

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Centrifuge Maintenance and Repair Services**

Contract Period: **March 24, 2022, through March 23, 2023 w/ 4 one-year options
Extended through March 24, 2024 w/ 3 one-year options**

Original Date of Issue: 03/25/2022

Date of Revision: 03/03/2023

BID No: **RFB-RC-2022-014**

PRC #: **2022001515**

Catalog: **Wastewater Treatment**

Authorized Users: Rockland County Sewer District #1

Address Inquiries To:

Name: Ann Marie Curley, NIGP-CPP, CPPB
Title: Assistant Director of Purchasing
Phone: 845-364-3698
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E-mail: curleya@co.rockland.ny.us

Description

This contract is to perform centrifuge maintenance and repair services.

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 22-014	0000020528	Koester Associates, Inc. 3101 Seneca Turnpike Canastota, NY 13032 Contact: Eric Koester ekoester@koesterassociates.com hdusell@koesterassociates.com djean@koesterassociates.com	315-697-3800 Fax: 315-697-3888

COUNTY OF ROCKLAND
 DGS – PURCHASING DEPARTMENT
 BLDG. A, 6TH FLOOR, 50 SANATORIUM ROAD
 POMONA, NY 10970
 TELEPHONE NO.: 845-364-3820
 FAX NO.: 845-364-3809

VENDOR: _____

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	VENDOR
1.	Hourly price for Technician Hours of 8:00 AM to 3:00 PM, Monday to Friday	93691000001	45	HOUR	\$ 215.00	KOESTER ASSOCIATES
2	Labor Rates for Monday to Friday 3:00 PM to 8:00 AM	93691000002	1	HOUR	\$ 322.50	KOESTER ASSOCIATES
3	Labor Rates for Saturday 8:00 AM to 3:00 PM	93691000003	1	HOUR	\$ 322.50	KOESTER ASSOCIATES
4	Labor Rates for Saturday 3:00 PM to 12:00 Mid	93691000004	1	HOUR	\$ 322.50	KOESTER ASSOCIATES
5	Labor Rates for Sunday AM 12:00 Mid. to 8:00 AM	93691000005	1	HOUR	\$ 430.00	KOESTER ASSOCIATES
6	Labor Rates for Sunday 8:00 AM to 3:00 PM	93691000006	1	HOUR	\$ 430.00	KOESTER ASSOCIATES
7	Labor Rates for Sunday 3:00 PM to 12:00 Mid.	93691000007	1	HOUR	\$ 430.00	KOESTER ASSOCIATES
8	Labor Rates for Monday AM 12:00 Mid. to 8:00 AM	93691000008	1	HOUR	\$ 322.50	KOESTER ASSOCIATES
9	Labor Rates for Holiday	93691000009	1	HOUR	\$ 430.00	KOESTER ASSOCIATES
SUBCONTRACTED SERVICE COSTS						
10	Percent mark up to contractors cost for any subcontracted services which may be purchased in conjunction with bid. The mark up is not to exceed 15%. (Bidder must enter 0 in appropriate column if there is no mark up being offered.)	93691000043	ESTIMATED DOLLARS \$10,000.00	% MARK UP	15%	KOESTER ASSOCIATES
MATERIAL COSTS						
11	Percent mark up to contractors cost for any parts and materials which may be purchased in conjunction with bid. The mark up is not to exceed 15%. (Bidder must enter 0 in appropriate column if there is no mark up being offered.)	93691000015	ESTIMATED DOLLARS EXPENDED \$45,000	% MARK UP	15%	KOESTER ASSOCIATES
MAINTENANCE AGREEMENTS						
12	6 Month Preventive Maintenance Unit price per centrifuge as specified	93691000011	6	Each	\$ 19,751.06	KOESTER ASSOCIATES
13	TOTAL FOR ITEMS 1 – 12			TOTAL		
	The freight charges domestic and overseas will be billed at cost with no markup and proof of cost with payment.	93691000044				
14	TOTAL FOR ITEMS 1 – 12 WRITTEN OUT	_____				
TRAVEL REIMBURSEMENT						

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VENDOR: _____

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	VENDOR
15	Airfare – Contractor must obtain three quotes and select the lowest responsive fare/airline. The quotes must be provided with as backup with the invoice as a condition of payment. The County will only reimburse for air travel for each service technician necessary to perform the required work. The County will only reimburse for actual flight cost with no additional upgrades, 1st class, more leg room , seating selection, checked bags etc. County will only reimburse the cost of air travel from one of the primary New York/New Jersey airports. Should the Contractor wish to travel to/from an airport where the quote was higher, the County will only reimburse the lowest cost of the three quotes.	93691000045				
16	Lodging – The County will reimburse the contractor for lodging fees based on the current New York - Nyack/Palisades – County of Rockland Per Diem rate set by the Federal Department of General Services Administration (GSA). Current rates are available at the website below. Reimbursement will be paid at the said rate per each service technician required to perform the work. Proof of the current rate must be included with the Contractor’s invoice along with the hotel invoice which shows the dates and number for each room night as a condition of payment. https://www.gsa.gov/travel/plan-book/per-diem-rates	93691000046				
17	Rental Vehicle - The County will reimburse the contract for Short Term Vehicle Rental (STR) based on the current daily, weekly, monthly, GSA STR Vehicle Ceiling Rates posted on the GSA Fleet Management website. The current pdf. Rates can be found by scrolling down on the website noted below: https://www.gsa.gov/buying-selling/products-services/transportation-logistics-services/fleet-management/shortterm-rentals-str NAME of pdf. document is “STR Vehicle Ceiling Rates” (Current Sample is attached).	93691000047				
18	Mileage: The County will reimburse the contractor for mileage traveled over 120 miles when a company owned vehicle is to be used. Reimbursement will be based on the current IRS standard mileage rates as published on the IRS website. https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2022 The County will not reimburse associated cost such as fuel or tolls. Should lodging be required to complete the repairs, the cost reimbursement will be at the rates noted above. Proof of lodging will be required as a condition of payment.	93691000048				

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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 labor and material to perform scheduled maintenance, repair, and overhaul work on the Rockland County Sewer District (RCSD#1) centrifuges.
- 1.2. The Sewer District has three **Model CA505** Centrifuges that were manufactured by Westfalia Separator Inc.
 - CA-505-00-32 – SN: **8000-565** – Last Two Year Maintenance was performed in January 2019
 - CA-505-00-32 – SN: **8000-566** – Last Two Year Maintenance was performed in March 2019
 - CA-505-00-32 – SN: **8000-567** – Last Two Year Maintenance was performed in December 2018
- 1.3. All parts used in this work are to be either **new** original equipment manufacturer (OEM) parts or approved equal. The bidder shall warrant any approved equal parts shall carry the same warranty as OEM parts.
- 1.4. Work will be scheduled based on the requirements of the Rockland County Sewer District # 1.

2. PRE-BID MEETING

- 2.1. All bidders are encouraged to visit the Sewer District in Orangeburg, NY to inspect the equipment and area. Bidders shall be required to perform the work as specified whether or not they visit the site. Site contact Mr. Josue Thomas at (845) 365-6111.

3. QUESTIONS

- 3.1. All questions must be submitted in writing via email to purchasing@co.rockland.ny.us. The solicitation number must appear in the subject line of the email communication. Questions must be submitted no later than March 8, 2022, 12:00 PM EST.

4. CONTRACTOR REQUIREMENTS

4.1. PERSONNEL

- 4.1.1. Bidder shall employ qualified service technicians to perform the work specified.
- 4.1.2. Contractor shall submit with their bid a list of employees (service technicians), who will be servicing the specified equipment for the term of this contract.
- 4.1.3. Service technicians shall have a minimum of three years paid documented experience in the repair and troubleshooting of specified equipment or of units similar to the units specified.
 - 4.1.3.1. Contractor shall include with their bid documentation of experience for each service technician listed.
 - 4.1.3.1.1. List years of experience, list name of employers, list any certifications obtained and or training courses completed.

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4.1.3.1.2. Detail experience in repair and troubleshooting the equipment specified or of units similar to the specified centrifuges.

- 4.2. The successful contractor shall have the ability to maintain an inventory of service and replacement parts for the units specified at their warehouse. Upon request, the contractor shall show evidence of inventory.
- 4.3. The contractor shall complete the certificate of experience and the certificate of equipment forms.
- 4.3.1. NOTE: The contact information provided on the certificate of experience should be reviewed for accuracy.
- 4.4. The Contractor is responsible for providing all required service parts, tools, equipment, and personnel necessary to perform all work in a professional safe, and workmanlike manner.
- 4.5. The contractor is responsible for repairs of the centrifuges control cabinets. The contractor shall have in-house or subcontracted Process Control Specialists available.

5. WORK SCHEDULE

- 5.1. Preventive Maintenance and repair work shall be performed between the hours of 7:00 AM and 3:00 PM, Monday through Friday.
- 5.1.1. No work is to be performed outside of these hours without approval from the authorized County of Rockland representative.

6. REPAIR AND SERVICE REQUIREMENTS

- 6.1. Contractor shall furnish labor, parts, service manuals, tools and equipment in performance of this service.
- 6.2. FREIGHT CHARGES – All parts shipped within the United States are to be shipped FOB Destination Pre-Paid and Allowed. Parts shipped from overseas shall be shipped FOB Destination Pre-Paid and Added. No markup allowed. Proof of actual shipping billed shall be provided with the invoice as a condition of payment.
- 6.3. The Contractor shall provide a monitored 24-hour a day phone number and have a technician on site in response to a normal service call within five business days.
- 6.3.1. Emergency repair – Contract must have service technician on site within 72 hours from the date and time of the request made by RCSD#1
- 6.4. The Contractor shall only perform work which is required. Repairs shall be performed only with the approval of an authorized RCSD#1 representative. Should any repair work be performed without authorization, payment will not be made.
- 6.5. All completed service and repairs must meet with the approval of the authorized representative of the RCSD#1.
- 6.6. The Contractor shall provide operation and maintenance manuals for any new replacement components.

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- 6.7. Preventive Maintenance & Repair work should be executed on the grounds of the RCSD#1 facility whenever practicable. Transportation and shipping charges are not permitted and will not be reimbursed.
- 6.7.1. Units shall not be removed from the facility without authorization by the RCSD#1.
- 6.7.1.1. Should the Contractor and RCSD#1 agree that repair work to the centrifuge would be better accomplished at the Contractor's facility, the Contractor shall protect the unit from damage during shipping to and from RCSD#1 facility. Contractor will be reimbursed for the actual transportation cost, without markup, to and from Orangeburg, NY 10962. Contractor must provide bill of lading and proof of cost with the invoice as a condition of payment.
- 6.7.2. Within 3 business days of inspecting an out of service unit, the contractor shall provide the RCSD#1 with a complete inspection report to include general inspection, recommended repair, itemized cost breakout of recommended repairs and repair parts not included in the scope of this contract and an estimated timeline for completion of repairs and return to service.
- 6.7.3. Upon the completion of the repair and re-installation of the unit, the contractor shall provide RCSD#1 with a written detailed report outlining the repairs made, parts provided, pre and post repair test results, observed deficiencies, repair costs and recommendations for future work.
- 6.7.4. The District will, upon reasonable request, provide an operator for the existing permanently installed overhead crane. District employees shall not be responsible to 'hold something' to assist contractor operations. Contractor, unless otherwise specified in the bid, are expected to provide all equipment, tools, manpower, and expertise as may be necessary to perform all contracted tasks/work in a safe, efficient, professional, and expeditious manner.
- 6.8. Use of Premises - 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.
- 6.8.1. 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.
- 6.8.2. The Contractor shall be responsible for repairing and replacing anything damaged by his operations, within thirty (30) days after notification by the authorized County of Rockland representative that damage has occurred.
- 6.8.3. 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.
- 6.8.4. At no cost to the County, the contractor shall clean, repair and replace property damaged caused by the contractor during performance of this service.
- 6.9. 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

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have the area “Broom Clean” and ready for use. In case of a dispute, County of Rockland may remove rubbish and clean up, 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.

- 6.10. The quality of service shall be subject to inspection by the designated representative of the County of Rockland at any time. Should it be found that the quality of the service being performed is not satisfactory, and that the specifications are not being met, the Director of Purchasing or his designee, may terminate the Contract, giving 30 days prior written notice. In addition, if at any time during the life of the contract, the contractor, in the opinion of the County of Rockland, fails to take all reasonable steps to expedite the work, the County of Rockland may unilaterally nullify the contract.

7. LABOR AND MATERIAL COSTS

- 7.1. All labor and materials shall be invoiced and paid, as bid, on the proposal pages.

- 7.2. Detailed billings must be received by the County of Rockland within Forty-Five days after completion of each job.

7.2.1. LABOR COSTS

- 7.2.1.1. Detailed description of all completed service work must accompany all invoices.
- 7.2.1.2. Contractor shall bid a labor rate in dollars per man-hour for a technician to make required repairs, replacements, and troubleshooting.
- 7.2.1.3. The bidder agrees and hereby certifies that all labor charges contained in the invoices and vouchers shall be only those that was required and necessary to complete the work.
- 7.2.1.4. Labor shall be billed from the time the contractor’s employee arrives at, to the time he departs from the RCSD#1 facility.
- 7.2.1.4.1. The only billable time shall be for work performed.
- 7.2.1.5. Invoices for labor must be billed to the next quarter hour of actual time worked (example: 8:00 AM to 9:10 AM would be billed at 1 hour and 15 minutes). Invoices rounded to the next full hour will not be approved for payment.

7.2.2. MATERIAL & SUBCONTRACT COST

- 7.2.2.1. The invoices for payment must list specifically all parts and materials and cost to contractor for each item.
- 7.2.2.2. The County of Rockland will require verification of these costs by copy of the invoice as submitted to the contractor for payment.
- 7.2.2.3. The contractor agrees and hereby certifies that all parts and materials purchased shall be at lowest price available at the time considering the

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prevailing conditions and circumstances for which it is required that the purchase be made.

- 7.2.2.4. County of Rockland reserves the right to supply material when deemed in the best interest of the County of Rockland.
- 7.2.2.5. Should the Contractor deem refurbishment or fabrication for an existing component or assembly to be of benefit to the County of Rockland, the Contractor shall provide a price comparison and/or time frame benefit between a new component or assembly and a refurbished or fabricated unit. Refurbishment/fabrication costs shall include all related material, hardware, and labor. The County of Rockland shall authorize any refurbishment or fabrication prior to the start of that work.
- 7.2.2.6. Materials and/or Subcontract work are to be invoiced at the Contractor's cost plus the mark-up. **The mark-up is not to exceed 15%.**
- 7.2.2.6.1. Documentation of material and/or subcontract costs (invoices, etc.) of items /services greater than \$100 shall be provided with Contractor's invoices.

7.2.3. ADDITIONAL ITEMS

- 7.2.3.1. If the Contractor expects to incur any additional costs not specified in the above paragraphs, he must submit a list of those items and corresponding charges or schedule with his bid.
- 7.2.3.2. There will be no additional charge for delivery or mileage.
- 7.2.3.3. Nothing herein shall be considered to limit the authority of the County of Rockland to prosecute any bidder or Contractor who violates the laws of the State of New York.

8. BRAND NAMES

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

9. SAFETY

- 9.1. The Contractor shall adhere to all OSHA, PESH and County of Rockland safety rules while the work is in progress. Contractor is responsible for any damage to vehicles or structures resulting from the Contractor's negligence.
- 9.2. Contractor shall maintain the work site in a clean and orderly fashion. All debris shall be cleaned and removed from the work site each day.

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10. LAWS, LICENSES, AND PERMITS

- 10.1. Contractor shall comply with all applicable Federal, State and Municipal Laws and as required, to perform all work as specified.
- 10.2. Contractor and their service personnel shall possess all qualifications and obtain any required licenses and permits to perform the work specified. Proof of these items shall be provided to the Director of Purchasing with Bid.

11. REFERENCES

- 11.1. Bidder will furnish, with the proposal forms, a list of three sites with similar equipment presently being maintained by bidder. The name and telephone number of site contact is to be included with bid.

12. RULES AND TIME SHEETS

- 12.1. Successful contractor shall be subject to facility use rules and shall sign in and out, at the designated location whenever entering or leaving the premises. The Contractor shall submit a time sheet for each day worked on preventive maintenance. Time sheets shall only indicate equipment serviced. Details of servicing can be found on the preventive maintenance record sheets. The contractor shall also provide a time sheet for repair work which is not covered under the preventive maintenance specifications.

13. WARRANTY

- 13.1. The Contractor shall warranty all work performed for a minimum of 180 days upon completion of the work. Materials provided by the Contractor shall carry material manufacturer’s standard guarantee.

14. AMENDMENT TO BID

- 14.1. Any verbal information obtained from or statements made by the Representative of the County of Rockland or his designee at the time of examination of the documents or site shall not be construed as, in any way, amending Contract documents. Only such corrections or addenda as are issued by the Director of Purchasing in writing to all Contractors shall become a part of the Contract.
- 14.2. Any addendum issued during the time of bidding shall be included in bids and become a part of the Contract Agreement.

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15. MAINTENANCE SERVICE REQUIRED

15.1.MATERIAL

- 15.1.1. All materials and components utilized shall be Westphalia certified components or approved equal.
- 15.1.2. Items not listed or specified are not covered under the maintenance section of this bid but are covered under the repair section of the bid.
- 15.1.3. The work schedule listed below must be performed on each specified centrifuge. The authorized County of Rockland representative will determine the starting point.

15.2.EVERY SIX MONTHS AS REQUIRED

- 15.2.1.1. Grease motors – Material to be provided by the contractor at no additional cost.
- 15.2.1.2. Change oil and filter – Material to be provided by the contractor at no additional cost. – NOTE: Contractor shall dispose of excess and/or contaminated filters at no cost to the County.
 - 15.2.1.2.1. Clean the oil reservoir (tank) and inspect the oil pump for function and settings.
- 15.2.1.3. The District will accept waste oil and dispose of same at District expense. The Contractor shall request access to and will be responsible for transfer waste oil to designated District waste oil tanks, contractor shall be responsible for spill mitigation and housekeeping as may be required.
- 15.2.1.4. Inspect and tension belts as required.
- 15.2.1.5. Perform vibration and bearing signature analysis.
 - 15.2.1.5.1. Provide vibration report with field service report. Vibration report shall state deficiencies if found and deviation from standard.
 - 15.2.1.5.2. Inspect scroll and solids discharge ports. Use of a borescope or equivalent device shall meet the intent of this inspection requirement.
 - 15.2.1.5.2.1. Remove scroll from the rotating assembly for inspection and evaluation of the hard surfacing, feed zone and scroll driver.

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15.2.1.5.3. Service Parts (for each unit) to be replaced at no additional cost to the County shall include:

- 15.2.1.5.3.1. Westfalia # 0004-3090-850 Gasket 1
- 15.2.1.5.3.2. Westfalia # 0004-3044-750 Gasket 1
- 15.2.1.5.3.3. Westfalia # 0004-2356-750 Gasket 1
- 15.2.1.5.3.4. Westfalia # 0004-2531-830 Gasket 1
- 15.2.1.5.3.5. Westfalia # 0007-2018-750 Gasket 1
- 15.2.1.5.3.6. Westfalia # 0007-2572-750 Gasket 1
- 15.2.1.5.3.7. Westfalia # 9118-4572-000 Filter 1

15. CENRIFUGE CONTROL PANELS

15.1. Centrifuge control panel repair

15.1.1. Repair and / or replacement of control devices are covered under this contract. Control Devices include but not limited to Westfalia SJM Torque Controller, SJM Analog Output Cards, Graphic Display, Allen Bradley PLC SLC5, Allen Bradley I/O modules.

16. PREVENTIVE MAINTENANCE PRICING

16.1.1. Preventive Maintenance work shall be bid as a lump sum price as defined on the proposal pages. Lump Sum pricing shall include all equipment, labor and specified service parts required to perform the work.

16.1.2. Service parts not specified for preventive maintenance and repair work shall be billed separately as per the specifications.

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17. **PRICE ADJUSTMENT**

The County recognizes this product or service has a price component that may have a commodity with changing costs. The Contractor/Supplier may request a Price Adjustment no more frequently than once each quarter (3 month period).

A Price Adjustment request must be made in writing and include the reason for the request, documentation supporting the request (ie, commodity increases), the current pricing, and the requested revised pricing.

The County will review the Price Adjustment request. If the Price Adjustment is deemed reasonable the Price Adjustment request will be accepted by written acknowledgement. If the request is not accepted the County may entirely reject the request or may counter with revised pricing. In either case the County will provide a written explanation in support of the decision.

The Director of Purchasing may use available indexes (e.g. CPI or PPI) to determine if the requested Price Adjustment is reasonable. Typically, a Price Adjustment that exceeds 5% will not be approved unless very unusual and significant changes have occurred in the industry.

In the event industry costs decline, the County shall have the right to receive, from the Contractor, a reasonable reduction in prices/pricing that reflect such cost changes in the industry. The County will make a written request to the Contractor for a Price Adjustment in writing with supporting documentation.

18. **QUANTITIES**

18.1. All quantities shown are estimates. The successful bidder will be required to furnish quantities that may be more or less than the listed estimated quantities.

19. **TRAVEL REIMBURSEMENT**

19.1. The County will agree to authorize reimbursement for travel related costs as indicated below. The County will not reimburse for incidentals such as, meals, tolls, fuel etc. The County will not reimburse for any travel related costs that are not within the scheduled service dates and hours of the expected arrival and departure dates of the service technicians required to perform the work.

19.2. **Airfare** – Contractor must obtain three quotes and select the lowest responsive fare/airline. The quotes must be provided with as backup with the invoice as a condition of payment. The County will only reimburse for air travel for each service technician necessary to perform the required work. The County will only reimburse for actual flight cost with no additional upgrades, 1st class, more leg room , seating selection, checked bags etc. County will only reimburse the cost of air travel from one of the primary New York/New Jersey airports. Should the Contractor wish to travel to/from an airport where the quote was higher, the County will only reimburse the lowest cost of the three quotes.

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19.3. **Lodging** – The County will reimburse the contractor for lodging fees based on the current New York - Nyack/Palisades – County of Rockland Per Diem rate set by the Federal Department of General Services Administration (GSA). Current rates are available at the website below. Reimbursement will be paid at the said rate per each service technician required to perform the work. Proof of the current rate must be included with the Contractor’s invoice along with the hotel invoice which shows the dates and number for each room night as a condition of payment.

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

SAMPLE AS OF 02/08/2022

Primary Destination	County	2021 Oct	Nov	Dec	2022 Jan	Feb	Mar	Apr
Nyack / Palisades	Rockland	\$117	\$117	\$117	\$117	\$117	\$117	\$117

19.4. **Rental Vehicle**

19.4.1. The County will reimburse the contract for Short Term Vehicle Rental (STR) based on the current daily, weekly, monthly, GSA STR Vehicle Ceiling Rates posted on the GSA Fleet Management website. The current pdf. Rates can be found by scrolling down on the website noted below:

<https://www.gsa.gov/buying-selling/products-services/transportation-logistics-services/fleet-management/shortterm-rentals-str>

NAME of pdf. document is “STR Vehicle Ceiling Rates” (Current Sample is attached).

Mileage: The County will reimburse the contractor for mileage traveled over 120 miles when a company owned vehicle is to be used. Reimbursement will be based on the current IRS standard mileage rates as published on the IRS website.

<https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2022>

The County will not reimburse associated cost such as fuel or tolls. Should lodging be required to complete the repairs, the cost reimbursement will be at the rates noted above. Proof of lodging will be required as a condition of payment.

20. **AWARD**

20.1. Award will be made to the lowest responsive responsible bidder, who meets the stated requirements.

20.1.1. Travel Cost will be evaluated based on two (2) technicians required to work for two (2) days. Airfare, rental vehicle and lodging will be added to the overall bid pricing.

20.1.2. If the Bidder’s corporate office is less than 120 miles mileage and lodging rates for two (2) nights will be included in overall cost.

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20.2. The County of Rockland may inspect the facilities of the apparent low bidder prior to award to determine their capacity to perform this work.

20.2.1. The Facility Inspection may be accomplished by physically visiting the facility or by hosting a Pre-Award meeting via conference call.