



CONTRACT DATA SHEET

Monroe County Division of Purchasing
200 County Office Building, Rochester NY 14614

TITLE: RENTAL & SERVICE OF PARTS CLEANING MACHINES

CONTRACT #: 1113-02

CONTRACT DATES: 01/01/03 – 12/31/07

BUYER: Mary Ann Wood
PHONE: 585/753-1135
FAX: 585/753-1104

VENDOR(S): Solvents & Petroleum
1405 Brewerton Road
Syracuse, NY 13208

Phone #: 1-800-315-4467
Fax #: 315-454-8230

TERMS AND CONDITIONS

BID ITEM: RENTAL AND SERVICE OF PARTS CLEANING MACHINES

FOR: MONROE COUNTY AND ITS VARIOUS AGENCIES

SCOPE: Monroe County requests bids on the rental of automotive/industrial parts cleaning machines and regular replacement of solvents in them at stated intervals (cleaning of the machines, service, and refill). The attached unit pricing sheet indicates the location of each present machine and the intervals at which each should be serviced.

All solvents used must be OSHA approved and cannot pose prospective health problems to County employees either in their use or in the replacement of solvents.

Vendor shall transport and dispose of the contaminated materials removed from County facilities. If a spill occurs while that material is under Vendor's control or possession, Vendor will pay all clean-up costs. If any pollution occurs while the material is under Vendor's control, Vendor will pay all costs to remedy that pollution.

CONTRACT AWARD: Monroe County intends to award a contract to the lowest responsible and responsive bidder based on GRAND TOTAL. Contractors must bid on all items in order to be considered. The County reserves the right to reject any and all bids if the Purchasing Manager deems said action to be in the best interests of Monroe County.

CONTRACT TERM: Contract will start with the date of the contract award and run through December 31, 2003, with the option to renew the contract up to four (4) additional one (1) year periods at the mutual consent of both parties.

PRICE CHANGES: Price changes may be proposed by either party no later than forty-five (45) days prior to contract extension based upon industry price trends. Should price changes not be acceptable to both parties, the contract will not be extended. Prices may change only once per year, at the time of extension.

QUALIFIED BIDDER: The successful bidder must be prepared to present satisfactory proof of his capacity to meet the terms of this contract including but not limited to appropriate staff, inventory and equipment. The successful bidder must allow the Purchasing Manager or his Designee to inspect the bidders facilities and/or request three (3) references to verify his capacity to complete the contract.

Bidders must provide documentation with their bid demonstrating EPA certification for transportation and disposal of industrial chemicals.

SPECIFICATION ALTERATIONS: Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. **Only formal written addenda can materially alter this set of specifications.** No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.

BRAND REFERENCE: References to a manufacturer's product by brand name or number is done solely to establish the minimum quality and performance characteristics required. Bidders may submit bids on alternate, but must attach catalog

sheets listing the specifications for any alternate bid. Further, the vendor must demonstrate that the alternate proposed has a sufficient operating track record to show the equipment will perform per the specified brand. The acceptance of a bidder's alternate rests solely with the Purchasing Manager.

**PURCHASE ORDER
ISSUANCE:**

No work shall proceed against nor shall any items be delivered against this contract until the contractor has received a purchase order or a purchase order number. **Items supplied or services rendered that are not part of this contract will not be paid for by Monroe County.**

BILLING PROCEDURE:

All invoices for services provided as a result of this contract must reference the County's Purchase Order number. Invoices without this information will not be processed for payment.

DELIVERY:

Vendors must be prepared to deliver all machines as listed on the Unit Price Sheet within two (2) weeks of Notice of Award.

WAGE RATES:

Pursuant to the provision of Section 220-A of the New York State Labor Law, as amended, the contractor (and his Sub-contractors) will be obligated to pay all workers in the covered classes the applicable prevailing wage rates and supplements. The minimum hourly wage rate to be paid the various classes of labor performing work under this contract shall be in accordance with schedules which have been established, or may hereafter be established or increased, by the New York State Department of Labor during the contract term. Wage rate schedules may be accessed at www.labor.state.ny.us.

QUANTITIES:

The quantities listed on the unit price sheet are the **estimated total annual requirements**. These estimates should not be construed to represent guaranteed maximum or minimum quantities to be purchased during the contract period. All unit prices bid will be extended for the actual number of units purchased.

SUBCONTRACT:

The contractor shall not subcontract any work without first obtaining the written consent of the Purchasing Manager of the County of Monroe.

**UNCONTEMPLATED
PURCHASES:**

Monroe County reserves the right to request separate bids for such quantities of items that may be best procured via separate public bid and/or request for quotation and to otherwise act in furthering its own interests.

**SECURITIES AND
INSURANCE:**

Any Certificate of Insurance, Bonds, or other forms of security required by this bid are to be submitted to the Purchasing Manager no later than ten (10) normal business days following the date of notification of award. Documents must be received by the close of business, 5:00 pm, on that day.

**SUBMITTAL OF
FORMAL PROPOSAL:**

Formal proposal must be legible and submitted in the original form bearing an original signature. **NEITHER FAXES NOR COPIES WILL BE ACCEPTABLE.**

EXCEPTIONS:

Any exception to this bid must be in writing and attached to the Proposal Sheet.

REPORT OF

The contractor must, upon request, provide the County Purchasing Manager

ACTIVITY:

with detailed information showing amount of activity conducted under this contract. This includes not only the County but any other municipality or agency which utilize from this contract.

ADDITIONAL ITEMS:

The County reserves the right to add related items and services to this contract during the contract term upon agreement by both parties as to the price. Approval must be given in writing by the Purchasing Manager or his designee.

OTHER AGENCIES:

The contractor(s) must honor the prices, terms and conditions of this contract with political subdivisions, school district, fire districts or other district or public authority located entirely or partly within Monroe County. Usage of this contract by any of these other political subdivisions or agencies, or corporation s will have to be coordinated between that subdivision or agency or corporations and the contractor. Orders placed against this contract between any subdivision or agency or corporation will be contracts solely between the contractor(s) and those entities. Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the contractor(s) and any third party.

REMOVAL OF MACHINES:

At the end of the contract, the outgoing Contractor will remove all machines at no additional cost to Monroe County.

BP1113-02
RENTAL/SERVICE OF PARTS CLEANING MACHINES
UNIT PRICE SHEET

ITEM #	DESCRIPTION	EST ANNUAL VISITS	UNIT PRICE
01	RENTAL/SVC PARTS CLEANING MACHINE, MODEL 30, FLEET AIRPORT;	12	\$140.42
02	RENTAL/SVC PARTS CLEANING MACHINE, MODEL 30, FLEET MAINT.;	6	\$108.67
03	RENTAL/SVC PARTS CLEANING MACHINE,BRAKE CLEANER,FLEET MAINT;	4	\$97.68
04	RENTAL/SVC PARTS CLEANING MACHINE, MODEL 16, HIGHLAND PARK;	4	\$108.67
05	RENTAL/SVC PARTS CLEANING MACHINE, MODEL 30, SEWER MAINT.;	12	\$144.08
06	RENTAL/SVC PARTS CLEANING MACHINE, MODEL 30 (#1), FEV;	12	\$140.42
07	RENTAL/SVC PARTS CLEANING MACHINE, MODEL 30 (#2), FEV;	12	\$140.42
08	RENTAL/SVC PARTS CLEANING MACHINE, MODEL 30, NWQ;	6	\$108.67
09	RENTAL/SVC PARTS CLEANING MACHINE, MODEL 30, GCO;	12	\$140.42
11	RENTAL/SVC PARTS CLEANING MACHINE, MODEL 16, CIVIC CENTER;	3	\$108.67
12	RENTAL/SVC PARTS CLEANING MACHINE,MODEL 30,SHERIFF'S GARAGE;	6	\$108.67

MONROE COUNTY PURCHASING Vendor Performance Survey

Contract Title: _____

Contract Number: _____

Vendor: _____

Please rank the vendor performing the contract specified on a scale from "1" to "10" with "1" being poor, "5" average and "10" excellent. Please include any additional comments or suggestions in the space provided below. Monroe County Purchasing appreciates your input.

	Poor				Average					Excellent
	1	2	3	4	5	6	7	8	9	10
Item(s) supplied met specifications										
Product provided value (taking into account price, quality, etc.)										
Timeliness of delivery										
Completeness and accuracy of order										
Ability to contact representatives of vendor when needed? (If unavailable was call back prompt?)										
Invoices received promptly and accurately										
Recommendations received from the vendor (ie. product information, cost saving strategies, ideas for better use of resources, etc.)										

Survey Completed by:

Name: _____

Title: _____

Agency: _____

Telephone: _____ Fax: _____

E-mail: _____

Please submit this survey to Monroe County Purchasing