

COUNTY OF ROCKLAND  
Department of General Services  
Purchasing Division

# Contract Award Notification

Title: **High Density File Systems-Installation Services**

Contract Period: October 23, 2019 through October 22, 2020 with 4 one-year options,  
Extend through October 22, 2021 with 3 one-year options  
Extend through October 22, 2022 with 2 one-year options  
**Extend through October 22, 2023 with one-year option**

Original Date of Issue: October 23, 2019

Date of Revision: **July 26, 2022**

**BID No:** **RFB-RC-2019-086**

**PRC#** **2019012300**

**Catalog:** **Furniture and Furnishings**

Authorized Users: County Agencies, Political Subdivisions

Address Inquiries to

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**Description**

This contract is to install high density file systems.

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 19-086	0000025153	Donnegan Systems 170 Barlett Street Northboro, MA 01532 Contact: Jeffrey C. Loreaux jloreaux@donnegan.com	508-393-5700  FAX: 508-393-5601

HIGH DENSITY FILE - INSTALLATION		DONNEGAN SYSTEMS INC.			
LINE NO.	DESCRIPTION	ITEM NUMBER	ESTIMATED HOURS	HOURLY RATE	EXTENDED COST
<b>SPACESAVER</b>					
1	HOURLY RATE TO INSTALL SPACESAVER FILE SYSTEMS PURCHASED OFF OF NYS OGS CONTRACT - MONDAY THROUGH FRIDAY 8:00 AM-4:00 PM	93145000012	50	\$ 105.00	\$ 5,250.00
2	HOURLY RATE TO INSTALL SPACESAVER FILE SYSTEMS PURCHASED OFF OF NYS OGS CONTRACT - MONDAY THROUGH FRIDAY AFTER 4:00 PM	93145000013	10	\$ 105.00	\$ 1,050.00
<b>DATUM</b>					
3	HOURLY RATE TO INSTALL DATUM FILE SYSTEMS PURCHASED OFF OF NYS OGS CONTRACT - MONDAY THROUGH FRIDAY 8:00 AM-4:00 PM	93145	50	NO BID	NO AWARD
4	HOURLY RATE TO INSTALL DATUM FILE SYSTEMS PURCHASED OFF OF NYS OGS CONTRACT - MONDAY THROUGH FRIDAY AFTER 4:00 PM	93145	10	NO BID	NO AWARD

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

**HIGH DENSITY FILE SYSTEMS –  
 INSTALLATION SERVICES**

**RFB-RC-2019-086**

## 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](http://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](http://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 hourly rates for the installation of file systems purchased of the NYS OGS Furniture Contract. Existing NYS OGS Contract Group 20915 Award 23109 valid 12/02/2018 through 12/1/2023.
  - 1.1.1. Hourly rates shall be provided for installation services for systems purchased off of NYS OGS Contract. Hourly rates shall include uncrating, assembly, installation and removal of all debris. Pricing shall be provided by Mfg. Currently the County typically orders systems from two manufacturers.
    - 1.1.1.1. Spacesaver and Datum
- 1.2. Services shall be requested on an as needed basis.
- 1.3. **Vendor shall supply, with their bid, documentation from the Manufacturer certifying authorization to 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.

### 2. 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.

- 2.1.1. 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.
- 2.1.2. **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.

### 3. AUTHORIZATION OF SERVICES

- 3.1. No services shall be provided 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.

### 4. WARRANTY

- 4.1. The installation warranty period must be in effect for a minimum of one year from the completion date of the installation.

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## **5. AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

- 5.1. 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.
- 5.2. The acceptance of this contract acknowledges your commitment and compliance with ADA.

## **6. SPECIFICATIONS – PRODUCTS & REQUIREMENTS**

### **6.1. PRODUCTS**

- 6.1.1. Each vendor be an authorized installer for the manufacturer he is bidding on.
- 6.1.2. All electrical work and final connections are to be installed and completed by the County of Rockland.

### **6.2. QUANTITIES**

- 6.2.1. 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.

## **7. USE OF PREMISES**

- 7.1. 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.

## **8. CLEAN UP**

- 8.1. 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, 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.

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## 9. AWARD

- 9.1. Award shall be made to by Mfg. to the lowest responsible responsive bidder meeting the stated requirements. Bidder shall submit pricing for all line items within Mfg. Section to be considered for award.
- 9.2. Vendor shall supply, with their bid, documentation from the Manufacturer certifying authorization to install their product.
- 9.3. This bid will be awarded to in accordance with Rockland County Procurement Policy, Section 140-3.15(C) Multiple Source Contracting.