

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Audio-Visual -Installation, Maint. & Repair**

Contract Period: July 7, 2024 through July 6, 2025 w/2-1-year options

Original Date of Issue: May 22, 2024

Date of Revision:

BID No: **RFB-RC-2024-045**

Catalog: **Audio-Visual**

PRC#: **2024003705**

Authorized Users: County Agencies, Political Subdivisions

Address Inquiries To:

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Description

This contract is for the installation, maintenance and repair of audio-visual and satellite equipment.

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 24-045	0000026970	Symbrant Technologies 16 commerce Drive Farmingdale, NY 11735 Christos Papachristou cpapachristou@symbrant.com or support@symbrant.com	631-414-7077 FAX: 866/887-8547

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: SYMBRANT TECHNOLOGIES
LINE NO.	DESCRIPTION	ITEM NUMBER	EST. ANNUAL QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
	HOURLY COSTS FOR TECHNICIANS FOR THE INSTALLATION, MAINTENANCE AND REPAIR, OF ALL AUDIO-VISUAL EQUIPMENT. NO TRAVEL TIME. AS PER THE ATTACHED SPECIFICATIONS					
1	On Site - A/V - Labor Rates for Monday to Friday 8:00 AM to 4:00 PM, (Prevailing Wage Rates Apply)	9390600001	225	HOUR / TECHNICIAN	\$120.00	\$27,000.00
2	In Shop - A/V - Labor Rates (Pre-Programming, Shop Assembly, Fabrication, Bench Work, etc.) for Monday to Friday 8:00 AM to 4:00 PM, (Prevailing Wage Rates DO NOT Apply)	93906000037	5	HOUR / TECHNICIAN	\$139.00	\$695.00
3	On-Site - A/V - Labor Rates for Monday to Friday Emergency Response 8:00 AM to 4:00 PM, (Prevailing Wage Rates Apply)	93906000008	1	HOUR / TECHNICIAN	\$125.00	\$125.00
4	In Shop - A/V - Labor Rates (Pre-Programming, Shop Assembly, Fabrication, Bench Work, etc.) Monday to Friday Emergency Response 8:00 AM to 4:00 PM, (Prevailing Wage Rates DO NOT Apply)	93906000016	1	HOUR / TECHNICIAN	\$125.00	\$125.00
5	On-Site - A/V - Labor Rates for Monday to Friday Emergency Response 4:00 PM to 8:00 AM (Prevailing Wage Rates Apply)	93906000009	1	HOUR / TECHNICIAN	\$125.00	\$125.00
6	In Shop - A/V - Labor Rates (Pre-Programming, Shop Assembly, Fabrication, Bench Work, etc.) Monday to Friday Emergency Response 4:00 PM to 8:00 AM (Prevailing Wage Rates DO NOT Apply)	93906000038	1	HOUR / TECHNICIAN	\$125.00	\$125.00
7	On-Site - Labor Rate for Datacomm Technician to install DataComm Cable, Monday to Friday, 8:00 am to 4:00 pm (Prevailing Wage Rates Apply)	93906000024	1	HOUR / TECHNICIAN	\$125.00	\$125.00
	Professional Services, On an As Needed Basis					
8A	Consulting Service, On-Site, On an As Needed Basis, to provide on-site review and written specifications and recommended equipment list for new Audio Video projects, No Travel Time.	93906000025	5	HOUR	\$60.00	\$300.00
8B	Consulting Service, In-Shop, On an As Needed Basis, to provide In-Shop review and written specifications and recommended equipment list for new Audio Video projects,	93906000030	50	HOUR	\$60.00	\$3,000.00
9A	Quality and Assurance, On an As Needed Basis, No Travel Time.	93906000031	2	HOUR	\$60.00	\$120.00
9B	Quality and Assurance, On an As Needed Basis, In-Shop	93906000032	2	HOUR	\$60.00	\$120.00
10A	Engineering, Drafting and Documentation to provide finalized system drawings, On an As Needed Basis, No Travel Time.	93906000033	8	HOUR	\$60.00	\$480.00
10B	Engineering, Drafting and Documentation In-Shop to provide finalized system drawings, On an As Needed Basis,	93906000034	8	HOUR	\$60.00	\$480.00
11A	Project Manager to oversee project, On an As Needed Basis, No Travel Time.	93906000035	2	HOUR	\$60.00	\$120.00
11B	Project Manager, In-Shop to oversee project, On an As Needed Basis,	93906000036	2	HOUR	\$60.00	\$120.00
12	Percent Mark-Up Mark-Up for any parts and materials which may be required to perform installation, maintenance, and repair. Enter a percentage no greater than 10%	93906880001	\$5,000	Percent %	10%	\$5,500.00

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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
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.

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SPECIFICATIONS

1. SCOPE

- 1.1. The successful Contractor is to provide programming services, troubleshooting, repair, remove and/or installation of audio-visual equipment owned and operated by the County of Rockland which includes the current system, Crestron and any other systems related to or directed by The County of Rockland for any services in this contract. This bid is NOT a contract for the purchase of any new audio-visual equipment, mounting hardware, switches, connectors, etc. It is also NOT a repair by replacement solicitation. Equipment such as Televisions, Projectors and Displays, Mounts, DVD's, VCR's, Interactive White Boards, Sound Equipment, all connecting cable and hardware, etc. must be purchased from NYS OGS contracts, GSA, Co-Operatives and/or individual project solicitations as needed. The parts to be purchased on this bid are only those incidental cable, parts, etc. that are necessary in order to repair and maintain current equipment or to install equipment purchased separately.
- 1.2. These services shall be offered on a time and materials basis with estimates provided as requested prior to any work being performed.
- 1.3. There shall be no electrical / electrician work required under this solicitation. All electric requirements, greater than 50 watts, shall be the responsibility of the County of Rockland.
- 1.4. On occasion, there may be the need to install Datacom cable (inside building). Example: to connect a television or computer to a projector or Smart type board or similar equipment to a computer or other device.
- 1.5. The County reserves the right to separately identify and bid as individual project(s) arise.
- 1.6. The intent of the bid is to have all work performed during regular business hours, Monday through Friday, 8:00 am to 4:00 pm. On occasion, a project may run past 4:00 pm so pricing pages include lines for 4:00 pm to 8:00 am coverage. However, we have not requested pricing lines for weekend and holiday coverage
 - 1.6.1. If the need arises for emergency weekend and/or holiday coverage, the County of Rockland will agree to pay the additional Prevailing Wage difference between the regular Prevailing Wage Rate and the Prevailing Wage Rate for the time worked added to the On-Site, Monday-Friday, 8:00 am to 4:00 pm rates bid. The awarded firm shall be required to have weekend and holiday staffing in case of emergencies.
- 1.7. The vendor response shall also provide an hourly rate to come on-site to consult and provide written specifications and equipment lists on new requirement/projects on an "As Needed" basis. At time of request, and after receipt of a purchase order for this consulting service, the vendor shall provide a written specification and list of equipment and peripherals that the County shall purchase separately from current NYS OGS contracts or issue a separate solicitation. The vendor shall provide an hourly rate price with no travel time on the cost price page for this "As Needed" service. There are also several additional Professional skillsets listed for project related Scope of Works that may be required on an as needed basis.

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- 1.8. Any work performed under this solicitation shall be considered a work for hire and awarded firm shall provide all equipment source codes and licenses which shall become the property of the County and provided to the authorized County representative.
- 1.9. Final testing, equipment specification sheets / manuals / warranties / sign off and acceptance - For any project work performed under this solicitation, the awarded firm shall provide a final termination, testing and debugging of installed system, all equipment manuals and warranties and Owner acknowledged sign off / acceptance of a fully working system.
- 1.10. Project Manager - For any project work performed under this solicitation, the awarded firm shall assign a Project Manager / Consultant for this project who will represent the vendor throughout the duration of this engagement.

2. EXAMPLES OF TYPES OF EQUIPMENT FOR SERVICE

- 2.1. Televisions 32" – 65+"
- 2.2. Multi-Image Projection Units (LCD, DPL, etc.)
- 2.3. Audio Systems
- 2.4. Video Players, Editing/Regular
- 2.5. Slide Projectors and Slide to Video Converters
- 2.6. Overhead Projector
- 2.7. Photo Projector
- 2.8. Film & Film Strip Projections
- 2.9. Screens Projection and Video (Electric)
- 2.10. Interactive White Board Systems
- 2.11. Video Editing Equipment
- 2.12. Display Devices (LED, LCD, Panels, etc.)
- 2.13. Visual Presentation Boards
- 2.14. Digital Cameras & Video Cameras

3. REQUIREMENTS

- 3.1. The hourly labor rate shall be calculated from the time of arrival of service personnel at the County of Rockland site location. Labor charges per hour shall be based on actual time spend on each job, not on portal to portal basis, and shall be computed to the nearest one-quarter (1/4) hour. Round trip travel for service calls for all locations shall be included, at no additional cost. No additional cost shall be required for pickup and return delivery when shop repair is required.
- 3.2. Travel time expenses shall be figured into the hourly rates offered on the Bid Pricing Pages as Overhead and Profit portion of their hourly rates bid. Please contact the NYS Department of Labor regarding Prevailing Wage at 845-568-5287.

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- 3.3. Travel time will only be paid when the County considers a repair an emergency and requires the contractor to *immediately* response to that emergency and had to leave a job site that they were on as per the appropriate Prevailing Wage labor rate.
- 3.4. Labor rate charges shall include, but not be limited to: direct and indirect labor, truck and gas; and all necessary equipment, tools, travel time, insurance coverage, overhead, profit, commission, permits and licenses (if applicable), small hardware such as nuts and bolts, etc.
- 3.5. All invoices must be accompanied by daily service ticket specifying time of arrival, work done, materials used, and time of departure for each employee, and must be signed by an authorized representative of the County Department requesting the service or other county agency involved. A copy of this ticket shall be left with the signer and shall be the basis for authorizing payment. Service tickets not submitted in this fashion will result in payments being held up.
- 3.6. Some repairs may be made at County of Rockland facilities and some equipment may be brought to the successful vendor's shop or returned to the OEM or authorized repair center.
- 3.7. The vendor shall make any necessary arrangements for repair of equipment that is still under OEM warranty that needs repair. Vendor shall only invoice for non-warranty covered expenses for equipment that is still under OEM warranty.
- 3.8. The vendor must have sufficient personnel to be able to respond to at least two calls simultaneously.
- 3.9. Vendor shall be responsible for pick-up and delivery of equipment to their facility and/or manufacturer and back to the original location. All other repair or replacement parts shall be furnished FOB: Destination, Prepaid.
- 3.10. When awarded firm is called for a repair, and after initial on-site review, it is determined that equipment needs to be sent to manufacturer, the firm shall provide the end user with an estimated repair cost and shall include, estimated shipping (to and from repair center), labor to remove, pack, and re-install. This will provide the end user information to determine if repair of equipment vs purchase of new equipment is warranted.
- 3.11. Awarded firm shall arrange for any Return Material Authorization (RMA) numbers for equipment needing repair by manufacturer or authorized repair center.
- 3.12. Labor rate shall indicate the number of technicians included in its hourly rate.
- 3.13. All labor performed on site for Audio / Visual services shall be at the appropriate Prevailing Wage Rate except for the Consulting and Professional Services.
- 3.14. All parts shall be bid at vendor's cost plus a percentage markup.
- 3.15. The existing audio / visual systems/equipment shall be accepted for coverage on an "as is" basis. There shall be no restrictions due to age of equipment other than availability of parts.
- 3.16. A minimum of 90 Day warranty shall apply to all vendor furnished and installed parts, materials, supplies and/or equipment items. The warranty shall cover the cost of any and all parts, materials, supplies, and/or equipment items. Vendor shall warrant its labor for a period of 90 days. The warranty shall cover the cost of any and all replacement parts and labor costs, required to return the equipment to its proper working condition.

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- 3.17. Original Equipment Manufacturer (OEM) parts shall be used, unless alternate parts are approved by the Authorized County Representative. The successful vendor must stock an inventory of repair parts. Inventory stocked shall represent those parts needed most for normal repairs.
- 3.18. Response Time - the successful vendor agrees to provide service response within:
- 3.18.1. Four hours for emergency repairs to the Rockland County Sheriff's Department and the Office of Emergency Services.
- 3.18.2. Emergency / Declared Disaster Requirements - In the event of an emergency or if the County of Rockland is declared a disaster area by the County, State or Federal Government, this contract may be subjected to unusual usage. The vendor shall service the County during such an emergency or declared disaster under the same terms and conditions that apply during non-emergency / disaster conditions. The pricing quoted by the vendor shall apply to servicing the County's needs regardless of the circumstances.
- 3.18.3. Twenty-four (24) hours for all other County of Rockland Departments.
- 3.18.4. Vendor shall provide a twenty-four (24) hour, seven day-a-week manned service number to receive emergency service requests. An answering machine shall not qualify but cell phones or answering services are acceptable.
- 3.19. Payment - the successful vendor shall be paid for each job authorized with a purchase order, issued by the County of Rockland Purchasing Department. Properly executed invoices with CERTIFIED PAYROLLS AS REQUIRED shall be submitted according to these requirements listed below:
- 3.19.1. Material Costs - the invoice must list specifically all parts which the contractor has purchased from other sources and the cost to him for each. **The County of Rockland requires verification of these costs by copy of the invoice as submitted to the contractor for payment for equipment over \$100.00.** The vendor agrees and hereby certifies that all parts and materials which he purchases shall be at the lowest price available at the time considering the prevailing conditions and circumstances for which it is required that the purchase be made. All parts must be new and of first quality.
- 3.19.2. No work is to be done without a purchase order number.
- 3.19.3. All invoices must show purchase order number and department name.
- 3.19.4. All invoices must show charges for parts and labor separately.
- 3.20. RULES AND TIME SHEETS
- 3.20.1. Successful vendor shall be subject to facility use rules and shall sign in and out, at the designated location whenever entering or leaving the premises. The Contractor shall submit a time sheet for each project and have the authorized county representative sign time sheet acknowledging acceptance and completion of project.
- 3.21. Experience - Contractor must have a minimum of three years' experience installing and/or repairing audio-visual equipment. Contractor must provide documentation with bid response that they are authorized to install, program and repair Smart Technology Boards. The vendor is to submit a list of

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references where similar repairs and/or maintenance have been done in the past three years for each (Regular A/V equipment and also Smart Technology).

- 3.21.1. The vendor is to be experienced and have staff who is trained and responsible for working on all types of audio-visual and Smart Technology equipment to include, but not limited to: televisions, VCR's, projectors, audio systems, smart boards, etc.
- 3.22. Uniforms - All workers shall wear uniforms and identification badges of the vendor's business.
- 3.23. Termination - any contract originated from this Bid may be terminated for any reason, by either party, on 30 days written notice.
- 3.23.1. Any programs and codes shall be provided to the County of Rockland as requested and upon termination of this contract.
- 3.24. Repairs, Maintenance, and Installation
 - 3.24.1. Purchase order numbers will be issued by the Purchasing Department prior to any services and/or work being performed. Do not undertake any repair or installation without a purchase order number.
 - 3.24.2. Replacement materials are to be charged at vendor's cost plus percentage markup as specified in bid.
 - 3.24.3. Detailed descriptions of all repair work shall accompany all invoices.
 - 3.24.4. All services and repairs must meet with the approval of the County of Rockland.
 - 3.24.5. Vendor must own industry standard test equipment sufficient to field test audio-visual equipment.

4. SECURITY

- 4.1. On occasion services may be required in the Rockland County Correctional Center. Vendor shall, with respect to all employees of vendor performing services hereunder:
 - 4.1.1. Perform background checks as to past employment history;
 - 4.1.2. Inquire as to past criminal felony convictions;
 - 4.1.3. Ascertain that those employees who are required to drive in the course of performing services hereunder have a valid NY driver's license;
 - 4.1.4. Perform drug screening to determine that such employees are not users of illegal drugs or other substances;
 - 4.1.5. Vendor's personnel shall follow any special security requirements issued by the on-site contact person or escort personnel;
 - 4.1.6. Vendor's personnel may also be subject to cursory search of their person and equipment/tools both upon entering and leaving the Correctional Center facilities;
 - 4.1.7. Technicians shall have no contact, either verbal or physical, with inmates in the facility
 - 4.1.8. Do not disclose the identity of any inmate to anyone outside the facility;
 - 4.1.9. Do not give any materials to inmates and/or receive materials from inmate(s).

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5. AWARD

- 5.1. Award will be made to the lowest responsive responsible vendor. All quantities shown are estimates. The successful vendor will be required to furnish quantities that may be more or less than the listed estimated quantities.

6. CONTRACT PRICE ADJUSTMENTS UPON RENEWAL

- 6.1. The bid rates shall remain firm through the first contract period with no wage adjustments allowed. If the County exercises any of the option years of the award, 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.
- 6.2. CPI-Index - 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.
- 6.3. There shall be no upward adjustments to the Mark-Up offered.

7. SAFETY / OSHA REQUIREMENTS

- 7.1. All contractors and/or vendors shall be required to wear hard hats and safety protective equipment while doing work for and/or being on Rockland County premises as the job requires. This directive is effective immediately and shall be enforced.
- 7.2. No work will be authorized or performed without proper OSHA, PESH and County of Rockland safety rules safety protection equipment adhering to the most recent OSHA standards and it is the vendor’s responsibility to supply the necessary items of equipment.

8. USE OF PREMISES:

- 8.1. The Contractor shall confine his equipment and the storage of materials, if any, and the portion of his employees to the limits directed by the Owner and shall not encumber the premises or any part thereof with his materials or equipment. All work shall be accomplished in such a manner as not to interfere with the orderly conduct of the business of the County of Rockland. Since the buildings are occupied, personnel shall be instructed to refrain from unworkmanlike conduct while on the job.

9. CLEANING UP:

- 9.1. 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 shall cause to be removed from and about the premises and adjacent areas, all rubbish, tools, used for work and surplus materials and shall have the area “Broom Clean” and ready for use. In case of a dispute, Rockland County may remove rubbish or otherwise clean up, and may charge the Contractor either by deduction from amounts unpaid to the Contractor, or by other means with such cost as the Owner’s representative shall determine to be fair and equitable.