

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Satellite Equipment-Maintenance, Repair & Installation**

Contract Period: March 7, 2017 through March 6, 2019

Original Date of Issue: March 7, 2017

Date of Revision:

BID No: **RFB-RC-2017-012**

Catalog: **AUDIO/VISUAL**

PREVAILING WAGE: **2016012620 (article 8)**

Authorized Users: County Agencies, Political Subdivisions

Address Inquires To:

Name: Kathy McSharar
Title: Purchaser II
Phone: 845-364-3821
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Description

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

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 17-012	0000006781	Hugh's TV & Communications 30 Vassar Road Poughkeepsie, NY 12603 Contact: Thomas McNamara tmcnamara@hughstv.com	845-462-1410 FAX: 845-462-1412

COUNTY OF ROCKLAND
DGS – PURCHASING DEPARTMENT
BLDG. A, 2ND FLOOR, 50 SANATORIUM ROAD
POMONA, NY 10970
TELEPHONE NO.: 845-364-3820
FAX NO.: 845-364-3809

VENDOR: HUGH'S TV AND COMMUNICATIONS

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. ANNUAL QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
	FIRST YEAR - HOURLY COSTS FOR TECHNICIANS FOR THE INSTALLATION, MAINTENANCE, AND REPAIR OF ALL SATELLITE EQUIPMENT AS PER THE ATTACHED SPECIFICATIONS					
1	On Site - Satellite - Labor Rates for Monday to Friday, 8:00 AM to 4:00 PM, First Year (Prevailing Wage Rates Apply)	93906000018	20	HOUR / TECHNICIAN	\$137.23	\$2,744.60
2	In Shop - Satellite - Labor Rates for Monday to Friday, 8:00 AM to 4:00 PM; First Year (Prevailing Wage Rates DO NOT Apply)	93906000019	5	HOUR / TECHNICIAN	\$90.00	\$450.00
3	On-Site - Satellite - Labor Rates for Monday to Friday Emergency Response, 8:00 AM to 4:00 PM; First Year (Prevailing Wage Rates Apply)	93906000020	1	HOUR / TECHNICIAN	\$137.23	\$137.23
4	In Shop - Satellite - Labor Rates for Monday to Friday Emergency Response, 8:00 AM to 4:00 PM; First Year (Prevailing Wage Rates DO NOT Apply)	93906000021	1	HOUR / TECHNICIAN	\$90.00	\$90.00
5	On-Site - Satellite - Labor Rates for Monday to Friday Emergency Response, 4:00 PM to 8:00 AM; First Year (Prevailing Wage Rates Apply)	93906000022	1	HOUR / TECHNICIAN	\$203.34	\$203.34
6	In Shop - Satellite - Labor Rates for Monday to Friday Emergency Response, 4:00 PM to 8:00 AM (Prevailing Wage Rates DO NOT Apply)	93906000023	1	HOUR / TECHNICIAN	\$125.00	\$125.00

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. ANNUAL QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
7	On-Site - Labor Rate for Datacomm Technician to install DataComm Cable, Monday to Friday, 8:00 am to 4:00 pm; First Year (Prevailing Wage Rates Apply)	93906000024	1	HOUR / TECHNICIAN	\$137.23	\$137.23
8	Consulting Service, On an As Needed Basis, to provide on-site review and written specifications and recommended equipment list for new Satellite projects, No Travel Time. (NEW) First Year	93906000025	2	HOUR	\$90.00	\$180.00
9	Travel Time Hourly Rate, Portal-to-Portal First Year	93906000029	1	HOUR	\$137.23	\$137.23
10	Percent Mark-Up, First Year Mark-Up for any parts and materials (not to exceed 20%) which may be required to perform installation, maintenance, and repair on satellite equipment. ENTER PERCENTAGE IN UNIT COST, IF THERE IS NO PERCENT MARK-UP OFFERED, INDICATE "0", DO NOT LEAVE BLANK. IF LEFT BLANK- BID RESPONSE SHALL BE DETERMINED TO BE NON-RESPONSIVE. ADD PROPOSED MARKUP TO ESTIMATED QUANTITY TO ARRIVE AT EXTENDED PRICE.	93906000026	\$1,000 add markup to above amount to arrive at extended cost	PERCENT MARKUP	20%	\$1200.00 (\$1,000.00 MULTIPLIED BY MARKUP AND ADDED TO \$1000.00 FOR EXTENDED TOTAL)
11	TOTAL EXTENDED FIRST YEAR PRICE - ITEMS ONE (1) THROUGH TEN (10)					\$5,404.63
12	TOTAL COMBINED PRICE INDICATED IN LINE #11 WRITTEN OUT	<u>Five Thousand Four Hundred Four and 63/100</u>				

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. ANNUAL QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
	SECOND YEAR HOURLY COSTS FOR TECHNICIANS FOR THE INSTALLATION, MAINTENANCE, AND REPAIR OF ALL SATELLITE EQUIPMENT AS PER THE ATTACHED SPECIFICATIONS					
13	On Site - Satellite - Labor Rates for Monday to Friday, 8:00 AM to 4:00 PM; Second Year (Prevailing Wage Rates Apply)	93906000018	20	HOUR / TECHNICIAN	\$147.23	\$2,944.60
14	In Shop - Satellite - Labor Rates for Monday to Friday, 8:00 AM to 4:00 PM; Second Year (Prevailing Wage Rates DO NOT Apply)	93906000019	5	HOUR / TECHNICIAN	\$95.00	\$475.00
15	On-Site - Satellite - Labor Rates for Monday to Friday Emergency Response, 8:00 AM to 4:00 PM; Second Year (Prevailing Wage Rates Apply)	93906000020	1	HOUR / TECHNICIAN	\$147.23	\$147.23
16	In Shop - Satellite - Labor Rates for Monday to Friday Emergency Response, 8:00 AM to 4:00 PM; Second Year (Prevailing Wage Rates DO NOT Apply)	93906000021	1	HOUR / TECHNICIAN	\$95.00	\$95.00
17	On-Site - Satellite - Labor Rates for Monday to Friday Emergency Response, 4:00 PM to 8:00 AM; Second Year (Prevailing Wage Rates Apply)	93906000022	1	HOUR / TECHNICIAN	\$147.23	\$147.23
18	In Shop - Satellite - Labor Rates for Monday to Friday Emergency Response, 4:00 PM to 8:00 AM; Second Year (Prevailing Wage Rates DO NOT Apply)	93906000023	1	HOUR / TECHNICIAN	\$95.00	\$95.00

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. ANNUAL QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
19	On-Site - Labor Rate for Datacomm Technician to install DataComm Cable, Monday to Friday, 8:00 am to 4:00 pm; Second Year (Prevailing Wage Rates Apply)	93906000024	1	HOUR / TECHNICIAN	\$147.23	\$147.23
20	Consulting Service, On an As Needed Basis, to provide on-site review and written specifications and recommended equipment list for new Satellite projects, No Travel Time. (NEW)	93906000025	2	HOUR	\$95.00	\$190.00
21	Travel Time Hourly Rate, Portal-to-Portal Second Year	93906000029	1	HOUR	\$147.23	\$147.23
22	Percent Mark-Up; Second Year Mark-Up for any parts and materials (not to exceed 20%) which may be required to perform installation, maintenance, and repair on satellite equipment. ENTER PERCENTAGE IN UNIT COST, IF THERE IS NO PERCENT MARK-UP OFFERED, INDICATE "0", DO NOT LEAVE BLANK. IF LEFT BLANK- BID RESPONSE SHALL BE DETERMINED TO BE NON-RESPONSIVE. ADD PROPOSED MARKUP TO ESTIMATED QUANTITY TO ARRIVE AT EXTENDED PRICE.	93906000026	\$1,000 add markup to above amount to arrive at extended cost	PERCENT MARKUP	20%	<u>\$1200.00</u> (\$1,000.00 MULTIPLIED BY MARKUP AND ADDED TO \$1000.00 FOR EXTENDED TOTAL)
23	TOTAL EXTENDED SECOND YEAR PRICE - ITEMS THIRTEEN (13) THROUGH TWENTY TWO (22)					\$5,588.52
24	TOTAL SECOND YEAR PRICE INDICATED IN LINE #23 WRITTEN OUT	Five Thousand Five Hundred Eighty-Eight and 52/100				

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. ANNUAL QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
25	TOTAL COMBINED PRICE INDICATED IN LINE #11 (First Year) AND LINE #23 (Second Year).					\$10,993.15
26	TOTAL COMBINED PRICE INDICATED IN LINE #23 WRITTEN OUT	<u>Ten Thousand Nine Hundred Ninety-Three and 15/100</u>				

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**TITLE: SATELLITE EQUIPMENT – MAINTENANCE, REPAIR AND
 INSTALLATION**

**BID NUMBER:
 RFB-RC-2017-012**

SPECIFICATIONS

1. SCOPE

- 1.1. The successful Contractor is to provide service, troubleshoot, repair, remove and/or install Satellite TV equipment owned and operated by the County of Rockland. This bid is NOT a contract for the purchase of any new systems but equipment, mounting hardware, switches, connectors, etc needed for the systems to perform as intended. The parts to be purchased on this bid are only those incidental parts that are necessary in order to repair and maintain current equipment, systems or to install equipment purchased separately.
- 1.2. These services shall be offered on a time and materials basis with estimates provided as requested prior to any work being performed.
- 1.3. The intent of the bid is to have all work performed during regular business hours, Monday through Friday, 8:00 am to 4:00 pm. On occasion, a project may run past 4:00 pm so the pricing pages include lines for 4:00 pm to 8:00 am coverage. We previously removed pricing lines for weekend and holiday coverage. If the need arises for emergency weekend and/or holiday coverage, the County of Rockland will agree to pay the additional Prevailing Wage difference between the regular Prevailing Wage Rate and the Prevailing Wage Rate for the time worked added to the On-Site, Monday-Friday, 8:00 am to 4:00 pm rates bid. The awarded firm shall be required to have weekend and holiday staffing in case of emergencies.
- 1.4. No minimum number of hours allowed.
- 1.5. Travel time will be allowed when required by the NYS Department of Labor following the Prevailing Wage rules.
- 1.6. If you have Prevailing Wage questions, please contact the NYS Department of Labor regarding Prevailing Wage at 845-568-5287.
- 1.7. All Hourly Rates shall include: direct and indirect labor, truck, gas and all necessary equipment, tools, insurance coverage, overhead, profit, commission, permits and licenses (if applicable), small hardware such as nuts and bolts, etc.
- 1.8. Payments will be made only for the time on the job. The contractor shall not charge the County for any worker break time or workers' lunch breaks.
- 1.9. There shall be no electrical / electrician work required under this solicitation. All electric requirements, greater than 50 watts, shall be the responsibility of the County of Rockland.
- 1.10. On occasion, there may be the need to install Datacom cable (inside building). Example: to connect a television or similar equipment.
- 1.11. The County reserves the right to separately identify and bid as individual project(s) arise.
- 1.12. The vendor response shall also provide an hourly rate to come on-site to consult and provide written specifications and equipment lists on new requirement/projects on an "As Needed" basis. At time of request, and after receipt of a purchase order for this consulting service, the vendor shall provide a written specification and list of equipment and peripherals that the County shall purchase separately

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from current NYS OGS contracts or issue a separate solicitation. The vendor shall provide a Consulting Service hourly rate with no travel time on the cost price page for this “As Needed” service.

2. EXAMPLES OF TYPES OF EQUIPMENT FOR SERVICE

- 2.1. Satellite Receiver
- 2.2. Satellite Dish
- 2.3. Direct TV System

3. REQUIREMENTS

- 3.1. The on site hourly labor rate shall be calculated from the time of arrival of service personnel at the County of Rockland site location if different than Travel hourly rate. On Site labor charges per hour shall be based on actual time spent on each job and shall be computed to the nearest one-quarter (1/4) hour.
- 3.2. Travel hourly rate shall be calculated on portal to portal basis and shall be computed to the nearest one-quarter (1/4) hour.
- 3.3. When In Shop Repair is needed - No travel costs shall be required for pickup and return delivery. These Pickup and delivery In Shop Repairs will be mutually arranged when scheduled to be in the area.
- 3.4. Vendor shall be responsible for pick-up and delivery of equipment to their facility and/or manufacturer and back to the original location. All other repair or replacement parts shall be furnished FOB: Destination, Prepaid.
- 3.5. Labor rate shall indicate the number of technicians included in its hourly rate.
- 3.6. All labor performed on site for Satellite services shall be at the appropriate Prevailing Wage Rate except for the Consulting Services.
- 3.7. All parts shall be bid at vendor's cost plus a percentage markup, not to exceed 20%.
- 3.8. The existing satellite equipment shall be accepted for coverage on an “as is” basis. There shall be no restrictions due to age of equipment other than availability of parts.
- 3.9. A minimum of 90 Day warranty shall apply to all vendor furnished and installed parts, materials, supplies and/or equipment items. The warranty shall cover the cost of any and all parts, materials, supplies, and/or equipment items. Vendor shall warrant its labor for a period of 90 days. The warranty shall cover the cost of any and all replacement parts and labor costs, required to return the equipment to its proper working condition.
- 3.10. Original Equipment Manufacturer (OEM) parts shall be used, unless alternate parts are approved by the Authorized County Representative.
- 3.11. Response Time - the successful vendor agrees to provide service response within:
 - 3.11.1. Four hours for emergency repairs to the Rockland County Sheriff's Department and the Office of Emergency Services. All other services shall be within twenty-four (24) hours.

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- 3.11.2. Emergency / Declared Disaster Requirements - In the event of an emergency or if the County of Rockland is declared a disaster area by the County, State or federal government, this contract may be subjected to unusual usage. The vendor shall service the County during such an emergency or declared disaster under the same terms and conditions that apply during non-emergency / disaster conditions. The pricing quoted by the vendor shall apply to servicing the County's needs regardless of the circumstances.
- 3.11.3. Twenty-four (24) hours for all other County of Rockland Departments.
- 3.11.4. Vendor shall provide a twenty-four (24) hour, seven day-a-week manned service number to receive emergency service requests. An answering machine shall not qualify but cell phones or answering services are acceptable.
- 3.11.5. All services and repairs must meet with the approval of the County of Rockland.
- 3.12. Payment - the successful vendor shall be paid for each job authorized with a purchase order, issued by the County of Rockland Purchasing Department. Properly executed invoices with CERTIFIED PAYROLLS AS REQUIRED shall be submitted according to these requirements listed below:
- 3.12.1. Labor Charges - the invoice shall list specifically the number of man-hours worked. The labor charges must correspond to the rates which were supplied at time of bid. The vendor agrees and hereby certifies that all labor charges contained in the bid's invoices shall be only those that were required and necessary to complete the required repair work.
- 3.12.2. Material Costs -
- 3.12.2.1. Mark-up for all materials used shall not exceed 20%. Documentation of material costs (invoices, etc.) of items greater than \$100.00 shall be provided with Contractor's invoices as a condition of payment.
- 3.12.2.2. All materials used shall be listed on the contractor's invoices by manufacturer's name and model number and shall be invoiced with the percent mark-up offered in the bid response.
- 3.12.2.3. The invoice must list specifically all parts which the contractor has purchased from other sources and the cost to him for each. **The County of Rockland requires verification of these costs by copy of the invoice as submitted to the contractor for payment for any item over \$100.00.**
- 3.12.2.4. The vendor agrees and hereby certifies that all parts and materials which he purchases shall be at the lowest price available at the time considering the prevailing conditions and circumstances for which it is required that the purchase be made. All parts must be new and of first quality.
- 3.12.2.5. All invoices must show purchase order number and department name.
- 3.12.2.6. No work shall be done without a purchase order number. Purchase order numbers will be issued by the Purchasing Department prior to any services and/or work being performed. Do not undertake any repair or installation without a purchase order number.
- 3.12.3. Detailed descriptions of all repair work shall accompany all invoices.

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3.12.4. All invoices must show charges for parts and labor separately.

3.13. RULES AND TIME SHEETS

3.13.1. Successful vendor shall be subject to facility use rules and shall sign in and out, at the designated location whenever entering or leaving the premises. All invoices must be accompanied by daily service ticket specifying time of arrival, work done, materials used, and time of departure for each employee, and must be signed by an authorized representative of the County Department requesting the service or other county agency involved. A copy of this ticket shall be left with the signer and shall be the basis for authorizing payment. Service tickets not submitted in this fashion will result in payments being held up.

3.14. Experience - Contractor must have a minimum of three years experience installing and/or repairing satellite equipment. Vendor shall provide a letter with bid from "Direct TV" that your firm is an authorized installer/repair firm. Awarded firm shall make any/all necessary arrangements with Direct TV to service the County equipment. The vendor is to submit a list of references where similar repairs and/or maintenance have been done in the past three years.

3.14.1. The vendor is to be experienced and have staff who is trained and responsible for working on all types of satellite equipment.

3.14.2. Uniforms - All workers shall wear uniforms and identification badges of the vendor's business.

3.15. Termination - any contract originated from this Bid may be terminated for any reason, by either party, on 30 days written notice.

3.16. General Conditions

3.16.1. Vendor must own industry standard test equipment sufficient to field test satellite equipment.

3.16.2. Some repairs may be made at County of Rockland facilities and some equipment may be brought to the successful vendor's shop or returned to the OEM.

3.16.3. The vendor shall make any necessary arrangements for repair of equipment that is still under OEM warranty that needs repair. Vendor shall only invoice for non-warranty covered expenses for equipment that is still under OEM warranty.

3.16.4. The successful vendor must stock an inventory of repair parts. Inventory stocked shall represent those parts needed most for normal repairs.

3.16.5. The vendor must have sufficient personnel to be able to respond to at least two calls simultaneously.

4. SECURITY

4.1. On occasion services may be required in the Rockland County Correctional Center. Vendor shall, with respect to all employees of vendor performing services hereunder:

4.1.1. Perform background checks as to past employment history;

4.1.2. Inquire as to past criminal felony convictions;

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

5. AWARD

- 5.1. Award will be made to the lowest responsible vendor as indicated in Line #25 on the Bid Cost Page. All quantities shown are estimates. The successful vendor(s) will be required to furnish quantities that may be more or less than the listed estimated quantities.

6. CONTRACT PRICE ADJUSTMENTS

- 6.1. The bid rates shall remain firm as bid through the first and second contract periods with no wage adjustments allowed.
- 6.2. There shall be no upward adjustments to the Mark-Up offered.

7. SAFETY / OSHA REQUIREMENTS

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

8. USE OF PREMISES:

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

9. CLEANING UP:

- 9.1. The contractor shall at all times keep the premises and adjacent areas free from accumulations of waste material or rubbish. At the completion of the work, he shall cause to be removed from and about the

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