

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Grave Markers-Supply and Install**

Contract Period: December 10, 2021 through December 9, 2022 w/3-1 year options

Original Date of Issue: November 23, 2021

Date of Revision:

BID No: RFB-RC-2021-079

PRC #: 2021008139

Catalog: FACILITIES

Authorized Users: County Agencies

Address Inquiries To:

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Description

This contract is for the supply and Install of Grave Markers

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 21-079	0000025666	Plattsburgh Memorials 4875 So. Catherine Plattsburgh, NY 12901 Contact: Ricky Gadbois plattsburghmemorials@yahoo.com	518-563-7666 FAX: 518-563-1314

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					Plattsburgh Memorials	
LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
SECTION ONE GRAVE MARKERS SUPPLY and INSTALL ONE TIME						
1-1	GRAVE MARKERS -Granite- FLAT -Markers to include all Engraving Size not to exceed 12"x 8"x 3"	95264000012	500	EACH	\$ 234.00	\$ 117,000.00
1-2	PLACEMENT OF GRAVE MARKERS(listed above) AT HIGHVIEW CEMETARY	95264000013	500	EACH	\$ 49.00	\$ 24,500.00
1-3	Row Markers to be placed aexisting rows (Small Numbered pole marker denoting row)	95264000014	500	EACH	\$ 75.00	\$ 37,500.00
TOTAL EXTENDED PRICE -Section 1 LINES 1-1 TO 1-3						\$ 179,000.00
SECTION TWO GRAVE MARKERS and INSTALL ONGOING						
2-1	GRAVE MARKERS -Granite- FLAT -Markers to include all Engraving Size not to exceed 12"x 8"x 3"	95264000015	100	EACH	\$ 254.00	\$ 25,400.00
2-2	PLACEMENT OF GRAVE MARKERS(listed above) AT HIGHVIEW CEMETARY	95264000016	100	EACH	\$ 49.00	\$ 4,900.00
2-3	Row Markers to be supplied and placed at the completion of each row (Small Numbered pole marker denoting row)	95264000017	100	EACH	\$ 75.00	\$ 7,500.00
TOTAL EXTENDED PRICE- SECTION 2 LINES 2-1 TO 2-3						\$ 37,800.00

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TITLE: GRAVE MARKERS -SUPPLY AND INSTALLL

BID NUMBER: RFB-RC-2021-079

PURCHASES BY NON PROFIT AGENCIES

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 non profit agencies through our website: www.rcpurchasing.com
2. Any 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 non-profit agency for which the purchase was made.
4. 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 Rockland County non-profit agency 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.
5. 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 political subdivisions or Rockland County non profit agencies.

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SPECIFICATIONS

1. SCOPE

- 1.1. The scope of this bid is to provide cemetery grave markers including installation at the Rockland County section of Highview Cemetery located at Middletown Rd. and Church Street Nanuet N.Y. 10954. This bid covers two sections, first to supply and install approximately 550 grave markers to existing cemetery plots and the second to supply and install grave markers for current burials on an ongoing basis. Initial project is to be completed by summer 2022.

2. EXPERIENCE

- 2.1. Contractor must have a minimum of five years' experience in general landscaping installation work including stone or cemetery work. Contractor is to submit documentation of experience with bid. This documentation is to include location, contact telephone number, and work done (see Certificate of Experience in the bid package).

3. GENERAL REQUIREMENTS

- 3.1. Contractor is to provide necessary staff to complete the initial installation of markers. Employees must be able to move, lift required materials and perform all site work for installation of markers per specifications.
- 3.2. Contractor is to supply and place granite grave markers for indigent grave sites at the Highview Cemetery only. An additional marker will be placed at the end of each row denoting rows number and maker price is to include all engraving of name date of birth and date of passing. Approximate marker size is designated on the proposal pages.
- 3.3. Markers – Contractor is required to provide markers to be installed no later than 12 weeks after burial. Contractor will be notified by Department of Social Services with all necessary information.
- 3.4. Marker Site Prep – Contractor is to set markers on subbase stone #4 at a depth of between 8 to 12 inches. If there are any issues requiring deviation from this requirement, contractor must notify Rockland County Facilities Director Mr. Robert H. Gruffi, P.E., LEED AP at (845) 364-2958 before any installations are made.
- 3.5. Contractor must fill sunken areas in gravesite area with excess fill after installation of markers. Any depressions made on graves in burial area are to be raked, seeded and level after installation.
- 3.6. Contractor must remove any debris from grave site adjacent to and in area of burial site. All debris must be properly disposed of from site.
- 3.7. Contractor must remove all equipment after placement of markers.
- 3.8. Contractor must have the capability to supply and install multiple markers after notification are made. Any delay in installation of markers must be communicated to the County.

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3.9 Contractor must remove soil taken from grave sites and place at a site designated by the Director of Facilities Management. There are to be no mounds of soil allowed at gravesite at any time, except for the following conditions:

3.9 EXCEPTIONS

- 3.9.1.1 Mounds of soil must be permitted when there is an adverse weather condition, wet ground, or winter weather conditioners (snow, etc.).
- 3.9.1.2 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.
- 3.9.1.3 All mounds of soil must be placed on plywood.
- 3.9.1.4 All mounds must be covered completely no soil or boards are to be visible.

4 EQUIPMENT

4.1 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.

4.2 Contractor must ensure all equipment is in good working order and condition at all times

4.3 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):

- 4.3.1 Backhoe (minimum of one)
- 4.3.2 Dump truck (minimum of one)
- 4.3.3 Shovels (multiple quantities)
- 4.3.4 Rakes (multiple quantities)
- 4.3.5 Wheel barrow (multiple quantities)
- 4.3.6 4' x 8' 5/8" plywood (multiple quantities)
- 4.3.7 2" x 6" x 8' boards (multiple quantities)
- 4.3.8 2" x 10" x 10' boards (multiple quantities)
- 4.3.9 Jack Hammer/Air Compressor (minimum of one)
- 4.3.10 Greens to cover soil mounds

4.4 Contractor is required to place truck(s), backhoe(s) and equipment away from burial site during any ongoing funeral services

5 REPORTS

5.1 Contractor is to submit a report documenting all problems or adverse working conditions to Mr. Robert Gruffi the Director of Facilities Management.

6 PAYMENT

6.1 Contractor is to be paid for markers only after placement services are complete and verified of on- site placement by Rockland County DSS staff.

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Required Documents for Indigent Burial Markers:

Marker documents are to be submitted to DSS by the contractor for payment processing:

- Itemized Invoice
- 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

7 WORK SITE

7.1 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.

8 SITE VISIT

8.1 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.

9 AWARD

9.1 Bid will be awarded to the lowest responsible bidder, meeting all the specified experience, equipment, and service requirements, based on the total bid price. The contractor's ability and specified requirements will be determined by the County of Rockland Purchasing Dept, Facilities Management staff and Department of Social Services.

9.2 All quantities listed are estimates. Quantities may be more or less depending upon the requirements of the County of Rockland.