

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: Furniture-Systems Furniture-% Discount Pricing to Furnish,
Deliver & Install

Contract Period: July 23, 2024 through July 22, 2025 w/4-1 year options
Extended through 7/22/26 w/3-1 year options

Original Date of Issue: August 27, 2025

Date of Revision: 08/27/25

BID No: RFB-RC-2024-063

Catalog: FURNITURE

Prevailing Wage #: 2024006472

Authorized Users: County Agencies, Political Subdivisions

Address Inquiries To:

Name: Raheela Akhter
Title: Purchaser I
Phone: 845-364-3813
Fax: 845-364-3809
E-mail: akhterr@co.rockland.ny.us

Description

This contract is a % discount pricing to furnish, deliver and install systems furniture.

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 24-063	0000011557	Furniture Pro Corp. 971 Route 45, Suite 214 Pomona, NY 10970 Contact: Miriam Ginsberg m.ginsberg@furnitureprocorp.com	845-362-2061 FAX: 845-503-2301

HON CATALOG

OFFICE SOURCE CATALOG

OFFICE STAR CATALOG

OFFICE STAR EXTRAS CATALOG

SIS SYSTEMS CATALOG **PAGE 1 OF 12**

OPEN PLAN CATALOG

See links to all catalogs
Please do not print out
catalogs Just click on the
catalog you want and will
take you to website.

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

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. \$'s/ HOURS	% DISCOUNT/ HOURLY RATE	VENDOR
PERCENT DISCOUNT OFF CURRENT LIST PRICES ON THE FOLLOWING MANUFACTURER'S (MULTIPLE AWARD % DISCOUNT):					
VENDOR MUST CHECK DELIVERY SITES AS NEEDED. ALL INSTALLATIONS SHALL BE ADA COMPLIANT - NYS PREVAILING WAGE RATES APPLY					
	OFFICE SOURCE SYSTEMS				
1	UNDER 10,000 Percent Discount for new systems and replacement parts for re-configuration. Includes all labor, equipment, supervision to install new system Electrical connections from the building done by others.	93145000004	\$5,000.00	14%	Furniture Pro Corp
2	10,000 - \$50,000 Percent Discount for new systems and replacement parts for re-configuration. Includes all labor, equipment, supervision to install new system Electrical connections from the building done by others.	93145000005	\$10,000.00	25%	Furniture Pro Corp
3	Over \$50,000 Percent Discount for new systems and replacement parts for re-configuration. Includes all labor, equipment, supervision to install new system. Electrical connections from the building done by others.	93145000006	\$50,000.00	30%	Furniture Pro Corp
TOTAL NET COST					
4	Labor Rate for the removal and re-configuration of existing systems and new product purchased off of valid contract as specified. Monday Thru Friday - 8:00 AM - 4:00 PM - Normal Business Hours NYS Prevailing Wages Apply	93145000010	10 Hours	94.00 Hourly Rate	Furniture Pro Corp
5	Labor Rate for the removal and re-configuration of existing system After Normal Business Hours (Includes Saturday and Sunday) NYS Prevailing Wages Apply	93145000011	5 Hours	188.00 Hourly Rate	Furniture Pro Corp
TOTAL LABOR					

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VENDOR MUST CHECK DELIVERY SITES AS NEEDED. ALL INSTALLATIONS SHALL BE ADA COMPLIANT - NYS PREVAILING WAGE RATES APPLY					
	HON PRODUCTS				
6	UNDER 10,000 Percent Discount for new systems and replacement parts for re-configuration. Includes all labor, equipment, supervision to install new system Electrical connections from the building done by others.	93145000007	\$5,000.00	5%	Furniture Pro Corp
7	10,000 - \$50,000 Percent Discount for new systems and replacement parts for re-configuration. Includes all labor, equipment, supervision to install new system Electrical connections from the building done by others.	93145000008	\$10,000.00	17%	Furniture Pro Corp
8	Over \$50,000 Percent Discount for new systems and replacement parts for re-configuration. Includes all labor, equipment, supervision to install new system. Electrical connections from the building done by others.	93145000009	\$50,000.00	32%	Furniture Pro Corp
TOTAL NET COST					
9	Labor Rate for the removal and re-configuration of existing systems Monday Thru Friday - 8:00 AM - 4:00 PM - Normal Business Hours NYS Prevailing Wages Apply	93145000010	10 Hours	94.00 Hourly Rate	Furniture Pro Corp
10	Labor Rate for the removal and re-configuration of existing systems After Normal Business Hours (Includes Saturday and Sunday) NYS Prevailing Wages Apply	93145000011	5 Hours	188.00 Hourly Rate	Furniture Pro Corp
TOTAL LABOR					

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VENDOR MUST CHECK DELIVERY SITES AS NEEDED. ALL INSTALLATIONS SHALL BE ADA COMPLIANT - NYS PREVAILING WAGE RATES APPLY					
	OFFICE STAR				
11	UNDER 10,000 Percent Discount for new systems and replacement parts for re-configuration. Includes all labor, equipment, supervision to install new system Electrical connections from the building done by others.	42594	\$5,000.00	8%	Furniture Pro Corp
12	10,000 - \$50,000 Percent Discount for new systems and replacement parts for re-configuration. Includes all labor, equipment, supervision to install new system Electrical connections from the building done by others.	42594	\$10,000.00	23%	Furniture Pro Corp
13	Over \$50,000 Percent Discount for new systems and replacement parts for re-configuration. Includes all labor, equipment, supervision to install new system. Electrical connections from the building done by others.	42594	\$50,000.00	28%	Furniture Pro Corp
TOTAL NET COST					
14	Labor Rate for the removal and re-configuration of existing system and new product purchased off valid contract as specified. Monday Thru Friday - 8:00 AM - 4:00 PM - Normal Business Hours NYS Prevailing Wages Apply	93145	10 Hours	94.00 Hourly Rate	Furniture Pro Corp
15	Labor Rate for the removal and re-configuration of existing system and new product purchased off valid contract as specified. After Normal Business Hours (Includes Saturday and Sunday) NYS Prevailing Wages Apply	93145	5 Hours	188.00 Hourly Rate	Furniture Pro Corp
TOTAL LABOR					

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PERCENT DISCOUNT OFF CURRENT LIST PRICES ON THE FOLLOWING MANUFACTURER'S (MULTIPLE AWARD % DISCOUNT):					
VENDOR MUST CHECK DELIVERY SITES AS NEEDED. ALL INSTALLATIONS SHALL BE ADA COMPLIANT - NYS PREVAILING WAGE RATES APPLY					
	SIS SYSTEMS				
16	UNDER 10,000 Percent Discount for new systems and replacement parts for re-configuration. Includes all labor, equipment, supervision to install new system Electrical connections from the building done by others.	42594	\$5,000.00	25%	Furniture Pro Corp
17	10,000 - \$50,000 Percent Discount for new systems and replacement parts for re-configuration. Includes all labor, equipment, supervision to install new system Electrical connections from the building done by others.	42594	\$10,000.00	35%	Furniture Pro Corp
18	Over \$50,000 Percent Discount for new systems and replacement parts for re-configuration. Includes all labor, equipment, supervision to install new system. Electrical connections from the building done by others.	42594	\$50,000.00	40%	Furniture Pro Corp
TOTAL NET COST					
19	Labor Rate for the removal and re-configuration of existing system and new product purchased off valid contract as specified. Monday Thru Friday - 8:00 AM - 4:00 PM - Normal Business Hours NYS Prevailing Wages Apply	93145	10 Hours	94.00 Hourly Rate	Furniture Pro Corp
20	Labor Rate for the removal and re-configuration of existing system and new product purchased off valid contract as specified. After Normal Business Hours (Includes Saturday and Sunday) NYS Prevailing Wages Apply	93145	5 Hours	188.00 Hourly Rate	Furniture Pro Corp
TOTAL LABOR					

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. \$'s/ HOURS	% DISCOUNT/ HOURLY RATE	VENDOR
PERCENT DISCOUNT OFF CURRENT LIST PRICES ON THE MANUFACTURER'S OTHERS THAN SPECIFIED IN THIS SOLICITAION.					
VENDOR MUST CHECK DELIVERY SITES AS NEEDED. ALL INSTALLATIONS SHALL BE ADA COMPLIANT - NYS PREVAILING WAGE RATES APPLY					
	OTHER MANUFACTURERS	OPEN PLAN			
21	UNDER 10,000 Percent Discount for new systems and replacement parts for re-configuration. Includes all labor, equipment, supervision to install new system Electrical connections from the building done by others. VENDOR MAY INDICATE A RANGE OF DISCOUNT FOR EXAMPLE BETWEEN 5 TO 10 % OR 45% TO 55%	93145000014	\$5,000.00	18%	Furniture Pro Corp. DISCOUNT OFFERED IS FOR MANUFACTURER "OPEN PLAN SYSTEMS"
22	10,000 - \$50,000 Percent Discount for new systems and replacement parts for re-configuration. Includes all labor, equipment, supervision to install new system Electrical connections from the building done by others. MAY INDICATE A RANGE OF DISCOUNT FOR EXAMPLE BETWEEN 5 TO 10 % OR 45% TO 55%	93145000015	\$10,000.00	22%	Furniture Pro Corp. DISCOUNT OFFERED IS FOR MANUFACTURER "OPEN PLAN SYSTEMS"
23	Over \$50,000 Percent Discount for new systems and replacement parts for re-configuration. Includes all labor, equipment, supervision to install new system. Electrical connections from the building done by others. MAY INDICATE A RANGE OF DISCOUNT FOR EXAMPLE BETWEEN 5 TO 10 % OR 45% TO 55%	93145000016	\$50,000.00	35%	Furniture Pro Corp. DISCOUNT OFFERED IS FOR MANUFACTURER "OPEN PLAN SYSTEMS"
TOTAL NET COST					

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. \$'s/ HOURS	% DISCOUNT/ HOURLY RATE	VENDOR
24	Labor Rate for the removal and re-configuration of existing system and new product purchased off valid contract as specified. Monday Thru Friday - 8:00 AM - 4:00 PM - Normal Business Hours NYS Prevailing Wages Apply	93145000010	10 Hours	94.00 Hourly Rate	Furniture Pro Corp
25	Labor Rate for the removal and re-configuration of existing system and new product purchased off valid contract as specified. After Normal Business Hours (Includes Saturday and Sunday) NYS Prevailing Wages Apply	93145000011	5 Hours	188.00 Hourly Rate	Furniture Pro Corp
	TOTAL LABOR				

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

TITLE:

**Furniture - Systems Furniture - % Discount Pricing to
 Furnish, Deliver and Install**

BID NUMBER:

RFB-RC-2024-063

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 County of Rockland is soliciting sealed bids for the purpose of obtaining pricing for the purchase, on an as needed basis, of modular / systems furniture from specified manufacturers and product lines. Additionally, hourly labor rate shall be provided for the removal, disposal and or reconfiguration of existing systems.
- 1.2. The County of Rockland's existing systems include Hon ., Office Source, Office Star and SIS systems
- 1.3. **Vendor shall supply, with their bid, documentation from the Manufacturer certifying authorization to sell and or install their product.**
- 1.4. The County of Rockland reserves the right to solicit separate bids or quotes for any item covered under this solicitation or resulting contract award.
- 1.5. **PRICES AND PRICE ADJUSTMENTS FOR NEW SYSTEMS**
 - 1.5.1. The price bid shall be in the form of a percent discount from manufacturer's list price. List price shall be defined as that published in the manufacturer's latest standard printed price list and recognized by the trade. Industry wide increases, as reflected in newly published manufacturer's price listings, will be honored.
 - 1.5.2. Pricing shall include all labor, supervision, material and design to complete the installation of new systems.
 - 1.5.3. Upon award, vendor must supply the manufacturer's most current list price and product catalog / or when a manufacturer has its product line and current list price, available for viewing on a website, the vendor may supply the web link.
 - 1.5.4. Prices will be discounted from the manufacturer's most current price list on file with the County of Rockland Purchasing Department.
 - 1.5.5. It is the vendor's responsibility to provide the County of Rockland Purchasing Department with an up-to-date price list for the duration of this contract.
 - 1.5.6. Request for quotation will be required prior to issuance of a purchase order all quotations must include back up documentation with manufacturer catalog price list for each part that is being quoted for a complete system delivery and installation. Quotation must clearly list and provide the following:
 - 1.5.6.1. Mfg. Name
 - 1.5.6.2. Mfg. Item #
 - 1.5.6.3. Complete description including color/fabric choice/ finish etc.
 - 1.5.6.4. Mfg. List Price
 - 1.5.6.5. Discount % offered if volume discount is applied.

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- 1.5.6.6. Net unit cost, extended cost
- 1.5.6.7. Drawings or layouts images shall be submitted with quotation.
- 1.5.6.8. Information for third party contractors to complete a project.

2. LABOR AND MATERIAL COSTS FOR REMOVAL AND RECONFIGURATION OF EXISTING SYSTEMS –BY MFG.

- 2.1. Vendor shall supply an hourly labor rate for labor required when removing, disposing or the re-configuration of an existing system is required.
 - 2.1.1. Hourly rate shall be supplied for each Mfg. listed on the proposal pages.
 - 2.1.2. Additionally, this labor rate may be used for the installation of new systems purchased by the County of Rockland off of the current NYS OGS Office Furniture Contract or other valid contract.
 - 2.1.3. Labor charges shall only be authorized where the removal and reconfiguration of an existing system is required or for the installation of new systems purchased off of the current NYS OGS Office Furniture Contract or other valid contract.
 - 2.1.4. A written estimate shall be provided and approved by the authorized department representative. Drawings shall be included with the estimate along with itemized pricing for additional, new product if required. Pricing shall be in accordance with the award of this bid.
 - 2.1.5. Labor shall not be billed for site planning.
 - 2.1.6. All labor and materials shall be invoiced and paid, as bid, on the proposal pages.

2.2. LABOR COSTS

- 2.2.1. Detailed description of all completed service work must accompany all invoices.
- 2.2.2. Contractor shall bid a labor rate in dollars per man-hour for a technician for the removal and re-configuration of existing system.
- 2.2.3. The bidder agrees and hereby certifies that all labor charges contained in the invoices and vouchers shall be only those that was required and necessary to complete the work.
- 2.2.4. Labor shall be billed from the time the contractor's employee arrives at, to the time he departs from the Rockland County facility.
 - 2.2.4.1. The County will not accept nor authorize payment for travel time or expenses.
 - 2.2.4.2. The only billable time shall be for work performed.
- 2.2.5. Invoices for labor must be billed to the next quarter hour of actual time worked (example: 8:00 AM to 9:10 AM would be billed at 1 hour and 15 minutes). Invoices rounded to the next full hour will not be approved for payment.

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2.3. **LABOR LAWS:** All installations performed as a result of this solicitation are subject to New York State Prevailing Wage Law. While the use of Union labor is not required, non-union employees must be paid in accordance with the Prevailing Wage Rate Schedule included in this solicitation. The installation section, of this bid, will be utilizing the article 8 prevailing wage schedule as the installation of the furniture will be wired and will become a part of the building. The proper job classification for the removal and re-configuration of the existing systems furniture products will be a carpenter based on the scope of the work provided.

2.3.1. **LABOR CLASSIFICATION SHALL BE CARPENTER** – FURTHER CLARIFICATION CAN BE PROVIDED BY CONTACTING THE NYS DEPT. OF LABOR – PUBLIC WORK

2.3.2. In compliance with recent revisions to NYS Prevailing Wage Regulation, the NYS Department of Labor requires all contractors and subcontractors to file Certified Payrolls with each and every invoice requesting payment to the County Department that utilized the services of the contractor. Filing of the required Certified Payrolls is a condition of payment. No payment will be made to the contractor without the receipt of the required Certified Payroll.

2.3.3. **INSTALLATION TIME:** Unless otherwise authorized, installations for product or services ordered by the County, in result of an award of this bid, shall be performed during normal working hours. Monday - Friday from 8AM - 4PM.

2.3.4. **DELIVERY TIME:** Suppliers shall state, in their bid, on the proposal pages, the delivery time in weeks from receipt of approved floor plan / purchase order.

3. SPACE PLANNING

- 3.1. Space Planning: vendors receiving an award under this solicitation shall assist with space planning of work/office areas. There will be no additional charge for this service.
- 3.2. The finished design and layout (floor plan) shall include a complete materials and components listing and become the property of the County of Rockland.
- 3.3. No order shall be placed without a Purchase Order issued by the Purchasing Department and where applicable an approved floor plan. The floor plan must be approved by the authorized representative of the ordering department.
- 3.4. Contractor shall contact the Purchasing Division prior to performing space planning for any County Department. Approval required by Facilities Management.

4. BRAND NAME

- 4.1. The use of a brand name is for the purpose of describing a standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition.

5. WARRANTY

- 5.1. The warranty period must be in effect for a minimum of one year from the date of delivery and installation.

6. AMERICANS WITH DISABILITIES ACT REQUIREMENTS

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- 6.1. The County of Rockland is fully committed to the American with Disabilities Act (ADA) which guarantees non-discrimination and equal access for persons with disabilities in employment, public accommodations, transportation, and all County of Rockland programs, activities, and services. County of Rockland government contractors, subcontractors, vendors, and/or suppliers are subject to this ADA policy. All individuals having any County of Rockland contractual agreement must make the same commitment.
- 6.2. The acceptance of this contract acknowledges your commitment and compliance with ADA.

7. SPECIFICATIONS – PRODUCTS & REQUIREMENTS

7.1. PRODUCTS

- 7.1.1. Each vendor be an authorized dealer and/or installer to provide the entire product(s) line for the manufacturer he is bidding on.
- 7.1.2. All electrical work and final connections are to be installed and completed by the County of Rockland.

7.2. REQUIREMENTS

- 7.2.1. All systems furniture must be standard, new equipment and must meet the provisions of OSHA.
- 7.2.2. Unless otherwise stated, all pricing is to include inside delivery, uncrating, assembly, installation and removal of all debris.
- 7.2.3. The award of any item from this solicitation does not guarantee any purchases by the County of Rockland. All purchases must be made by formal purchase order and will be done on an as needed basis with no minimum.

8. USE OF PREMISES

- 8.1. 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. 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. The Contractor shall be responsible for repairing and replacing anything damaged by his operations, within fifteen (15) days after notification by the authorized County of Rockland representative that damage has occurred. 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.

9. CLEAN 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/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

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remove rubbish and clean up, and 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.

10. AWARD

- 10.1. The Award will be made by manufacturer by group by category (product / labor) to the responsive, responsible bidder(s) whose offer results in the lowest net cost to the County while meeting the specifications.
 - 10.1.1. % Discount per Mfg. List Price to Furnish, Deliver and Install New System Furniture to be awarded as a group by Mfg. whose offer results in the lowest net cost the County while meeting the stated requirements.
 - 10.1.2. Labor for Reconfiguration / Installation shall be awarded as a group by Mfg. to the lowest responsible responsive bidder meeting the stated requirements.
- 10.2. **Vendor shall supply, with their bid, documentation from the Manufacturer certifying authorization to sell and or install their product.**
- 10.3. This bid will be awarded to in accordance with Rockland County Procurement Policy, Section 140-3.15(C) Multiple Source Contracting.
- 10.4. The County of Rockland reserves the right to issue separate bids for the brands of furniture in this specification.