



CONTRACT INFO SHEET

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

DATE: AUGUST 28, 2020

CONTRACT EXTENSION

BID TITLE: PLC Integration and Construction Services

CONTRACT #: BP#0810-17 (4700007416)

CONTRACT DATES: 10/01/2017 – 9/30/2021

BUYER: Susan Archacki

PHONE: 585-753-1110

FAX: 585-753-1104

VENDOR(S): #11101656
Kaman Automation, Inc.
1000 University Avenue, Suite 800
Rochester, New York 14607-1239

CHANGES AS FOLLOWS: THE ABOVE CONTRACT HAS BEEN EXTENDED THROUGH September 30, 2021.

Susan Archacki
Buyer

XC: BP FOLDER
VENDOR
BUYER



CONTRACT INFO SHEET

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

DATE: SEPTEMBER 9, 2019

CONTRACT EXTENSION

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CONTRACT #: BP#0810-17 (4700007416)

CONTRACT DATES: 10/01/2017 – 9/30/2020

BUYER: Susan Archacki
PHONE: 585-753-1110
FAX: 585-753-1104

VENDOR(S): #11101656
Kaman Automation, Inc.
1000 University Avenue, Suite 800
Rochester, New York 14607-1239

CHANGES AS FOLLOWS: THE ABOVE CONTRACT HAS BEEN EXTENDED THROUGH September 30, 2020.

A handwritten signature in black ink, appearing to read "Susan Archacki".

Susan Archacki
Buyer

XC: BP FOLDER
VENDOR
BUYER



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Rochester, New York 14607-1239

CHANGES AS FOLLOWS: THE ABOVE CONTRACT HAS BEEN EXTENDED THROUGH
September 30, 2021.

A handwritten signature in black ink, appearing to be "SA", with a long horizontal flourish extending to the right.

Susan Archacki
Buyer

XC: BP FOLDER
VENDOR
BUYER



CONTRACT DATA SHEET

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

TITLE: PLC Integration & Construction Services

CONTRACT #: 0810-17

CONTRACT DATES: 10/1/17-9/30/18

BUYER: WALTER B. LARAUS
PHONE: 585/753-1121
FAX: 585/753-1104

VENDOR(S): Kaman Automation/Zeller
1000 University Ave.
Rochester, NY 14607

Ph: 585-254-8840
Fax: 585-254-4805

TERMS AND CONDITIONS

<u>BID ITEM:</u>	PLC Integration and Construction Services
<u>FOR:</u>	Department of Environmental Services
<u>PURCHASING CONTACT:</u>	Walter B. LaRaus, (585) 753-1121
<u>DUPLICATE COPIES:</u>	<u>PLEASE SUBMIT YOUR BID IN DUPLICATE; THE ORIGINAL AND ONE (1) COPY.</u>
<u>BID INFORMATION:</u>	At the time of bid, the bidder shall supply detailed specifications covering the item(s) contained herein and shall clearly indicate any areas in which item or items offered do not fully comply with the specifications contained herein.
<u>SUBMITTAL OF FORMAL PROPOSAL:</u>	<p>Bid proposal must be legible and submitted in the original form, bearing an original signature. EMAILS AND FACSIMILES ARE NOT ACCEPTABLE.</p> <p>All bidders must submit proof that they have obtained the required Workers' Compensation and disability benefits coverage or proof that they are exempt.</p>
<u>SPECIFICATION ALTERATIONS:</u>	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.
<u>QUANTITIES:</u>	The quantities listed are the estimated <u>annual</u> requirements and should not be construed to represent either maximum or minimum quantities to be ordered during the contract term.
<u>QUALIFIED BIDDER:</u>	Each bidder must be prepared to present satisfactory proof of his capacity and ability to perform this contract. Such proof may include, but is not limited to, an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. The Purchasing Manager reserves the right to reject any bid where the bidder cannot satisfy the County as to their ability to perform. Monroe County reserves the right to reject any and all bids if the Monroe County Purchasing Manager deems said action to be in the best interests of Monroe County.
<u>METHOD OF AWARD:</u>	Monroe County intends to award the bid to the lowest responsive and responsible bidder, based on the TOTAL . <u>Bidder must bid on all items in order to be considered.</u> The County reserves the right to reject any and all bids if the Purchasing Manager deems said action to be in the best interest of the County.
<u>BUYER CONTACT:</u>	<p>The Buyer, identified below, is the sole point of contact regarding this Bid from the date of issuance until the bids are opened and the results made public.</p> <p>Walter B. LaRaus Monroe County Division of Purchasing 200 County Office Building 39 West Main Street Rochester, NY 14614 Email: wlaraus@monroecounty.gov</p> <p>All requests for bid clarification must be submitted in writing to the Buyer referenced above and received no later than close of business (5:00 PM Eastern Standard Time) on August 23, 2017.</p>

All questions will be answered and documented in writing as an Addendum to the Bid. These will be sent out to all Bidders who received the original Bid no later than **August 28, 2017**.

CONTRACT TERM:

Contract will start with the date of the contract award and run through **September 30, 2018**, with the option to renew the contract up to four (4) additional twelve (12) month periods with 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 manufacturer price changes which must be supported with documentation. Should price changes not be acceptable to both parties, the contract will not be extended. Prices may change only at the time of extension.

MINIMUM ORDER:

No minimum order is specified for this contract. Agencies must be able to order as needed. **Political subdivisions and others authorized by law may participate in this contract.**

**PURCHASE ORDER
ISSUANCE:**

Delivery of services may be directed by the receipt of a Purchase Order only. **Items that are not part of this bid will not be paid for by Monroe County.** As to all purchase orders issued by Monroe County, exceptions may only be authorized, in writing, by the Purchasing Manager or her authorized agent prior to delivery.

**BILLING
PROCEDURE:**

All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of Item Purchased, BP#, Item #, Extension and Total. **ALL INVOICES MUST BE MARKED WITH THE PURCHASE ORDER NUMBER. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.**

**WARRANTY/
GUARANTEE:**

All warranties by manufacturer shall apply. Bidder shall, as part of its proposal, furnish its warranty/guarantee for all goods/services to be furnished hereunder. As a minimum, Bidder shall warrant all goods for a period of one (1) year from date of acceptance. Bidder shall be obligated to repair or replace all defects in material or workmanship, which are discovered or exist during said period. All labor, parts and transportation shall be at Bidder's expense.

**UNCONTEMPLATED
PURCHASES:**

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

**SECURITIES AND
INSURANCE:**

Any Certificates 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.

SUBCONTRACT:

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

RELATED ITEMS:

The County reserves the right to add miscellaneous related items 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 her Designee.

**REPORT OF
PURCHASE:**

The Contractor must, upon request, provide the County Purchasing Manager with detailed information showing how much of each item was delivered to any and all agencies under this contract. This includes deliveries to not only the County but any other municipality or agency which orders from this contract.

OTHER AGENCIES:

The Contractor(s) **must** honor the prices, terms and conditions of this contract with political subdivisions or districts located in whole or in part within Monroe County. In addition, the contractor **may**, but is not required to, extend the prices, terms and conditions of this contract to any political subdivision or district. Usage of this contract by any of these other political subdivisions or districts will have to be coordinated between that subdivision or district and the contractor. Orders placed against this contract between any subdivision or district 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.

INDEMNIFICATION:

The Contractor shall defend, indemnify and save harmless the County, its officers, agents, and employees from and against all liability, damages, costs or expenses, causes of actions, suits, judgments, losses, and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained, or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, its agents or employees, the provision of any products by the Contractor, its agents or employees, arising from any act, omission or negligence of the Contractor, its agents or employees, or arising from any breach or default by the Contractor, its agents or employees under the Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Contractor.

PLC INTEGRATION AND CONSTRUCTION SERVICES
SPECIFICATIONS

GENERAL:

1.01 CONTACT PERSON:

Walter B. LaRaus
Monroe County Division of Purchasing
200 County Office Building
39 West Main Street
Rochester NY 14614
(585) 753-1121 - Office
(585) 324-1390 - Fax
E-mail: WLaRaus@monroecounty.gov

1.02 SCOPE:

Monroe County is seeking a qualified bidder to provide Programmable Logic Controller (PLC) programming, integration and construction services on systems operated by the County and located within Monroe County. The bidder will be required to work either independently or in conjunction with County personnel responsible for such Programmable Logic Controller systems. Specific work to be performed by the bidder will be at the direction of the County and will be paid on a time and materials basis.

1.03 SERVICE LOCATIONS:

The contract resulting from this bid will be available to all Monroe County departments and political subdivisions. The primary County department who utilizes this contract is the Department of Environmental Services (DES).

1.04 SUBMITTALS:

The following shall be submitted with the bid.

1. Emergency Contact:

The bidder will be required to furnish a permanent twenty-four (24) hour, seven (7) days per week service call telephone number (Hot Line) for use by the County when it requires service. (As described in Section 1.06).

2. References:

Bidders must submit a list of references, as described in Section 1.18.

3. Qualifications:

Bidder shall submit the names of project managers and technicians as described in Section 2.00.

1.05 BIDDER QUALIFICATIONS:

No bid will be considered unless the bidder submitting the bid can meet the following minimum qualifications:

- a. Must have in operation a mobile commercial service organization complete with operations base possessing the capability and capacity reasonably sufficient to furnish satisfactory performance of the contract. All employees must be employees of the bidder. Subcontracting labor will not be permitted.
- b. Must employ at least one (1) New York State Certified Professional Electrical Engineer.
- c. Must employ at least one (1) CITECT Silver Integrator.
- d. Must employ at least one (1) Certified Electrical and Instrumentation CAD drawing Technician.

- e. Must employ one (1) Senior Service Technician with the following minimum qualifications:
 - 1. Industrial instrumentation field experience in the installation and maintenance of automated control systems.
 - 2. Industrial instrumentation field experience in the following areas: temperature and pressure devices, electrical systems, Programmable Logic Control, Variable Frequency drives, flow and level devices and micro-processing computers.
 - 3. Must be Manufacture Certified to commission, configure and repair all Square D Variable Frequency Drives and provide an extended warranty for new drives.
 - 4. Industrial instrumentation experience in digital, analog and communication wiring methods and standards.
 - 5. Testing and troubleshooting radio communications and data networks experience.
 - 6. Read, analyze and produce electronic drafting documents.
 - 7. Experience in PLC programming with MODICON type PLC's UNITY and Concept 2.5v and 2.6v software. Must be able to program in all function languages of each of those programs and legacy software such as Modsoft.
 - 8. OSHA Ten (10) Hour Safety Certificate.
- f. Must employ one (1) Service Technician with the following minimum qualifications:
 - 1. Industrial instrumentation field experience in the following areas: temperature and pressure devices, electrical systems, Programmable Logic Control, flow and level devices and Variable Frequency Drives.
 - 2. Industrial instrumentation field experience in digital and analog wiring methods and standards.
 - 3. Testing and troubleshooting radio communications and data networks experience.
 - 4. OSHA Ten (10) Hour Safety Certificate.
 - 5. Experience in PLC programming with MODICON type PLC's UNITY and Concept 2.5v and 2.6v software. Must be able to program in all function languages of each of those programs and legacy software such as Modsoft.
- g. Must have an Underwriters Laboratory (UL) listed control cabinet manufacturing and assembly facility. Employees who build the cabinets shall be permanently employed by the bidder. **Subcontracting will not be permitted.** The manufacturing facility shall have as a minimum the following certifications:
 - 1. UL 508A for Industrial Control Panels
 - 2. UL 698A for Industrial Control Panels relating to Hazardous Areas
 - 3. ISO 2008-9001 Manufacture
- h. Must have the capability of managing multiple jobs simultaneously.
- i. On demand, must be able to produce documentation or other evidence demonstrating ability to comply with the terms, conditions and specifications of this bid. In all cases, the decision of the County Purchasing Manager will be considered final.

1.06 APPLICABLE CODES, STANDARDS AND REFERENCES:

All inspections and tests shall be in accordance with the following codes and standards except as provided otherwise herein:

- a. National Electrical Manufacture's Assoc. - NEMA.
- b. American Society for Testing and Materials - ASTM.
- c. Institute of Electrical and Electronic Engineers - IEEE.
- d. International Electrical Testing Assoc. - NETA.
- e. Maintenance Testing Specifications - MTS -1989.

- f. American National Standards Institute - ANSI C2: National Electrical Safety Code.
- g. State and local codes and ordinances.
- h. Insulated Cable Engineers Assoc. - ICEA.
- i. Association of Edison Illuminating Companies - AEIC.
- j. Occupational Safety and Health Administration - OSHA
- k. National Fire Protection Assoc. - NFPA.
 - 1. ANSI/NFPA 70: National Electrical Code
 - 2. ANSI/NFPA 70: Electrical Equipment Maintenance
 - 3. NFPA 70E: Electrical Safety Requirements for Employee Workplaces
 - 4. ANSI/NFPA 78: Lighting Protection Code
 - 5. ANSI/NFPA 101: Life Safety Code
- l. Underwriters Laboratory - UL Listed.

1.07 SERVICE CALL HOT LINE:

The bidder will be required to furnish a permanent twenty-four (24) hour, seven (7) days per week service call telephone number for use by the County when it requires service. A four (4) hour response time is the maximum time the bidder has to call back the County representative.

1.08 STANDARD PRODUCTS:

All materials, equipment and accessories provided shall be new and unused, shall be essentially the standard product of a manufacturer regularly engaged in the production of such material or equipment and shall essentially duplicate material or equipment that has been in satisfactory operation at least five (5) years. Where applicable, the products used should be compatible with existing systems. **The County reserves the right to reject any material, equipment or equipment manufacturer.**

1.09 QUALITY CONTROL AND SAFETY:

- a. All materials must comply with manufacturer specifications.
- b. Bidder must have in use a Quality Control Procedure.

1.10 MATERIALS AND REPLACEMENT PARTS REIMBURSEMENT:

Cost for materials and replacement parts incorporated in the work will be reimbursed at the bidder's net cost plus five percent (5%). It is expected that for routine jobs the bidder will use materials from their own stock. Such items will be charged at the Trade Service Price (+5%) in effect at the time the materials are used. The bidder shall not be required to submit individual invoices for such material but is expected to maintain supporting documentation for these material charges.

When material or equipment is required for a particular job, which are not standard stock materials, the bidder must submit a copy of their invoice showing the amount paid. The bidder will charge the standard 5% mark up for these items.

The County reserves the right to conduct an audit or to request documentary evidence to substantiate any prices billed for materials. The County may elect to provide materials from County supply contracts. The bidder shall maintain timely records of all materials furnished by the County or the bidder and installed as part of the work order. The County will perform routine audits of these records. The County will not reimburse the contractor for any sales tax.

1.11 TIME CHARGES:

- a. The time for each service call will be computed from the time of arrival to time of completion of the service call at the job site.

- b. All time to be computed to the nearest half-hour.
- c. All time charges shall be computed using proposed wage rates. Starting time at 7:00 a.m. and ending at 3:00 p.m., Monday through Friday, unless otherwise prearranged with the County's project manager.
- d. There shall be no charge for estimates.

1.12 WORK ORDER FORM - (ATTACHED):

All work will require the completion of a job work order form by the County's project manager. No work shall commence until a purchase order has been assigned to the work order form. Bidder must obtain the complete form from the County's project manager before beginning work.

It is the intent of the County of Monroe to match each work order form and purchase order for administrative clarification purposes.

PLC INTEGRATION AND CONSTRUCTION SERVICES

WORK ORDER FORM

Purchase Order # _____

Work Order # _____

Project ID

Name: _____

Location: _____

Scope of Work and Location

Description: _____

Start Date: _____

Estimated Time: _____

Crew Requirements: _____

Materials: _____

Special Equipment: _____

Safety and Operational Considerations: _____

Approvals

Project Manager/Contact Person: _____

Telephone Number: _____

Date: _____

1.13 SERVICE REPORT:

The bidder shall provide a daily time and materials report. These original daily reports attached to the bidder's invoice will be the only basis for payment by the County. These reports must be reviewed by and signed by the County's project manager or they will not be accepted. The report sheets shall list as a minimum:

- Name of each employee
- Skill set of each employee
- Number of hours per employee
- Brief statement of work performed
- Materials used
- Equipment used
- Work Order Number
- Purchase Order Number

1.14 CLEAN-UP:

The bidder shall at all times keep the premises and site free from accumulations of waste material or rubbish caused by the bidder's employees or work. At the completion of the work the bidder shall remove all rubbish so caused from and about the site of the work.

1.15 PROTECTION OF PROPERTY:

- a. The bidder shall be responsible for the preservation and protection of property adjacent to the work site against damage or injury as a result of his/her operation under this Contract. Any damage or injury occurring because of any act of omission or negligence on the part of the bidder shall be restored in proper and satisfactory manner or replaced by and at the expense of the bidder.
- b. It is the bidder's responsibility to be aware of and comply with such safety regulations as may be required by jurisdictional agencies and shall at all times conduct his/her operations so as to avoid and eliminate any unsafe conditions created by the bidder's operations.

1.16 TOOLS:

The bidder is expected to have on hand sufficient and proper tools of the trade to facilitate the work and handle all emergencies normally encountered in work of this character.

The following is a list of tools the bidder shall have:

- a. Standard Electrical/Instrumentation hand tools.
- b. Test equipment - e.g. D.M.M., Amprobe, 0-10vdc, RTD calibrator, 4-20ma process calibrator.
- c. Ladders - 6 foot step ladder.
- d. Laptop Computer.

In addition, if any specialized tools or test equipment is needed, the County will reimburse the bidder for the actual cost of the rental. There shall be no material mark up. The bidder shall notify the County before the actual renting of such equipment occurs and shall supply information in writing regarding rental costs and duration of rental.

1.17 TRANSPORTATION AND SPECIAL VEHICLES AND EQUIPMENT:

The bidder's craftsmen shall have their own transportation suitable for transporting crew and materials to the job site. Specialized vehicles may be required for some work. The County will reimburse the bidder for the actual cost of such specialized vehicles and/or equipment. The bidder shall notify the County before the actual renting of this equipment occurs and shall supply information in writing regarding rental costs and duration of rental. The County may elect to provide special vehicles and/or equipment directly.

1.18 EXPERIENCE:

In submission of the bid, the bidder hereby undertakes a fiduciary responsibility to the County to ensure that the bidder's expenditures, use of labor, subcontracts, rental, purchases and allocations are fair, reasonable, properly allocable, in the County's best interest and are at the lowest possible cost consistent with the proper completion of the work hereunder.

In this connection, the bidder shall submit a statement of past and present experience on similar contracts. Such statements shall include, but not be limited to:

1. Name and address of bidder.
2. Name and telephone of bidder contact.
3. Scope of work.
4. Duration of contract.
5. Approximate dollar value.
6. Types of contractors with whom the bidder was required to coordinate its work.

The Bidder shall have experience in construction work in such capacity as is equivalent to this contract. This information shall be submitted with the bid.

2.00 STATEMENT OF QUALIFICATION:

The bidder shall furnish with the bid the names of necessary qualified project managers and technicians satisfactory to the County to be in charge and direct the bidder's personnel on the work assigned to the bidder.

These project managers shall be on a continuous responsibility basis. (i.e. for purpose of this section continuous responsibility is defined as being available for emergencies on a twenty-four (24) hour basis without additional compensation). The County's project manager has the right to have bidder's staff reassigned.

UNIT PRICE SHEET

Electrical Engineer	\$80.00
CITECT Silver Integrator	\$75.00
Senior Service Technician	\$75.00
Service Technician	\$75.00
CAD Drawing Technician	\$65.00

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 (i.e. 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.