

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: Automotive-(OEM) Toyota Parts & Labor for Light & Medium
Duty Automobiles & Trucks

Contract Period: June 6, 2024, through June 5, 2025, w/ (2) 1-year options
Ext. through June 5, 2026, w/ 1-year option

Original Date of Issue: June 10, 2024

Date of Revision: 05/19/2025

BID No: RFB-RC-2024-052

Catalog: AUTO AND VEHICLES

Authorized Users: County Agencies, All Political Subdivisions

Address Inquiries To:

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Description

This contract is for various Genuine (OEM) Parts & labor for Automobiles and Trucks

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 24-052	0000028892	Lia Toyota of Rockland 618 Rte 303 Blauvelt, NY 10913 Contact: Dan Demato ddemato@liacars.com parts@liacars.com	845-358-2220 FAX: 845-358-0377

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

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RFB-RC-2024-052

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

**A Virtual Pre-Bid via Microsoft Teams will be hosted on April 18, 2024, at 11:00A.M.
 To Participate select the link below.**

Microsoft Teams Meeting Link:

[CLICK HERE TO JOIN MEETING](#)

Meeting ID: 241 079 436
 013

Passcode: jyP6Ey

1. SCOPE

- 1.1. The County of Rockland wishes to establish an annual contract to furnish **GENUINE TOYOTA (OEM) PARTS** and **LABOR RATES** for Light and Medium Duty Automobiles and Trucks. (Class 1 up to Class 6) as specified.

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:20% = 0.20** on the proposal pages.

- 2.2.1. **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. **Mark-up should not exceed 20%.** If entering in Bonfire Percent Mark-ups are to be entered as a whole number **EX: 20% = 0.20** on the proposal pages.

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

- 2.2.2. 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 may be deemed non-responsive.

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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 or URL, to each of the following facilities:

2.3.1. DGS Garage	Dr. R.L. Yeager Health Center, Sanatorium Road, Building E, Pomona, NY
2.3.2. Highway Garage	23 New Hempstead Road, New City, NY 10956
2.3.3. Sewer District	4 Route 340, Orangeburg, NY 10962
2.3.4. Public Transportation (TRIPS)	Dr. R.L. Yeager Health Center, Sanatorium Road, Building T, 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 and delivered within seven (7) days. 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.

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- 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:20% =0.20** for each line. Offers containing chain or multiple discounts may be considered non-responsive.
- 2.14. HAZARDOUS COMMUNICATION STANDARD - The New “Hazardous Communications” and “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 adhered to 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 in total to the responsive, responsible bidder whose offer results in the lowest net cost to the County while meeting the specifications.
- 3.2. EXAMPLE: Award for Toyota parts, hourly labor rates and remanufactured engines and transmissions. 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**

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VERIFY THE BIDDER'S BID PRICE. THE BID WILL BE REJECTED.

4. PRICE ADJUSTMENTS

- 4.1. 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).
- 4.2. 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
- 4.3. 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.
- 4.4. 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
- 4.5. 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

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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>15</u>	x	Miles from Pomona	x	2 x .50/Mile	=	
2. <u>15</u>	x	Miles from New City	x	2 x .50/Mile	=	
3. <u>15</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 Wage/Hour</u>	<u>=</u>	<u>Time Cost</u>
1. <u>15</u>	x	Time from Pomona	x	2	x	\$30/hour	=	
2. <u>15</u>	x	Time from New City	x	2	x	\$30/hour	=	
3. <u>15</u>	x	Time from Orangeburg	x	2	x	\$30/hour	=	

Total Time Costs

TOTAL MILEAGE & TIME COSTS _____