

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **ROOFING SYSTEMS – SERVICE, MAINTENANCE, REPAIRS & INSTALLATION**

Contract Period: **June 8, 2026 through June 7, 2027 w/ (3) 1-year options**

Original Date of Issue: June 8, 2026

Date of Revision:

BID No: **RFB-RC-2026-001**

PRC#: **2026007578**

Catalog: **Facility Maintenance**

Authorized Users: United States Agencies, Other States & Political Subdivisions Therein,
Local Governments, School Districts & Non-Profit Agencies

Address Inquiries To:

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

Description

This contract is to provide all labor, material, equipment, and supervision required to perform maintenance and repair services to County Government roofs.

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 26-001	0000000998	Frank Stevens & Sons Roofing, Inc. 56 Smith Clove Road Central Valley, NY 10917 Contact: Frank Stevens office@fstevensroofing.com	(845) 928-2161

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: Frank Stevens Sons Roofing

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
	SECTION I – SERVICE, MAINTENANCE AND REPAIR CARLISLE & FIRESTONE ROOF SYSTEMS					
1	Labor Rates for Foreman (\$/Man/Hour) Regular Work Hours 7:30 AM to 4:00 PM	91066000001	24	HOURS	\$ 125.00	\$ 3,000.00
2	Labor Rates for Foreman (\$/Man/Hour) Repair Work At Other Than Regular Work Hours	91066000002	4	HOURS	\$ 125.00	\$ 500.00
3	Labor Rates for Mechanics (\$/Man/Hour) Regular Work Hours 7:30 AM to 4:00 PM	91066000003	8	HOURS	\$ 125.00	\$ 1,000.00
4	Labor Rates for Mechanics (\$/Man/Hour) Repair Work At Other Than Regular Work Hours	91066000004	4	HOURS	\$ 125.00	\$ 500.00
5	MARK-UP Percent mark-up for any parts and materials which may be purchased in conjunction with repairs other than base bid. % MARKUP SHALL NOT EXCEED 10%. BIDDER SHALL ENTER A PERCENTAGE BETWEEN 0% UP TO 10%	91066000005	ESTIMATED DOLLARS EXPENDED \$65,000.00	PERCENT MARKUP SHALL NOT EXCEED 10%	3%	\$ 66,950.00
6	Total Extended Price Section I			TOTAL		\$ 71,950.00

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
	SECTION II – SERVICE, MAINTENANCE AND REPAIR T. CLEAR ROOF SYSTEMS					
7	Labor Rates for Foreman (\$/Man/Hour) Regular Work Hours 7:30 AM to 4:00 PM	91066000019	8	HOURS	\$ 125.00	\$ 1,000.00
8	Labor Rates for Foreman (\$/Man/Hour) Repair Work At Other Than Regular Work Hours	91066000020	4	HOURS	\$ 125.00	\$ 500.00
9	Labor Rates for Mechanics (\$/Man/Hour) Regular Work Hours 7:30 AM to 4:00 PM	91066000021	8	HOURS	\$ 125.00	\$ 1,000.00
10	Labor Rates for Mechanics (\$/Man/Hour) Repair Work At Other Than Regular Work Hours	91066000022	4	HOURS	\$ 125.00	\$ 500.00
11	MARK-UP Percent mark-up for any parts and materials which may be purchased in conjunction with repairs other than base bid. % MARKUP SHALL NOT EXCEED 10%. BIDDER SHALL ENTER A PERCENTAGE BETWEEN 0% UP TO 10%	91066000023	ESTIMATED DOLLARS EXPENDED \$500.00	PERCENT MARKUP SHALL NOT EXCEED 10%	3%	\$ 515.00
12	Total Extended Price Section II			TOTAL		\$3,515.00

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
	SECTION III– SERVICE, MAINTENANCE AND REPAIR EPDM ROOF SYSTEMS					
13	Labor Rates for Foreman (\$/Man/Hour) Regular Work Hours 7:30 AM to 4:00 PM	91066000024	8	HOURS	\$ 125.00	\$ 1,000.00
14	Labor Rates for Foreman (\$/Man/Hour) Repair Work At Other Than Regular Work Hours	91066000025	4	HOURS	\$ 125.00	\$ 500.00
15	Labor Rates for Mechanics (\$/Man/Hour) Regular Work Hours 7:30 AM to 4:00 PM	91066000026	8	HOURS	\$ 125.00	\$ 1,000.00
16	Labor Rates for Mechanics (\$/Man/Hour) Repair Work At Other Than Regular Work Hours	91066000027	4	HOURS	\$ 125.00	\$ 500.00
17	MARK-UP Percent mark-up for any parts and materials which may be purchased in conjunction with repairs other than base bid. % MARKUP SHALL NOT EXCEED 10%. BIDDER SHALL ENTER A PERCENTAGE BETWEEN 0% UP TO 10%	91066000028	ESTIMATED DOLLARS EXPENDED \$10,000.00	PERCENT MARKUP SHALL NOT EXCEED 10%	8%	\$ 10,800.00
18	Total Extended Price Section III				TOTAL	\$ 13,800.00

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
	SECTION IV– SERVICE, MAINTENANCE AND REPAIR SARNIFIL AND PVC ROOF SYSTEMS					
19	Labor Rates for Foreman (\$/Man/Hour) Regular Work Hours 7:30 AM to 4:00 PM	91066000006	8	HOURS	\$ 125.00	\$ 1,000.00
20	Labor Rates for Foreman (\$/Man/Hour) Repair Work At Other Than Regular Work Hours	91066000007	1	HOURS	\$ 125.00	\$ 125.00
21	Labor Rates for Mechanics (\$/Man/Hour) Regular Work Hours 7:30 AM to 4:00 PM	91066000008	8	HOURS	\$ 125.00	\$ 1,000.00
22	Labor Rates for Mechanics (\$/Man/Hour) Repair Work At Other Than Regular Work Hours	91066000009	1	HOURS	\$ 125.00	\$ 125.00
23	MARK-UP Percent mark-up for any parts and materials which may be purchased in conjunction with repairs other than base bid. % MARKUP SHALL NOT EXCEED 10%. BIDDER SHALL ENTER A PERCENTAGE BETWEEN 0% UP TO 10%	91066000010	ESTIMATED DOLLARS EXPENDED \$15,000.00	PERCENT MARKUP SHALL NOT EXCEED 10%	3%	\$ 15,450.00
24	Total Extended Price Section IV			TOTAL		\$ 17,700.00

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
	SECTION V– SERVICE, MAINTENANCE AND REPAIR ASPHALT/FIBERGLAS SHINGLE 3 TAB/ ARCHITECTURAL ROOF					
25	Labor Rates for Foreman (\$/Man/Hour) Regular Work Hours 7:30 AM to 4:00 PM	91066000031	8	HOURS	\$ 125.00	\$ 1,000.00
26	Labor Rates for Foreman (\$/Man/Hour) Repair Work At Other Than Regular Work Hours	91066000032	4	HOURS	\$ 125.00	\$ 500.00
27	Labor Rates for Mechanics (\$/Man/Hour) Regular Work Hours 7:30 AM to 4:00 PM	91066000033	8	HOURS	\$ 125.00	\$ 1,000.00
28	Labor Rates for Mechanics (\$/Man/Hour) Repair Work At Other Than Regular Work Hours	91066000034	4	HOURS	\$ 125.00	\$ 500.00
29	MARK-UP Percent mark-up for any parts and materials which may be purchased in conjunction with repairs other than base bid. % MARKUP SHALL NOT EXCEED 10%. BIDDER SHALL ENTER A PERCENTAGE BETWEEN 0% UP TO 10%	91066000035	ESTIMATED DOLLARS EXPENDED \$8,000.00	PERCENT MARKUP SHALL NOT EXCEED 10%	3%	\$ 8,240.00
30	Total Extended Price Section V			TOTAL		\$ 11,240.00

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
	SECTION VI– SERVICE, MAINTENANCE AND REPAIR ALL OTHER ROOF SYSTEMS					
31	Labor Rates for Foreman (\$/Man/Hour) Regular Work Hours 7:30 AM to 4:00 PM	91066000011	40	HOURS	\$ 125.00	\$ 5,000.00
32	Labor Rates for Foreman (\$/Man/Hour) Repair Work At Other Than Regular Work Hours	91066000012	8	HOURS	\$ 125.00	\$ 1,000.00
33	Labor Rates for Mechanics (\$/Man/Hour) Regular Work Hours 7:30 AM to 4:00 PM	91066000013	40	HOURS	\$ 125.00	\$ 5,000.00
34	Labor Rates for Mechanics (\$/Man/Hour) Repair Work At Other Than Regular Work Hours	91066000014	8	HOURS	\$ 125.00	\$ 1,000.00
35	MARK-UP Percent mark-up for any parts and materials which may be purchased in conjunction with repairs other than base bid. % MARKUP SHALL NOT EXCEED 15%. BIDDER SHALL ENTER A PERCENTAGE BETWEEN 0% UP TO 15%	91066000015	ESTIMATED DOLLARS EXPENDED \$15,000.00	PERCENT MARKUP SHALL NOT EXCEED 15%	3%	\$ 15,450.00
36	Total Extended Price Section VI			TOTAL		\$ 27,450.00

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
	SECTION VII REPLACEMENT/INSTALLATION OF CARLISLE, FIRESTONE, T. CLEAR AND EPDM ROOF SYSTEMS					
37	Unit price to Install / Replace Complete Roofing System as specified. THIS RATE SHALL NOT INCLUDE ASSOCIATED COSTS WITH REMOVAL, HAULING AND DISPOSAL OF EXISTING ROOFING SYSTEM	91066001016	19,000	SF	\$ 4.50	\$ 85,500.00
38	Bidders shall submit a SF rate to cover costs associated with the removal, hauling and disposal services of an existing roof where applicable.	91066000029	17,500	SF	\$ 10.50	\$ 183,750.00
39	Total Extended Price Section VII				TOTAL	\$ 269,250.00

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
	SECTION VIII REPLACEMENT/INSTALLATION OF SARNIFIL AND PVC ROOF SYSTEMS					
40	Unit price to Install / Replace Complete Roofing System as specified. THIS RATE SHALL NOT INCLUDE ASSOCIATED COSTS WITH REMOVAL, HAULING AND DISPOSAL OF EXISTING ROOFING SYSTEM	91066000017	2,500	SF	\$ 4.50	\$ 11,250.00
41	Bidders shall submit a SF rate to cover costs associated with the removal, hauling and disposal services of an existing roof where applicable.	91066000030	1,500	SF	\$ 10.50	\$ 15,750.00
42	Total Extended Price Section VIII				TOTAL	\$ 27,000.00

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	SECTION IX REPLACEMENT/INSTALLATION OF ASPHALT/FIBERGLAS 3 TAB/ARCHITECTURAL ROOF					
43	Unit price to Install / Replace Complete Roofing System as specified. THIS RATE SHALL NOT INCLUDE ASSOCIATED COSTS WITH REMOVAL, HAULING AND DISPOSAL OF EXISTING ROOFING SYSTEM	91066000036	1,000	SF	\$ 7.00	\$ 7,000.00
44	Bidders shall submit a SF rate to cover costs associated with the removal, hauling and disposal services of an existing roof where applicable.	91066000037	1,000	SF	\$ 3.75	\$ 3,750.00
45	Total Extended Price Section IX				TOTAL	\$ 452,655.00

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**TITLE: ROOFING SYSTEMS – SERVICE,
MAINTENANCE, REPAIRS & INSTALLATION**

**BID NUMBER:
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“New Requirement” Public Work Contractor and Subcontractor Registry

Starting December 30, 2024, all contractors and subcontractors submitting bids or performing construction work on public work projects or private projects covered by [Article 8 of the Labor Law](#) are required to register with the New York State Department of Labor (NYSDOL) under [Labor Law Section 220-i](#).

<https://dol.ny.gov/contractor-and-subcontractor-landing>

The law defines a “contractor” as any entity entering into a contract to perform construction, demolition, reconstruction, excavation, rehabilitation, repair, installation, renovation, alteration, or custom fabrication. The law defines “subcontractor” as any entity subcontracting with a contractor to perform construction, demolition, reconstruction, excavation, rehabilitation, repair, installation, renovation, alteration, or custom fabrication, which is subject to Article 8 of the Labor Law. Contractors are responsible for verifying that any subcontractors they work with are registered.

Contractors need to register before submitting any new bids or commencing new work on a covered project on or after December 30, 2024. Subcontractors need to register before commencing new work on a covered project on or after December 30, 2024. NYSDOL encourages all contractors and subcontractors to register as soon as possible to obtain a Certificate of Registration to avoid negatively impacting a bidding period or project schedule.

The Bureau of Public Work & Prevailing Wage Enforcement at the New York State Department of Labor is responsible for enforcing prevailing wage laws in New York State.

The Bureau of Public Work & Prevailing Wage Enforcement publishes the annual prevailing wage schedule every year on July 1. To find information about the prevailing wage rate for your area, or to find contact information for your local Public Works and Prevailing Wage Enforcement District Office, please visit Bureau of Public Work and Prevailing Wage Enforcement website or send an email to labor.sm.pwask@labor.ny.gov.

Electronic Certified Payroll Submissions in 2025

There is a new subsection 220-j in Article 8, which will require the Department of Labor to develop a publicly accessible online database of electronic certified payroll records, which will be available no later than **December 31, 2025**.

All submissions of certified payroll records will be collected electronically through this forthcoming database, starting when the system is completed in 2025.

Please watch the NYS Department of Labor website for additional information.

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**PURCHASES BY UNITED STATES AGENCIES, OTHER STATES AND POLITICAL
SUBDIVISIONS THEREIN, LOCAL GOVERNMENTS, SCHOOL DISTRICTS,
AND NON-PROFIT AGENCIES**

As per the New York State General Municipal Law, § 103(3) all political subdivisions of New York State are allowed to make purchases through the resulting contract(s). As per Rockland County Procurement Policy § 140-13, the United States of America or any agency thereof, any state, or any other political subdivision or district therein and certain 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 the **Empire Procure Connect Marketplace**.
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 9, 2026, at 10:30 AM - To Participate select the link below.

Microsoft Teams Meeting Link:

[Click here for Pre-Bid Meeting](#)

Meeting ID: 214 932 574 116 2
 Passcode: uS3yp9vx

1. SCOPE

- 1.1. The contractor shall provide all labor, material, equipment, and supervision required to perform maintenance and repair services to County Government roofs as per the specifications herein. The work involves the repair and/or maintenance of various EPDM and PVC single ply roofs, foam roofs, shingled roofs, and asphalt and coal tar built up roofs, including insulation, pavers, gravel, etc. incorporated into the roofing system. Roof repairs and maintenance shall be complete systems including flashing, sealants and perimeter metals. Repairs to built-up roofs may be in either hot or cold applied roofing as required by the owner. All work will be done on an as needed, call-in basis.
- 1.2. Contractor shall provide roof replacement services for all County of Rockland facilities on an as needed basis. The work includes all labor, supervision, materials including flashing, sealants and perimeter metals, equipment, removal and disposal services of existing roofing, permits and licenses necessary to complete projects.
- 1.3. Projects valued up to the Public Works threshold of \$35,000.00 may be assigned directly by the user department. No project is to proceed without the issuance of a duly authorized purchase order.
- 1.4. Projects valued over \$35,000.00 must be submitted by the user department to the Director of Purchasing requesting authorization to proceed. Requests must include complete scope of work and detailed cost breakdown including a total Not to Exceed amount.
- 1.5. **Apprenticeship Training Requirements (Local Law No. 5 of 2003)**
 - 1.5.1. For any construction project valued at more than \$250,000, the contractor must comply with the County's Apprenticeship Training Requirements, including:
 - 1.5.2. Submission of a notarized Certification of Compliance with Local Law No. 5 of 2003 (see Pg 34)
 - 1.5.3. Proof of apprenticeship agreements registered with the NYS Commissioner of Labor
 - 1.5.4. Programs must have a five-year graduation rate of at least 30% and be located within the Hudson Valley Region
 - 1.5.5. Subcontractors receiving more than \$25,000 must also comply
 - 1.5.6. These requirements are detailed in the Certification document and the Apprenticeship Rules & Regulations (Revised February 2025) (see Attachment 1).
- 1.6. The County of Rockland reserves the right to issue a separate bid for specific projects if it is determined to be in the best interest of the County.

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2. TERM OF CONTRACT

- 2.1. Contract shall be valid for a period of one (1) year with the option to renew it for three (3) additional one (1) year terms.
- 2.2. Renewals are subject to a mutual agreement between the contractor and the County of Rockland.

3. CONTRACTOR'S RESPONSIBILITY

- 3.1. Prior to bidding, contractor shall carefully examine all equipment and specifications and shall make all necessary investigations required to inform himself thoroughly and fully as to the work required under these specifications. Appointments can be scheduled by contacting the individuals listed in section six- Facility Locations and Contact Person.

4. QUALIFICATIONS OF CONTRACTORS

- 4.1. The contractor shall demonstrate that they, or the principals assigned to perform work under this contract, have successfully completed services similar to those specified in this RFB, are normally and routinely engaged in performing such services and are properly and legally licensed (if required) to perform the work. Contractor should include the following with their bid:
 - 4.1.1. The contractor should submit with their bid a minimum of three (3) references where the contractor has performed preventive maintenance, service and repair and installation for a period of not less than 12 consecutive months. The name and telephone number of site contact shall be included.
 - 4.1.1.1. The contractor should submit with their bid references to demonstrate they, or the principals have performed preventive maintenance, service, repairs and installation of roofing systems similar to those specified in this specification.
 - 4.1.2. The contractor is required to have an experienced labor force adequately to perform the required work in an efficient and expeditious manner.
 - 4.1.2.1. The contractor should submit with their bid the names of the service technicians that will perform work under this contract, their function in the company, title, and number of years of service with the contractor's firm.
- 4.2. The contractor shall be authorized by the manufacturer to perform warranty repairs on Carlisle, Firestone and Sarnafil roof systems. Built up roofing system contractor must be authorized by one manufacturer of a major built up roofing system.
 - 4.2.1. Authorizations should be submitted with the bid.

5. EMERGENCY/REPAIR OR REPLACEMENT WORK

- 5.1. The contractor shall only perform repair/replacement work which is required. Repairs/replacement shall be performed only with the authorization of the Rockland County authorized representative. Should any repair/replacement work be performed without authorization, payment will not be made.
 - 5.1.1. Prior to the commencement of work, contractor shall submit a written Not to Exceed estimate based on the detailed pricing awarded. The County will not authorize payment in excess of this estimate without prior written authorization. The estimate shall contain the following:
 - 5.1.1.1. Project scope of work.

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- 5.1.1.2. Name of authorizing Rockland County Department and representative.
- 5.1.1.3. Estimate of labor hours by trade and hourly rates.
- 5.1.1.4. List of material to be used and cost.
- 5.1.1.5. Cost of removal and disposal.
- 5.1.1.6. Total estimated cost for the project.

6. FACILITY LOCATIONS AND CONTACT PERSON

- 6.1. The contractor shall provide service to all County facilities as listed below with their associated contacts and any other County government agency.
- 6.2. Pre-bid site visits can be arranged by calling the appropriate contact:
 - 6.2.1. Dr. Robert L. Yeager Health Center Mr. Robert Gruffi, P.E., LEED AP (845) 364-2958
 - 6.2.2. New City Government Center Mr. Robert Gruffi, P.E., LEED AP (845) 364-2958
 - 6.2.3. Fire Training Center Mr. Robert Gruffi, P.E., LEED AP (845) 364-2958
 - 6.2.4. Rockland Community College Mr. Josue Thomas. (845) 574-4200
 - 6.2.5. R. C. Sewer District # 1 Mr. Yuriy Hlavotsky. (845) 365-6111

7. TRAVEL TIME

- 7.1. All labor shall be billed from the time contractor's employee arrives 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 time billable will be for service work performed.

8. WARRANTY

- 8.1. The contractor shall warrant all work performed for a period of one year.

9. SAFETY

- 9.1. The contractor shall adhere to all Federal, State, 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.
- 9.2. 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.

10. LABOR AND MATERIAL COSTS

- 10.1. Contractor shall quote a labor rate in dollars per man-hour (\$/man-hour) to make repairs to the roof systems specified during regular work hours. A labor rate (\$/man-hour) shall also be quoted to cover emergency repairs at all times other than regular hours.
- 10.2. 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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10.3. Materials shall be charged to the owner by the contractor at the contractor's cost, plus their percentage for overhead and profit.

10.3.1. Percent Markup bid shall not exceed 10%. There shall be no markup on freight.

10.3.2. Contractor will be required to provide proof of cost at time of billing. Contractors shall indicate on the bid their additional percentage mark-up to material. If hot kettles are requested or required for repairs, the owner shall pay only the material costs. There shall be no additional charges, except labor and material as specified herein, for providing kettles. Work tickets detailing all labor and material provided shall be given to the owner at the time of service call completion. Contractor shall provide the proper manpower necessary to complete the work in a safe and timely manner. Daily work tickets shall be provided for extended work (work requiring more than one day to complete).

10.4. Contractor shall have material safety data sheets on site for all applicable materials used during the performance of their work.

11. WORK HOURS

11.1. All work shall be performed during regular hours of 7:30 AM to 4:00 PM, Monday through Friday. Contractor shall respond on site to calls for emergency repair or service within 4 hours of notification. Most service repair calls will normally be prescheduled.

12. LAWS AND PERMITS

12.1. Contractor shall comply with all applicable Federal, State and Municipal Laws as required, to perform all work as specified.

12.2. Contractor shall possess all qualifications and obtain any required licenses and permits to engage in the business of roof maintenance within the jurisdiction where the work specified is to be performed. Proof of these items shall be provided to the Director of Purchasing upon request, if so required.

13. INSPECTION & TERMINATION OF CONTRACT

13.1. The quality of maintenance service shall be subject to inspection by the Director of Purchasing or his designee at any time. Should it be found that the quality of the service being performed is not satisfactory, and that the requirements of the specifications are not being met, the Director of Purchasing or their designee, may terminate the contract, giving 30 days prior written notice.

14. AMENDMENTS TO BID

14.1. Any verbal information obtained from, or statements made by the Representative of the County of Rockland or his designee at the time of examination of the documents or site shall not be construed as, in any way, amending Contract documents. Only such corrections or addenda as are issued by the Director of Purchasing in writing to all contractors shall become a part of the Contract.

14.2. Any addendum issued during the time of bidding shall be included in bids and become a part of the Contract Agreement.

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

**TITLE: ROOFING SYSTEMS – SERVICE,
 MAINTENANCE, REPAIRS & INSTALLATION**

**BID NUMBER:
 RFB-RC-2026-001**

15. GENERAL CONDITIONS

- 15.1. Successful contractor shall be subject to facility use rules and shall sign in and out, at the contact office whenever entering or leaving the premises. A job ticket stating name of mechanic, repair hours, repairs performed, and parts used, shall be completed for each individual elevator after each service call.
- 15.2. All workers shall wear uniforms and identification labels of the contractor's business.

16. USE OF PREMISES

- 16.1. 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.
- 16.2. 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.
- 16.3. 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.
- 16.4. It will be the responsibility of the contractor to report, to the authorized County of Rockland representative, any damage found prior to any work at this site.

17. CLEANING UP

- 17.1. 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.

18. CONTRACT PRICE ADJUSTMENTS

- 18.1. **The proposed labor rates shall remain firm through the first contract period with no price adjustments allowed.**
- 18.2. **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 every 6-month period. There shall be no increase on percentage markup.**
- 18.3. **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.**
- 18.4. **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.**

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- 18.5. 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.
- 18.6. 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

19. BASIS OF AWARD

- 19.1. There are 9 sections to this bid.
- 19.1.1. SECTION I – REPAIR CARLISLE & FIRESTONE ROOF SYSTEMS
- 19.1.2. SECTION II – REPAIR T. CLEAR ROOF SYSTEMS
- 19.1.3. SECTION III – REPAIR EPDM ROOF SYSTEMS
- 19.1.4. SECTION IV – REPAIR SARNIFIL AND PVC ROOF SYSTEMS
- 19.1.5. SECTION V – REPAIR ASPHALT/FIBERGLAS SHINGLE-3 TAB/ARCHITECTURAL ROOFING
- 19.1.6. SECTION VI – REPAIR ALL OTHER ROOF SYSTEMS
- 19.1.7. SECTION VII – REPLACE CARLISLE, FIRESTONE, T. CLEAR AND EPDM ROOF SYSTEMS
- 19.1.7.1. Unit price submitted shall include all costs associated for the replacement/installation of a complete roofing system. Price shall include all labor, material & equipment to perform the work. Pricing shall NOT include the cost of removal and disposal services of existing roof and material where applicable. No additional charges shall be allowed under this section.
- 19.1.7.2. Contractors shall submit a SqFt rate to cover costs associated with removal, hauling and disposal services of an existing roof where applicable under Section VII.
- 19.1.8. SECTION VIII – REPLACE SARNIFIL AND PVC ROOF SYSTEMS
- 19.1.8.1. Unit price submitted shall include all costs associated for the replacement/installation of a complete roofing system. Price shall include all labor, material & equipment to perform the work. Pricing shall NOT include the cost of removal and disposal services of existing roof and material where applicable. No additional charges shall be allowed under this section.
- 19.1.8.2. Contractors shall submit a SqFt rate to cover costs associated with removal, hauling and disposal services of an existing roof where applicable under Section VIII.
- 19.1.9. SECTION IX – REPLACE ASPHALT/FIBERGLAS SHINGLE-3TAB/ARCHITECTURAL ROOFING
- 19.1.9.1. Unit price submitted shall include all costs associated for the replacement/installation of a complete roofing system. Price shall include all labor, material & equipment to perform the work. Pricing shall NOT include the cost of removal and disposal services of existing roof and material where applicable. No additional charges shall be allowed under this section.
- 19.1.9.2. Contractors shall submit a SqFt rate to cover costs associated with removal, hauling and disposal services of an existing roof where applicable under Section IX.
- 19.2. Bid shall be awarded by section to the lowest responsible responsive contractor meeting the stated requirements.

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- 19.3. All quantities shown are estimates. The estimated quantities are for evaluation purposes only. The successful contractor will be required to furnish quantities that may be more or less than the listed estimated quantities.
- 19.4. Due to the highly technical nature of the work to be performed under this contract, the qualifications and ability of each contractor will be considered in evaluating each bid.
- 19.5. Awards may be made to more than one vendor in order to satisfy bid requirements.
- 19.6. **Total expenditures to date, against the current contract RFB-RC-2022-005 – Commencing on 6/01/2022 = \$1,792,550.65.**