

SPECIFICATIONS

The purpose and intent of this bid is to engage a competent firm having the required manpower, equipment, abilities and certifications to test, service, repair and/or replace **COMPUTERIZED MONITORING AND CONTROLLING OF AUTOMATION SYSTEMS EQUIPMENT – REPAIRS, MAINTENANCE AND INSTALLATION SERVICES** in accordance with the following specifications.

GENERAL

The County of Union has the in-house capability to perform routine installation, repair and maintenance of the Computerized Monitoring and Controlling of Automation Systems within properties owned or leased by the County.

At times emergencies arise, or the required work is beyond either the capability or the available time of the in-house staff.

Most major buildings have an Automatic Logic Corporation System monitoring and/or controlling the automatic temperature controls, automatic transfer switches, emergency generators, boilers, chillers, hot water and chilled water pumps, sump pumps, sewer ejectors, city water pressure boosting pumps, stairwell pressurization systems and smoke evacuation systems.

1. LOCATION OF WORK

Work to be provided at various locations in Union County at all owned or leased properties.

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

2. CONTRACTORS QUALIFICATIONS

The bidder will provide documentation with their bid as to their expertise in the fields of service specified. This will include Certificates of Training, Education and Authorized Dealership of Computerized Monitoring and Controlling of Automation Systems manufactured by Automated Logic Corporation Systems.

All bidders will be experienced in testing, servicing, repairing, and replacing equipment of the same manufacture, type, size and voltage installed in the County's buildings and facilities. The County will validate the facilities listed by the Bidder and/or examine the bidder's equipment should any questions arise to the Bidder's qualifications to perform.

All bidders will have the required hardware and Super Vision software at their office to remotely monitor, control, troubleshoot, and reprogram any Computerized Monitoring and Controlling of Automation System logic controllers, including all systems manufactured by Automated Logic Corporation when requested by the County.

Each bidder will submit with their bid an experience statement naming facilities similar in the size and the scope of the County which are presently under contract or under contract within the last five years with similar equipment along with the names and phone numbers of the main contact person at each facility. References preferred would be a correctional facility, a powerhouse and/or a hospital.

The County has the right to validate the work performed at each facility listed by the bidder through the use of 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 – Teledata (16 Instruments & More)**

All work will be performed by experienced electricians in a safe and workmanlike manner approved by the County and in compliance with all current electrical and OSHA codes.

3. 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 will 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 – Teledata (16 Instruments & More)**. 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 pipefitting. 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 asks 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 – Teledata (16 Instruments & More)** 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.

4. REQUEST FOR SERVICES

Due to the urgency of emergency service to the County's courthouses, jails, juvenile detention center, powerhouse, data centers, and hospital 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 log book 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 persons or an authorized representative:

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

Director of Maintenance, Runnells Specialized Hospital: (908) 771-5866 or his designee.

Quotes for any work will 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 will 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.

5. FURNISHING PARTS

The Contractor will advise the County of any parts and/or materials required to perform the requested repairs or installation. The County will 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 will submit a cost estimate to the County for budgetary purposes.

The materials and supplies called for herein will 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 will be replaced at no cost to the County upon due notice of deficiency.

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

6. WARRANTY

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

7. PAYMENT FOR REPAIR PARTS

The County estimates spending \$66,000 for parts and materials (excluding mark-up) as part of the service work throughout the term of the contract. Parts/Materials Prices: All materials will be invoiced at actual wholesale cost plus a percentage (%) markup. Copies of the contractor's own purchase invoices reflecting actual costs will accompany each invoice to the County. The contractor will maintain an adequate inventory of applicable supplies, spare parts and replacement equipment within the service vans, or at contractor's place of business, in order that emergency repairs can be made to the using agency's equipment at once with a minimum of shut-down time.

8. INSTRUCTIONS FOR 1C ON BID FORM PAGE

For the purpose of this Bid: assume repair parts and materials estimate of \$66,000. Calculate percentage of markup charges on wholesale cost of repair parts by multiplying \$66,000 by your standard markup %, add that product to \$66,000 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.

9. TERMS

Contract period will 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 will 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 will prepare invoices and will submit them to the office/designated employee of the using County entity.

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.

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 814 HOURS FOR JOURNEYMAN AND 124 HOURS FOR APPRENTICE/HELPER AND THE MINIMUM FOR MATERIAL AND PARTS PROVISION SHALL BE ZERO (0) DOLLARS AND NOT EXCEED THE SUB TOTAL ON LINE 1C OF THE BID FORM PAGE.

9. ESTIMATE OF WORK HOURS

TO ASSIST BIDDERS IN PREPARING PROPOSALS, THE FOLLOWING HISTORICAL DATA IS PROVIDED AS TO THE AMOUNT OF WORK HOURS SUPPLIED BY / REQUIRED OF PREVIOUS VENDORS:

2012: 365 HOURS

2013: 425 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.

CONTACT CHARLES CHIRAFESI WITH ANY CONCERNS WITH THE SPECIFICATIONS OF THIS BID AT (908) 527-4240.

BID FORM PAGE

(Page 1 of 2)

Having carefully read the Notice To Bidders, specifications and instructions to bidders, the undersigned hereby agrees to provide **COMPUTERIZED MONITORING & CONTROLLING OF AUTOMATION SYSTEMS EQUIPMENT - REPAIRS, MAINTENANCE AND INSTALLATION SERVICES** for the Division of Facilities Management and Runnells Specialized Hospital 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>
1a-	X \$ _____	= \$ _____

Estimated Regular Work Hours	Hourly Rate
For Journeyman – 24 months	

1b-	X \$ _____	= \$ _____
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Estimated Regular Work Hours	Hourly Rate
For Apprentice/Helper – 24 months	

1c- (\$ 66,000.00 x _____ %	+	\$ 66,000.00	=	\$ _____
Mark up*				

*** IN THE BEST INTERESTS OF THE COUNTY**

NO MARK-UP WILL BE ACCEPTED OVER 15%

(Sum of Items# 1a, 1b, 1c)	=	\$ _____
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(Not To Exceed)

GRAND TOTAL

NAME OF BIDDER: _____

BID FORM PAGE

(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: _____

EXPERIENCE STATEMENT

County of Union, Elizabeth, NJ

Provide references of facilities similar in the size and the scope of the County of Union which are presently under contract or under contract within the last five years with similar equipment. Include name, address and phone number of the main contact person for each facility. References preferred would be a correctional facility, a powerhouse and/or a hospital.

NAME OF BIDDER: _____

EXPERTISE STATEMENT

County of Union, Elizabeth, NJ

Provide documentation of expertise in the fields of service specified. Certificates of Training, Education and Authorized Dealership of Computerized Monitoring and Controlling of Automation Systems manufactured by Automated Logic Corporation Systems.

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: _____

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 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 WILL BE AWARDED TO SAID LOWEST RESPONSIBLE RESPONSIVE BIDDER AND SPECIFICALLY **NOT** MADE AVAILABLE TO CONTRACTING UNITS WITHIN THE COUNTY.

Initial

NAME OF BIDDER: _____

COUNTY OF UNION
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda(s):

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (Initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

Please Do Not submit if you did not receive Addenda(s)

NAME OF BIDDER: _____