

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

# Contract Award Notification

**Title:** **Fueling Site, Repair and Maintenance**

**Contract Period:** July 21, 2022 through July 20, 2023 with two one-year options  
Ext through 7/20/24 w/1 year option

**Original Date of Issue:** July 25, 2022

**Date of Revision:** 04/21/23

**BID No:** **RFB-RC-2022-053**

**Catalog:** **FACILITIES MAINTENANCE**

**PRC #:** **2022002400**

**Authorized Users:** County Agencies

Address Inquires 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 fueling site maintenance and repair services.**

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 20-046	0000011470	American Petroleum Equipment & Construction Co Inc 63 Orange Avenue Walden, NY 12586 Contact: James Dollaway Email: jim@apecco.biz	845-742-7920  <b>FAX:</b> 845-778-4110

COUNTY OF ROCKLAND  
 DGS – PURCHASING DEPARTMENT  
 BLDG. A, 2ND FLOOR, 50 SANATORIUM ROAD  
 POMONA, NY 10970  
 TELEPHONE NO.: 845-364-3820  
 FAX NO.: 845-364-3809

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	PRICE	VENDOR
1	LABOR RATES, 8:00 A.M. THROUGH 4:00 P.M. MONDAY- FRIDAY	92691000001	96	HOUR	\$117.00	American Petroleum
2	LABOR RATES, 4:00 P.M. THROUGH 8:00 A.M. MONDAY- FRIDAY	92691000002	6	HOUR	\$153.00	American Petroleum
3	LABOR RATES, SATURDAY THROUGH MONDAY 8:00 A.M.	92691000003	1	HOUR	\$234.00	American Petroleum
4	TANK TIGHTNESS TEST	92691000005	2	EACH	\$450.00	American Petroleum
5	PRECISION LINE TESTS	92691000006	2	EACH	\$150.00	American Petroleum
6	VACUUM TRUCK SERVICES	92691000007	2	EACH	\$325.00	American Petroleum
7	WASTE WATER DISPOSAL	92691000008	25	GALLON	\$1.25	American Petroleum
8	MARK-UP PERCENT MARK-UP SHALL BE ADDED TO INVOICE FOR ANY PARTS AND MATERIALS, WHICH MAY BE PURCHASED IN CONJUNCTION WITH REPAIRS. <b><u>NOT TO EXCEED 10%</u></b>	92691000004	EST. <u>DOLLARS</u> \$15,000.00	PERCENT MARK-UP	10%	American Petroleum

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BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970  
TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

**TITLE:****FUELING SITE-MAINTENANCE AND REPAIR****BID NUMBER:****RFB-RC-2022-053****PURCHASES BY OTHER****LOCAL GOVERNMENTS, SCHOOL DISTRICTS, AND NON PROFIT AGENCIES**

As per the New York State General Municipal Law, all political subdivisions of New York State are allowed to make purchases through the resulting contract(s). As per Rockland County Procurement Policy, Non Profit Agencies approved to participate in New York State's Contract Extension Program are authorized to make purchases through the resulting contract(s).

1. The County of Rockland shall make all contract award information available to other political subdivisions and non profit agencies through our website: [www.rcpurchasing.com](http://www.rcpurchasing.com)
2. Any other political subdivision or Rockland County non profit agency will issue purchase orders directly to vendors within the specified contract period referencing the County's contract and shall be liable for any payments due on such purchase orders; and shall accept sole responsibility for any payment due.
3. All purchases shall be subject to audit and inspection by the other political subdivisions and Rockland County non-profit agencies for which the purchase was made.
4. No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.
5. All Bidders shall be on notice that as a condition of the award of a County contract, the successful bidder shall accept the award of a similar contract with any other political subdivision in New York State and Rockland County non-profit agencies authorized to use New York State's contracts, if called upon to do so. A listing of approved Rockland County non-profit agencies is available on the Purchasing Division's website at [www.rcpurchasing.com](http://www.rcpurchasing.com). The County, however, will not be responsible for any debts incurred by the participants pursuant to this or any other agreement.
6. Necessary deviations from the County's specifications in the award of a participant contract, whether such deviations relate to quantities, or delivery points shall be resolved between the successful bidder and the other political subdivisions and Rockland County non profit agencies.

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## SPECIFICATIONS

### 1. SCOPE

- 1.1. The County of Rockland desires to contract with a vendor to furnish fueling site maintenance and repair to include parts and labor as needed for all above ground and below ground petroleum bulk storage tanks and equipment located at the following fueling sites:

<b>Department</b>	<b>Location</b>	<b>Contact</b>	<b>Telephone</b>
Facility Management	Bldg. T, Pomona, NY 10970	Patrick Horan	845-364-3846
Sewer District	3 Route 340, Orangeburg NY 10962	Josue Thomas	845-365-6495
Facility Management	Bldg. A, Pomona, NY 10970	Patrick Horan	845-364-3846
Facility Management	23 New Hempstead Rd., New City 10956	Patrick Horan	845-638-3846
Facility Management	Wood Ave., Stony Point, NY 10980	Patrick Horan	845-638-3846
Facility Management	55 New Hempstead Rd., New City 10956	Patrick Horan	845-364-3846

### 2. SITE VISIT

- 2.1. All contractors are encouraged to visit the facilities to familiarize themselves with all covered equipment and conditions prior to submitting their bid. Inspections can be scheduled by calling, 845-364-3846 for Facility Management Sites, and Josue Thomas at 845-365-6495 for the Sewer District.

### 3. QUALIFICATIONS OF CONTRACTORS

- 3.1. The Contractor shall show that he/she has available under his/her direct employment and supervision the necessary organization and facilities to properly fulfill all the services and conditions required under these specifications.
- 3.2. The Contractor shall show that he/she has maintained an organization capable of performing the work specified herein, and that said organization has been in continuous operation for at least the past five (5) years. Contractor shall submit the following information with bid:
- 3.2.1. Present address of the main operating office of his/her organization.
- 3.2.2. Contractor shall have a minimum of five (5) years of experience in the repair and servicing of fueling sites similar in size and scope to the work specified herein.
- 3.2.3. Contractor shall submit with their bid a list of five accounts for which they are presently doing such work. Reference must include contact person and telephone number.
- 3.2.4. Contractor shall have on staff personnel experienced in the service and repair of fueling equipment as required under these specifications. Personnel shall have 3 years of experience.

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- 3.2.4.1. Contractor shall provide the names of the employees in the area responsible for this contract, their function in the company, title, number of years of service with the contractor's firm and documentation indicating technical experience.

#### 4. PARTS

- 4.1. Contractor shall use new genuine OEM parts, or new owner approved equivalent parts, to make all repairs as required under this agreement.

#### 5. COVERAGE

- 5.1. Contractor shall have a staffed office to take service calls during the normal workweek. Answering machines or voice mail are not acceptable. Upon arriving at the job site, technicians shall check in with owner's representative. Contractor must obtain owner's approval prior to working any hours other than Monday through Friday, 8:00 a.m. to 4:00 p.m. If at any time during the term of the contract, the contractor in the opinion of the owner, fails to take all reasonable steps to expedite the work, the owner may unilaterally nullify the contract.

#### 6. RESPONSE TIME

- 6.1. All calls for service shall result in a technician being on the job site within four (4) hours of call.

#### 7. PRICING FOR LABOR AND MATERIAL

- 7.1. The Contractor shall be paid for each repair job as authorized by Rockland County upon submission of properly executed invoices. Invoices shall be submitted according to these requirements:

- 7.1.1. Labor Charges: Contractor shall submit an hourly labor price as per attached pricing schedule, for twenty-four hours, seven days a week service calls as may be required at all Rockland County government facilities. The invoice must list specifically the number of man-hours worked. The Contractor's labor charges must correspond to the rates, which he will supply with the bid.

- 7.1.1.1. New York State Prevailing Wage Article 8 and Certified Payroll Requirements apply to the contract for all services being provided by the contractor and sub-contractors.

- 7.1.2. Material Costs: The invoice must list specifically all parts, which the Contractor has purchased from other sources and the cost to him/her for each. Receipts for all materials purchased which cost more than \$100.00 must be submitted with each invoice. The bidder agrees and hereby certifies that all parts and materials which he/she purchases shall be at the lowest price available at the time considering the prevailing conditions and circumstances for which it is required that the purchase be made. No invoices will be paid without this documentation.

- 7.1.2.1. Markup: The Contractor shall add a fixed percentage above-described material charges to the invoice for payment. The percent markup must correspond to the figure entered in the proposal page of this bid. **Mark-up not to exceed 10%**. Bidder shall enter a % mark-up between 0%-10% on the proposal pages. There shall be no mark-up on freight.

- 7.2. Additional Items: If the Contractor expects to incur any additional costs not specified in the above paragraphs, he/she must submit a list of those items and corresponding charges or schedule with his bid. There shall be **no additional charge for delivery or mileage**. No other costs except those placed in the

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bid proposal at the time the bid is submitted shall be evaluated, considered or deemed acceptable charges by the County of Rockland.

- 7.3. Contractor shall receive a purchase order number from the Purchasing Department prior to commencing any work.

## 8. WARRANTY

- 8.1. Contractor shall guarantee all repair work performed to be free from defects in materials and labor for ninety (90) days. Additionally, new parts shall carry the manufacturer's standard warranty for that part.

## 9. TIME SHEETS

- 9.1. Upon job completion, technician shall submit a job ticket to owner indicating date, time of arrival and departure, work performed, parts used, technician's name, and job status.

## 10. EQUIPMENT

- 10.1. The contractor is responsible for providing all tools and equipment necessary to efficiently perform all work in a professional and workmanlike manner. The Certificate of Equipment is included in this package and must be completed.

## 11. SAFETY

- 11.1. The contractor shall perform all work in accordance with OSHA and County of Rockland Safety Regulations. 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. Debris is to be disposed of in the facility dumpster.

## 12. USE OF PREMISES

- 12.1. 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.
- 12.2. 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.
- 12.3. 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.
- 12.4. 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.

## 13. CLEANING UP

- 13.1. 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 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.

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**TITLE:****FUELING SITE-MAINTENANCE AND REPAIR****BID NUMBER:****RFB-RC-2022-053****14. CONTRACT PRICE ADJUSTMENTS UPON RENEWAL**

- 14.1. The bid rates shall remain firm through the first contract period with no wage adjustments allowed. If the County exercises any of the option years of the award, Contractors may submit a request for adjustment on the yearly anniversary date of the contract. Any request for price adjustment(s) shall be submitted thirty (30) days in advance in writing to the Director of Purchasing. Any and all price adjustments will be limited to the percentage increase in the CPI Index - All Urban Consumers for the preceding 12 months. The County reserves the right to reject any request for price increase deemed excessive.
- 14.2. CPI-Index - Consumer Price Index for All Urban Consumers as published by the Bureau of Labor Statistics of the United States Department of Labor or a successor or substitute index, appropriately adjusted.
- 14.3. There shall be no upward adjustments to the Mark-Up offered or lower discount lines.

**15. AWARD**

- 15.1. Award will be made to the lowest responsive/responsible bidder based on the total on line nine (9) of the proposal pages. 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.

**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 # 2**

**RFB #: RFB-RC-2022-053**  
**FUELING SITES – MAINTENANCE & REPAIR**

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.

**Below are the locations and equipment at the Facilities Fueling Sites.**

**Pomona:**

**Building E:**

1. 1,000 gallon In-ground waste oil tank – Pnumerator TMS-3000 monitor
2. 4,000 gallon above ground gasoline tanks – TopKat TPK-900 key based authorization terminal – Omntec OEL-8000 monitor – (2) Wayne mechanical dispensers
3. 20,000 gallon above ground diesel tank –Omntec Proteus-K monitor

**Building T:**

1. 5,000 gallon above ground diesel tanks – Petrovend K-800 card based authorization terminal – Veeder-Root TLS 350 monitor – (2) Gasboy mechanical dispensers

**New City:**

**Sheriff's Office:**

1. 2,000 gallon above ground gasoline tank - TopKat TPK-900 key based authorization terminal – (1) Gasboy digital dispenser

**Highway Dept.:**

1. 4,000 gallon above ground diesel tank & (1) 2,000 gallon above ground gasoline tank – Fuel Master authorization & monitoring system – (2) Gasboy digital dispensers

**Stony Point:**

**Highway Dept.:**

1. 2,000 gallon above ground diesel tank & (1) 2,000 gallon above ground gasoline tank – Fuel Master authorization & monitoring system – (2) Gasboy digital dispensers

**SIGNED:**

*Paul J. Brennan*

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