

SPECIFICATIONS

1. GENERAL REQUIREMENTS

It is the intent of these specifications to define the **CABLE INSTALLATION SERVICES** that the County of Union requires in order to provide the necessary data and voice cabling services throughout the County. The length of the contract shall be 24 months with provisions for one (1) 24 month extension.

The County of Union has local and wide area networks throughout its various buildings. It is necessary from time to time to install and/or repair the data and voice cabling throughout these buildings and such that our in-house staff does not have the necessary staff and/or materials to accomplish.

Please note that it is the policy of the County to prefer Union labor.

From this point on the data and voice cabling contractor will be referred to as the "service contractor".

The State of New Jersey has designated the field of service applicable to this bid falls under the mandated Wage Determination for **Electricians**. If and when the Wage Determination hourly rate is increased by the State, these specifications hereby declare that the wage determination shall be considered a benchmark and if that benchmark is increased by the State, the contractor will have the ability to ask for an increase in the contracted hourly rate of this public bid in that exact same amount as the posted State increase and, if judged to be in the best interests of the County of Union, a new hourly contract rate will be allowed. It is the policy of the County of Union to avoid scheduling any work that exceeds 8 hours a day and to avoid scheduling work on Saturdays, Sundays and Holidays. Therefore, the successful bidder will be determined by the regular hourly rate bid. In the rare event that the County asks the service contractor to work after regular hours, the allowance of time and a half and double-time will be accordance to the Wage Determination of **Electrician** for the State of New Jersey.

The service contractor must provide documentation as to their expertise in the fields of service specified. This may include Certificates of Training and Education, together with government client references. Due to the nature of this service, the service contractor should have experience in the installation of data and voice cabling at correctional, government and law enforcement facilities in New Jersey.

The service contractor will be expected to have experience in the fields of service specified herein and to provide documentation of that experience in addition to the Experience page provided in this bid package. In the event that needed installation include a field of service not specified in these pages, the service contractor will be expected to work seamlessly and effectively with County personnel and/or other County service contractors. Although these pages include State required notation of the use of other subcontractors due to the mandated use of Wage Determination, the service contractor will be solely capable of all specified service.

The service contractor should provide in its bid proposal a full description the length of its warranty of the installed cabling against defects in material and workmanship on the appropriate bid form page. All costs of said warranty shall be provided at no expense to the County of Union.

The service contractor must be authorized to provide full manufacturer's warranty privileges.

2. TERMS

The service contractor will provide service for the installation of data and voice cabling, for the County of Union for twenty-four (24) months with the option of extending the contract for an additional twenty-four (24) month term. The extension requires a separate contract to be signed and a Resolution awarding this contract.

3. PAYMENT FOR SERVICES

Payment to the service contractor is to be made within forty- five (45) days after the receipt of Vendor's invoice and a signed County voucher attesting to the delivery of the goods and services by some officer or duly designated employee of the using County entity and after approval of the appropriate Department head. The Vendor shall prepare invoices and shall submit them to the office/designated employee of the using County entity. Any requested service as part of this bid will be paid at the contracted hourly rates for the time on the job site only. No travel time should be included. Billing must be accompanied with an itemized list of any parts that have been specifically ordered and used to complete the work with the supplier's invoice clearly marked that the prices reflect either the list price and discount and /or the Contractor Wholesale Pricing whichever is applicable , location of the site, and work that was performed. The vendor must include service reports with signed invoices.

The vendor will not provide any goods and/or services without a valid and current purchase order from the County unit indicating account number and encumbrance.

4. OPEN END CONTRACT STATEMENT

Please note that the ensuing contract is intended to be an open end contract as allowed under N.J.A.C. 5:30 et seq. and, in accordance with the rules, the minimum number set on the bid shall be zero (0) hours and the maximum shall be 1,400 hours and the minimum for the material and parts provision shall be zero (0) and the maximum would be the estimate for each section of parts.

5. REQUESTS FOR SERVICES

The service contractor shall have the capability of responding to a request for standard installation service within two (2) weeks of request. At this time the work shall begin. In the event of an emergency repair or installation of cabling, the contractor must respond within 24 hours or less. Emergency shall mean a breakage of cabling which prevent the access to the county network or phone usage. If the repair cannot be completed, the County's authorized personnel must be notified. The response time applies to Regular Time, Overtime, Saturdays, Sundays, and Holidays. The service contractor must provide telephone numbers including a 24-hour manned answering service for this purpose and should detail a description on how they plan to meet the requirement of 24- hour response on the appropriate bid form page.

The County will authorize the County personnel who will have the authority to make service calls to the service contractor after the bid is awarded. The list of authorized personnel will be provided to the service contractor after the award of the bid and may be amended only by the personnel authorized by the Union County Division of Information Technologies and Division

of Facilities. When arriving at a County of Union Location in **SET A** below, the Service contractor must sign a vendor register log book with the **Office of the Sheriff**:

SET A: Courthouse Complex Elizabeth including, Administration Building, Andrew K. Ruotolo Justice Center, New Annex Courthouse, Old Annex Building, Rotunda Building, Sheriff Labor Assistance program building.

When arriving at a County of Union Location in **SET B**, the Service contractor must sign a vendor register log book with the **County Police Department**, or register with the person at the front desk of the various buildings.

SET B: All Parks and Recreation facilities, Juvenile Detention, Motor Vehicles, Board of Elections, The Veneri Complex ,Westfield, Public Works and Engineering, Police Academy, Fire Academy, Ralph Oriscello Correctional facility.

SET C: When arriving at a County of Union Runnells Specialized Hospital location, the Service contractor must sign a vendor register log book and report to Bruce Strazdon during regular hours or with Runnells Security personnel if after hours.

No hours shall be billable without corresponding log entries.

6. ADDITIONAL INSTALLATION SERVICES

The service contractor shall relocate, rearrange, add to, or remove equipment only at the written or Verbal request of the County of Union, who agrees to pay the appropriate charges in accordance with the service contractors rates established in bid. Note: the verbal authorization must be indicated on the service contractors' service sheets. The service contractor must supply the County with all wiring documentation of new installations.

7. ESTIMATE OF WORK HOURS

1,400 TOTAL ESTIMATED HOURS - For 24 months of contract.

THE COUNTY DOES NOT AND WILL NOT WARRANT OR GUARANTEE THE AMOUNT OF WORK HOURS TO BE SUPPLIED / REQUIRED IN ANY GIVEN DAY, WEEK, MONTH OR YEAR OR IN THE AGGREGATE PURSUANT TO ANY CONTRACTUAL AGREEMENT AWARDED UNDER THESE BID SPECIFICATIONS. NOTHING CONTAINED IN ANY OF THE BID DOCUMENTS SHALL BE CONSTRUED TO GUARANTEE OR WARRANT ANY AMOUNT OF WORK HOURS. THE WORK HOURS SET FORTH HEREIN CONSTITUTE EITHER HISTORIC INFORMATION OR ESTIMATES OF FUTURE NEEDS AND MAY NOT BE INDICITIVE OF THE ACTUAL WORK HOURS TO BE EXPERIENCED IN THE FUTURE.

NOTHING HEREIN SHALL ENTITLE THE SUCCESSFUL BIDDER TO ANY CLAIM TO AN HOURLY PRICE INCREASE FOR LOST PROFITS OR FOR ANY OTHER COMPENSATION WHATSOEVER IN THE EVENT THAT THE ACTUAL WORK HOURS SUPPLIED/ REQUIRED UNDER THIS AGREEMENT ARE MORE OR LESS THAN HISTORICAL WORK HOURS OR ANY PROJECTION OF FUTURE WORK HOURS THAT MAY BE CONTAINED HEREIN.

8. FURNISHING PARTS & AUTHORIZED EQUIPMENT

The service contractor shall advise the County of any material or parts required to perform the necessary installation or repair. The County shall furnish all parts required, if available, unless the service contractor is requested to furnish them.

The awarded contract will contain a provision for the cabling and parts that may be necessary during the initial term, in the amount indicated for each Group on the bid form page. This figure represents an estimate of potential purchases as outlined in this section and shall not be construed as a guarantee. Further, it shall be up to the discretion of the County as to whether projects and/or equipment shall be purchased through the service vendor obtained through this public bid, or state contract, or by quotation or separate public bid.

If asked, the service contractor shall be required to supply certain specific cables, patch panels and phone jacks at a discounted price to the County. Please note that the Bureau of Information Technology shall attest that the discount(s) bid is (are) fair market value. Bid packages should include literature with specifications of the materials that the service contractor intends to supply. The successful vendor shall mark the brand bid on the appropriate line of the bid form page and supply price lists, and subsequent updates as they occur, post bid for each line identified on the bid form pages.

The following is a general description of type of material or parts that should be included in this specification.

Group A **CABLING**

Category 5e & 6 Cable – Plenum
Single or Multi Mode Fiber Optic Cable - Plenum
Single or Multi Mode Armor Covered Fiber Optic Cable
BELDEN brand or equal

Group B **PATCH PANELS**

Patch Panels – 12, 24, or 48 ports – as requested
BELDEN brand or equal

Group C **DATA/PHONE JACKS**

Category 5e & 6 network / phone jacks
BELDEN / HUBBEL brand(s) or equal

The formula to determine discount for group A, B, C is as follows:

EDF* minus (EDF* times the % of discount) = the subtotal of the group.

e.g., if the EDF was \$1,000 and the discount bid was 10%:

Group X : \$1,000 - (\$1,000 X 10 %) = \$ 900

*EDF being the **E**stimated **D**ollar **F**igure

For all repair parts that are **not** listed in the discounted brands above, and where directed to furnish parts, the service contractor shall estimate the cost for the parts to be provided. If the County asks the service contractor to supply repair parts to complete a repair project, the service contractor must provide them at **Contractor Wholesale Pricing plus the mark-up from the bid form page (in the best interest of the County NO Mark-Up shall be accepted over 10%)**. All invoices submitted to the County for payment by the service contractor that contain charges for approved material and parts must be accompanied by the invoice indicating his purchase from the supplier clearly marked with the Contractor's Wholesale Price or some other proof of the contractor price at the time of the purchase order.

Group D **MISCELLANEOUS**

Miscellaneous supplies (cable ties, cable sleeves, etc.)

The formula to determine mark-up for Group D is as follows:

EDF* plus (EDF* times the % of mark-up) = the subtotal of the group.

e.g., if the EDF was \$1000 and the mark-up percentage is 10%:

Group Z : \$1,000 + (\$1,000 X 10 %) = \$ 1,100

*EDF being the **Estimated Dollar Figure**

All repair parts must be consistent with those required by the warranty of the appropriate manufacturer. The service contractor shall maintain the necessary spare parts in the proper proportion as recommended by each equipment manufacturer to maintain, service and repair the County's Network with regard to data and voice cabling. A list of material and parts must be submitted to the County of Union prior to the acceptance of Bid.

8.1 QUOTES

Prior to the repair or installation of any cabling to the County, the service contractor should provide a quote to the County's authorized representative for approval. The quote should detail the Manufacturer's Suggested List Price and the applicable discount agreed upon under the terms of this bid. The approved quote should be included in any request for payment.

9. OTHER

Any questions regarding the bid can be emailed to ucbids@ucnj.org or faxed to the Division of Purchasing, clearly marked with the BID # and BID NAME, at (908) 558-2548. If necessary, the Purchasing Director will then issue a clarification.

BID FORM PAGE 1 OF 2

HAVING CAREFULLY READ THE NOTICE TO BIDDERS, SPECIFICATIONS AND INSTRUCTIONS TO BIDDERS, THE UNDERSIGNED HEREBY AGREES TO PROVIDE **CABLING INSTALLATION SERVICES** FOR THE COUNTY OF UNION IN ACCORDANCE TO THE SPECIFICATIONS. DO NOT ALTER THE FORMAT OF THE BID FORM PAGE IN ANY MANNER UNDER THE PENALTY OF DISQUALIFICATION.

SUB TOTAL

$$\begin{array}{rcccccc} \text{ITEM\# 1} & & \$ \underline{\hspace{1cm}} & \times & \underline{1,400} & = & \$ \underline{\hspace{1cm}} \\ & & \text{Unit Price/Hourly Rate} & & \text{ESTIMATED HOURS} & & \\ & & & & \text{(More or less)} & & \end{array}$$

$$\begin{array}{rcccccc} \text{ITEM\# 2} & \text{Group A:} & \$ \underline{35,000} & - & (\$35,000 \times \underline{\hspace{1cm}}\%) & = & \$ \underline{\hspace{1cm}} \\ & & \text{ESTIMATE} & & & & \\ & & \text{(More or Less)} & & & & \end{array}$$

Brand to be supplied: _____

$$\begin{array}{rcccccc} \text{ITEM\# 3} & \text{Group B:} & \$ \underline{10,000} & - & (\$10,000 \times \underline{\hspace{1cm}}\%) & = & \$ \underline{\hspace{1cm}} \\ & & \text{ESTIMATE} & & & & \\ & & \text{(More or Less)} & & & & \end{array}$$

Brand to be supplied: _____

$$\begin{array}{rcccccc} \text{ITEM\# 4} & \text{Group C:} & \$ \underline{15,000} & - & (\$15,000 \times \underline{\hspace{1cm}}\%) & = & \$ \underline{\hspace{1cm}} \\ & & \text{ESTIMATE} & & & & \\ & & \text{(More or Less)} & & & & \end{array}$$

Brand to be supplied: _____

$$\begin{array}{rcccccc} \text{ITEM\# 5} & \text{Group D:} & \$ \underline{5,000} & + & (\$5,000 \times \underline{\hspace{1cm}}\%) & = & \$ \underline{\hspace{1cm}} \\ & & \text{ESTIMATE} & & & & \\ & & \text{(More or Less)} & & & & \end{array}$$

GRAND TOTAL \$ _____
(NOT TO EXCEED)

NAME OF BIDDER: _____

THE PERIOD OF THE CONTRACT SHALL BE FOR TWENTY-FOUR (24) CONSECUTIVE MONTHS WITH PROVISION FOR ONE (1) TWENTY-FOUR (24) MONTH EXTENSION SUBJECT TO THE FOLLOWING LIMITATIONS: THE EXTENSION CONTRACT SHALL BE AWARDED BY RESOLUTION OF THE GOVERNING BODY (WITHIN 60 DAYS PRIOR TO THE EXPIRATION DATE) UPON A FINDING BY THE GOVERNING BODY THAT THE SERVICES ARE BEING PERFORMED IN AN EFFECTIVE AND EFFICIENT MANNER.

NJSA 40A: 11-15 PROVIDES THAT ANY PRICE CHANGES PURSUANT TO EXTENSIONS OF THE ORIGINAL TERM OF THIS AGREEMENT SHALL BE BASED UPON THE PRICE OF THE ORIGINAL AGREEMENT AS CUMULATIVELY ADJUSTED PURSUANT TO ANY PREVIOUS ADJUSTMENT OR EXTENSIONS AND SHALL NOT EXCEED THE CHANGE IN THE INDEX RATE FOR THE TWELVE (12) MONTHS PRECEDING THE MOST RECENT QUARTERLY CALCULATION AVAILABLE AT THE TIME THIS AGREEMENT IS RENEWED. THE INDEX RATE IS PROMULGATED BI-ANNUALLY BY THE STATE OF NEW JERSEY, DIVISION OF LOCAL GOVERNMENT SERVICES AND IS A BASED ON THE ANNUAL PERCENTAGE INCREASE IN THE IMPLICIT PRICE DEFECTOR FOR STATE AND LOCAL GOVERNMENT SERVICES, COMPUTED QUARTERLY BY THE US DEPT. OF COMMERCE, BUREAU OF ECONOMIC ANALYSIS.

ANY EXTENSION OF THE ORIGINAL TERM OF THIS AGREEMENT SHALL BE SUBJECT TO THE AVAILABILITY AND APPROPRIATION ANNUALLY OF SUFFICIENT FUNDS BY THE COUNTY OF UNION PURSUANT TO NJSA 40A: 11-15.

NAME OF BIDDER: _____

EXPERTISE STATEMENT

SERVICE CONTRACTOR MUST PROVIDE DOCUMENTATION AS TO THEIR EXPERTISE IN THE FIELDS OF SERVICE SPECIFIED. THIS MAY INCLUDE CERTIFICATES OF TRAINING AND EDUCATION.

NAME OF BIDDER _____

EXPERIENCE STATEMENT

THE VENDOR MUST PROVIDE REFERENCES FROM GOVERNMENTAL FACILITIES PREVIOUSLY/PRESENTLY UNDER CONTRACT IN THE FIELDS OF SERVICES SPECIFIED. INCLUDE NAME AND ADDRESS OF FACILITY, AND NAME AND PHONE NUMBER OF MAIN CONTACT FOR EACH REFERENCE.

NAME OF BIDDER _____

GUARANTEE

THE SERVICE CONTRACTOR SHALL PROVIDE IN ITS REPOSE THE LENGTH OF THE GUARANTEE OF THE INSTALLED CABLING AGAINST DEFECTS IN MATERIAL AND WORKMANSHIP. ALL LABOR AND MATERIAL SHALL BE PROVIDED AT NO EXPENSE TO THE COUNTY OF UNION

NAME OF BIDDER _____

WARRANTY

THE SERVICE CONTRACTOR MUST BE AUTHORIZED TO PROVIDE FULL MANUFACTURERS WARRANTY PRIVILEGES.

DESCRIBE BELOW OR ATTACH WARRANTY INFORMATION

NAME OF BIDDER _____

REQUEST FOR SERVICES

THE SERVICE CONTRACTOR MUST PROVIDE TELEPHONE NUMBERS INCLUDING A 24-HOUR MANNED ANSWERING SERVICE FOR THIS PURPOSE AND SHOULD DETAIL A DESCRIPTION ON HOW THEY PLAN TO MEET THE REQUIREMENT OF 24-HOUR RESPONSE.

NAME OF BIDDER _____

LITERATURE

BID PACKAGE SHOULD INCLUDE LITERATURE WITH SPECIFICATIONS OF THE MATERIALS THAT THE SERVICE CONTRACTOR INTENDS TO SUPPLY.

NAME OF BIDDER _____