

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: Burial Services
Contract Period: April 1, 2021 through March 31, 2024
Original Date of Issue: April 1, 2021
Date of Revision:
BID No: RFB-RC-2021-006
PRC No: 2021001177
Catalog: Facilities Maintenance
Authorized Users: Veterans

Address Inquires To:

Name: Richard Ryan
Title: Purchaser II
Phone: (845) 364-3817
Fax: (845) 364-3809
E-mail: ryanri@co.rockland.ny.us

Description

This contract is to perform funerals, opening and closing of graves and cemetery work.

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 21-006	0000006210	Dan Nolan Inc. 508 Route 303 Orangeburg, NY 10962 Contact: Daniel J. Nolan nolanmonuments@yahoo.com	845-848-2426 FAX: 845-848-2427

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					NOLAN MONUMENTS	
LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
SECTION ONE -BURIAL SERVICES						
1-1	BURIAL: Adults OPENING AND CLOSING OF PLOTS, SINGLE OR DOUBLE (WITHOUT FROST). INCLUDES GREENS, CASKET LOWERING DEVICE AND ROLLERS, ALL INCLUSIVE FOR BURIAL	95264000006	150	EACH	\$700.00	\$105,000.00
1-2	BURIAL: Adults OPENING AND CLOSING OF PLOTS, SINGLE OR DOUBLE (WITH FROST). INCLUDES GREENS, CASKET LOWERING DEVICE AND ROLLERS, ALL INCLUSIVE FOR BURIAL-	95264000007	35	EACH	\$900.00	\$31,500.00
1-3	BURIAL: -Babies Infants and Children OPENING AND CLOSING OF PLOTS, SINGLE OR DOUBLE (WITHOUT FROST). INCLUDES GREENS, CASKET LOWERING DEVICE AND ROLLERS, ALL INCLUSIVE FOR BURIAL	95264000010	20	EACH	\$250.00	\$5,000.00
1-4	BURIAL: Babies, Infants and Children OPENING AND CLOSING OF PLOTS, SINGLE OR DOUBLE (WITH FROST). INCLUDES GREENS, CASKET LOWERING DEVICE AND ROLLERS, ALL INCLUSIVE FOR BURIAL	95264000011	10	EACH	\$450.00	\$4,500.00
1-5	BURIAL OF URNS -WITHOUT FROST	95264000002	15	EACH	\$300.00	\$4,500.00
1-6	BURIAL OF URNS WITH FROST	95264000009	10	EACH	\$400.00	\$4,000.00
1-7	TENT and CHAIRS	95264000004	5	EACH	\$125.00	\$625.00
1-8	ADDITIONAL CHARGE FOR WEEKEND BURIAL (SATURDAY & SUNDAY)	95264000005	30	EACH	\$200.00	\$6,000.00
1-9	ADMINISTRATIVE BURIAL SERVICE FEE	95264000008	200	EACH	\$100.00	\$20,000.00
SECTION TWO-GRAVE MARKERS						
2-1	GRAVE MARKERS -Granite- FLAT -Markers to include all Engraving Size not to exceed 12"x 8"x 3"	95264	500	EACH	NO AWARD	
2-2	PLACEMENT OF GRAVE MARKERS(listed above) AT HIGHVIEW CEMETARY	95264	500	EACH	NO AWARD	

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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
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

1. SCOPE

- 1.1. The scope of this bid is to provide cemetery burial and administrative services including labor, material, equipment, and supervision to perform funerals, opening, and closing of graves and cemetery work at the Gary Onderdonk Veterans Memorial Cemetery, located on the grounds of Rockland Community College in Suffern, the County section of Highview Cemetery, Middletown Road, Nanuet, and the Frederick Loescher Veterans Memorial Cemetery in New Hempstead, as per listed specifications. This bid also covers any additional cemeteries that may be added by the County of Rockland during the term of the contract. Providing and placement of grave markers.

2. EXPERIENCE

- 2.1. Contractor must have a minimum of five years' experience in administration of funerals and burial services with opening and closing of graves and general cemetery work. Contractor shall submit documentation of experience with bid. This documentation shall include location, contact telephone number, and work done (see Certificate of Experience in the bid package). Experience shall include approximately 100 plus burials per year.

3. PERSONNEL

- 3.1. Funerals – Contractor is to provide and have present a minimum of two employees at all funerals at all times. Employees shall be able to move, lift and carry coffins and perform all other funeral burial duties.
- 3.2. Urns – Contractor is required to provide one employee for the burial of urns.
- 3.3. Appearance – Contractor and employees are to be dressed neatly and appropriately at all times. No shorts, torn pants or shirts, or shirts with inappropriate logos or features shall be allowed to be worn on cemetery property. Work boots are to be worn at all times.

4. ADMINISTRATIVE SERVICES

- 4.1. Contractor is to provide the following Administrative Services in conjunction with the Funeral Burial Services:
- 4.1.1. Receive incoming calls at all times, 365 days per year, from funeral directors regarding all burial requests and needs.
- 4.1.2. Receive all required documentation **prior to** time of burial confirming that burial is permitted. This is for any veteran, veteran spouse, veteran's disabled child or indigent person. Documentation is mandatory and must be received before burial is permitted.

Required Documents for Veterans Burials:

Death Certificate
 Proof of Residency
 Military Discharge (DD214)
 Burial Plot Fee Payment
 Burial Permit

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Documents to be sent to: Rockland County Veterans Services 20 Squadron Blvd #480 New City Ny 10956
 Attn; Susan Branam at branams@co.rockland.ny.us or Dominick Caiazza at address above.

Required Documents for Indigent Burials:

Post burial documents to be submitted to DSS by the contractor for payment processing:

- Itemized Invoice
- Death Certificate
- Burial Location of Decedent (for example: what cemetery/section/row/plot number etc.)

Documents should be sent to:

Rockland County Department of Social Services
 ATTN: Medicaid Unit - Indigent Burial
 P. O. Box 307

50 Sanatorium Road, Building L Pomona, NY 10970-0307

Email to Chevon.DosReis@dfa.state.ny.us confirming indigent status of decedent and burial approval. Please note, pre-burial coordination is usually completed by the funeral home in possession of the decedent and DSS.

- 4.1.3. Schedule approved burial with Funeral Director(s) and ensure all burial needs are performed prior to and during funeral services.
- 4.1.4. **Supervise funeral burial services as follows:**
- 4.1.4.1. For Veterans Funeral, arrange to lower American Flag during funeral ceremony.
- 4.1.4.2. Coordinate Military Honor Guard.
- 4.1.4.3. Direct traffic and parking as needed.
- 4.1.4.4. Deliver funeral documents for Veterans burials to the Veterans Service Agency attention: Dominick Caiazza within 24-hours of each funeral.
- 4.1.5. Contractor is required to maintain burial records of all burials performed during term of contract services. Records shall be maintained on a weekly basis. Copy of burial records (hard or electronic) are to be provided to The Rockland County Veterans Service Agency, and Department of Social Services on a weekly basis. Burial records must include name of deceased, date of burial, plot location, single/double depth, vault, direct burial, date of birth, date of death, etc.

5. BURIAL SERVICES

- 5.1. Contractor shall be able to perform services 365 days per year regardless of weather conditions.

Burial Times	
Monday through Friday:	9:00 a.m. to 3:00 p.m.
Saturday:	9:00 a.m. to 12:00 p.m.
Sunday:	No burials permitted unless for religious reasons

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- 5.2. Contractor must have all graves open and set up one hour prior to scheduled funeral time.
- 5.3. Contractor must remain on cemetery grounds one hour prior to and during scheduled funeral time.
- 5.4. Contractor must remove any debris and old flowers from graves adjacent to and in area of burial site. Old flowers and debris must be properly disposed of from site.
- 5.5. Contractor must fill sunken graves in burial area with excess fill from burial plot. All graves in burial area shall be raked and level when opening plots.
- 5.6. Contractor must fill in grave immediately after funeral and remove all equipment.
- 5.7. Contractor must have the capability to perform multiple funerals at multiple cemeteries or sites at the same time.
 - 5.7.1. Contractor must remove soil taken from graves and place at site designated by the Director of Facilities Management. There shall be no mounds of soil allowed at gravesite at any time, except for the following conditions:
 - 5.7.2. EXCEPTIONS
 - 5.7.2.1. Mounds of soil must be permitted when there is an adverse weather condition, wet ground, or winter weather conditioners (snow, etc.).
 - 5.7.2.2. Mounds of soil must be permitted at Onderdonk Cemetery until such time the mound can be moved.
 - 5.7.2.3. In all cases, final determination on whether or not mounds of soil are to be allowed is to be made by the Director of Facilities Management.
 - 5.7.2.4. All mounds of soil must be placed on plywood.
 - 5.7.2.5. All mounds must be covered completely by greens during funeral services. No soil or boards are to be visible.

6. BURIAL SITE EQUIPMENT

- 6.1. Contractor is required to have a minimum of three sets of greens, rollers and casket lowering devices available at all times.
- 6.2. Contractor is to supply all greens. Greens are to be clean and in good condition. Greens that are torn, stained, dirty or in otherwise unsuitable condition will not be permitted.
- 6.3. Contractor must ensure all equipment is in good working order and condition at all times.

7. TENTS, CHAIRS and MARKERS

- 7.1. Contractor is required to supply and set up tent(s) and chairs as requested by the family. All tents and chairs are to be clean and in good condition – no tears, stains, discoloration, or rips allowed. Funeral Director/Family shall pay contractor for tent(s) usage.
- 7.2. Contractor to supply and place granite grave markers for indigent grave sites at Highview Cemetery only. An additional marker will be placed at the end of each row denoting row number and markers price in to include all engraving of name date of birth and date of passing. Markers are designated in section 2 of the proposal pages and may be awarded separately.

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8. EQUIPMENT

- 8.1. Contractor must have the necessary equipment and ability to dig graves all year round. This includes working in rain, freezing temperatures, snow conditions, etc. Contractor is required to have equipment capable of penetrating any frost condition. Only Pneumatic Jack Hammers are permitted for frost removal. Funeral Director/Family will be required to pay for frost removal.
- 8.2. Contractor must document ownership of the following and other equipment that is necessary to accomplish the work (see Certificate of Equipment in the bid package):
- 8.2.1. Backhoe (minimum of one)
 - 8.2.2. Dump truck (minimum of one)
 - 8.2.3. Shovels (multiple quantities)
 - 8.2.4. Rakes (multiple quantities)
 - 8.2.5. Wheel barrow (multiple quantities)
 - 8.2.6. 4' x 8' 5/8" plywood (multiple quantities)
 - 8.2.7. 2" x 6" x 8' boards (multiple quantities)
 - 8.2.8. 2" x 10" x 10' boards (multiple quantities)
 - 8.2.9. Tent (s) and chairs (multiple quantities)
 - 8.2.10. Jack Hammer/Air Compressor (minimum of one)
 - 8.2.11. Ladder (multiple quantities)
 - 8.2.12. Greens, Rollers, Casket Lowering Devices (minimum three sets)
- 8.3. Contractor is required to place truck(s), backhoe(s) and equipment away from burial site during the funeral service.

9. REPORTS

- 9.1. Contractor is to submit a report documenting all problems or adverse working conditions to the Director of Facilities Management with funeral documents after each funeral.

10. PAYMENT

- 10.1. Contractor is to be paid for burial services on site at the time of burial by Funeral Director/Family (check from funeral home or from family).
- 10.2. EXCEPTIONS – The County of Rockland will provide payment for the following exceptions as noted below:
- 10.2.1. Burials under Section 148 of the New York State General Municipal Law (Burial of Indigent Veterans).
 - 10.2.2. Indigent burials under the Department of Social Services will be paid for by the Department of Social Services. Contractor must submit all required burial documentation within 30 days of grave opening by payment voucher to the Department of Social Services.

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11. WORK SITE

- 11.1. Contractor shall maintain a safe work area. Site is to be safely covered up by Contractor. Contractor will be responsible for any damage he/she creates on cemetery grounds. Any such damage must be immediately reported to the Director of Facilities Management and repaired to the satisfaction of the Director of Facilities Management within three working days.

12. SITE VISIT

- 12.1. All bidders are encouraged to visit the site. Bidders are required to perform the work as specified whether or not they visit the site. To schedule a site visit, contact Mr. Robert H. Gruffi, P.E., LEED AP at (845) 364-2958.

13. AWARD

- 13.1. Bid will be awarded to the lowest responsible bidder, meeting all the specified experience, equipment, and service requirements, based on the total bid price. Award will be made by section and vendor must bid on every line in a section to be awarded. The contractor's ability and specified requirements will be determined by the County of Rockland Purchasing Dept, Facilities Management staff, Office of Veteran Affairs and Department of Social Services.
- 13.2. All quantities listed are estimates. Quantities may be more or less depending upon the requirements of the County of Rockland.

DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION

Dr. Robert L. Yeager Health Center
50 Sanatorium Rd, Building A
Pomona, New York 10970
Phone : (845) 364-3820 Fax : (845) 364-3809
Email: purchasing@co.rockland.ny.us

Paul Brennan, FNIGP, CPPO
Director of Purchasing

ADDENDUM # 1

**RFB-RC-2021-006:
Burial Services**

A question was received in relation to the bid referenced above.

Question: Is there a specification on setting the Grave markers at Highview Cemetery? Will markers be set on top of ground or set on gravel that was placed and tampered 8-12 inches below ground?

Answer: The answer comes from the Rockland County Director of Facilities. Markers will be placed on a gravel, item 4 subbase and tampered combined depth 12 inches.

Exact design will be provided to contractor upon bid award.

The information in this addendum supersedes any contradictory information set forth in the contract documents. Acknowledge receipt of this addendum in the space provided on the signature page of the bid proposal. Failure to do so, may subject the bidder to disqualification. This addendum forms a part of the contract documents.

SIGNED:

Paul J. Brennan

**PAUL J. BRENNAN, FNIGP, CPPO
DIRECTOR OF PURCHASING**

ADDENDUM

2/24/21