

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: HVAC Systems, Preventive Maintenance & Repair-RCSD#1

Contract Period: September 4, 2023 through September 3, 2024 w/ 2 1-Year Options
Extended through September 3, 2025 w/ 1-1 Year Options
Extended through September 3, 2026

Original Date of Issue: August 11, 2023

Date of Revision: August 8, 2025

BID No: RFB-RC-2023-065

Catalog: Facility Maintenance

PRC#: 2023006326

Authorized Users: Rockland County Sewer District #1, All Political Subdivisions

Address Inquiries To:

Name: Nicholas Chodor
Title: Purchaser I
Phone: 845-364-3856
Fax: 845-364-3809
E-mail: chodorn@co.rockland.ny.us

Description

This contract is for the preventive maintenance & repair of HVAC systems for the Sewer District.

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 23-065	000005905	Joe Lombardo Plumbing & Heating Inc 321 Spook Rock Road, Suffern, NY 10901 Contact: Ronald J. Lombardo michele@josephlombardo.com	845-357-6537 Emergency #: 845-494-0009 FAX: 845-357-8529

COUNTY OF ROCKLAND DGS – PURCHASING DEPARTMENT BLDG. A, 2ND FLOOR, 50 SANATORIUM ROAD POMONA, NY 10970 TELEPHONE NO.: 845-364-3820 FAX NO.: 845-364-3809							VENDOR: Joe Lombardo PH
LINE NO.	DESCRIPTION	ITEM NUMBER	EST. HOURS	UNIT	UNIT PRICE	EXTENDED PRICE	
THE CONTRACTOR PROPOSES TO FURNISH THE NECESSARY LABOR AND MATERIALS TO ACCOMPLISH ADDITIONAL REPAIRS AUTHORIZED BY THE COUNTY OF ROCKLAND. LABOR WAGE RATES (ATTACHED HERETO) SHALL BE BINDING FOR THE ENTIRE CONTRACT TERM. LABOR COSTS TO BE BILLED AT THE FOLLOWING RATES BASED ON TIME LABORER ARRIVES AT THE COUNTY OF ROCKLAND.							
	LABOR COSTS FOR HVAC TECHNICIAN						
1	Labor Rates for : Monday to Friday 8:00 AM to 4:00 PM	91036000001	450	HOUR	\$100.00	\$45,000.00	
2	Labor Rates for: Monday to Friday 4:00 PM to 8:00 AM	91036000002	2	HOUR	\$150.00	\$300.00	
3	Labor Rates for: Saturday 8:00 AM to 4:00 PM	91036000003	1	HOUR	\$150.00	\$150.00	
4	Labor Rates for: Saturday 4:00 PM to 12:00 Mid.	91036000004	1	HOUR	\$150.00	\$150.00	
5	Labor Rates for: Sunday AM 12:00 Mid. to 8:00 AM	91036000005	1	HOUR	\$200.00	\$200.00	
6	Labor Rates for: Sunday 8:00 AM to 4:00 PM	91036000006	1	HOUR	\$200.00	\$200.00	
7	Labor Rates for: Sunday 4:00 PM to 12:00 Mid.	91036000007	1	HOUR	\$200.00	\$200.00	
8	Labor Rates for: Monday AM 12:00 Mid. to 8:00 AM	91036000008	1	HOUR	\$200.00	\$200.00	
9	Labor Rates for: Holiday	91036000009	1	HOUR	\$200.00	\$200.00	
10	Total extended price for HVAC Technician Items 1 through 9			TOTAL		\$46,600.00	

COUNTY OF ROCKLAND DGS – PURCHASING DEPARTMENT BLDG. A, 2ND FLOOR, 50 SANATORIUM ROAD POMONA, NY 10970 TELEPHONE NO.: 845-364-3820 FAX NO.: 845-364-3809						VENDOR:Joe Lombardo PH
LINE NO.	DESCRIPTION	ITEM NUMBER	EST. HOURS	UNIT	UNIT PRICE	EXTENDED PRICE
11	SUBCONTRACTED WORK Percent Mark up for Subcontracted Labor Cost. (If no mark up is being offered, enter “0” in the space provided.) Percent Mark-up shall not exceed 10%	91036000019	ESTIMATED SUBCONTRACT DOLLARS \$500.00	10 _____% MARK UP		\$550.00
12	PERCENT MARK UP Percent Mark up for Materials from Bidder's Cost. (If no mark up is being offered, enter “0” in the space provided.) Percent Mark-up shall not exceed 10%	91036000016	ESTIMATED MATERIAL DOLLARS \$35,000.00	10 _____% MARK UP		\$38,500.00
	PREVENTIVE MAINTENANCE					
13	ADMINISTRATION BUILDING (Refer to Sections 11.1, 11.2, 11.3)	91036000010			TOTAL COST FOR ONE YEAR	\$1,210.00
14	OPERATIONS BUILDING – LABORATORY (Refer to Sections 11.4, 11.5)	91036000013			TOTAL COST FOR ONE YEAR	\$910.00
15	OPERATIONS BUILDING – OPERATIONS (Refer to Sections 11.6, 11.7)	91036000011			TOTAL COST FOR ONE YEAR	\$910.00
16	MAINTENANCE BUILDING – OFFICES (Refer to Sections 11.8, 11.9)	91036000014			TOTAL COST FOR ONE YEAR	\$910.00
17	OPERATIONS BUILDING – COMPUTER ROOM (Refer to Sections 11.10, 11.11)	91036000012			TOTAL COST FOR ONE YEAR	\$910.00

COUNTY OF ROCKLAND DGS – PURCHASING DEPARTMENT BLDG. A, 2ND FLOOR, 50 SANATORIUM ROAD POMONA, NY 10970 TELEPHONE NO.: 845-364-3820 FAX NO.: 845-364-3809						VENDOR:Joe Lombardo PH
LINE NO.	DESCRIPTION	ITEM NUMBER	EST. HOURS	UNIT	UNIT PRICE	EXTENDED PRICE
18	DEWATERING BUILDING – YORK UNIT (Refer to Section 11.12)	91036000015		TOTAL COST FOR ONE YEAR	\$910.00	
19	HACKENSACK RIVER PUMP STATION (Refer to Section 11.13)	91036000017		TOTAL COST FOR ONE YEAR	\$910.00	
20	SADDLE RIVER PUMP STATION (Refer to Section 11.14)	91036000018		TOTAL COST FOR ONE YEAR	\$910.00	
21	TOTAL EXTENDED PRICE FOR PREVENTIVE MAINTENANCE, ITEMS 13 - 20					\$7,580.00
22	TOTAL EXTENDED PRICE ITEMS 10, 11, 12, and 21					\$93,230.00

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

**TITLE: HVAC Systems, Preventive Maintenance
and Repair-Sewer District**

**BID NUMBER:
RFB-RC-2023-065**

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
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. 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.

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

**TITLE: HVAC Systems, Preventive Maintenance
and Repair-Sewer District**

**BID NUMBER:
RFB-RC-2023-065**

SPECIFICATIONS

A Virtual Pre-Bid via Microsoft Teams will be hosted on July 18, 2023, at 11:00AM - To Participate select the link below.

Microsoft Teams Meeting Link:

CLICK HERE FOR PRE-BID

Meeting ID: 239 769 794 063
Passcode: rocpGV

1. SCOPE

- 1.1. Furnish all labor, material, and equipment to provide preventive maintenance, maintenance, and repair of the Rockland County Sewer District #1 plant facility and various pump stations HVAC systems to ensure continuous and reliable operation.

2. VISITING THE SITE

- 2.1. Each bidder shall inform themselves fully of the conditions relating to the contract and is encouraged to visit the sites. Bidders visiting the sites shall contact Mr. Gene Yetter at the Rockland County Sewer District #1, 4 Route 340, Orangeburg, NY 10962 at (845) 365-6111. Bidder must perform as specified whether or not he/she visits the sites.

3. GENERAL REQUIREMENTS

- 3.1. HVAC Contractor - The HVAC Contractor shall have three years of experience in the total comprehensive servicing, design and installation of HVAC systems.
- 3.2. The Contractor shall have available, as required, an HVAC engineer with three years of experience to provide engineering analysis and design of HVAC systems. The Contractor shall also submit a list of available personnel and their qualifications with bid.
- 3.3. The Contractor and their service personnel shall possess all state and county licenses required to perform the desired work. Proof of these licenses must be submitted with the bid.
- 3.4. Contractor shall be licensed by the County of Rockland to perform HVAC work. Contractor must submit copy of license with bid.
- 3.5. Clean Air Act: Contractor to provide as of November 14, 1994, or as amended, as required by section 608 of the 1990 Clean Air Act, Environmental Protection Agency (EPA) approved CTC Technician certification for all service technicians involved in the recycling or reclamation of refrigeration while performing maintenance under this contract. Certification to be included with bid.
- 3.6. The contractor shall complete the Certificate of Experience/References form with their bid showing references from five service accounts with company name, address, contact name, phone and fax numbers.

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

**TITLE: HVAC Systems, Preventive Maintenance
and Repair-Sewer District**

**BID NUMBER:
RFB-RC-2023-065**

4. SERVICE

- 4.1. The Contractor shall provide all labor, material, equipment and supervision to perform the required HVAC preventive maintenance to maintain the specified defined systems in accordance with the specifications.
- 4.2. HVAC preventive maintenance shall include the refrigeration or air conditioning components as indicated.
- 4.3. Preventive maintenance shall be performed during normal work hours of 8:00 AM to 4:00 PM, Monday through Friday.
- 4.4. It shall be the responsibility of the Contractor upon termination date of the contract to leave the equipment in first-class operating condition.
- 4.5. Repair service shall be provided during and after normal work hours. Repair service shall be provided 24 hours a day, 7 days a week, including holidays. Response time for repair service shall not exceed four hours.
- 4.6. Emergency Service - In the event of failure of equipment or controls the Contractor shall provide a competent mechanic to be on the County of Rockland premises within two hours after notice by telephone, regardless of such call being received outside of normal working hours, at night or Sundays and holidays, and said mechanic shall continue his work without stopping, regardless of overtime.
- 4.7. Telephone Service - Contractor shall maintain a continuous manned telephone service whereby he/she can be reached twenty-four (24) hours per day, seven days / week, Sundays and Holidays. Answering machines are not acceptable.
- 4.8. Working Hours - All work shall be done during regular working hours on regular working days of the trades involved and all bids shall be based on maintenance being performed Monday through Friday, between the hours of 8:00 AM and 4:00 PM unless authorized and directed by authorized Sewer District Personnel.
- 4.9. Preventive Maintenance Schedule - Quarterly inspections - January, April, July, October. All inspections must be done during the first week of the month scheduled or at the direction of authorized Sewer District Personnel.

5. QUALIFICATIONS OF CONTRACTORS

- 5.1. The importance of maintaining the specified systems in a safe and satisfactory operating condition demands that the service be performed by a Contractor who is regularly engaged with his own personnel in the installation and maintenance of the equipment in the grade and to the degree included in these specifications.
- 5.2. The bidder must be able to demonstrate that he/she has satisfactorily performed maintenance on systems of similar operation and that he/she has an organization capable of fulfilling all of the services required on the type of equipment outlined in this specification and that he/she has the financial and technical ability to render this service. And that said organization has been in continuous operation for at least the past five (5) years.

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

**TITLE: HVAC Systems, Preventive Maintenance
and Repair-Sewer District**

**BID NUMBER:
RFB-RC-2023-065**

6. SERVICE PERSONNEL

- 6.1. The Contractor shall provide a minimum of the same three service personnel who are familiar with the systems specified, to perform preventive maintenance and repair servicing of the HVAC and Refrigeration equipment.
- 6.2. Service personnel shall have a minimum of three (3) years of experience in HVAC and Refrigeration maintenance, repair, installation, operation and troubleshooting. The bid submittal shall contain the names and work experience of the service personnel who will service the equipment.

7. GENERAL SPECIFICATIONS

- 7.1. The Contractor shall maintain all systems as specified and shall provide all labor and material necessary to keep the equipment properly adjusted for current and efficient operation at all times. The Contractor shall use trained personnel directly employed and supervised by Contractor. The personnel shall be qualified by long training and experience to keep the equipment properly adjusted and shall use reasonable care to maintain the systems in proper working condition, satisfactory to the County of Rockland.
- 7.2. All equipment listed in these specifications shall be maintained as indicated therein. The amount and scope of maintenance to be given to equipment listed will be determined upon receipt of preventive maintenance reports by the authorized Sewer District Personnel.
- 7.3. The intent of these specifications is to maintain subject control systems in an operable condition. Any omission of a specific item or component from the specifications shall not relieve the Contractor of responsibility for said system's proper function. A written report as to what work was performed shall accompany each visit.

8. EQUIPMENT REPLACEMENT

- 8.1. The Contractor shall repair or replace worn or broken parts with original parts manufactured by the company who originally furnished and installed the equipment (if available) at the direction and with the approval of authorized Sewer District Personnel.
- 8.2. The Contractor shall have on hand and maintain a supply of original manufacturer's parts, when available, sufficient for normal maintenance and repair. If original manufacturer's parts are no longer available, parts of equal quality may be substituted only after receiving approval from the County of Rockland.

9. REPAIR WORK

- 9.1. The Contractor shall not perform any repair work, which is not included within the preventive maintenance agreement. Repairs shall be performed only with the authorization of authorized County of Rockland representative. Should any repair work be performed without authorization, payment will not be made.
- 9.2. If it is determined that it is in the best interest of the Rockland County Sewer District #1 to replace equipment instead of repair, the Contractor shall submit a complete estimate including model numbers and cost for each item to the District Representative for approval from the Rockland County Director of Purchasing.

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

**TITLE: HVAC Systems, Preventive Maintenance
and Repair-Sewer District**

**BID NUMBER:
RFB-RC-2023-065**

9.3. The County of Rockland and the Rockland County Sewer District #1 reserve the right to issue a separate bid for replacement of any equipment.

10. PM INSPECTIONS

10.1. The Contractor shall perform HVAC Preventive Maintenance service inspections as specified, but not limited to the list below.

10.2. Refrigeration System

- 10.2.1. Lubricate motor bearings
- 10.2.2. Check drives, align and adjust belt or coupling
- 10.2.3. Check suction, oil and discharge pressure, and record data
- 10.2.4. Leak test
- 10.2.5. Check oil level, add oil if required
- 10.2.6. Check oil pressure and compressor safety controls
- 10.2.7. Check refrigerant controls, and adjust if required
- 10.2.8. Check rotation
- 10.2.9. Check refrigerant charge, add if required
- 10.2.10. Check water regulating valve and adjust if required
- 10.2.11. Check operation of unloaders

10.3. Condensing Medium

- 10.3.1. Lubricate motor bearings
- 10.3.2. Lubricate fan bearings
- 10.3.3. Check and adjust drive belts
- 10.3.4. Check rotation of fan

10.4. Air Handling Systems

- 10.4.1. Lubricate motor bearings
- 10.4.2. Lubricate fan bearings
- 10.4.3. Check and adjust drive belts
- 10.4.4. Check fans and fan drive alignment
- 10.4.5. Check filters and change as indicated
- 10.4.6. Check O.A. intake screens
- 10.4.7. Check fan coil units
- 10.4.8. Check drains and drip pans

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

**TITLE: HVAC Systems, Preventive Maintenance
and Repair-Sewer District**

**BID NUMBER:
RFB-RC-2023-065**

10.4.9. Drain water coils

10.4.10. Check all louvers for operation, clean and lubricate

10.5. Controls

10.5.1. Check all thermostats

10.5.2. Check all humidistats

10.5.3. Check damper operators

10.5.4. Check automatic control valves

10.5.5. Check other controls

10.6. Heating Systems

10.6.1. Check heating coils - electric heat

10.6.2. Check gas heat-ignition, main gas, etc., and verify proper operation

10.6.3. Check fan operation

10.6.4. Check boiler operation: Baseboard heat, circulator pumps, etc.

11. EQUIPMENT DESCRIPTION

11.1. ACI-Air Handler

11.1.1. Manufacturer: Control Air

11.1.2. M/N M1820, S/N 25744002

11.1.3. Voltage: 460/3

11.1.4. Belts: 2-AZ78

11.1.5. Filters: 8-20X25X2

11.1.6. Location: Administration Building - Mechanical Room

11.2. Boilers

11.2.1. Manufacturer: Hydrotherm

11.2.2. M/N 300B, S/N 3413/3632

11.2.3. Input: 300,000 BN/Hr.

11.2.4. Heat Capacity: 240,000 BTU/Hr.

11.2.5. Location: Administration Building

11.3. ACC 1 - Condenser

11.3.1. Manufacturer: Technical Systems Inc.

11.3.2. M/N 50ZCS25, S/N 10452

11.3.3. Voltage: 460/3

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

**TITLE: HVAC Systems, Preventive Maintenance
and Repair-Sewer District**

**BID NUMBER:
RFB-RC-2023-065**

11.3.4. Location: Administration Building

11.4. AC 2 - Air Handler **Please note that this unit is in the process of being replaced.**

11.4.1. Manufacturer: Trane

11.4.2. M/N HSB1RD1RLAK, S/N K86M20497

11.4.3. Voltage: 460/3

11.4.4. Belts: 1-BX56

11.4.5. Filters: 4-20X25X2

11.4.6. Location: Operations Building - Laboratory, Room 132

11.5. ACC 2 – Condenser **Please note that this unit is in the process of being replaced.**

11.5.1. Manufacturer: Trane

11.5.2. M/N RAUBC204AE01B, S/N J86K82858

11.5.3. Voltage: 460/3

11.5.4. Location: Operations Building - Roof

11.6. AC 3 - Air Handler

11.6.1. Manufacturer: Trane

11.6.2. M/N HSA4L01RRAH, S/N K86M20498

11.6.3. Voltage: 460/3

11.6.4. Belts: 1-A45

11.6.5. Filters: 4-16X25X2

11.6.6. Location: Operations Building - Mechanical Room 115 - Operations

11.7. ACC 3 - Condenser

11.7.1. Manufacturer: Trane

11.7.2. M/N BTA090C400MB, S/N S43194337

11.7.3. Voltage: 460/3

11.7.4. Location: Operations Building Roof

11.8. AC 4 - Air Handler

11.8.1. Manufacturer: Centralaire - Air Therm

11.8.2. M/N LO612, S/N 27672002

11.8.3. Voltage: 460/3

11.8.4. Belts: BX43

11.8.5. Filter: 4-16X25X2

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

**TITLE: HVAC Systems, Preventive Maintenance
and Repair-Sewer District**

**BID NUMBER:
RFB-RC-2023-065**

11.8.6. Location: Maintenance Building - Mechanical Room

11.9. ACC4 - Condenser

11.9.1. Manufacturer: Technical Systems Inc.

11.9.2. M/N 502FS8, S/N 3-17-11356

11.9.3. Voltage: 460/3

11.9.4. Location: Maintenance Building – Room

11.10. AC 5 - Air Handler

11.10.1. Manufacturer: DB-Aire

11.10.2. M/N DBAD09G, S/N 2B62300044

11.10.3. Voltage: 460/3

11.10.4. Steam Canister: P/N BL072B0040

11.10.5. Location: Operations Building - Control Room – Computer Room

11.11. ACC5 – Glycol Dry Cooler

11.11.1. Manufacturer: Bohn

11.11.2. M/N DFT012, S/N T15H12718

11.11.3. Voltage: 460/3

11.11.4. Location: Operations Building – Roof

11.12. Air Conditioner

11.12.1. Manufacturer: York

11.12.2. M/N DCPZ-W060A, S/N W1F3791630

11.12.3. Voltage: 460/3

11.12.4. Location: Dewatering Building

11.13. Air Conditioner

11.13.1. Manufacturer: Aaon

11.13.2. M/N RN-025-3-3-0EA09-12A, S/N 201103-BNER04776

11.13.3. Location: Hackensack Pump Station Roof

11.14. Air Conditioner

11.14.1. Manufacturer: Thermal Zone

11.14.2. M/N TZHSL-1817JA, S/N W441504825

11.14.3. Location: Saddle River Pump Station

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

**TITLE: HVAC Systems, Preventive Maintenance
and Repair-Sewer District**

**BID NUMBER:
RFB-RC-2023-065**

12. PREVENTIVE MAINTENANCE REPAIR RECORDS

- 12.1. The Contractor shall submit in the bid proposal a sample copy of the PM repair data sheet. This data sheet shall be completed for each individual piece of equipment covered under these specifications by the service authorized on the day work is completed. The data sheets shall be submitted to authorized Sewer District Personnel for filing. A photocopy of the data sheets is available upon request.

13. WARRANTY

- 13.1. The Contractor shall warranty all work performed, preventive maintenance and/or repair work for a period of 90 days.

14. SAFETY

- 14.1. The Contractor shall adhere to all OSHA, PESH and County of Rockland safety rules while the work is in progress. Contractor is responsible for any damage to vehicles or structures resulting from the Contractor's negligence.
- 14.2. Contractor shall maintain the work site in a clean and orderly fashion. All debris shall be cleaned and removed from the work site each day.

15. TIME SHEETS

- 15.1. The Contractor shall submit a time sheet for each day worked on preventive maintenance. Time sheet shall only indicate equipment serviced. Details of servicing can be found on the preventive maintenance record sheets. The contractor shall also provide a time sheet for repair work, which is not covered under the specifications.
- 15.2. Time sheets shall be submitted to an authorized Sewer District Personnel for review and approval on a daily basis.

16. EQUIPMENT

- 16.1. The Contractor is responsible for providing all tools and equipment necessary to efficiently perform all work in a professional and workmanlike manner. The Certificate of Equipment is included in this package and must be completed.

17. TRAVEL TIME

- 17.1. All labor shall be billed from the time bidder's employee arrives at, to the time he departs from the Rockland County job site. 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. The only billable time will be for service work performed.

18. PAYMENT AND INVOICES

- 18.1. All work shall be invoiced and paid as bid on bid submission forms.
- 18.2. Any additional labor or material charges as authorized by the County of Rockland will be paid according to the following requirements:
- 18.2.1. Labor Charges - 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,

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

**TITLE: HVAC Systems, Preventive Maintenance
and Repair-Sewer District**

**BID NUMBER:
RFB-RC-2023-065**

which he will supply with the bid. The bidder agrees and hereby certifies that all labor charges contained in the bid's invoices and vouchers shall be only those that were required and necessary to complete the required work.

18.2.1.1. This contract is subject to **New York State Labor Law 220, Article 8 Prevailing wages**. The Contractor shall submit with, each invoice, certified payrolls for all labor. Submission of Certified Payroll with invoice is a condition of payment.

18.2.1.2. Invoices for labor must be billed to the next quarter hour of actual time worked (example: 8:00AM to 9:10AM would be billed at 1 hour and 15 minutes). Invoices rounded to the next full hour will not be approved for payment.

18.2.2. Material Costs - to be billed including specified mark up.

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

18.2.2.2. Bidder shall enter a % mark-up on the proposal pages. **The mark-up shall not exceed 10%.** There shall be no mark-up for freight.

18.2.3. Subcontract Work - Contractor must receive approval prior to subcontracting any work. An authorized County of Rockland representative must grant this approval. Contractor shall submit subcontractor's invoice as documentation with his invoice. Subcontracted work will be kept to a minimum. **Percent mark-up shall not exceed 10%**

18.2.4. Additional Items - If the Contractor expects to incur any additional costs not specified in the above paragraphs, he must submit a list of those items and corresponding charges or schedule with his bid. There will 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 of Rockland to prosecute any bidder or Contractor who violates the laws of the State of New York.

18.2.5. Payment - Detailed description of all completed preventive maintenance and/or repair work must accompany all invoices.

18.2.5.1. Detail billings must be received by the County of Rockland within fifteen days after completion of each job.

19. USE OF PREMISES

19.1. 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.

19.2. 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.

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

**TITLE: HVAC Systems, Preventive Maintenance
and Repair-Sewer District**

**BID NUMBER:
RFB-RC-2023-065**

19.3. The Contractor shall be responsible for repairing and replacing anything damaged by his operations, within thirty (30) days after notification by the authorized County of Rockland representative that damage has occurred.

19.4. 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.

20. CLEANING UP

20.1. 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.

21. FORM OF PROPOSAL: PREVENTIVE MAINTENANCE OF HVAC

21.1. Bidders shall submit with bid a technical proposal consisting of inspection report forms, check lists and related documents, which shall be used to implement the work.

22. CONTRACT TERM

22.1. The term of this contract is for One Year from the date of Award with the option to renew for Two additional One-Year Periods

22.2. The current contract BID 20-093 expires 9/3/2023.

22.3. The current contract was awarded on 9/4/2020 and has expended \$146,613.37 to date.

23. CONTRACT PRICE ADJUSTMENTS UPON RENEWAL

23.1. The proposed rates shall remain firm for the first year of the contract period with no wage adjustments allowed. If the County exercises any of the option years of the contract, 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. Any and 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.

23.2. There shall be no upward adjustments to the Mark-Up offered or lower discount lines.

24. AWARD

24.1. Award will be made in its entirety to the lowest responsible bidder for bid proposal page Item 22. Quantities shown are estimates. The successful bidder will be required to furnish quantities that may be more or less than the listed estimated quantities.

24.2. Bidder shall submit pricing for all items listed.