

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Locksmith Services and Supplies**

Contract Period: **September 8, 2026 through September 7, 2027 w/ (4) 1-year options**

Original Date of Issue: August 19, 2026

Date of Revision:

BID No: **RFB-RC-2026-045**

PRC #: **2026019570**

Catalog: **Facilities Maintenance**

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

Address Inquiries To:

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Title: Purchaser II
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E-mail: ChodorN@co.rockland.ny.us

Description

This contract is to provide locksmith services

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 26-045	0000030521	Driscoll Lock and Key LLC dba American Master Locksmith 295 NY 304 Bardonia, NY 10954 Contact: Eliyahu Lapin shop@driscolllockandkey.com	845-735-9111

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: Driscoll Lock and Key LLC						
LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
PART I – LABOR RATES						
1	Hourly Service Rates In Shop Monday – Saturday 8:00 AM – 5:00 PM	91048100001	30	Hourly	\$55.00	\$1,650.00
2	Hourly Service Rates On Site Monday – Friday 8:00 AM – 5:00 PM	91048100002	80	Hourly	\$88.00	\$7,040.00
3	Hourly Service Rates On Site Monday – Friday 5:00 PM – 8:00 AM	91048100003	5	Hourly	\$140.00	\$700.00
4	Hourly Service Rates On Site Saturday, Sunday and Holidays	91048100004	1	Hourly	\$160.00	\$160.00
5	Minimum Billing Amount Requirement	91048100005	1	Dollar	\$50.00	\$50.00
6	Changing Combinations of Safe and Money Chests	91048100006	2	Dollar	\$250.00	\$500.00
	Total for Part I					\$10,100.00
PART II – REKEYING, CODING AND DUPLICATING CHARGES. DO NOT LIST MORE THAN ONE PRICE PER LINE.						
7	Basic Key Duplication Regular House Keys Example: Kwikset, Yale, Arrow and Schlage	91048100007	10	Dollar	\$4.00	\$40.00
8	Basic Key Duplication Regular Keys Example: Schlage “E” Russwin RU45 & 46 and others	91048100008	25	Dollar	\$4.80	\$120.00
9	Basic Key Duplication Non-Regular Keys, Industrial Example: Russwin Sectional, Sargent & Corbin, Yale Sectional	91048100009	100	Dollar	\$4.80	\$480.00
10	Keys Cut To Code Example: Padlock keys	91048100010	10	Dollar	\$24.00	\$240.00
11	Keys Cut To Code Example: Desk keys, cabinet keys, building keys	91048100011	10	Dollar	\$24.00	\$240.00
12	Keys Cut To Code Example: Auto Keys-single sided & double sided	91048100012	10	Dollar	\$24.00	\$240.00
13	Keys Cut To Code Example: Double sided VATS	91048100013	10	Dollar	\$40.00	\$400.00
14	Keys Cut To Code Example: Double sided PATS	91048100014	10	Dollar	\$40.00	\$400.00

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15	Additional Work – Keys Cut To Code Additional cost to items 10-14 if problems arise during coding	91048100015	10	Dollar	\$0.00	\$0.00
16	DOM Keys (Dimple Key)	91048100025	5	Dollar	\$30.00	\$150.00
17	Medeco Keys-Non-High Security	91048100026	5	Dollar	\$8.00	\$40.00
18	Medeco Keys – High Security	91048100027	5	Dollar	\$28.00	\$140.00
19	ASSA Abloy	91048100030	5	Dollar	\$28.00	\$140.00
20	Best Type	91048100031	5	Dollar	\$8.00	\$40.00
	Total for Part II					\$2,670.00
PART III - MATERIAL: LOCKS AND LOCK PARTS, PADLOCKS AND REPAIR PARTS Indicate the percentage DISCOUNT from manufacturer’s price list offered for locks, padlocks and repair parts						
21	Schlage	45055500001	\$20,000	Percent	5%	\$ (19,000.00)
22	Yale	45055500002	\$100	Percent	5%	\$ (95.00)
23	Kwickset	45055500003	\$100	Percent	10%	\$ (90.00)
24	Corbin/Russwin	45055500005	\$100	Percent	2%	\$ (98.00)
25	Master (Padlocks)	45055500007	\$300	Percent	20%	\$ (240.00)
26	Simplex	45055500009	\$100	Percent	20%	\$ (80.00)
27	Folger-Adam	45055500010	\$100	Percent	5%	\$ (95.00)
28	Von Duprin	45055500011	\$100	Percent	10%	\$ (90.00)
29	Sargent	45055500012	\$300	Percent	10%	\$ (270.00)
30	Best	45055500040	\$200	Percent	10%	\$ (180.00)
	Total for Part III					\$ (20,238.00)

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PART IV – MISCELLANEOUS						
31	Materials / Parts not previously listed and used in conjunction with services performed <u>PERCENT MARK-UP SHALL NOT EXCEED 20%</u> (invoices over \$100 which include materials/parts shall be accompanied by copies of suppliers' invoices for materials to substantiate cost to contractor) (If no mark-up is being offered, enter "0" in the space provided) TOTAL EXTENDED PRICE FOR MARK-UP = ESTIMATED DOLLARS EXPENDED X PERCENT MARK-UP	45055500036	ESTIMATED MATERIAL DOLLARS \$10,000.00	Percent	19% Mark-Up	\$11,900.00
	Total Parts I-IV					\$44,908.00

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BID NUMBER: RFB-RC-2026-045

“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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TITLE: Locksmith Services and Supplies**BID NUMBER: RFB-RC-2026-045**

SPECIFICATIONS

1. SCOPE OF WORK

- 1.1. The purpose of this solicitation is to establish a contract with a qualified Contractor to furnish all labor, supervision, equipment, tools, transportation, materials, replacement parts, supplies, and incidentals necessary to provide locksmith services; locks; lock hardware; lock parts; safes; safe parts; keying systems; restricted key systems; and related repair, installation, maintenance, replacement, rekeying, and emergency services on an as-needed basis for the County of Rockland.
- 1.2. Services shall be provided for all County-owned and leased facilities, departments, agencies, and locations, unless otherwise specifically authorized by the County.
- 1.3. The Contractor shall furnish only new, current production, genuine manufacturer parts and equipment unless otherwise approved in writing by the County. Used, rebuilt, refurbished, remanufactured, or aftermarket parts shall not be supplied without prior written authorization from the County.
- 1.4. The Contractor shall perform all work in a professional, safe, and workmanlike manner in accordance with all applicable federal, New York State, and local laws, regulations, building codes, fire codes, life safety requirements, and recognized industry standards.
- 1.5. The County does not guarantee any minimum quantity of work or purchases under this contract. Services and materials shall be ordered solely on an as-required basis throughout the contract term.

2. PRICING AND PRICE ADJUSTMENTS

- 2.1. All prices, discounts, labor rates, and markups shall be F.O.B. Destination and shall include all labor, supervision, travel, transportation, mileage, fuel, equipment, tools, overhead, insurance, permits, administrative costs, and all other incidental expenses necessary to complete the work.
- 2.2. No additional travel charges, fuel surcharges, service call fees, shop fees, environmental fees, administrative charges, or miscellaneous fees shall be permitted unless specifically identified on the Proposal Page and approved by the County.
- 2.3. Labor rates shall include all direct and indirect costs and shall be billed only for the actual time technicians are performing work on-site.
- 2.4. This contract is subject to New York State Labor Law Article 8 (Prevailing Wage) whenever applicable. The Contractor shall comply with all prevailing wage requirements and shall submit certified payroll records with each invoice when required. Submission of certified payroll documentation shall be a condition of payment.
- 2.5. Miscellaneous materials not specifically listed on the Proposal Page shall be invoiced using the Contractor's awarded markup percentage. The markup shall not exceed 20 percent (20%). No markup shall be permitted on freight, shipping, handling, or delivery charges.

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- 2.6. Copies of supplier invoices shall be provided for any individual material purchase exceeding \$100.00, or whenever requested by the County.
- 2.7. Prices shall remain firm throughout the initial contract term unless otherwise provided within these specifications.

3. ESTIMATED REQUIREMENTS

- 3.1. The quantities shown throughout this solicitation are estimates only and are provided solely for bid evaluation purposes.
- 3.2. Actual quantities purchased may be greater than, less than, or substantially different from the estimated quantities and shall depend entirely upon County requirements.
- 3.3. The County makes no guarantee of minimum purchases, expenditures, or work assignments under this contract.
- 3.4. The Contractor shall maintain authorization to furnish and service products compatible with the County's existing locking systems, including but not limited to Schlage, Best, DOM, and any additional restricted or proprietary key systems currently utilized by the County.
- 3.5. The Contractor shall be authorized to originate, duplicate, and manage restricted key systems where required.

4. CONTRACTOR QUALIFICATIONS

- 4.1. The Contractor shall possess the experience, personnel, equipment, facilities, inventory, and organizational capability necessary to satisfactorily perform all work required under this contract.
- 4.2. The Contractor shall have maintained a continuously operating locksmith business for a minimum of five (5) consecutive years immediately preceding the bid opening.
- 4.3. The Bidder shall submit the following with its proposal:
 - Years in business.
 - Principal business address.
 - Emergency contact information.
 - Names, titles, qualifications, and years of service of personnel assigned to this contract.
 - Description of available service vehicles, equipment, and facilities.
 - Manufacturer certifications and authorized dealer documentation where applicable.
- 4.4. The County reserves the right to verify qualifications and reject any bidder determined not to possess sufficient experience, staffing, equipment, inventory, or resources necessary to perform the required services.

5. RESPONSE TIMES

- 5.1. Routine service calls shall receive an on-site response within one (1) business day after notification.
- 5.2. Emergency service calls shall receive an on-site response within two (2) hours after notification.
- 5.3. The Contractor shall return all emergency telephone calls within one (1) hour of notification.
- 5.4. The Contractor shall maintain a continuously monitored 24-hour emergency telephone service staffed by live personnel.
- 5.5. Failure to consistently meet required response times may constitute cause for contract termination or other remedies available to the County.

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6. INVOICING

- 6.1. The Contractor shall submit one monthly invoice for each ordering department unless otherwise directed by the County.
- 6.2. Each invoice shall include, at a minimum:
 - Purchase Order Number
 - Blanket Purchase Order Number, if applicable
 - County Department
 - Service Date
 - Work Location
 - Technician Name
 - Hours Worked
 - Labor Classification
 - Materials Furnished
 - Manufacturer List Price
 - Applicable Discount
 - Net Price
 - Signed Work Ticket
 - Supplier Invoices, when required
- 6.3. Labor shall be billed in fifteen (15) minute increments based upon actual time worked.
- 6.4. Billing shall begin only upon arrival at the work location and shall end upon completion of the work.
- 6.5. Travel time to and from County facilities shall not be billable unless specifically authorized by the County.

7. RESERVATION OF RIGHTS

- 7.1. The County reserves the right to separately procure unusually large purchases, specialized equipment, proprietary systems, or projects that exceed normal contract usage whenever it is determined to be in the County's best interest.
- 7.2. Individual purchases exceeding anticipated routine requirements may be publicly bid separately.

8. ORDER CANCELLATION

- 8.1. Time is of the essence under this contract.
- 8.2. The County reserves the right to cancel any order if the Contractor fails to furnish materials or perform services within the required timeframes.
- 8.3. The County may obtain replacement services or materials from another source, and any additional costs resulting from the Contractor's failure may be charged to the Contractor where permitted by law.

9. EMERGENCY PURCHASES

- 9.1. Nothing contained within these specifications shall prevent the County from obtaining emergency locksmith services or materials from another source whenever the awarded Contractor is unable to respond within the required timeframe or cannot furnish the required materials.

10. INSPECTION AND ACCEPTANCE

- 10.1. All work, materials, equipment, and installations shall be subject to inspection and approval by an authorized County representative.
- 10.2. Acceptance of work shall not relieve the Contractor of responsibility for latent defects, improper workmanship, or non-conforming materials.

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- 10.3. Any defective work or materials shall be corrected or replaced promptly at no additional cost to the County.

11. IDENTIFICATION

- 11.1. Contractor personnel shall wear company identification and present photo identification upon request.
- 11.2. Contractor personnel shall report to the designated County representative upon arrival and departure from each County facility.

12. USE OF COUNTY PROPERTY

- 12.1. The Contractor shall conduct all operations in a manner that minimizes disruption to County operations.
- 12.2. The Contractor shall maintain safe work areas and protect County employees, visitors, property, and the general public at all times.
- 12.3. The Contractor shall immediately report any damage to County property and shall repair or replace such damage at no cost to the County.
- 12.4. The Contractor shall report any pre-existing damage observed before beginning work.

13. CLEANUP

- 13.1. The Contractor shall maintain clean and orderly work areas throughout the duration of the work.
- 13.2. Upon completion of each service call, the Contractor shall remove all debris, packaging, discarded materials, tools, and equipment, leaving the work area clean, safe, and ready for normal use.

14. PROTECTION OF PROPERTY

- 14.1. The Contractor shall protect all County buildings, equipment, landscaping, furnishings, utilities, and adjacent property during the performance of work.
- 14.2. The Contractor shall repair or replace any damage caused by its employees, subcontractors, equipment, or operations.
- 14.3. The Contractor shall provide all barricades, warning signs, temporary security measures, lighting, and other safety precautions required to protect County personnel and the public.

15. CONTRACT TERM

- 15.1. The initial contract term shall be for one (1) year from the date of award.
- 15.2. The County reserves the option to renew the contract for four (4) additional one-year periods upon mutual agreement.
- 15.3. Renewal shall be contingent upon satisfactory Contractor performance, continued need, availability of funding, and approval by the County.

16. PRICE ADJUSTMENTS UPON RENEWAL

- 16.1. Prices shall remain firm throughout the initial contract period.
- 16.2. During any renewal period, the Contractor may request a price adjustment no less than thirty (30) days prior to the contract anniversary date.
- 16.3. Approved increases shall not exceed the percentage increase in the Consumer Price Index (CPI-U) for the preceding twelve-month period or 5%.
- 16.4. No increase shall be permitted to the awarded markup percentage or discount percentages.

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17. BASIS OF AWARD

- 17.1. Award shall be made to the lowest responsive and responsible bidder whose proposal is determined to be in the best interest of the County.
- 17.2. Evaluation shall include all proposal sections, including labor rates, rekeying services, key duplication, lock hardware, safes, lock parts, and miscellaneous materials.
- 17.3. The County reserves the right to reject any or all bids, waive informalities, request additional information or clarification, and make such award as is deemed to be in the best interest of the County.
- 17.4. The awarded Contractor shall maintain sufficient staffing, inventory, equipment, manufacturer support, and resources throughout the contract term to ensure uninterrupted service to the County.