

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

# Contract Award Notification

Title: **Locksmith Services and Supplies**

Contract Period: September 8, 2023 through September 7, 2024 with 2-1-year options

Original Date of Issue: August 14, 2023

Date of Revision:

**BID No:** **RFB-RC-2023-066**

**PRC #:** **20230063333**

**Catalog:** **Facilities**

Authorized Users: County Agencies, all Political subdivisions

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 locksmith services and supplies.

Contract #	Vendor Number	Contractor & Address	Telephone No.
Bid 23-066	0000005375	A & N Rappaport Lock and Alarm 31 New Main Street Haverstraw, NY 10927 Contact: Noel Rappaport rappaportlock@live.com	845-429-8400  <b>Fax:</b> 845-429-8501

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.	HOURLY PRICE	VENDOR
<b>PART I – LABOR RATES</b>					
1	<b>Service Rates In Shop</b> Monday – Saturday 8:00 AM – 5:00 PM	91048100001	20	<b>\$50.00</b>	A&N Rappaport
2	<b>Service Rates On Site</b> Monday – Friday 8:00 AM – 5:00 PM	91048100002	75	<b>\$60.00</b>	A&N Rappaport
3	<b>Service Rates On Site</b> Monday – Friday 5:00 PM – 8:00 AM	91048100003	2	<b>\$75.00</b>	A&N Rappaport
4	<b>Service Rates On Site</b> Saturday, Sunday and Holidays	91048100004	1	<b>\$75.00</b>	A&N Rappaport
5	<b>Minimum Billing Requirement</b>	91048100005	1	<b>\$25.00</b>	A&N Rappaport
6	<b>Changing Combinations of Safe and Money Chests</b>	91048100006	2	<b>\$80.00</b>	A&N Rappaport
<b>Total for Part I</b>					<b>\$ 5,910.00</b>

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	PRICE	VENDOR
<b>PART II – REKEYING, CODING AND DUPLICATING CHARGES. DO NOT LIST MORE THAN ONE PRICE PER LINE.</b>					
7	<b>Basic Key Duplication Regular House Keys</b> Example: Kwikset, Yale, Arrow and Schlage	91048100007	10	\$1.75	A&N RAPPAPORT
8	<b>Basic Key Duplication Regular Keys</b> Example: Schlage “E” Russwin RU45 & 46 and others	91048100008	25	\$2.00	A&N RAPPAPORT
9	<b>Basic Key Duplication Non-Regular Keys, Industrial</b> Example: Russwin Sectional, Sargent & Corbin, Yale Sectional	91048100009	100	\$3.00	A&N RAPPAPORT
10	<b>Keys Cut To Code</b> Example: Padlock keys	91048100010	10	\$10.00	A&N RAPPAPORT
11	<b>Keys Cut To Code</b> Example: Desk keys, cabinet keys, building keys	91048100011	10	\$10.00	A&N RAPPAPORT
12	<b>Keys Cut To Code</b> Example: Auto Keys-single sided and some double sided	91048100012	10	\$15.00	A&N RAPPAPORT
13	<b>Keys Cut To Code</b> Example: Double sided VATS	91048100013	10	\$15.00	A&N RAPPAPORT
14	<b>Keys Cut To Code</b> Example: Double sided PATS	91048100014	10	\$15.00	A&N RAPPAPORT

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	PRICE	VENDOR
15	<b>Additional Work – Keys Cut To Code</b> Additional cost to items 10-14 if problems arise during coding	91048100015	10	\$50.00	A&N RAPPAPORT
16	<b>DOM Keys (Dimple Key)</b>	91048100025	5	\$0.00	A&N RAPPAPORT
17	<b>Medeco Keys-Non-High Security</b>	91048100026	5	\$10.00	A&N RAPPAPORT
18	<b>Medeco Keys – High Security</b>	91048100027	5	\$12.50	A&N RAPPAPORT
19	<b>ASSA Abloy</b>	91048100030	5	\$0.00	A&N RAPPAPORT
20	<b>Best Type</b>	91048100031	5	\$8.00	A&N RAPPAPORT
<b>Total for Part II</b>					<b>\$1,670.00</b>

**LOCKSMITH SERVICES AND SUPPLIES**

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LINE NO.	DESCRIPTION	AUTHORIZED MANUFACTURERS REPRESENTATIVE Y/N	ITEM NUMBER	EST. QTY.	% DISCOUNT	VENDOR
<b>PART III - MATERIAL: LOCKS AND LOCK PARTS, PADLOCKS AND REPAIR PARTS</b>						
Indicate the percentage discount from manufacturer’s price list offered for locks, padlocks and repair parts						
21	Schlage		45055500001	\$20,000	25%	A&N Rappaport
22	Yale		45055500002	\$100	25%	A&N Rappaport
23	Kwickset		45055500003	\$100	25%	A&N Rappaport
24	Corbin/Ruswin		45055500005	\$100	25%	A&N Rappaport
25	Master (Padlocks)		45055500007	\$300	25%	A&N Rappaport
26	Simplex		45055500009	\$100	25%	A&N Rappaport
27	Folger-Adam		45055500010	\$100	25%	A&N Rappaport
28	Von Duprin		45055500011	\$100	25%	A&N Rappaport
29	Sargent		45055500012	\$300	25%	A&N Rappaport
30	Best		45055500040	\$200	25%	A&N Rappaport
<b>Total for Part III</b>						<b>\$16,050.00</b>

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	% MARK-UP	VENDOR
<b>PART IV – MISCELLANEOUS</b>					
31	<p><b>Materials / Parts not previously listed and used in conjunction with services performed</b>  <u>PERCENT MARK-UP SHALL NOT EXCEED 20%</u>                      (invoices over \$100 which include materials/parts shall be accompanied by copies of suppliers’ invoices for materials to substantiate cost to contractor) (If no mark-up is being offered, enter “0” in the space provided)  <b>TOTAL EXTENDED PRICE FOR MARK-UP = ESTIMATED DOLLARS EXPENDED X PERCENT MARK-UP</b></p>	45055500036	<p>ESTIMATED MATERIAL  <u>DOLLARS</u>                      \$5000.00</p>	<b>15%</b>	A&N RAPPAPORT
<b>Total Parts I-IV</b>					<b>\$29,380.00</b>

**COUNTY OF ROCKLAND - DGS-PURCHASING**  
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970  
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**TITLE:**  
**LOCKSMITH SERVICES AD SUPPLIES**

**BID NUMBER:**  
**RFB-RC-2023-066**

## 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

**A Virtual Pre-Bid via Microsoft Teams will be hosted on July 6, 2023, at 11:00AM - To Participate select the link below.**

**Microsoft Teams Meeting Link:**

[Click Here for Pre-Proposal Meeting](#)

**Meeting ID: 250 464 030 21**  
**Passcode: Cr2ULX**

### 1. SCOPE

- 1.1. This solicitation is issued to provide a ready "as required" source for: Lock, Lock Parts and Lock, Safe Services for the County of Rockland, with the exception of, the County's Correctional Facility.

### 2. PRICES AND PRICE ADJUSTMENT

- 2.1. All prices/discounts shall be F.O.B. Destination and shall include all charges that may be imposed in fulfilling the terms of this contract. Prices/Discounts shall remain firm for the duration of the contract, unless otherwise stipulated in these Special Provisions.
- 2.2. If labor rates are requested, the rates specified by bidder shall include all such direct and indirect overhead costs such as transportation, general and administrative cost, etc. Labor rates shall be paid on the basis of time at the site.
- 2.3. This contract is subject to **New York State Labor Law 220, Article 8 Prevailing wages**. The Contractor shall submit with, each invoice, certified payrolls for all labor. Submission of Certified Payroll with invoice is a condition of payment.
- 2.4. Miscellaneous Parts/Materials shall be billed at Contractors approved mark-up. **Percent Mark-Up Shall Not Exceed 20%. There shall be no mark-up on freight.**
- 2.5. All invoices for parts/materials above \$100.00 shall have a copy of the vendor invoice submitted with the delivery ticket provided to the County.

### 3. PROJECTED REQUIREMENTS/ESTIMATED QUANTITIES

- 3.1. Locksmith shall be an authorized dealer for Schlage, Best, DOM and any other keying system that the County of Rockland has in use. Locksmith must be authorized to produce restricted keys.
- 3.2. As requirements arise for specific quantities of items covered herein, orders shall be placed by the authorized individuals.
- 3.3. The quantities specified in this solicitation are estimated only and are given for the information of bidders and for the purpose of bid evaluation. They do not indicate the actual quantity, which shall be ordered, since such volume shall depend upon requirements, which develop during the contract period.

### 4. QUALIFICATIONS OF CONTRACTORS

- 4.1. The bidder shall show that he has available under his direct employment and supervision the necessary organization and facilities to properly fulfill all the services and conditions required under these specifications.
- 4.2. The contractor shall show that he 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 years. Contractor shall submit the following information with the bid.
- 4.3. Years of operation.



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4.4. The names of the employees in the area responsible for this contract, their function in the company, title, and number of years of service with the contractor's firm. The present address of the main operating office of this organization.

**5. RESPONSE TIME/SERVICE**

5.1. Contractor shall respond to service calls as follows:

5.1.1. Regular Work – within one business day of notification.

5.1.2. Emergency Work – within two hours of notification.

5.1.3. An authorized Rockland County representative shall state whether or not the required work is an emergency.

5.2. Contractor must maintain a manned 24-hour answering service (no answering machines). Contractor must respond to the call within one hour.

**6. INVOICING PROCEDURE**

**6.1. Blanket Purchase Order for Ordering Agencies**

6.1.1. The Contractor shall submit a Summary Invoice once each month for each ordering Agency, listing the Sales/Delivery Ticket numbers covering deliveries made during the monthly billing period. The invoice must be accompanied by one copy of each signed Sales/Delivery Ticket.

6.1.2. The invoice shall contain the applicable Blanket Purchase Order number, and the name of the Agency receiving the supplies. Payment shall be made once each month.

6.1.3. All invoices must show the manufacturer list price, less the discount for the net.

**6.2. Individual Departmental Purchase Orders**

6.2.1. Orders with Individual Purchase Order Numbers are to be billed separately indicating the Purchase Order Number.

**6.3. Hourly Rates**

6.3.1. All invoices for labor shall be billed to the next quarter hour of actual time worked (example 8:00 am to 9:10 am would be billed at one (1) hour and 15 minutes). Invoices rounded to the next full hour will not be approved for payment.

**7. RESERVATIONS**

7.1. Items of the manufacturers specified herein of unusual quantities which the County of Rockland considers other than "routine requirements" may, at the discretion of the Purchasing Officer, be re-submitted to public bid on an individual item basis whenever, in the opinion of the Purchasing Department, the best interest of the County of Rockland will be served. It is anticipated that any single order exceeding Ten Thousand Dollars (10,000.00) shall be subjected to separate bidding and some common usage items shall be consolidated for "scheduled buying" on a separate bid basis.

**8. CANCELLATION OF ORDERS**

8.1. Purchases made under this contract are for readily available supplies specified herein. Time is of the essence in furnishing the items ordered. The County of Rockland reserves the right to cancel the order and/or to refuse delivery if the items ordered are not furnished within a reasonable period of time or as specified in this contract.

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## 9. EMERGENCY PURCHASES

- 9.1. The County of Rockland reserves the right to make emergency purchases from other sources, should the Contractor be unable to furnish the required item within the required time frame.

## 10. INSPECTION

- 10.1. All work and materials shall be subject to a final inspection by an authorized representative of Rockland County of Rockland. Any omission of failure on the part of the Rockland County representative to disapprove or reject inferior or defective work or materials shall not be construed to be an acceptance of any such work or materials. If any defective work or material is found during inspection the Contractor shall remove or repair, at his own expense, such defective work or material rejected and shall rebuild and/or replace it without extra charge.
- 10.2. If the Contract Documents, the owner's or his agent's instructions, or laws, ordinances or regulations of any public authority require any work to be tested or approved, Contract shall give the Owner or his agent timely notice of its readiness for inspection by the proper authorities. If any such work shall be covered up without approval or consent, it must, if required by the Owner of this agent or other proper authorities, be uncovered for examination at Contractor's expense.

## 11. IDENTIFICATION

- 11.1. Contractor employees/representatives shall have proper identification and present same upon request. Contractor employees/representatives shall report to the appropriate administrative office each time County of Rockland facility is visited.

## 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 shall 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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#### 14. PROTECTION OF WORK AND PROPERTY

14.1. The Contractor shall at all times safely guard the Owner's property from injury or losses in connection with this Contract. He shall at all times safely guard and protect his own work and that of adjacent property (as provided by law and the contract documents) from damage. The Contractor shall replace or make good any such damage, loss or injury unless such be caused directly by errors contained in the contract documents or by the Owner or by his duly authorized representatives. All passageways, guard fences, lights, and other facilities required for protection by local authorities or local conditions must be provided and maintained.

#### 15. CONTRACT TERM

- 15.1. The term of this contract is for One Year from the date of Award with the option to renew for Two additional One-Year Periods
- 15.2. The current contract BID 20-067 expires 9/7/2023.
- 15.3. The current contract was awarded on 9/8/2020 and has expended \$43,044.00 to date.

#### 16. CONTRACT PRICE ADJUSTMENTS UPON RENEWAL

- 16.1. 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.
- 16.2. 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.
- 16.3. There shall be no upward adjustments to the Mark-Up offered or lower discount lines.

#### 17. CONTRACT AWARD

- 17.1. This bid is comprised of four (4) parts:
- 17.1.1. Part I – Labor Rates
  - 17.1.2. Part II – Re-keying, Coding and Duplicating
  - 17.1.3. Part III – Materials: Locks & Lock Parts, Padlocks & Repair Parts
  - 17.1.4. Part IV – Miscellaneous Materials
- 17.2. Award shall be made to one vendor to fulfill the anticipated requirements of Rockland County.
- 17.3. Award shall be made to the lowest responsible bidder based on the overall total for Parts I, II, III and IV.