

COUNTY OF ROCKLAND  
Department of General Services  
Purchasing Division

# Contract Award Notification

Title: **Automotive – Ford (OEM) Parts and Labor for Automobiles and Trucks**

Contract Period: January 20, 2024, through January 19, 2025, w/ 2 one-year option  
**Ext through January 19, 2026, w/ 1-year option**

Original Date of Issue: December 19, 2023

Date of Revision: November 25, 2024

**BID No: RFB-RC-2023-106**

**Catalog: Automobiles & Vehicles**

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

Address Inquiries To:

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### Description

**This contract is to provide genuine (OEM) Parts & Labor for Automobiles & Trucks**

| Contract # | Vendor Number | Contractor & Address   | Telephone No.   |
|------------|---------------|--|---|
| BID 23-106 | 0000004978    | Schultz Ford Lincoln<br>80 Route 304<br>Nanuet, NY 10954<br>Contact: Craig Schultz<br><a href="mailto:office@schultzflm.com">office@schultzflm.com</a><br><a href="mailto:parts@schultzflm.com">parts@schultzflm.com</a><br><a href="mailto:robv@schultzfordincoln.com">robv@schultzfordincoln.com</a><br><a href="mailto:nickg@schultzfordincoln.com">nickg@schultzfordincoln.com</a> | 845-624-3600<br><br><br><br><br><br><br>Fax: 845-624-0075 |

| COUNTY OF ROCKLAND<br>DGS – PURCHASING DEPARTMENT<br>BLDG. A, 6TH FLOOR, 50 SANATORIUM ROAD<br>POMONA, NY 10970<br>TELEPHONE NO.: 845-364-3820<br>FAX NO.: 845-364-3809   |  |             |                    |                         |                    |                     |
|---|--|-------------|--------------------|-------------------------|--------------------|---------------------|
| LINE NO.  | DESCRIPTION  | ITEM NUMBER | ESTIMATED QUANTITY | UNIT                    | EXTENDED PRICE     | VENDOR              |
| <b>FORD Parts and Labor</b>   |  |             |                    |                         |                    |                     |
| 1   | <b>PARTS – FORD, AUTOMOBILES, LIGHT DUTY TRUCKS, AND VANS</b><br>Percent Discount shall be entered as a whole number<br>EX: 10% = 0.10                                       | 06071000001 | 50000              | 38% PERCENT DISCOUNT    | \$31,000.00        | SCHULTZ FORD        |
| 2   | <b>PARTS – FORD, MEDIUM AND HEAVY DUTY VANS, TRUCKS</b><br>Percent Discount shall be entered as a whole number<br>EX: 10% = 0.10   | 06071000003 | 20000              | 38% PERCENT DISCOUNT    | \$12,400.00        | SCHULTZ FORD        |
| 3   | <b>PARTS-FORD REMANUFACTURED ENGINES &amp; TRANSMISSIONS</b><br>Percent mark-up shall not exceed 10%<br>Percent Mark-up shall be entered as a whole number<br>EX: 10% = 0.10 | 06071000005 | 20000              | 3% PERCENT MARK-UP      | \$20,600.00        | SCHULTZ FORD        |
| 4   | <b>LABOR RATES, FORD AUTHORIZED SERVICE</b>  | 06071000002 | 150                | \$103.28 PRICE PER HOUR | \$15,492.00        | SCHULTZ FORD        |
|   | <b>Total lines 1-4</b>   |             |                    |                         | <b>\$79,492.00</b> | <b>SCHULTZ FORD</b> |
| Upon receipt of all required approvals a Contract shall be deemed executed and created with the successful Bidder(s) upon the Commissioner's mailing or electronic communication to the address on the bid of: i) a Letter of Acceptance; or ii) a fully executed contract; or iii) a Purchase Order authorized by the Commissioner |  |             |                    |                         |                    |                     |

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## 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 County of Rockland wishes to establish an annual contract to furnish **FORD GENUINE (OEM) PARTS, REMANUFACTURED ENGINES** and **LABOR RATES** for automobiles and trucks as specified in the specifications.

### **2. REQUIREMENTS**

- 2.1. Dealers is to quote a percentage discount from Current Manufacturer's Price List for all parts ordered by the County of Rockland. Dealers are to quote on only those brands for which they are an authorized dealer or distributor.

- 2.2. **TRADE DISCOUNTS** – Various items will be selected and evaluated on the basis of Manufacturer's published price. Manufacturer's price sheets are to be the currently Published Manufacturer's Price List (Retail, Dealer, or Jobber or their equivalent). Bidders are to quote the percentage discount from one of the Published Manufacturer's Price Lists cited above and provide a copy of it with their bid submission clearly identifying the column and product line to which the discount applies. This copy is to be sent either by physical pages, disc sent with bid, or uploaded on Bonfire site to verify pricing. Percent Discount is to be entered as a whole number **EX:10% = 0.10** on the proposal pages.

- 2.2.1.1. Bidder's failure to supply a percent mark-up may have their bid declared non-responsive and the bid rejected.

- 2.2.2. **PARTS MARK-UP-** Bidders must provide a percent mark-up from actual dealer cost for **remanufactured engines and transmissions** as listed on the bid proposal pages. **If entering in Bonfire** Percent Mark-ups are to be entered as a whole number **EX: 10% = 0.10** on the proposal pages.

- 2.2.3. Bidders are required to submit a verifiable documentation of dealer costs. Examples of this documentation are pricing submitted physically, by disc or by providing a web site for verification if bidding physically or price lists can be uploaded on Bonfire Portal if bidding electronically. Bidders failing to provide verifiable pricing shall be deemed non-responsive.

- 2.3. Dealers are required to send one copy of manufacturer's price list with bid. Upon award, dealers shall also be required to send one copy, each, to the following facilities:

2.2.1. DGS Garage

Dr. R.L. Yeager Health Center, Sanatorium Road, Building E,  
 Pomona, NY

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|   |   |
|---|---|
| 2.2.2. Highway Garage                   | 23 New Hempstead Road, New City, NY 10956                                 |
| 2.2.3. Sewer District                   | 4 Route 340, Orangeburg, NY 10962   |
| 2.2.4. Public Transportation<br>(TRIPS) | Dr. R.L. Yeager Health Center, Sanatorium Road, Building T,<br>Pomona, NY |

- 2.4. Dealers are to quote hourly labor rates for repairs performed in their shop. The County of Rockland will be responsible for transporting vehicles to the repair shop. Distance, travel time and tolls to and from dealer's repair facility will also be considered in the award process.
- 2.5. Orders for "parts only" will be required to be delivered FOB Destination to the County's automotive repair facilities located in Pomona, New City, and Orangeburg. The County at its option may decide to pick-up certain "parts only" orders. Parts are also be delivered to all authorized users of this bid. Vendors will not be required to deliver outside their local delivery area.
- 2.6. Delivery must be made the same day for all in-stock parts ordered before noon. Out of stock parts are to be ordered the day of request and are not to be held for a stock order. Parts must be readily available. The ordering department must be notified immediately if parts are out of stock and must be given an estimated delivery time.
- 2.7. Returns of unused parts will be accepted and full credit issued to the County 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.
- 2.8. Successful bidders are required to submit a complete itemized invoice on all parts furnished or service which they may perform. Invoices for parts are to show both manufacturer's price and discounted price. Invoices for labor is to show total number of hours worked.
- 2.9. Successful bidders will be required to notify the Division of Purchasing of any revisions to price lists and to supply updated lists.
- 2.10. Only exact manufacturer's OEM parts will be accepted.
- 2.11. Bids containing restrictions will not be acceptable unless the Rockland County Purchasing Department deems the restrictions conform to the County Requirements.
- 2.12. All Discounts must be firm and fixed for the specified contract period.
- 2.13. Discounts offered are to be expressed as a whole number **EX:10% =0.10** for each line. Offers containing chain or multiple discounts may be considered non-responsive.
- 2.14. HAZARDOUS COMMUNICATION STANDARD - The New "Hazardous Communications" and

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“Right to Know” laws require certain chemicals, cleaners, paints, etc., are to be delivered with “Material Safety Data Sheets” and be labeled accordingly. The contract vendor shall guarantee that all State and/or EPA Hazardous Materials Regulations are when applicable.

- 2.15. CANCELLATION OF ORDERS – Purchases made under this contract are for readily available supplies specified herein. Time is of the essence in furnishing the items ordered. The County reserves the right to cancel the order and/or refuse delivery if the items ordered are not furnished within the period of time specified in this contract.
- 2.16. EMERGENCY PURCHASES – Should the Contractor be unable to furnish the required item within the period of time specified in the contract, the County reserves the right to make emergency purchases from other sources.
- 2.17. EXPRESS/OVERNIGHT ORDERS – The County may require express/overnight orders and will pay the additional shipping charges with no additional mark-up by the vendor.
- 2.18. Vendor is required to be able to provide parts and labor. Parts only bids will not be accepted.

### 3. AWARD

- 3.1. Award will be made by manufacturer to the responsive, responsible bidder whose offer results in the lowest net cost to the County while meeting the specifications. The County will make an award for each manufacturer by section. Vendors must bid on each line of a section to be awarded that section.
- 3.2. EXAMPLE: One vendor will receive an award for Ford auto and truck parts, remanufactured engines and transmissions and labor rates. The discount off list price for parts, the percent mark-up for remanufactured engines and transmissions and the labor rate will be considered in making final awards.
- 3.3. 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.
- 3.4. When an award is made and the basis of the award is a percentage discount, the contractor is to furnish current catalogs and price lists in electronic format or hard copy, which will become a part of the contract. The contractor’s name and address shall appear on all catalogs and price lists. Where a price list shows more than one column of prices, the contractor is to clearly mark the column which represents the gross prices charged the County. If a fee or charge is to be made, bidder shall indicate the charge on the pricing schedule. The contractor is to also provide the URL for any Internet catalogs provided.
- 3.5. **FAILURE TO PROVIDE THE PRICE LISTS SHALL BE CAUSE FOR REJECTION OF THE BID. IF COUNTY STAFF CANNOT IDENTIFY THE ITEM ON THE MANUFACTURER’S PRICE LIST OR VENDOR’S RETAIL PRICE SHEET AND VERIFY THE BIDDER’S BID PRICE, THE BID WILL BE REJECTED.**

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#### 4. INCREASES

- 4.1. Pricing must remain firm through the first contract period with no adjustments allowed. If the County of Rockland exercises any option year of the contract, contractors may submit a request for adjustment on the anniversary date of the contract. Any request for price adjustment(s) must be submitted thirty (30) days in advance in writing to the Director of Purchasing. 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.
- 4.2. Any increase authorized is at the sole discretion of the Director of Purchasing and is to be made in writing.
- 4.3. 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 Statistics of the United States Department of Labor or a successor or substitute index, appropriately adjusted. The Final and Binding decision to extend or not extend this agreement rests with the County of Rockland.
- 4.4. Vendors must submit a letter to the Director of Purchasing addressing any unscheduled price increases from the manufacturers. This letter must include the manufacturer's letterhead all information to support any unscheduled price increases.

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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

| <u>Est. Amt. of Trips</u> | <u>x</u> | <u>Miles from location</u> | <u>x</u> | <u>2 x .50/Mile</u> | <u>=</u> | <u>Mileage Cost</u> |
|---------------------------|----------|----------------------------|----------|---------------------|----------|---------------------|
| 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

| <u>Est. Amt. of Trips</u> | <u>x</u> | <u>Time from location</u> | <u>x</u> | <u>2</u> | <u>x</u> | <u>Mechanics<br/>Wage/Hour</u> | <u>=</u> | <u>Time Cost</u> |
|---------------------------|----------|---------------------------|----------|----------|----------|--------------------------------|----------|------------------|
| 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**

\_\_\_\_\_