

COUNTY OF ROCKLAND  
Department of General Services  
Purchasing Division

# Contract Award Notification

Title: **CUSTODIAL SERVICES – FIRE TRAINING CENTER**

Contract Period: December 15, 2021, through December 14, 2024

Original Date of Issue: December 10, 2021

Date of Revision: 12/15/22

**BID No:** **RFB-RC-2021-063**

**PRC#:** **2021900483 (ARTICLE 9)**

**Catalog:** **Facilities**

Authorized Users: Fire Training Center

Address Inquiries To:

Name: Robert Poole  
Title: Purchaser I  
Phone: 845-364-3808  
Fax: 845-364-3809  
E-mail: pooler@co.rockland.ny.us

**Description**

**This contract is to provide cleaning services to the County of Rockland Fire Training Center**

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 21-063	000027146	AAA Facility Solutions, LLC 111 Kinderkamack Road, Ste. 300 B River Edge, NJ 07661 Contact: Oscar Castro AAFacilitysolutions@gmail.com	201-881-0828    Fax: 201-881-0832

**SCHEDULE "A"**

<b>CUSTODIAL SERVICES - FIRE TRAINING CENTER</b>		<b>RFB-RC-2021-063 BID AWARD</b>				<b>AAA Facility Solutions, LLC</b>				
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										
<b>LINE NO.</b>	<b>DESCRIPTION</b>	<b>ITEM NUMBER</b>	<b>UNIT</b>	<b>UNIT PRICE YEAR 1</b>	<b>YEAR 1 SUBTOTAL</b>	<b>UNIT PRICE YEAR 2</b>	<b>YEAR 2 SUBTOTAL</b>	<b>UNIT PRICE YEAR 3</b>	<b>YEAR 3 SUBTOTAL</b>	<b>TOTAL BID PRICE</b>
1	<b>CUSTODIAL SERVICES, FIRE TRAINING CENTER, MAIN BUILDING</b>	91039000040	Month	\$4,400.00	\$52,800.00	\$4,400.00	\$52,800.00	\$4,532.00	\$54,384.00	\$159,984.00
2	<b>CUSTODIAL SERVICES, FIRE TRAINING CENTER, FIRE SAFETY BUILDING</b>	91039000041	Month	\$265.00	\$3,180.00	\$300.00	\$3,600.00	\$300.00	\$3,600.00	\$10,380.00
3	<b>CUSTODIAL SERVICES, FIRE TRAINING CENTER, RADIO ROOM ADDITION</b>	91039000042	Month	\$990.00	\$11,880.00	\$990.00	\$11,880.00	\$990.00	\$11,880.00	\$35,640.00
4	<b>CUSTODIAL SERVICES, FIRE TRAINING CENTER, ADDITIONAL WORK PER HR (Estimated quantity, 20 hours/year)</b>	91039000043	Hour	\$20.99	\$419.80	\$21.00	\$420.00	\$21.00	\$420.00	\$1,259.80
5	<b>TOTAL BID PRICE FOR ITEMS 1-4</b>				\$68,279.80		\$68,700.00		\$70,284.00	\$207,263.80

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**TITLE:**  
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**BID NUMBER:**  
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## SPECIFICATIONS

### 1. SCOPE

- 1.1. Provide custodial services at the County of Rockland Fire Training Center, 35 Firemen's Memorial Drive, Pomona, NY 10970. The contractor shall provide all personnel, equipment, tools, materials, supervision, consumable supplies, and other items and services necessary to perform Custodial Services as defined in these specifications. Locations may be added or deleted based on the requirements of the County of Rockland.

### 2. DEFINITIONS

- 2.1. Change Order-A written order signed and issued by the Director of Purchasing, directing the contractor to make changes in relation to a specific purchase order or County of Rockland contract.
- 2.2. Contract-All types of County agreements, regardless of what they may be called, for the procurement of supplies, services or construction.
- 2.3. Contractor-Any person having a contract with the County of Rockland or a using agency thereof.
- 2.4. Specification-Any description of the physical or functional characteristics or of the nature of a supply, service, equipment or construction item. It may include a description of any requirement for inspecting, testing, or preparing a supply, service, equipment or construction item for delivery.

### 3. SITE VISIT

- 3.1. A pre-bid meeting has been scheduled for **OCTOBER 14, 2021 – 10:00 AM** – Fire Training Center, 35 Firemen's Memorial Drive, Pomona, NY 10970. Bidders are strongly encouraged to attend. The County of Rockland shall not schedule additional site visits. Failure to attend the site visit shall not allow a low bidder to adjust their pricing after award.
- 3.2. Please confirm your site visit by contacting Robert Poole, Purchasing Division, at (845) 364 3808 or [pooler@co.rockland.ny.us](mailto:pooler@co.rockland.ny.us).

### 4. QUALIFICATION OF BIDDERS

- 4.1. Contractor shall submit documentation of 3 years' experience doing this type of work at locations having the same size, population and requirements.

### 5. PERFORMANCE SURETY

- 5.1. The successful contractor(s) must furnish a performance surety in the amount equal to three months of service, immediately after notice of award. The County of Rockland shall not issue a written purchase order or give notice to proceed in any form until the surety is received by the Purchasing Division. The Performance Surety must be in the form of a performance bond/or payment surety. The company issuing the surety must be authorized to transact business in the State of New York.

### 6. STATEMENT OF ABILITY

- 6.1. Bidders should submit, with their bid, a letter from a bonding or insurance company stating that the bidder can qualify for and procure the performance and/or payment surety required in this Request for Bid. Bids received without the required statement of ability to secure a performance or payment surety may be considered non-responsive.
- 6.2. Bidders anticipating the submittal of a cash surety in lieu of a bond should submit a statement notifying the County of Rockland.

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## 7. START-UP MEETING

- 7.1. The successful Contractor shall be required to attend a start-up meeting with the County of Rockland Representative no later than one (1) week prior to the contract start date. The Purchasing Representative shall schedule the time, place and attendees.
- 7.2. The Contractor shall submit the following at the Start-up Meeting:
- 7.2.1. A current list of the names, addresses, and Social Security numbers of all personnel who shall perform work under this contract. Changes in the personnel list shall be reported to the County of Rockland no less than twenty-four (24) hours before the changes become effective. Said list and changes are to be submitted to the Rockland County Purchasing Division.
- 7.2.2. The vehicle, make, model, color, and license plate numbers associated with each employee name and address (See specification 14.5.).
- 7.2.3. The hourly rate of pay for each listed employee, including supervisors. This is to ensure compliance with Prevailing Wage rates.
- 7.2.4. A Quality Control Plan (See specification 21.).
- 7.2.5. Proof of compliance with OSHA guidelines for Hazardous Communications (See specification 32.).
- 7.2.6. Proof of compliance with OSHA guidelines for Blood Pathogens (See specification 35.).

## 8. EMPLOYEE ORIENTATION

- 8.1. Contractor Supervisor shall be on-site to orient employees on the first day of the agreement. Throughout the entire agreement period, a Contractor supervisor shall be on-site to orient employees the first day of all Contractor new hires or employees newly assigned to a specific location.

## 9. CONTRACT MANAGER

- 9.1. The contractor shall provide a contract manager who shall be responsible for the performance of work. The name of this person, and an alternate or alternates, who shall act for the contractor when the manager is absent, shall be designated in writing to the department contact and the purchasing representative at the startup meeting.
- 9.2. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.
- 9.3. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.
- 9.4. The contract manager and alternate or alternates must be able to read, write, speak, and understand English.

## 10. COMMUNICATION DEVICES

- 10.1. The Contractor shall provide and equip each shift supervisor with a communication device such as a cell phone or similar independent communication device.

## 11. CONTRACTOR EMPLOYEES

- 11.1. The work involved in this Contract shall be accomplished by personnel regularly employed by the Contractor. The Contractor shall provide appropriate training to employees prior to the beginning of service under this Contract to ensure competent performance of the work. The Contractor shall provide, when submitting names of employees, documentation of type and amount of training received by each employee.

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- 11.2. The Contractor shall provide a sufficient number of trained personnel to accomplish all required services.
- 11.2.1. The number of cleaners and hours worked are at the discretion of the contractor and shall meet the cleaning requirements contained in this bid.
- 11.3. The contractor shall not employ any person for work on this contract if such employee is identified to the contractor by the department contact, the purchasing representative, or the Security Office as a potential threat to the health, safety, security, general well-being or operational mission of the installation and its population. The contractor shall insure all employees have adequate knowledge of the proper procedures for using chemicals, tools and equipment necessary to complete assigned tasks.
- 11.4. The contractor shall maintain adequate documentation relative to worksheets and time logs and submit such information to the County of Rockland upon request. Such documentation shall include, but not limited to the following: name of employee, address, medical screening, criminal background screenings and training, and the number of hours worked, and the work tasks accomplished.
- 11.5. Contractor personnel shall present a neat appearance and be easily recognized as contractor employees.
- 11.6. The contractor shall ensure employees have a current and valid driver's license before allowing the employee to operate a motor vehicle.
- 11.7. The contractor shall not employ or in any other way use illegal aliens to perform work or provide services under this Contract.
- 11.8. All employees and representatives of the Contractor's company must be sufficiently fluent in the English language to read and understand chemical labels and signs as well as converse intelligibly with County of Rockland management and other personnel. Day cleaners must be fluent in English.
- 11.9. All employees assigned by the Contractor shall be physically able to do their assigned work and shall be skilled in the various tasks assigned to them.

## **12. EMPLOYEE TRAINING**

- 12.1. The contractor shall ensure employees are qualified to operate custodial equipment before assigning employees to tasks that require use of the equipment. The contractor shall maintain records of each individual's training and certifications.
- 12.2. Smoking is not permitted inside County of Rockland buildings and offices.
- 12.3. The contractor shall provide appropriate training, to include the universal infection control procedures, to employees prior to the beginning of service under this Contract to ensure competent performance of the work during scheduled hours. The Contractor shall provide, when submitting names of employees, documentation of type and amount of training received by each employee.

## **13. EMPLOYEE ASSIGNMENT**

- 13.1. The Contractor hereby agrees that any of its employees who may be assigned to County of Rockland buildings to satisfy Contractor's obligations under this Contract shall be used exclusively for that purpose during the hours when they are working in areas covered by this contract and shall perform no other janitorial work at County of Rockland facilities.

## **14. SECURITY REQUIREMENTS**

- 14.1. The contractor shall obtain a County of Rockland Identification Card for each employee. It must be worn at all times.

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- 14.2. Only authorized Contractor employees are allowed on the premises of the County of Rockland buildings. Contractor employees are not to be accompanied in the work area by acquaintances, family members, assistants or any person unless said person is an authorized Contractor employee.
- 14.3. Building entrances shall be kept locked during cleaning hours, except where otherwise notified of use. Office doors cannot be left opened in buildings during cleaning hours when programs are still in progress or if the building is being utilized by any organization.
- 14.4. Cleaning personnel have the right to question anyone seen in the building during evening cleaning hours. If person is suspected of being in the building unauthorized, the cleaning personnel are expected to call local police.
- 14.5. A listing of employee names, address, vehicle make, model, color, and license plate numbers is to be submitted to the department contact, the purchasing representative, and the Security Office located in Pomona.
- 14.6. The contractor shall be responsible for safeguarding all County of Rockland property provided for contractor use. At the end of each work period, all County of Rockland facilities, equipment and materials shall be secured.
- 14.7. Contractor's supervisor shall not permit any cleaner who reports to work sick, or under the influence of alcohol or drugs to continue working. Contractor shall not permit any staff person to bring on the premises any alcoholic beverages or illegal drugs.

#### **15. KEY CONTROL**

- 15.1. The contractor shall establish and implement key control methods to ensure keys/key cards issued to the contractor by the County of Rockland are not lost or misplaced and are not used by unauthorized persons. The contractor shall not duplicate any keys issued by the County of Rockland.
- 15.2. The contractor shall immediately report occurrences of lost or duplicated keys to the department contact and the Security Office.
- 15.3. In the event keys, other than master keys, are lost or duplicated, the contractor may be required, upon written direction of the County of Rockland, to re-key or replace the affected lock or locks without cost to the County of Rockland. The County of Rockland may, however, at its option, replace the affected lock or locks or perform re-keying and deduct the cost of such from the monthly payment due the contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the government, and the total cost shall be deducted from the monthly payment due the contractor.
- 15.4. The contractor shall prohibit the use of keys issued by the County of Rockland by any persons other than the contractor's employees. The contractor shall prohibit the opening of locked areas by contractor employees to permit entrance of persons other than contractor employees engaged in performance of contract work required in those areas.

#### **16. STORAGE SPACE**

- 16.1. The County or Rockland shall, on a space available basis and at no additional cost to the contractor, provide a reasonable amount of space on County of Rockland premises for the storage of materials, supplies, and equipment and for job supervisors. No materials or equipment shall be stored or temporarily set in restrooms or other spaces accessible to the public. The County of Rockland shall not be responsible, in any way, for damage or loss of personal belongings kept throughout the County of Rockland facilities by the employees of the contractor or any of its subcontractors.
- 16.2. The Contractor agrees to keep its portion of this space in accordance with applicable regulations, such as fire and health codes.

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- 16.3. The Contractor agrees that the use of such allotted space shall be the Contractor's responsibility and that any damage to property or injury to persons resulting from the Contractor's use of allotted space shall be the Contractor's sole liability.
- 16.4. The Department Contact, Facilities Representative and the Security Office shall have access and keys to any space allotted.

## **17. EQUIPMENT, SUPPLIES, MATERIALS**

- 17.1. All equipment required by the contractor in performance of his duties shall be furnished at the contractor's sole expense. The County of Rockland reserves the right to require the Contractor to replace, substitute or modify its equipment if harmful to the County of Rockland or its operation. It is further required that all equipment furnished be of current model, clean, and in good, safe operating condition.
- 17.2. The contractor shall have on hand at all times a minimum of five (5) days stock and maintain a current perpetual inventory of the supplies (including large plastic bags for garbage collection) and materials which it furnishes and is used or consumed in the performance of this contract.
- 17.3. The contractor shall be responsible for the security of the supplies and materials, which it furnishes or controls under this agreement.

## **18. HOURS OF OPERATION**

- 18.1. Normal Hours of Operation. (See section 42. LOCATION DESCRIPTION)
- 18.2. Emergency Services. Emergency situations may necessitate the contractor operating on an extended basis. Special cleaning requests may also include regularly scheduled events. Pricing for these services are addressed in the price proposal pages.

## **19. HOLIDAYS**

- 19.1. The contractor is not required to provide service on County of Rockland Holidays, except in emergency situations.
- 19.2. The holidays are:  
 New Year's Day - 1 January  
 Martin Luther King Day - 3rd Monday in January  
 Lincoln's Birthday - 12 February  
 Washington's Birthday - 3rd Monday in February  
 Memorial Day - last Monday in May  
 Independence Day - July 4  
 Labor Day - 1st Monday in September  
 Columbus Day - 2nd Monday in October  
 Veteran's Day - 11 November  
 Thanksgiving Day - 4th Thursday in November  
 Christmas Day - 25 December
- 19.3. If these holidays fall on Sunday, the following Monday shall be observed. If a holiday falls on a regular workday, the services shall be rescheduled in the same week to either the day preceding or following the holiday.

## **20. CONSERVATION OF UTILITIES**

- 20.1. The contractor shall ensure that contract employees practice utilities conservation. The contractor shall be responsible for operating under conditions that prevent the waste of utilities to include:

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- 20.1.1. Lights shall be used only in areas where work is, actually, being performed.
- 20.1.2. Employees shall not adjust mechanical equipment controls for heating, ventilation, and air conditioning systems.
- 20.1.3. Water faucets or valves shall be turned off when not in use.

## **21. QUALITY CONTROL PLAN**

- 21.1. The contractor shall provide a Quality Control Plan (QCP) for acceptance at the start-up meeting. The department coordinator shall notify the awarded contractor of acceptance or required modifications to the plan before the contract start date. The contractor shall make appropriate modifications and obtain acceptance of the plan by the purchasing representative before the contract start date. Contractor shall also provide a sample QCP with his proposal. The plan shall include:
  - 21.1.1. A description of the contractor's inspection system to cover all services listed on proposal. The description shall include specifics as to the areas to be inspected on a scheduled and an unscheduled basis, frequency of inspections, and submission of monthly schedule. Additionally, control procedures for any County of Rockland provided keys or lock combinations shall be included.
  - 21.1.2. A description of the methods to be used for identifying and preventing defects in the quality of service performed.
  - 21.1.3. A description of the records that shall be kept to document inspections and corrective or preventive actions taken.
  - 21.1.4. The records of inspections shall be kept and made available to the County of Rockland throughout the contract performance period and for the period after contract completion until final settlement of any claims under this contract.

## **22. PERFORMANCE EVALUATION MEETINGS**

- 22.1. In Progress Quarterly Reviews:  
 A management representative of the Contractor shall attend a quarterly compliance review with the department contacts, purchasing representative and other County of Rockland members as required. The purchasing representative shall organize the meeting.
- 22.2. Performance Evaluation Meetings:  
 The department contact shall require the contract manager to meet with him/her and other County of Rockland personnel as deemed necessary. The contractor may request a meeting with the department representative when the contractor believes such a meeting is necessary. A purchasing representative may be involved at these meetings.

## **23. CLEANING METHODS AND MATERIAL QUALITIES**

- 23.1. The contractor is responsible for determining the type, quality, and characteristics of all building materials, which have been used in the facilities that are to be serviced under this agreement. The contractor shall be responsible for the determination of the proper cleaning method for each building material serviced under this agreement so that the County of Rockland facilities shall remain in good and proper condition, ordinary wear-and-tear and unavoidable accident excepted.



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#### **24. QUALITY AND ACCEPTABILITY OF WORK**

- 24.1. The Purchasing representative shall decide all questions which may arise as to the quality and acceptability of work performed under the contract. If, in the opinion of the department contact or the purchasing representative, performance becomes unsatisfactory, the County of Rockland shall notify the Contractor, its authorized representatives or agents.

#### **25. SUPPLIES AND DISPENSERS**

- 25.1. The Contractor shall furnish hand towels, toilet tissue, liquid germicidal hand soaps, floor dry, hand cleanser/conditioner, sanitary napkins, tampons, toilet seat covers, and dispensers. The Contractor shall fill and replace dispensers as required.
- 25.2. All mechanical dispensers located within the areas serviced shall be maintained by the contractor. The contractor shall replace all broken dispensers, at no charge to the County of Rockland, unless such breakage is caused by County of Rockland personnel or clients and is not the result of normal use.
- 25.3. At the end of the current contract all dispensers shall be removed. The successful bidder shall be required to supply new dispensers.

#### **26. TASK STANDARDS**

- 26.1. The work tasks are listed below. All work shall be performed in strict accordance with the conditions, provisions, standards, and specifications described herein and all supplies, labor, material, components, equipment and appurtenances necessary to provide the services shall conform to the best practice known to the trade in design, quality, material and workmanship and are subject to the specifications in full.
- 26.1.1. Maintain Floors (quarterly). All floors accessible to floor machines, unless otherwise shown, as having carpet shall receive floor maintenance. After receiving floor maintenance, the entire floor shall have a uniform coating of nonskid floor finish, have a uniform, glossy appearance, and be free of scuff marks, heel marks, and other stains and discoloration. All floor maintenance solutions shall be removed from baseboards, furniture, trash receptacles, and similar items where inadvertently applied. Floor maintenance includes the techniques of sweeping, dust mopping, damp mopping, wet mopping, dry buffing, and spray buffing as required to achieve the above stated results.
- 26.1.2. Sweep/Dust-Mop Floors. All accessible floor areas (including corners and behind doors) shall be swept or dust mopped. After the floor has been swept or dust mopped, the entire floor surface, including corners and abutments, shall be free of litter, dust and debris.
- 26.1.3. Wet-Mop Floors. All accessible floor areas (including corners and behind doors) shall be damp and/or wet mopped. After being mopped, the floor shall have a uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of soil, stains, film debris or standing water. There shall be no splash marks or mop streaks on furniture, walls, baseboards, or similar items, or mop strands remaining in the area.
- 26.1.4. Remove Trash/Empty Recycling Containers. All trash containers shall be emptied at the frequencies specified and containers returned to their initial location. Boxes, cans, paper placed near a trash receptacle and marked "TRASH" shall be removed. Any obviously soiled or torn plastic trash receptacle liners in such receptacles shall be replaced. The trash shall be deposited in the nearest outside trash collection point. Unless otherwise indicated, trash shall be picked up from all office wastebaskets. Dirty trash receptacles shall be washed inside and out and shall be odor free.
- 26.1.5. Office containers marked and designated for recyclable paper are to be emptied as agreed to and the material shall be deposited in the containers indicated for recycled material.

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- 26.1.6. Clean Interior Glass/Mirrors (monthly). Includes all glass partitions, walls, doors, mirrors and adjacent trim with a lower edge below seven (7) feet. After glass cleaning, there shall be no traces of film, dirt, smudges, water or other foreign matter. (NOTE: Both sides of glass partitions, walls and doors are to be cleaned).
- 26.1.7. Clean Other Interior Glass (quarterly). Clean trophy/display cases, directory boards and other interior glass not addressed in above. After glass cleaning there shall be no traces of film, dirt, smudges, water or other foreign matter.
- 26.1.8. Clean Drinking Fountains (weekly). Disinfect all porcelain and polished metal surfaces, including the orifices and drain, as well as exterior surfaces of fountain. After cleaning, the entire drinking fountain shall be free from streaks, stains, spots, smudges, scale, and other obvious soil.
- 26.1.9. Clean Stairways (weekly). All floor surfaces shall be maintained and all lint, dust, dirt and debris removed. Grease and grime shall be removed from metal or rubber stair guards, handrails and baseboards. Contractor shall remove all marks, dirt, smudges, scuffs, and other foreign matter from adjoining stairwell walls to provide or maintain a clean, uniform appearance.
- 26.1.10. Vacuum Carpets. After being vacuumed, the carpeted floor shall be free of all visible litter and soil. Any spots shall be removed by carpet manufacturer's approved methods as soon as noticed. All tears, burns, and raveling shall be brought to the attention of the department coordinator. Area and throw rugs are included to receive this service.
- 26.1.11. Spot Clean Carpets. The contractor shall spot clean carpets that are stained over an area of 2 sq. ft. or less. After spot cleaning, all stains and spots shall be removed.
- 26.1.12. Vacuum/Clean Walk-Off Mats (monthly or whenever they are soiled). The contractor shall vacuum/clean interior and exterior walk-off mats. After vacuuming or cleaning, mats shall be free of all visible lint, litter and soil.
- 26.1.13. General Spot Cleaning. Contractor shall perform spot cleaning on a continual basis. Spot cleaning includes the removal or cleaning of smudges, fingerprints, marks, streaks, spills, and any other discrepancies, from washable surfaces of all walls, partitions, vents, grillwork, doors, door guards, door handles, push bars, kick plates, and fixtures. After spot cleaning, the surface shall have a clean, uniform appearance, free of streaks, spots and other evidence of removed soil.
- 26.1.14. Furniture. For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets or other similar items shall be stacked on desks, tables or windowsills. Upon completion of work, all furniture and equipment must be returned to its original position.
- 26.1.15. Basic Restrooms/Locker Rooms Cleaning Services-All cleaning tasks shall be accomplished to meet the requirements of this Request for Bid. There are minimum frequencies that each area shall require cleaning; however, the contractor shall maintain each facility to the standards established in this contract, which may require contractor services at more frequent intervals. For example, the contractor shall resupply restrooms whenever necessary to ensure adequate supplies are always available.
- 26.1.16. The contractor shall fill all drains as required to prevent odors.
- 26.1.17. Clean and Disinfect. Completely damp clean and disinfect all surfaces of mop sinks, toilet bowls, urinals, floor, drains lavatories, showers, shower mats, dispensers, plumbing fixtures, saunas, partitions, dispensers, doors, walls, and other such surfaces, using a germicidal detergent. After cleaning, receptacles shall be left free of deposits, dirt, streaks, and odors. Disinfect all surfaces of partitions, stalls, stall doors, entry doors, (including handles, kick plates, ventilation grates, metal guards, etc.) and wall areas adjacent to wall mounted lavatories, urinals, and toilets.

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- 26.1.18. Descal Shower, Partitions, Toilet Bowls and Urinals. Services include cleaning and disinfecting, which are performed prior to descaling. Descaling shall be performed as required but at least monthly. After descaling, the entire surface shall be free from streaks, stains, scale, scum, urine deposits, and rust stains.
- 26.1.19. Sweep and Mop Floor. After sweeping and mopping, the entire surface, including grout and floor drains, shall be free from litter, dust and foreign debris. Grout on wall and floor tiles shall be free of dirt, scum, mildew, residue, etc. Floors shall have a uniform appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film or standing water. Restroom floors shall be stripped, scrubbed, and waxed, as specified, to maintain sanitary conditions and a clean, uniform appearance.
- 26.1.20. Resupply Restrooms. Contractor shall ensure restrooms are stocked so that supplies do not run out. Supplies shall be stored in designated areas or off-site at contractor's facility. No overstocking shall be allowed. If supplies run out prior to the next service date, contractor shall refill within 2 hours of notification.

## **27. PERIODIC CLEANING SERVICES**

- 27.1. The contractor shall provide cleaning services, as specified, or agreed to with change order:
- 27.1.1. Strip, Scrub, Seal, and Wax Floors (quarterly). Strip, scrub, seal, and wax floors as necessary to maintain a uniform glossy appearance. A uniform glossy appearance is free of scuffmarks, heel marks, wax build-up, and other stains and discoloration.
- 27.1.2. Clean Interior Windows (annually). Windows are the glass surfaces, which are an integral part of the outer wall of the building. After window has been cleaned, all traces of film, dirt, smudges, water and other foreign matter shall be removed from frames, casings, sills, and glass.
- 27.1.3. Clean/Shampoo Carpets (semi-annually). All cleaning/shampooing shall be accomplished by Deep Dirt Extraction (Steam Cleaning) methods. After shampooing, the carpeted area shall be uniform in appearance and be free of stains and discoloration. All cleaning solutions shall be removed from baseboards, furniture, trash receptacles, chairs and other similar items.
- 27.1.4. Clean High Glass. Includes all glass partitions, walls, mirrors and adjacent trim with a lower edge above seven (7) feet from the floor. High glass shall receive the same quality cleaning as glass at lower levels. After glass cleaning, there shall be no traces of film, dirt, smudges, water or other foreign matter.

## **28. EMERGENCY AND SPECIAL EVENT CLEANING**

- 28.1. In the event that other janitorial services, in addition to or separate from the services specified herein, may be deemed necessary by the Contract Administrator or authorized representative, the Contractor may be requested to perform the additional or special service. Cleaning services shall be ordered by the County of Rockland through issuance of a purchase order for the appropriate work tasks. The Contractor shall be reimbursed by the County of Rockland based on the hourly labor rate specified by the Contractor in the Proposal Price Schedule of this agreement, plus the cost of the materials needed for the additional cleaning service.
- 28.2. Emergency Cleaning. Upon notification, the contract manager shall respond within one (1) hour. Contractor personnel shall begin clean-up within two hours. Contractor shall perform emergency cleaning required due to broken water pipes, commode overflow, vandalism, and similar emergencies to restore an area to its normal state of cleanliness and appearance.

## **29. MISCELLANEOUS DUTIES**

- 29.1. In addition to the work specified, the following additional duties shall be performed in conjunction with the cleaning operation as part of the Contract:

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

**TITLE:**  
**CUSTODIAL SERVICES, FIRE TRAINING CENTER**

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- 29.1.1. Reporting of security violations, hazardous conditions, items in need of repair such as burned out lights, leaky faucets, toilet stoppages, etc.
- 29.1.2. Closing windows, turning off lights and fans and securing external doors when night cleaning is finished.
- 29.1.3. Reporting to the Contract Administrator irregularities or damage in any of the areas serviced, regarding heating and ventilating equipment, lighting, furniture, vandalism, broken doors or windows, or any other condition that is unsafe or may require attention for repairs, replacement, or correction.
- 29.1.4. Ensuring that rooms that are locked after hours are locked after cleaning and the keys are returned to their designated office or location.
- 29.1.5. Ensuring that no interior space, room or suite of rooms that is normally secured after hours is left accessible and/or unattended during cleaning operations. This is a major item of interest.
- 29.1.6. Turning in all lost and found articles to the Contract Administrator or other specified office or location.
- 29.1.7. Notification of the Contract Administrator or designee of emergency conditions such as fires, floods, excessively hot or cold room temperatures, etc.
- 29.1.8. Securing building exterior doors as directed and keeping them secure during cleaning operations.
- 29.1.9. All problems and/or complaints of a minor nature, or similar isolated incidents, may be handled directly between the Contractor's foreman and the County of Rockland representative. A summary of the incident and resolution shall be contained in the daily report log.

### **30. MAINTAIN DAILY REPORT LOG**

- 30.1. The contractor shall maintain a Daily Report Log that includes the following:
  - 30.1.1. Discrepancies from the routine work scheduled and an explanation of the circumstances involved.
  - 30.1.2. Damage, vandalism, or broken windows listed by description and location.
  - 30.1.3. Any and all problems and/or complaints of a minor nature, or similar isolated incidents, may be handled directly between the Contractor's foreman and the department contact. A summary of the incident and resolution shall be contained in the daily report log.
  - 30.1.4. The contractor shall submit with proposal, a sample of daily report log forms.
  - 30.1.5. Reports may be submitted electronically via email.
  - 30.1.6. A report need not be submitted if there is nothing to report.

### **31. TELEPHONE SERVICE**

- 31.1. No non-emergency telephone charges to the County of Rockland by Contractor's employees shall be allowed.
- 31.2. A list of emergency telephone numbers shall be maintained at the work locations by the Contractor and shall include the Police and Fire Departments.

### **32. OSHA GUIDELINE COMPLIANCE**

- 32.1. The contractor shall comply with the OSHA Standard 29CFR 1910.1200 Hazardous Communications as it pertains to the training, safety, and equipment needed for all employees engaged in custodial service. The Contractor shall be responsible for compliance on date of contract commencement and shall provide proof to the Purchasing Division at the Start-up Meeting.

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- 32.2. The contractor is responsible for advising his employees of all Environmental and Hazardous Materials Handling and is also required to have and maintain Material Safety Data Sheets (MSDS) on all materials that are required by State and Federal Laws and/or Regulations (OSHA requirements).

### **33. MATERIAL SAFETY DATA SHEETS**

- 33.1. The Contractor shall furnish to the County of Rockland's Facilities Management Department and Safety Coordinator copies of Material Safety Data Sheets for all products used prior to beginning service in any facility. The Material Safety Data Sheets shall be organized and include an index.
- 33.2. These Material Safety Data Sheets shall be in compliance to the OSHA Guidelines, Title 29 of the Code of Federal Regulation, Part 1910.1200, Paragraph G.

### **34. LABELING OF HAZARDOUS MATERIALS**

- 34.1. The Contractor shall comply with the OSHA Guidelines, Title 29 of the Code of Federal Regulation, Part 1910.1200, Paragraph F, concerning the labeling of all chemical containers.

### **35. OSHA GUIDELINES BLOOD PATHOGENS**

- 35.1. The Contractor shall comply with the OSHA Standard 29CFR1910.1030 Bloodborne Pathogens as it pertains to the training, safety, and equipment needed for all employees engaged in custodial service. The Contractor shall be responsible for compliance on date of contract commencement and shall provide proof to the Purchasing Division at the Start-Up Meeting.
- 35.2. The contractor is responsible for cleaning bodily fluid spills of a two (2) foot square area, or less. The custodian shall immediately notify the local facilities administrator or departmental representative of any bodily fluid spills larger than two (2) feet square.

### **36. CAUTIONS SIGNS**

- 36.1. The Contractor shall use "caution signs" as required by OSHA Guidelines. The Contractor shall furnish these signs at no additional cost to the County of Rockland. Caution signs shall be on-site on Contract start date.

### **37. PERFORMANCE STANDARDS**

- 37.1. The contractor is responsible for providing janitorial services consistent with the expectations of the County of Rockland and shall perform at a level consistent with the specifications outlined herein and shall meet the County of Rockland standards for clean and safe working/learning environments. To that end, the contractor shall be aware that service deemed as deficient can result in the termination of a portion or the entire Contract.
- 37.2. The selected contractor is responsible for notifying all relevant parties when a condition exists that could hinder the contractor's ability to perform at acceptable levels in any facilities where employees of the contractor are working.
- 37.3. The contractor shall provide custodial maintenance services for each facility as proposed and listed on monthly schedule.
- 37.4. The standard of cleaning shall be classed as "Acceptable" which means that the work product elicits neither compliments nor serious criticism. Some occupants may complain from time to time.

### **38. UNSATISFACTORY CLEANING PERFORMANCE**

- 38.1. The Contractor shall provide a telephone number where immediate reporting of unsatisfactory cleaning performance can be made. The Contractor shall respond, by telephone, to such reports within sixty (60) minutes of the original notification call.

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- 38.2. Upon reporting of unsatisfactory cleaning performance by the Contractor Administrator, the Contractor shall have two (2) hours from such report to initiate corrective action. Note: This is not dependent on the receipt of a return call by the Contractor of the original report. If unacceptable condition(s) are corrected within two hours of verbal notification, the unacceptable condition(s) shall be considered acceptable and shall not count as a defect for quality rating purposes. Failure to correct the unacceptable conditions within the 2-hour period shall result in the contractor being charged with a defect.
- 38.3. Shortage of Consumable Supplies: Should the Contractor not furnish the proper supplies, the County of Rockland may make a purchase of the needed supplies and charge them against the Contractor's invoice at the County of Rockland's cost plus twenty percent (20%) for County of Rockland administrative costs. The contractor shall be charged with a defect. If the Contractor does not provide proper supplies after this action, then the Contractor shall be at risk of default.

### 39. CONTRACT DEFAULT

- 39.1. Repeated incidents of unsatisfactory cleaning performance or failure to comply with other terms of the contract shall result in termination for cause.
- 39.2. If the Contractor receives three (3) or more defects within a thirty (30) calendar day period or more than a total of twenty (20) defects during a one-year period, the contract can be terminated for cause.
- 39.3. Termination for default of any portion of the contract can result in termination of the entire contract for cause.

### 40. NON-PERFORMANCE INDICATORS

- 40.1. The County of Rockland of Rockland may use the following additional criteria to establish non-performance of the Contract requirements:
- 40.1.1. If all deficiencies on a quarterly inspection report are not corrected within one-week inspection - three (3) occurrences in one (1) year.
- 40.1.2. More than 2 quarterly reports over a one-year period that have been marked unacceptable by the County of Rockland inspector at the time of the inspection.

### 41. FREQUENCY STANDARDS

- 41.1. The following categories represent the frequency definitions used below. Current utilized categories are listed in section 42.
- 41.1.1. Category I - High Use Areas:  
 Basic Services—Daily  
 Restroom Services—Alternate Days  
 Periodic Services as specified or as agreed to through change orders
- 41.1.2. Category II - General Administrative/Industrial Areas:  
 Basic Services—Alternate Days (First Week: Mon, Wed, & Fri. Second Week: Tue, Thu, Sat.)  
 Restroom Services—Alternate Days  
 Periodic Services as specified or as agreed to through change orders
- 41.1.3. Category III, Other Requirements:  
 Service requirements that are not identified as Category I or Category II and are specified.

### 42. LOCATION DESCRIPTION:

FIRE TRAINING CENTER, 35 FIREMAN'S MEMORIAL DRIVE, POMONA, NY 10970  
 CENTER TO BE CLEANED AS SCHEDULED SUNDAY THROUGH FRIDAY (NIGHTS ONLY),  
 FROM 11 PM - 8 AM, EXCEPT AS NOTED Contact: Nick Longo @ 845-364-8909

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- 42.1. Main Building consists of two floors. Gross floor area is 49,650 sq ft. Net cleanable area is estimated to be 43,350 sq ft. Current monthly billing is \$4,750.00. It includes the following:

<u>Area</u>	<u>Present Category</u>
Restrooms (11)	I
Kitchen (2)	I
Administrative Space (2)	II
Offices	II
Lobby Entrance (5)	I
Hallways	I
Elevator	I
Stairwells	III (Weekly)
Classrooms (7)	I
Conference Rooms (2)	II
Library	III (As needed)
Auditorium (1)	II
Museum (1)	III (As needed)
Tactical Area (3)	II
All Purpose Room/ Instruction Room (1)	II
EMS Training Office (1)	II
Apparatus Room	III (Quarterly)
Front & Rear Entrance Trash Cans (2)	III (Twice Weekly)

**Special Requirements:**

A cleaner shall be required on site between 4PM and 7 PM, Monday through Friday, for classroom, bathroom and hallway work, as well as arrangement of desks and chairs for evening classes.

The apparatus room floor should be cleaned with a scrubbing machine and cleaning solution suitable for concrete (garage) cleaning, and all standing water removed.

All vinyl floors are stripped and waxed four times per year.

- 42.2. Fire Safety Building: Total cleanable area is estimated to be 3,109 sq. ft. Current monthly billing is \$275.00.

<u>Area</u>	<u>Present Category</u>
Classroom Area (1)	III (Weekly)
Bathroom (1)	III (Weekly)
“Apartment-Maze” (1)	III (Twice Weekly)
Front Entrance Trash Can (1)	III (Twice Weekly)

**Special Requirements:**

The “apartment-maze” only requires sweeping and mopping.

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42.3. Radio Room Addition: Current monthly billing is \$1,000.00.

<u>Area</u>	<u>Present Category</u>
Radio Dispatch Center	I
File Rooms (2)	III (weekly)
Office Area (3)	II
Training Room	III (weekly)
Kitchen	I
Bathroom/Locker room (2 each)	I
<u>Area</u>	<u>Present Category</u>
Quiet Room	III (weekly)
Conference Room	III (weekly)
Corridors	I
Lobby	I
Storage Room (2)	III (monthly)
Mechanical Room	III (monthly)

The above spaces shall include:

- 4 Bathroom sinks
- 1 Janitor slop sink
- 3 Toilets
- 1 Urinal
- 1 Kitchen sink
- 1 Drinking fountain
- Ceramic tile 470 sq ft
- Carpet 4500 sq ft
- Vinyl tile 1800 sq ft
- Bare concrete 500 sq ft

Special Requirements:

The Radio Room addition has a centralized vacuum system installed, which the successful bidder shall be required to use. Training shall be provided by the County of Rockland in its operation. The successful bidder shall be required to empty the system's canister as necessary. In the event that the central vacuum system is inoperable, vendor shall supply the equipment necessary to complete normal vacuuming.

**43. PREVAILING WAGES**

- 43.1. **This cleaning service is subject to Article 9 Prevailing Wage Rates.**
- 43.2. **The PRC number for this project is 2021900483**
- 43.3. **For applicable Article 9 Prevailing Wage Rates contact the New York State Department of Labor @ [www.labor.state.ny.us](http://www.labor.state.ny.us)**
- 43.4. This bid is not subject to collective bargaining agreements.

**44. AWARD**

- 44.1. This bid shall be awarded in its entirety to the lowest responsive, responsible bidder.
- 44.2. **The current three-year contract is \$209,220.00.**



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**45. METHOD OF PAYMENT**

45.1. The Contractor shall be paid on a monthly basis, in arrears. Invoices shall contain the agreement number or Bid number under which the purchase was awarded. Invoices must contain copies of completed Daily Report Logs. The Contractor shall submit monthly invoices to: County of Rockland, Department of Finance, Accounts Payable, 50 Sanatorium Road, Building A, 1<sup>st</sup> Floor, Room 184, Pomona, NY 10970.

**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, NIGP-CPP, CPPO**  
*Director of Purchasing*

**ADDENDUM # 1**

**RFB #: RFB-RC-2021-063**  
**CUSTODIAL SERVICES**  
**FIRE TRAINING CENTER**

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.

**A SITE VISIT WAS HELD ON OCTOBER 14, 2021 @ 10:00 AM. THE ATTENDEES LIST IS ATTACHED**

**AS A RESULT OF THE SITE VISIT THE FOLLOWING QUESTIONS WERE ASKED**

**Question 1. Are we supposed to clean each building 6 days per week, Sunday-to Friday, as specified in page 16?**

**Answer 1. Section 41. Frequency Standards states all Category 1 High Use Areas – Basic services are to be done daily Sunday through Friday 11 PM – 8 AM. Section 42. starting on page 16 to 18 indicates the categories for all areas and tasks.**

**Question 2. Besides the main building, are we supposed to do stripping & waxing quarterly at the other locations?**

**Answer 2. Yes. Under Section 27. Periodic Cleaning Services sub-section 27.1.1. Strip, Scrub, Seal, and wax floors (quarterly)**

**Question 3. Is there carpet shampooing requested in any location, and if yes, how many times per year?**

**Answer 3. Yes. Under Section 27. Periodic Cleaning Services sub-section 27.1.3. “Clean/Shampoo carpets (semiannually)”**

**SIGNED:**

*Paul J. Brennan*

**PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO**  
**DIRECTOR OF PURCHASING**

ADDENDUM

10/15/21

**COUNTY OF ROCKLAND - DGS-PURCHASING**  
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## 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 nonprofit agencies through our website: [www.rcpurchasing.com](http://www.rcpurchasing.com)
2. Any Rockland County nonprofit 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](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.
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 nonprofit agencies.