\$60.00
7	DAYS TO DELIVER PARTS AFTER RECEIPT OF PURCHASE ORDER		DAYS		3-5 Days	
8	WILL VENDOR DELIVER PARTS AT NO CHARGE			YES / NO (CIRCLE ONE)	YES-Unless overnighted	
9	MINIMUM ORDER AMOUNT FOR FREE DELIVERY OF PARTS		MINIMUM ORDER AMOUNT		0	
10	TOTAL OF ITEMS 1 - 6					\$46,485.00

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TITLE: Construction Equipment (OEM) Parts and Labor-Caterpillar

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**SPECIFICATIONS**

**1. SCOPE**

1.1. The County of Rockland wishes to establish an annual contract to furnish Caterpillar OEM parts and labor rates on construction equipment, as detailed in the specifications.

**2. REQUIREMENTS**

2.1. Dealers are to quote a percentage discount from Current Manufacturer’s Retail Price Lists for all parts ordered by the County of Rockland. Dealers must quote on only if they are an authorized dealer or distributor.

2.2. Dealers must send one copy of the manufacturer’s price list printed on a CD or flash drive with a bid. Upon award, dealers shall also be required to send one copy, each, to the following facilities:

2.2.1. Highway Garage                    23 New Hempstead Road, New City, NY 10956

2.2.2. Sewer District                    4 Route 340, Orangeburg, NY 10962

2.3. Dealers are required to quote hourly labor rates for repairs performed in their shop. The County of Rockland will be responsible for determining who will be transporting vehicles to the vendor’s repair shop.

2.3.1. In a case where vehicles cannot be transported and require repairs on site, charges shall be in accordance with the bid proposal pages.

2.4. Returns of unused parts will be accepted and full credit issued to the County of Rockland on any items normally stocked by the dealer. The dealer shall notify the ordering department at the time the order is placed, if it is considered a special order.

2.5. Successful bidders are required to submit a complete itemized invoice on all parts furnished or service which they may perform. Invoices for parts shall show both retail price and discounted price. Invoices for labor shall show total number of hours worked.

2.6. Successful bidders will be required to notify the Division of Purchasing of any revisions to price lists and to supply updated lists.

2.7. Three years of experience in repairing Caterpillar’s and Certificate of experience must be included with your bid.

2.8. Parts and labor will be awarded as a group.

2.9. Only exact manufacturer’s OEM parts will be accepted.

2.10. Bids containing restrictions will not be acceptable unless the Rockland County Purchasing Department deems the restrictions conform to the County of Rockland Requirements.

2.11. All Discounts shall be firm and fixed for the specified contract period.

2.12. The discounts offered must be expressed as a Percent Discount and should be entered as a whole number **EX: 10% = 0.10 percent**. Offers containing chain or multiple discounts may be considered non-responsive. 0% shall be placed in the parts discount section, of the proposal pages, if there is not a discount offered.

2.13. After the first year of the contract, the contractor **may** receive an increase not to exceed the prevailing CPI percentage-but must be requested in writing at least 30 days prior to the contract expiring to be considered.

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2.13.1. The CPI-U means the consumer Price Index for U.S. City Average-Consumer Price Index for all Urban Consumers as published by the Bureau of Labor and Statistics of the United States Department of Labor or a successor or substitute index, appropriately adjusted.

**3. DELIVERY**

3.1. The County of Rockland shall pay freight charges on stock and special-order parts only when the determination has been made that the County of Rockland cannot pick up the parts.

3.1.1. Contractors shall not incur freight charges for the County of Rockland without prior approval of authorized personnel from the ordering department. Departments/Agencies using this bid will provide a list of authorized personnel.

**4. GUARANTEE/WARRANTY**

4.1. The warranty for parts and service shall be a minimum of six months. A one-year warranty shall be provided on all major components (engine, transmission, differential) when new or remanufactured items are replaced by contractor’s technicians.

**5. PRICE ADJUSTMENT**

5.1 The County of Rockland 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) after the first year of contract.

5.2 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.

5.3 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

5.4 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.

**6. AWARD**

6.1. Award will be made in total to the responsible bidder whose offer results in the lowest net cost to the County of Rockland while meeting all the bid specifications.

6.2. The decision to extend or not extend the contract on the contract anniversary will be mutually agreed upon by the County of Rockland and vendor.

6.3. In addition to the pricing submitted on the Bid Proposal Pages; the County of Rockland’s internal costs (based on mileage, labor costs and tolls) for delivery and pickup of vehicles to and from the Contractor’s location will be used in the evaluation process to determine the lowest responsible bidder.

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MILEAGE & TIMESHEET

VENDOR \_\_\_\_\_

The County will complete a mileage and time sheet for each bidder for the locations listed above to be used in the overall evaluation.

MILEAGE

Est. Amt. of Trips	x	Miles from location	x	2 x .50/Mile	=	Mileage Cost
1.	<u>30</u>	x	Miles from Pomona	x	2 x .50/Mile	=
2.	<u>30</u>	x	Miles from New City	x	2 x .50/Mile	=
3.	<u>30</u>	x	Miles from Orangeburg	x	2 x .50/Mile	=

Total Mileage Costs \_\_\_\_\_

TIME

Est. Amt. of Trips	x	Time from location	x 2	x	Mechanics Wage/Hour	=	Time Cost
1.	<u>30</u>	x	Time from Pomona	x 2	x \$30/hour	=	
2.	<u>30</u>	x	Time from New City	x 2	x \$30/hour	=	
3.	<u>30</u>	x	Time from Orangeburg	x 2	x \$30/hour	=	

Total Time Costs

TOTAL MILEAGE & TIME COSTS \_\_\_\_\_