

COUNTY OF ROCKLAND  
Department of General Services  
**Purchasing Division**

# Contract Award Notification

**Title:** **Bus Shelter Printed Panels**

**Contract Period:** May 25, 2021 through May 24, 2022 with 2 one-year options  
Extended through May 24, 2023 with 1 year option  
Ext through 5/24/24

**Original Date of Issue:** May 25, 2021

**Date of Revision:** 05/26/23

**BID No:** **RFB-RC-2021-030**

**Catalog:** **Transportation**

**Authorized Users:** County Agencies, Political Subdivisions

Address Inquiries To:

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**Title:** Public Transportation Procurement Coordinator  
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**Fax:** 845-364-3809  
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**Description**

This contract is to provide printed panels for bus shelters.

Contract #	Vendor Number	Contractor & Address	Telephone No.
Bid 21-030	0000026930	Northco Products d/b/a Standard Copy 1612 NY Route 7 Troy, NY 12180 Contact: Arthur Crandall ajcrandall@northcoproducts.com	518-869-6056      FAX: N/A

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

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
#0-1	20" x 26" TWO-SIDED POSTER FOR BUS SHELTER MAP CASE PANELS (Refer to Section 2.1 for details)	96676000001	20	Each	\$28.00	\$560.00
#0-2	6" x 23" One-Sided Poster (Refer to Section 2.2 for details)	96676000002	20	Each	\$8.00	\$160.00
#0-3	CUSTOM SHAPES AND SIZES AS REQUESTED BY THE COUNTY	96676000003	1	Hour	\$15.00	\$15.00
#0-4	TOTAL OF LINE ITEMS 1 THROUGH 3	<b>\$735.00</b>				

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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](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**

The Rockland County Department of Public Transportation (RCDPT) seeks a vendor to print large format posters suitable for display in bus shelter map cases. Artwork for the posters will be supplied to the vendor in a pdf file or similar format. Vendor shall be able to accept jobs sent over the internet. All pre-print prep and production necessary (ex: negatives, proofs, plate reverses, screening, half tones, knockouts, and silhouettes) shall be included in the cost-per-poster pricing offered. Bidders shall include the cost-per-poster, including shipping. Quantities to be ordered will vary.

### **2. REQUIREMENTS**

#### **2.1 20" x 26" TWO-SIDED POSTER FOR BUS SHELTER MAP CASE PANELS**

- One side of each poster, facing the exterior of the bus shelter, may display a TOR bus image and TOR contact information.
- The second (interior-facing) side of the poster will differ at each bus shelter location. Artwork will be supplied by the RCDPT.

Product description:

- 20" wide by 26" tall.
- Printed both sides with both sides different.
- Four-color printing on both sides.
- UV-resistant ink.
- Weatherproof.
- 3-mil Cintra board. Rigid centerboard.
- Film laminate on 2 sides and waterproof edges.

#### **2.2 6" x 23" ONE-SIDED POSTER**

- 6" wide by 23" tall.
- One side of each poster will be blank.
- The second (interior-facing) side of the poster will differ at each bus shelter location. Artwork will be supplied by the RCDPT.
- Four-color printing on one side.
- UV-resistant ink.
- .020 polystyrene.
- Film laminate on 2 sides and waterproof edges.

### **3. QUANTITIES**

The quantities provided are for evaluation purposes. The County reserves the right to order quantities above or below those specified at the prices bid.

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#### 4. OWNERSHIP

- a. Artwork, mechanicals and/or disks are the property of Rockland County and are to be returned with each individual order.
- b. All posters produced under this contract will be the property of the County of Rockland.

#### 5. BRAND NAME

The use of a brand name is for describing the standard of quality, performance, and characteristics desired and are not intended to limit or restrict competition.

#### 6. APPROVED EQUALS

- a. If the bidder is bidding an approved equal, he must provide references that the County of Rockland can contact who have purchased the exact product intended to be supplied. If bidding an alternate or approved equal, two copies of brochures, specifications, and any other pertinent information must be sent with bid.
- b. In the event that an alternate is bid, the County of Rockland reserves the right to request a sample of the specific product bid. Failure to furnish the sample will render the bid, for that item, as non-responsive.
- c. The County of Rockland will make the final determination on whether the sample is considered an approved equal.

#### 7. CONTRACT PRICE ADJUSTMENTS UPON RENEWAL

- a. The bid rates shall remain firm through the first contract period with no adjustments allowed. If the County exercises any of the option periods of the award, Contractor may submit a request for adjustment on the six-month anniversary date of the contract. Any request for price adjustment(s) shall be submitted thirty (30) days in advance in writing to the Director of Purchasing. All price adjustments will be limited to the percentage increase in the CPI Index – All Urban Consumers for the preceding 12 months. The County reserves the right to reject any request for price increase deemed excessive.
- b. CPI-Index - Consumer Price Index for All Urban Consumers as published by the Bureau of Labor Statistics of the United States Department of Labor or a successor or substitute index, appropriately adjusted.
- c. Vendors shall submit a letter to the Director of Purchasing, during the term of this bid, addressing any unscheduled price increases from the manufacturers. This letter must include on the manufacturer's letterhead all information to support any unscheduled increase. Any increase authorized is at the sole discretion of the Director of Purchasing and shall be in writing.

#### 8. REFERENCES

All bidders must submit a list of at least **three (3)** references with contact persons where similar panels have been supplied in the last year. Complete the Certificate of Experience. This form must be included when submitting your bid.

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**9. PROPOSAL PAGE**

For each item being bid, all columns of the item line must be filled in with the appropriate information. Unit price columns must have the cost per unit filled in.

**10. AWARD**

The bid will be awarded in its entirety to the lowest responsive, responsible bidder as indicated for the Overall Total of the Bid Proposal Pages.

**11. F.O.B. Destination / Freight Prepaid & Allowed**

Ownership passes to the County when the carrier delivers the product to the delivery point specified by the Purchase Order. (Vendor owns product in transit) The County is not billed. Vendor pays freight charges.

**12. KEY EVENTS AND DATES**

- a. RFB Release Date: March 25, 2021
- b. Final Date for Receipt of Written Questions: April 9, 2021
- c. Official responses to questions April 16, 2021
- d. Bid Submission due date and time: April 29, 2021 (No later than 3:00 pm)
- e. Contract Term: One year with two additional – 1-year options