

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Residential Cleaning, Declutter and Sanitation Services**
Contract Period: March 15, 2023 through March 14, 2024 w/4-1-year options
Original Date of Issue: 03/15/23
Date of Revision:
BID No: RFB-RC-2022-146
Catalog: Facilities
Prevailing Wage #: 2022901311 (Article 9)
Authorized Users: County Agencies, All Non-Profits

Address Inquiries To:

Name: Sabrina Samuels
Title: Purchaser II
Phone: 845-364-3807
Fax: 845-364-3809
E-mail: lozanoj@co.rockland.ny.us

Description

This contract is for Residential Decluttering, Cleaning and Sanitation Services

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 22-146	0000027976	North Eastern Cleaning & Restoration LLC 140 Lauman Lane Hicksville NY 11801 Darrel Zhao info@nec.nyc	917-293-3557

RFP-RC-2022-146- Residential Cleaning, Declutter and Sanitation Services

Item Description	Item Number	Quantity	UOM	Unit Price	Extended Price	Awarded Vendor
Hourly Rate for Cleaning Services- pricing is to be inclusive of cleaning, tools, products and travel	91039000044	30	Hour	\$ 65.00	\$ 1,950.00	North Eastern Cleaning
Hourly Rate for Decluttering Services- Pricing is to be inclusive of all tools, products, and travel	91039000045	30	Hour	\$ 65.00	\$ 1,950.00	North Eastern Cleaning
Hourly Rate for Sanitizing- Pricing is to be inclusive of all tools, products and travel	91039000046	30	Hour	\$ 65.00	\$ 1,950.00	North Eastern Cleaning
Dumpster Charge- Flat rate for the usage of a dumpster	91039000047	10	Each	\$ 550.00	\$ 5,500.00	North Eastern Cleaning
Assessment of residence required services	91039000048	15	Each	\$ 125.00	\$ 1,875.00	North Eastern Cleaning
Flat Rate Cancellation Fee	91039000049	5	Each	\$ 175.00	\$ 875.00	North Eastern Cleaning
Total					\$ 14,100.00	North Eastern Cleaning

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

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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 non profit agencies through our website: www.rcpurchasing.com
2. Any Rockland County non profit agency will issue purchase orders directly to vendors within the specified contract period referencing the County's contract and shall be liable for any payments due on such purchase orders; and shall accept sole responsibility for any payment due.
3. All purchases shall be subject to audit and inspection by the other non-profit agency for which the purchase was made.
4. All Bidders shall be on notice that as a condition of the award of a County contract, the successful bidder shall accept the award of a similar contract with any Rockland County non-profit agency authorized to use New York State's contracts, if called upon to do so. A listing of approved Rockland County non-profit agencies is available on the Purchasing Division's website at www.rcpurchasing.com. The County, however, will not be responsible for any debts incurred by the participants pursuant to this or any other agreement.
5. Necessary deviations from the County's specifications in the award of a participant contract, whether such deviations relate to quantities, or delivery points shall be resolved between the successful bidder and the political subdivisions or Rockland County non profit agencies.

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SPECIFICATIONS

1. SCOPE

- 1.1. The Rockland County Department of Social Services Adult Protective Services Unit (RCDSS APS) is seeking a qualified company to provide cleaning, disinfecting, and decluttering to support vulnerable adults in the community.
- 1.2. RCDSS APS Unit assists adults, age 18 or over with mental or physical impairment who are unable to provide for their basic needs.
- 1.3. The contractor must provide safe, discreet, and reliable residential decluttering, cleaning, and disinfecting services to individuals who are eligible for services through RCDSS. The services will vary in intensity and frequency depending on the individual need.

2. ASSESSEMENT

- 2.1. The initial assessment must be provided within five (5) business days of receipt of a referral from RCDSS APS.
- 2.2. RCDSS APS will make arrangements with the contractor to visit the client's residence.
- 2.3. The initial assessment must be developed which will include the required services, date and time of services, and frequency with which the services will be provided.
 - 2.3.1. Required Services must be approved by an authorized representative of RCDSS APS prior to any work being performed.
- 2.4. The first service must be provided within three (3) days of RCDSS APS approval of the service schedule/plan.

3. SERVICES

- 3.1. Each client will receive one or more of the following services:

3.1.1. Cleaning Services

- 3.1.1.1. Cleaning services include but are not limited to, dusting, vacuuming and/or mopping floors, wiping down surfaces in bathrooms and kitchen, emptying trash cans, and cleaning difficult to reach areas.
- 3.1.1.2. Pricing for this service is to be inclusive of required supplies and tools to perform cleaning services.
- 3.1.1.3. Pricing is to be inclusive of travel, tolls, and administrative costs associated with this service.

3.1.2. Decluttering

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- 3.1.2.1. Decluttering includes reorganization, and removal of junk, and unneeded items.
- 3.1.2.2. Hoarding may be a factor in some residents, therefore the involvedness to which the services are needed will vary and may require additional resources (i.e. dumpsters)
- 3.1.2.3. Pricing for this service is to be inclusive of required supplies and tools to perform cleaning services.
- 3.1.2.4. Pricing is to be inclusive of travel, tolls, and administrative costs associated with this service.
- 3.1.2.5. Pricing for the use of a dumpster is to be provide as a flat rate for the use of a dumpster at one residence.

3.1.3. Sanitization

- 3.1.3.1. Sanitize high touch surfaces to reduce germs to levels public health codes or regulations consider safe. <https://www.cdc.gov/hygiene/cleaning/cleaning-your-home.html>
- 3.1.3.2. It is preferred that the contractor use disinfectants and sanitizers approved by New York State Office of General Services as being environmentally preferable cleaning products under GreenNY.
- 3.1.3.3. Pricing for this service is to be inclusive of required supplies and tools to perform cleaning services.
- 3.1.3.4. Pricing is to be inclusive of travel, tolls, and administrative costs associated with this service.

4. SCHEDULING AND CANCELLATIONS

- 4.1. After the initial assessment of services and scheduling the contractor must coordinate with RCDSS APS for the scheduling of all subsequent appointments.
- 4.2. The contractor must include a cancellation policy. Fees for cancellation must be included in the bid table.
- 4.3. If a client is not home at the time of appointment or the contractor is unable to enter the clients residence to perform services, the visit can be rescheduled one time without RCDSS APS involvement.
- 4.4. If the client cancels two times the visit cannot be rescheduled without prior approval of RCDSS APS.

5. SOCIAL RESPONSIBILITY

- 5.1. Services must be provided in a manner that addresses the ethnic composition of the community being served.
- 5.2. The services must be provided without regard to income and are based on the principle of the individual's right to self-determination and least restrictive alternatives.
- 5.3. RCDSS values cost effective service that delivered in the most appropriate setting with culturally sensitive, courteous, and respectful treatment for all involved.

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5.4. The contractor must provide quality services that improve the well-being and health for all residents, protects our most vulnerable populations, and promotes public safety, self-sufficiency for individuals and families.

6. REQUIREMENTS

6.1. The contractor must have a minimum of 3 years providing similar services to residential clients.

6.2. The contractor must provide names and copies of drivers' licenses for all Technicians that will provide services.

6.3. Technicians must be properly trained, respectful and maintain a level of confidentiality.

7. SUBCONTRACTORS

7.1. Subcontractors are allowable under this agreement; however, the contractor must get written approval by RCDSS for any and all subcontractors.

7.2. Subcontractors must adhere to the requirements set forth in the bid documents.

7.3. The contractor is to list all subcontractors that will be used to provide services.

8. INVOICES

8.1. All invoices must be submitted to RCDSS with back up documentation and client information matching the assessment plan schedule and services.

8.2. All claims for payments are subject to audit.

8.3. Invoices must be submitted monthly.

8.4. The County of Rockland is not responsible for any services provided that were not prior approved by RCDSS APS under the client assessment plan.

9. PRICING FOR LABOR AND MATERIAL

9.1. The Contractor shall be paid for services as authorized by Rockland County upon submission of properly executed invoices. Invoices shall be submitted according to these requirements: 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.

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- 9.2. Detailed description of all completed service work must accompany all invoices.
- 9.3. Contractor shall bid a labor rate in dollars per man-hour for a technician.
- 9.4. The bidder agrees and hereby certifies that all labor charges contained in the invoices and vouchers shall be only those that were required and necessary to complete the work. 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.
- 9.5. The County of Rockland shall not pay for Lunch breaks and any additional company approved break times. The County will only pay for the time working on-site.

10. PRICE ADJUSTMENT

- 10.1. 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 one each year.

Price Adjustment request must be made in writing and include the reason for the request, documentation supporting the request (i.e., 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.

11. AWARD

- 11.1. Award will be made to the lowest responsive responsible bidder meeting the stated requirements. The County reserves the right to award this contract on a line-by-line basis.

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-RC-2022-146

Residential Declutter, Cleaning and Sanitization Services

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.

Question # 1: Can you tell me who has this contract at this time and how much it was for?

Response #1: There is no current contract in place this is the first time these services are being provided.

SIGNED:

Paul J. Brennan

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

ADDENDUM

1/3/23

DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION

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ADDENDUM # 2

RFB-RC-2022-146
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Question #1: When can we make an appointment for a walk through?

Response #1: This bid is not for one specific location; the requirements are for residential locations which are not yet specified and will be determined on an as needed basis. As per section #4 of the specification an initial assessment of the residence and services will be coordinated prior to services provided.

Question #2: Are cleaning, decluttering and sanitation separated for bidding or they are an omnibus that the winning contractor has to do all?

Response #2: The County reserves the right to award this bid as a whole or on a line-by-line basis. If it is deemed in the County's best interest these services may be awarded separately.

SIGNED:

Paul J. Brennan

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

ADDENDUM

01/04/23

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ADDENDUM # 3

RFB-RC-2022-146

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Question #1: What does est. Qty mean on the proposal page? Does it mean the county estimates work of 30 hours ? we put unit price times 30 to arrive at the extended price ?

Response #1: The estimated quantity is the estimated number of hours the Department of Social Services anticipates being required. Please note all quantities listed are estimates and may be greater or less than the estimated quantities. Yes, the extended price is the unit price x the number of hours. It is encouraged to submit your bid through the Bonfire Portal which will automatically calculate the extended price.

Question #2: Do you have info what's the average sqft for each residential unit like 1b1b and how many units you are maintaining?

Response #2: No, there is no information on the square footage for each residential unit. This is a new service to the County and each location will have different square footage. Based upon information provided by Economic Research <https://fred.stlouisfed.org/series/MEDSQUFEE36087> the median home size in Rockland County as of November 2022 is 2,247 square feet.

Question #3: Do you set aside or have any special treatments for New York state minority businesses?

Response #3: This is not a requirement of this bid; however, we encourage you to provide this information in your response.

Question #4: Assessment. How many residential units are we assessing? Are we assessing all units you are currently maintaining?

Response #4: Each residence that will receive service must be assessed prior to service being provided. This service is new to the County and there are currently no units being maintained.

Question #5: Cancellation. A contractor should list the price for cancellation per what it says in solicitation, but I don't see it on the proposal page. How are we supposed to do this?

Response #5: Please note a correction has been made to the bid table to include a flat rate for cancellation.

SIGNED:

Paul J. Brennan

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

ADDENDUM

01/17/23