

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

**TITLE: BOILER RENTAL –
 DR. ROBERT L. YEAGER CENTER – POMONA NY**

RFB #: RFB-RC-2022-132

ELECTRONIC BID SUBMISSION ENCOURAGED

Proposals may be submitted electronically through the County's BONFIRE BID Submission Portal. Please refer to the instructions titled: **Electronic Bid Submission Instructions for Suppliers**

BIDDER'S NAME: _____

PHYSICAL ADDRESS: _____
Bidders must list a physical address

MAILING ADDRESS : _____
 (P.O. BOX NUMBER, IF APPLICABLE)

Bids for the above referenced bid number and title will be received until **3:00 PM on September 29, 2022**, via electronic bid submission through the **BONFIRE Portal** or at the Rockland County Purchasing Department, at the above address and **at that time** all bids will be publicly opened and read. Specifications and bid forms may be downloaded at: <https://rocklandgov.com/bonfirehub.com/portal> and/or www.bidnetdirect.com. Please make note that the United States Postal Service does not deliver directly to this facility, however, other overnight couriers DO deliver directly to our facility. It is recommended that proposals be submitted in advance, at least one day prior to the specified date and time to allow for a timely receipt. **LATE BIDS will NOT be considered**

TERMS: NOVEMBER 1, 2022 THROUGH APRIL 30, 2023

DELIVERY: DELIVERED TO POMONA, NY 10970 BY OCTOBER 31, 2022

**Prices are to be quoted F.O.B. DESTINATION, FREIGHT PREPAID AND ALLOWED with deliveries to be made to:
 50 SANATORIUM ROAD, POMONA, NY 10970**

IMPORTANT NOTICE – Bid Distribution:

The County of Rockland officially distributes bidding documents from the Purchasing Division Office or through the Empire State Purchasing Group's Regional Bid Notification System. Copies of bidding documents obtained from any other source are not considered official copies. Only those vendors who obtain bidding documents from either the Purchasing Division Office or the Regional Bid Notification System are guaranteed to receive addendum information, if such information is issued. ***Appendix A (Revised 08/2010) – General Terms and Conditions for all Purchasing Division Contracts is a separate attachment. Bidders must download, read, and acknowledge acceptance of Appendix A on the proposal page.*** If you have obtained this document from a source other than the Rockland County Purchasing Division or the Empire State Regional Bid Notification System, it is recommended that you obtain an official copy.

NOTE: The proposal of each bidder must contain the certification to non-collusive bidding as set forth in section 103-d of the General Municipal Law included in the specifications. This requirement must be strictly complied with. Filing of Affidavit of Disclosure is mandatory when submitting your bid for this project.

The undersigned reserves the right to reject any and all proposals and to accept any proposal or proposals as submitted, or as modified, which in the opinion of the undersigned will be in the best interests of the County of Rockland.

DATED: 9/12/22

COUNTY OF ROCKLAND
 POMONA, NY
 BY: PAUL J. BRENNAN, FNIGP, NIGP-CPP CPPPO, DIRECTOR OF
 PURCHASING

PLEASE MAKE COPY OF BID FOR YOUR RECORDS

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BIDDER'S CHECK LIST

Your response to the above referenced bid may be considered unresponsive and may be rejected if the following forms are not included at the time of the bid opening. If submitting your pricing via electronic bid submission please see **Electronic Bid Submission Instructions for Suppliers.**

FORMS



STATEMENT OF REQUIRED DISCLOSURES, REPRESENTATIONS AND CERTIFICATIONS



Experience / References form



Valid NYS Worker's Compensation and Disability Certificates or Attestation of Exemption



Signed Bid Acknowledgment Form

BID DEPOSIT



BID SECURITY

If required, each bid must be accompanied by a certified check made payable to the County of Rockland in the amount indicated below. In lieu of such check, the bidder may furnish a bid bond in the same amount and having as surety thereon a surety company licensed to do business in the State of New York and approved by the County Attorney. Checks or bid bonds of all formal bidders will be returned after an award has been made.

The amount of the bid deposit required for this bid is:

☐ \$500.00 ☐ 5% of Total Bid ☒ Waived ☐ Other: _____

INSURANCE INFORMATION



As per insurance requirements specified in this bid package, the County of Rockland requires a current insurance certificate, with the County of Rockland listed as additional insured, to be on file in the Purchasing Department. You will be given five (5) business days from notice of award to supply this form, or the award will be rescinded.

OTHER INFORMATION/REQUIREMENTS



Specifications as required

Bidders must submit a detailed layout, description, and schedule for the proposed heating system



OTHER: _____

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Electronic Bid Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement	Instructions
RFB-RC-2022-132 (BT-34TZ)	BidTable: Excel (.xlsx)	1	Required	You will need to fill out the provided Response Template for this BidTable. The Response Template can be downloaded from the project listing on the Bonfire portal.
Statement of Disclosures	File Type: PDF (.pdf)	1	Required	
Valid NYS Wkm's Compensation and NYS Disability Certificates or Attestation of Exemption	File Type: PDF (.pdf)	1	Optional	
Valid Certificate of Liability Insurance (see sample certificate which identifies the coverage and limits required as well as sample language to name the County of Rockland as additionally insured)	File Type: PDF (.pdf)	1	Optional	
Certificate of Experience	File Type: PDF (.pdf)	1	Required	
Detailed layout, description, and schedule for the proposed heating system	File Type: PDF (.pdf)	1	Required	

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Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

Requested BidTables:

The BidTable Response Templates can be obtained at <https://rocklandgov.bonfirehub.com/opportunities/75077>.

Please note that BidTables may take a significant amount of time to prepare.

2. Upload your submission at:

<https://rocklandgov.bonfirehub.com/opportunities/75077>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Sep 29, 2022 3:00 PM EDT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Rockland County uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://vendorsupport.gobonfire.com/hc/en-us>