

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Promotional Items**

Contract Period: October 21, 2019 through October 20, 2020 with 4 one-year options
Extended through 10/20/2021 w/3-1 year options
Extended through 10/20/22 w/2-1 year options
Extended through 10/20/23 w/ 1-year option
Extended through 10/20/24

Original Date of Issue: October 21, 2019

Date of Revision: 7/14/23

Catalog: Printing and Promo

BID No: RFB-RC-2019-071

Authorized Users: County Agencies, All Political Subdivisions

Address Inquiries To:

Name: Michele Phillips
Title: Purchaser I
Phone: 845-364-2984
Fax: 845-364-3809
E-mail: phillipm@co.rockland.ny.us

Description

This contract is a percent discount off various promotional items.

| Contract # | Vendor Number | Contractor & Address | Telephone No. |
|------------|---------------|---|---|
| BID 19-071 | 0000005519 | All Types Advertising, Inc. 12 Carol Court Pomona, NY 10970 Contact: Eric Black eric@alltypes.com | 845-354-3373 CELL: 845-721-9505 FAX: 845-354-1254 |

The URLs's provided on the award pages will take you directly to the Manufacturer's website.

Note: See attached instructions on how to place orders.

TO ENTER A REQUISITION:

You will be using a template to order goods from this bid. There is one template created for each vendor who has a contract.

To enter, begin your requisition as usual. When you are in the Find Items screen, **click** on the Templates link. The templates are described *NAME OF VENDOR Promo Order*. The correct vendor is determined by using the spreadsheet on the following pages to find who was awarded the catalog you are ordering from. Once you know who your vendor is, **click** the yellow Add button to the right of their template. Then **click** the Checkout button.

You will see that three lines have been added to your requisition: one for the item, one for setup charge (any proof or art charges will be added to this line), and one for estimated freight. Now you will **change** the quantities of the three items on your requisition to reflect the correct pricing. The UOM for these items is dollar, so change the quantity to the number of dollars you will pay for your order. For example, if your setup charge is \$27.50, you will change the quantity on line 2 to 27.5. You cannot enter a quantity of zero. If you do not need a line, for example if there is no setup charge, check the box to the left of the unneeded line and click **Delete Selected** to remove the line.

The freight line has been defaulted to \$50. However, you must call the vendor for an estimated freight charge for each order. Do not assume that \$50 is correct—it is more likely not to be.

Next you **must** enter information in the comments field by **clicking** on the icon .

THE FOLLOWING INFORMATION MUST BE ENTERED IN COMMENTS:

Quantity of items being ordered

Website Name

Item Number (from website) and description

Item Pricing: (Website pricing less discount specified herein)
Note that each discount code may have a distinct discount.

Once you have entered comments, **check** the Send to Supplier box and **click** OK. Enter your justification and proceed as usual.

REMINDERS:

- Set-Up Charge: Check for discount; delete the line if there's no setup charge.
- Additional color or location charge, if applicable—check for discount.
- Estimated Freight: Contact vendor for freight costs.
- IF YOU DO NOT ENTER COMMENTS, YOUR PURCHASE ORDER WILL BE CANCELLED AND YOU WILL BE REQUIRED TO ENTER A NEW REQUISITION.
- IF YOU DO NOT CHECK *SEND TO SUPPLIER* YOUR ORDER WILL BE CANCELLED AND YOU WILL BE REQUIRED TO REENTER IT.

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

PROMOTIONAL ITEMS

RFB-RC-2019-071

SPECIFICATIONS

1. SCOPE

1.1. The scope of this bid is to establish an annual agreement for a percent discount off the current suppliers' price lists for various promotional items purchased by various departments and other authorized users. Only items that appear in the named, awarded catalogs are covered under this bid.

2. SUPPLIERS

- 2.1. The suppliers shown on the attached proposal pages represent a quality level known to meet the County's requirements.
- 2.2. Bidders shall submit offers against the identified suppliers. Those bidders wishing to offer other suppliers of an equivalent quality may submit their offers under bid items 58 through 66. It is no longer required to submit supplier catalogs with the bid. Bidders shall offer **supplier's website/URL Address showing supplier list prices in order to be considered, bidders offering dealer/distributor or / retail websites will be rejected.** Suppliers whose websites do not show prices will not be allowed and rejected.

3. CONTRACT VALUE

- 3.1. The existing contract RFB-RC-2015-082 commenced on October 21, 2015 and is due to expire October 20, 2019. The total value of purchases the County of Rockland during this contract to date is approximately **\$105,000.00**. This is an estimated amount only, and it is subject to fluctuation in accordance with actual requirements.
- 3.2. **NOTE:** The total value of this contract has been far in excess of \$105,000 because other political subdivisions and school districts throughout the State of New York are authorized to use this bid and have done so.

4. REPORT OF CONTRACT PURCHASES:

4.1. Contractor shall furnish report of purchases made by other political subdivisions from contract on the fifteenth of the month following the end of each six month period. The reports shall be in the following format:

| | | |
|---------------------------------------|---------------------|---------------------------|
| <u>Product Line</u> (catalog used) | <u>Using Agency</u> | <u>Total \$ Purchased</u> |
|---------------------------------------|---------------------|---------------------------|

- 4.2. The report is to be submitted to the attention of Contract Award RFB-RC-2019-071, purchasing@co.rockland.ny.us and shall reference the Bid Number, sales period, and contractor's name.
- 4.3. The report is to be submitted electronically in Microsoft Excel format.
- 4.4. Additional related sales information, such as monthly reports, and/or detailed user purchases may be required and must be supplied upon request.
- 4.5. Failure to submit the required report may be cause for disqualification of contractor for future contracts.

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5. COMPLETION OF PROPOSAL PAGES

- 5.1. The bid proposal pages were created using Microsoft Office Excel and must be downloaded (see separate attachment). Bidders shall enter the % discount per supplier, per code and the website/URL address directly onto the Excel spreadsheet and upload with their bid submission utilizing the County's electronic bid submission portal (Bonfire – see instructions) or print the proposal pages to submit with their bid.
- 5.2. While the County of Rockland encourages electronic bid submission, bidder submitting a physical submission is **REQUIRED** to copy the completed proposal pages (in Excel format) onto a CD and submit the CD with their bid. The CD shall be labeled with the RFB number and vendor name. Failure to follow the submittal procedures for this RFB may render your proposal non-responsive.
- 5.3. Bidder must fill in all applicable spaces on bid proposal pages. All lines have an indication of bidder's response whether it be "0", "N/A" or a dollar figure. All lines must be filled in to indicate bidder's acknowledgement of the request.
- 5.4. Bids that do not have all applicable lines filled in on the bid proposal pages may be disqualified as a non-responsive bid. We cannot assume that there is "no charge" when lines are left blank.

6. DISCOUNT FROM LIST

- 6.1. The price bid shall be in the form of a percent discount from supplier's list price. List price shall be defined as that published in the supplier's latest standard printed price list, and so recognized by the trade. Bidders shall enter, in the space provided, the applicable discount which shall remain firm for the life of the contract.
- 6.2. In accordance with the proposal pages, bidders **shall** submit a current supplier's website/URL address showing price list for each supplier bid. Bids that do not contain the website address may be deemed nonresponsive for that item.
- 6.3. Discount level will be determined by the discount code printed in the supplier's catalog for the quantity being ordered. If price list shows more than one (1) discount code, bidders are to indicate individual % discount for each. **Do not leave any code blank. If no discount is offered enter 0; if the code does not appear in the catalog, enter n/a.**
- 6.4. A discount from setup charges and additional color charges is also requested. If no discount is offered enter 0. If the charge does not exist in the catalog, enter n/a; **DO NOT** enter 100%.
- 6.5. Industry-wide increases, as reflected in newly published supplier's price listings will be honored.
- 6.6. All discounts shall be firm and fixed for the specified contract period.
- 6.7. Discounts offered must be expressed as a single percent (%) figure for discount code of each line item.
- 6.8. If there is not a percent discount offered for a particular supplier, indicate 0; do not leave blank.

7. FREIGHT

- 7.1. Actual freight charges are billable, with no markup allowed. Vendors are required to show documentation of freight cost upon request.

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8. RESTRICTIONS

8.1. Bids containing restrictions will not be acceptable unless the County of Rockland deems that the restrictions conform to County requirements.

9. RESERVATIONS

9.1. Items of the suppliers specified herein of unusual quantities which the County considers other than "routine requirements" may, at the discretion of the Director of Purchasing, be re-submitted to public bid on an individual item basis whenever the best interest of the County will be served. It is anticipated that any single order exceeding Ten Thousand Dollars (10,000.00) will be subjected to separate bidding and some common usage items may be consolidated for "scheduled buying" on a separate bid basis.

10. BRAND NAME OR EQUAL SPECIFICATIONS

10.1. The use of brand names for this solicitation is for the purpose of describing the standard of quality, performance and characteristics described, and are not intended to limit or restrict competition.

11. E-MAIL ADDRESS

11.1. Vendor to include company e-mail address and indicate any web site locations.

11.1.1. **E-Mail:** _____

11.1.2. **Web Site:** _____

12. AWARD

12.1. Award will be made by line to the responsive, responsible bidder whose offer results in the lowest net cost to the County while meeting the specifications. Lowest net cost will be determined by the highest sum of the numeric value of all discounts for the named catalog. Bidders must submit pricing for all codes per supplier to be considered for the line award. Failure to submit pricing on all codes will result in a bidder not being considered for award for that manufacturer.