



**COUNTY OF UNION**  
*BID SUBMISSION CHECKLIST*

**BA# 63-2015 ELECTRONIC AND  
ELECTRO-MECHANICAL SYSTEMS SERVICE**

- \_\_\_\_\_ 1. Bid Form Page(s)
- \_\_\_\_\_ 2. Bidder Signature Page – *follow instructions and fill out completely*
- \_\_\_\_\_ 3. Stockholder Disclosure Certification (2 pages) – *fill out completely and notarize*
- \_\_\_\_\_ 4. Non-Collusion Affidavit – *fill out completely and notarize*
- \_\_\_\_\_ 5. Affirmative Action Requirement
- \_\_\_\_\_ 6. Disclosure of Investment Activities in Iran
- \_\_\_\_\_ 7. Americans with Disabilities Form
- \_\_\_\_\_ 8. Copy of a State of New Jersey **Business Registration Certificate (“BRC”)** issued in the company name of the bidder and in the names of any subcontractors, if applicable
- \_\_\_\_\_ 9. Addenda Receipt Form – ONLY INCLUDE IF ADDENDA(S) WERE RECEIVED
- \_\_\_\_\_ 10. Extension Form for Union County Cooperative Pricing System
- \_\_\_\_\_ 11. Experience Statement
- \_\_\_\_\_ 12. Expertise Statement
- \_\_\_\_\_ 13. Warranty
- \_\_\_\_\_ 14. Facility Location

***Each bidder should complete this form, initial each entry, sign and date at the bottom and submit with bid.***

NAME OF BIDDER: \_\_\_\_\_ DATE: \_\_\_\_\_

# COUNTY OF UNION

## Invitation to Bid

SEALED BIDS will be received by the Director of the Division of Purchasing of the County of Union, New Jersey or his designee on **October 27, 2015**, at **2:30 p.m.** prevailing time in the **3<sup>rd</sup> Floor Conference Room**, U.C. Administration Building, 10 Elizabethtown Plaza, Elizabeth, New Jersey for:

### **BA# 63-2015 - ELECTRONIC & ELECTRO-MECHANICAL SYSTEMS SERVICE**

in accordance with the specifications and forms of the bid packages furnished by the Division of Purchasing. The County reserves the right to reject any and all bids and to waive any and all informalities in the bid.

Bids shall be submitted in a sealed envelope and clearly marked with the subject of the bid, name and address of the bidder, phone & fax number, and date of the bid opening. Each bid must be delivered to reach the Division of Purchasing prior to the stated time of the opening of the bids. The County will not be responsible for late delivery by the U.S. Mail or any other carrier. If hand delivered, please note that parking and security access at the County Complex may cause delays and bidders should take them into consideration in order to submit a timely bid. **No** late bids will be accepted.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27.

Bid packages may be obtained by registering and downloading at <http://ucnj.org/bid-specs> or in person from the Division of Purchasing (3<sup>rd</sup> floor), Union County Administration Building, 10 Elizabethtown Plaza, Elizabeth, New Jersey or via U.S. Mail per request. Fax requests for bid packages to 908-558-2548 or call 908-527-4130.

Michael M. Yuska-Q.P.A, Director of Purchasing.

**UNION COUNTY BOARD  
OF CHOSEN FREEHOLDERS**

***We're Connected to You!***

## SPECIFICATIONS

The purpose and intent of this bid is to engage a competent firm having the required work force, equipment, abilities and certifications to test, service, repair and/or replace **Electronic and Electro-Mechanical Systems Service** in accordance with the following specifications.

### 1. GENERAL

The County of Union has the in-house capability to perform routine installation, repair, and maintenance of the electronic and electro-mechanical systems within properties owned or leased by the County. At times, however, emergencies arise, or the required work is beyond either the capability or the available time of the in-house staff. As such, the County is seeking a proficient firm with the capacity to service, repair, and/ or replace the following:

1. Variable frequency motor drives, reduced voltage starters, and soft starts programming.
2. Electronic instrumentation, fuel transfer and level control systems.
3. Electronic generating controls.
4. High and low pressure steam, condensate, fuel, and water flow meters.
5. Pneumatic controls and indication switches.
6. Air/fuel ratio controllers, loop controllers and programmable logic controllers.

### 2. LOCATION OF WORK

Work will be provided at various properties owned or leased by the County of Union.

The hourly rate bid shall include all costs of labor, overhead, and transportation. The hours for which payment shall be made will be for the time on the job site only.

### 3. CONTRACTOR'S QUALIFICATIONS

The service contractor shall provide documentation as to their expertise in the fields of service specified. This may include Certificates of Training, Education and Authorized Dealership.

All bidders must be experienced in testing, servicing, repairing, and replacing equipment of similar manufacture, type, size and voltage installed in the County's buildings and facilities.

Each bidder must submit with their bid an experience statement naming facilities presently under contract with similar equipment, along with the names and phone numbers of the main contact person at each facility. One reference preferred shall be a correctional facility.

The County has the right to validate the work performed at each referenced facility listed by the bidder with phone calls and/or site visits.

The State of New Jersey has decided that the Wage Determination for the field of service applicable to this bid falls under the title: **Electrician**.

Experienced electricians shall perform all work in a safe and skillful manner approved by the County and in compliance with all current electrical and OSHA codes.

#### 4. HOURLY LABOR RATES

Labor hours are shown in the proposal page for bid purposes only. We have attempted to accurately reflect a true picture of the approximate amount of labor hours that the County anticipates. The County does not guarantee any minimum number of hours and will pay only for the actual number of hours authorized and worked. **The labor charge should include all travel time. No additional travel will be honored.**

The State of New Jersey has decided that the Wage Determination for the field of service applicable to this bid falls under the title: **Electrician**. If and when the Wage Determination hourly rate is increased by the State, these specifications hereby declare that the wage of 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.

The County of Union has existing service contracts for various trades, such as electricians. It would be a requirement of the successful bidder of this contract that he could work seamlessly with the other County contractors and/or County personnel if a repair project contained additional aspects to it other than the electrical system repair and maintenance.

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 requests the service contractor to work after hours, the allowance of a time and a half rate charge and/or double-time rate charge will be in accordance with the Wage Determination of **Electrician** for Overtime.

The contractor shall be wholly responsible for any and all costs involved in the performance of the specified service, including, but not limited to: Travel expenses, cleanup materials, tools\*, equipment\*, and safety supplies.

\*In the extraordinary event that a particular job needs a tool or piece of equipment outside the parameters of what a qualified contractor would have at his disposal, such as a crane or a specialized diagnostic tool, the contractor shall immediately notify the County employee in charge of the service.

The County then may, according to its own best interest:

1. Rent or buy the necessary tool or equipment on quotation from a third party.
2. Instruct vendor to rent tool on the behalf of the County and pass along the charge AT COST to the County. The County shall pre-approve the rental as being of fair market value. No mark-up shall be allowed in this instance.

#### 5. REQUEST FOR SERVICES

Due to the urgency of emergency service to the County's courthouses, jail, juvenile detention center, powerhouse, and data centers, the Contractor will have the capability of responding to a request for services within **two (2) hours**. The two (2) hour response time applies to Regular Time, Overtime, Saturdays, Sundays and Holidays. Bidders with an office that is further than thirty (30) minutes traveling time from the County Courthouse Complex in Elizabeth will provide proof of distance by providing a print out from Google maps or MapQuest from vendors business address to 2 Broad Street, Elizabeth NJ 07201. Emergency services will be provided twenty-four (24) hours per day, seven (7) days per week including weekends and holidays. Request for

services affecting the jail, hospital patient areas, the powerhouse, and the safety of the general public will be regarded as priorities and will be responded to accordingly. A 24 hour manned phone number will be indicated on the appropriate bid form page. Three documented failures to comply will be considered cause for termination of contract. Emergency service calls will be defined as safety hazards that cannot wait regular scheduling. Contractor will respond to regular service calls by scheduling work to occur during regular work hours and within 48 hours of receipt of County purchase order number. Service contractor will sign a logbook for each visit to a County of Union site, and will verify the site visit with a County representative. Requests for services at any County building or facility will only be made by the following person or an authorized representative:

**Director of the Division of Facilities Management: (908) 527-4240 or his designee.**

Quotes for any work shall include a cost breakdown submitted by the contractor as follows: labor rate, quantity of workers and their hours, intended use of apprentices or helpers, materials list, wholesale cost (with evidence of same) and mark up, at applicable contract rates. Each call shall generate a separate invoice detailing the labor charge and the parts/materials as outlined above. All invoices are required to include the proper purchase order number, which can be obtained by contacting the appropriate division/department requesting services.

## **6. FURNISHING PARTS**

The Contractor shall advise the County of any parts and/or materials required to perform the requested repairs or installation. The County shall furnish all parts and/or materials required unless the Contractor is requested to furnish them. Where directed to furnish parts and/or material, the Contractor shall submit a cost estimate to the County for budgetary purposes.

The materials and supplies called for herein shall be the best of their grade and types, prepared according to the best available standards or accepted formulas, and thoroughly tested and subjected to rigid examinations and standardization. Items not meeting these requirements shall be replaced at no cost to the County upon due notice of deficiency.

Materials, equipment and installation shall comply with all current rules and regulations of all applicable Federal, State, County and Local Laws, ordinances and regulations. All work shall be executed in a competent manner and shall present a neat and professional appearance when completed.

## **7. WARRANTY**

Repair parts, including all labor, materials, travel time, and freight shall be unconditionally guaranteed for a minimum of one (1) year, beginning after the approval by the County. Manufacturer's warranty shall apply if greater.

## **8. PAYMENT FOR REPAIR PARTS**

The County estimates spending \$10,000 for parts and materials (excluding mark-up) as part of the service work throughout the term of the contract. Parts/Materials Prices: All materials shall be invoiced at actual wholesale cost plus a percentage (%) markup. Copies of the contractor's own purchase invoices reflecting actual costs shall accompany each invoice to the County. The contractor shall maintain an adequate inventory of applicable supplies, spare parts and replacement equipment within the service vans or at contractors place of business, in order that emergency repairs can be made to the using agency's equipment at once with a minimum of shutdown time.

## **9. INSTRUCTIONS FOR 1C ON BID FORM PAGE**

For the purpose of this Bid: assume repair parts and materials estimate of \$8,500. Calculate percentage of mark up charges on wholesale cost of repair parts by multiplying \$8,500 by your standard markup %, add that product to \$8,500 and put that sum on the appropriate line of the bid form page.

e.g. \$1,000 x 1% = \$10. Adding that to \$1,000 would give you a sum of \$1,010.

## **10. TERMS**

Contract period shall be twenty-four (24) consecutive months upon the signing of the contract with the 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.

Payment to Vendor is to be made within forty-five (45) days after receipt of Vendor's invoice and a signed County voucher attesting to the delivery of goods and services by some officer or duly designated employee of the using County entity and after approval of the appropriate Division/Department head. The Vendor shall prepare invoices and shall submit them to the office/designated employee of the using County entity.

The County reserves the right to terminate this agreement with written notice to the contractor thirty (30) days prior to such action.

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 400 HOURS FOR JOURNEYMAN AND 100 HOURS FOR APPRENTICE/HELPER AND THE MINIMUM FOR MATERIAL AND PARTS PROVISION SHALL BE ZERO (0) DOLLARS AND SHALL NOT EXCEED THE SUB TOTAL ON LINE 1C OF THE BID FORM PAGE.

## **11. ESTIMATE OF WORK HOURS**

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 INDICATIVE 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.

**BID FORM PAGE**

(1 of 2)

HAVING CAREFULLY READ THE NOTICE TO BIDDERS, SPECIFICATIONS AND INSTRUCTIONS TO BIDDERS, THE UNDERSIGNED HEREBY AGREES TO PROVIDE **ELECTRONIC/ELECTRO-MECHANICAL REPAIRS, MAINTENANCE AND INSTALLATION SERVICES** FOR THE DIVISION OF FACILITIES MANAGEMENT OF 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.

All estimates are to be considered "more or less".

<u>Item#</u>		<u>Unit Price</u>		<u>Sub-Total</u>
<b>1a-</b> <u>400 Hours</u> Estimated Regular Work Hours For <b>Journeyman</b> – 24 months	X	\$ _____ Hourly Rate	=	\$ _____
<b>1b-</b> <u>100 Hours</u> Estimated Regular Work Hours For <b>Apprentice/Helper</b> – 24 months	X	\$ _____ Hourly Rate	=	\$ _____
<b>1c-</b> (\$ 8,500.00 x _____ %) Mark up*		+ \$ 8,500.00	=	\$ _____
<b>* IN THE BEST INTERESTS OF THE COUNTY NO MARK-UP SHALL BE ACCEPTED OVER 15%</b>				
<b>(Sum of Items# 1a, 1b, 1c)</b>		=	\$ _____	<b>Not To Exceed</b>
				<b>GRAND TOTAL</b>

**NAME OF BIDDER:** \_\_\_\_\_

**BID FORM PAGE**

**(2 of 2)**

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 EXTENSION 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 BASED ON THE ANNUAL PERCENT INCREASE IN THE IMPLICIT PRICE DEFLECTOR 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:** \_\_\_\_\_



**EXTENSION FORM FOR UNION COUNTY  
COOPERATIVE PRICING SYSTEM**

ACCOMMODATION OF LOCAL CONTRACTING UNITS WITHIN THE COUNTY OF UNION:

[  ] **CHECK HERE IF WILLING TO PROVIDE THE GOODS AND SERVICES HEREIN BID UPON TO LOCAL GOVERNMENTAL CONTRACTING UNITS LOCATED WITHIN THE COUNTY OF UNION, UNION COUNTY COOPERATIVE PRICING SYSTEM # CK-06-UNION WITHOUT SUBSTITUTION OR DEVIATION FROM SPECIFICATIONS, SIZE FEATURES, QUALITY, PRICE OR AVAILABILITY AS HEREIN SET FORTH. IT IS UNDERSTOOD THAT ORDERS WILL BE PLACED DIRECTLY BY THE CONTRACTING UNITS, SUBJECT TO THE OVERALL TERMS OF THE CONTRACT TO BE AWARDED BY THE COUNTY OF UNION, AND THAT NO ADDITIONAL SERVICE OR DELIVERY CHARGES WILL BE ALLOWED EXCEPT AS PERMITTED BY THESE SPECIFICATIONS.**

[  ] **CHECK HERE IF NOT WILLING TO EXTEND PRICES TO CONTRACTING UNITS LOCATED IN THE COUNTY OF UNION. THIS WILL NOT AFFECT CONSIDERATION OF THIS BID WITH RESPECT TO THE NEEDS OF THE COUNTY OF UNION.**

**IF THE LOWEST RESPONSIBLE RESPONSIVE BIDDER DOES NOT EXTEND HIS PRICES TO THE REGISTERED MEMBERS, THE CONTRACT FOR THE STATED NEEDS OF UNION COUNTY WILL BE AWARDED TO SAID LOWEST RESPONSIBLE RESPONSIVE BIDDER AND SPECIFICALLY NOT MADE AVAILABLE TO CONTRACTING UNITS WITHIN THE COUNTY.**

\_\_\_\_\_  
Initial

**NAME OF BIDDER:** \_\_\_\_\_

## **EXPERIENCE STATEMENT**

Provide names of facilities presently under contract with similar equipment along with phone numbers of the main contact person at each facility. One reference preferred shall be a correctional facility.

**NAME OF BIDDER:** \_\_\_\_\_

**EXPERTISE STATEMENT**

Provide documentation as to your expertise in the fields of service specified. This may include Certificates of Training, Education, and Authorized Dealership.

**NAME OF BIDDER:** \_\_\_\_\_

## WARRANTY

Provide description or attach copy of warranty on this page.

**NAME OF BIDDER:** \_\_\_\_\_

**FACILITY LOCATION**

Location of Bidder's Main Office & Facilities \_\_\_\_\_  
(Address)

\_\_\_\_\_ (City) \_\_\_\_\_ (Zip Code)

\_\_\_\_\_ (24-Hour Manned Phone Number)

**\*ATTACH MAP FROM GOOGLE OR MAPQUEST TO THIS PAGE**

**NAME OF BIDDER:** \_\_\_\_\_

**NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
PREVAILING WAGE RATE DETERMINATION**

**County - UNION**

**Craft: Electrician**

**PREVAILING WAGE RATE**

	06/02/15	05/30/16	05/29/17	05/28/18
Cable Splicer	W57.52 B32.88 T90.40	W58.71 B33.74 T92.45	W60.08 B34.53 T94.61	W61.52 B35.35 T96.87
Foreman	W58.56 B33.47 T92.03	W59.77 B34.34 T94.11	W61.17 B35.15 T96.32	W62.64 B35.98 T98.62
Journeyman	W52.29 B29.90 T82.19	W53.37 B30.67 T84.04	W54.62 B31.39 T86.01	W55.93 B32.13 T88.06

Expiration Date: 05/31/2019

**Craft: Electrician**

**APPRENTICE RATE SCHEDULE**

<u>INTERVAL</u>	<u>PERIOD AND RATES</u>									
Yearly	40%	49%	58%	68%	80%		of Jour	neyman	Wage	Rate
Benefit	40%	49%	58%	68%	80%		of Jour	neyman	Benefit	Rate

**Ratio of Apprentices to Journeymen - 2:3**

**Craft: Electrician**

**COMMENTS/NOTES**

**THESE RATES ALSO APPLY TO THE FOLLOWING:**

- All burglar and fire alarm work.
- All fiber optic work.
- Teledata work in new construction.
- Teledata work involving 16 Voice/Data Lines or more.

The regular workday shall be 8 hours, between 8:00 AM and 4:30 PM.

**FOREMAN REQUIREMENTS:**

- On any job where there are 1 to 10 Journeymen electricians, 1 shall be designated a Foreman.

**SHIFT DIFFERENTIALS:**

- Shift work must run for a minimum of 5 consecutive workdays.
- 2nd Shift (4:30 PM to 12:30 AM) shall receive 8 hours pay for 7.5 hours work + an additional 10% of the regular rate, per hour, inclusive of benefits.
- 3rd Shift (12:30 AM to 8:00 AM) shall receive 8 hours pay for 7 hours work + an additional 15% of the regular rate, per hour, inclusive of benefits.

**OVERTIME:**

Hours in excess of 8 per day, or outside of the regular workday, Monday through Friday, and all hours on Saturdays, shall be paid at time and one-half the regular rate, inclusive of benefits. All hours on Sundays and holidays shall be paid at double the regular rate, inclusive of benefits.

**NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
PREVAILING WAGE RATE DETERMINATION**

**County - UNION**

**RECOGNIZED HOLIDAYS:** New Year's Day, Presidents' Day, Memorial Day, July 4th, Labor Day, Presidential Election Day, Veterans' Day, Thanksgiving Day, Christmas Day.