

DETAILED SPECIFICATIONS FOR THE ELECTRICAL SYSTEMS, REPAIRS, MAINTENANCE AND INSTALLATION SERVICES FOR ALL COUNTY OWNED OR LEASED PROPERTIES

1. GENERAL

The County of Union has the in-house capability to perform routine installation, repair and maintenance of the electrical systems within properties owned or leased by the County. The building space involved is approximately 2,300,000 sq. ft.

At times emergencies arise, or the required work is beyond either the capability or the available time of the in-house staff. It is an imperative of this bid to acquire a vendor whose management and personnel have experience, education and proficiency in the work specified. The experience required and documented shall be with large private industry sites, and/or governmental complexes comparable with the County of Union.

The purpose of this bid is to engage an expert firm having the required manpower, equipment, abilities and certifications to test and service any of the County electrical systems including, but not limited to:

1. 5kv step-down transformers, switchgear, vault equipment and feeders.
2. 460/208/120 volt transformers, switchgear, buss-duct and breaker panels.
3. Motor control centers and motor starters (combination and across-the-line).
4. Automatic transfer switches, controls, contactors, fused/non fused disconnect switches and related equipment.
5. Single and three phase wiring, general power wiring, and emergency power circuits.
6. Indoor and outdoor lighting fixtures, lighting control panels and lighting contactors.
7. All Electronic metering, electronic breakers, protective relaying and recorders.
8. Uninterrupted Power Supply (UPS) systems.

Additional equipment in the Old Courthouse boiler room consists of a 4,000 amp main service and a 1,600 amp tie-breaker section that parallels three (3) 360kw/460volt back-up generator units.

It shall be the responsibility of the contractor to provide services for all existing systems on the list included herein and for any additional units that the County may identify over the term of the contract that pertain to this trade.

Mechanical repair, maintenance, installation and testing of County emergency generators are excluded from this service requirement.

Further, the intent of the ensuing contract shall be to accomplish maintenance and repairs, major or minor, of the systems and some installation of new systems on a small scale. If a need arises for a large scale replacement or installation, it shall be up to the sole discretion of the County whether to use the contract resulting from this public bid or to bid the project separately. In rare circumstances, a change order, allowable under the open ended nature of the ensuing contract, may be required to accomplish a large project.

In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or The County of Union, the Contractor shall continue all terms and conditions of said contract for a period not to exceed thirty (30) days at the County's request.

Uninterrupted Power Supply (UPS) systems throughout the County consist of various makes and models of units ranging in size as follows:

Administration Building, 10 Elizabethtown Plaza, Elizabeth, NJ 07207

UPS System – Liebert, Model# 37BP080XPR1BNL, Serial# UPS12-300MR

Juvenile Detention Center, 1075 Edwards St, Linden, NJ 07036

UPS System – Eaton Power Ware 9390, Model# 50, Serial# EA285CAA11

Froehlich Public Safety Building, 300 North Ave East, Westfield, NJ 07090

UPS System – Mitsubishi 9900A Series, Model# UP993A-A803DU-4, Serial# 10-7M73558-04

Radio Repeater Control Shack, Prospect Ave, Mountainside, NJ 07092

Room# 1 - UPS System – Toshiba, Model# 1600EP, Serial# 070205552

Room# 2 - UPS System – Toshiba, Model# UC3-BC-0830, Serial# 980805587

Toshiba, Model# UC3-BC-0830, Serial# 980908458

Toshiba, Model# UC3-BC-0830, Serial# 980805602

Room# 3 - UPS System – Toshiba, Model# 1400XL PLUS, Serial# 000900616

Toshiba, Model# 1400XL PLUS, Serial# 010805440

Toshiba, Model# 1400XL PLUS, Serial# 000900612

2. LOCATION OF WORK

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

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. CONTRACTORS QUALIFICATIONS

All bidders must have a N.J. State Electrical License and experience in testing, servicing, repairing, and replacing the systems of the same manufacture, type, size and voltage installed in the County's buildings and facilities. Any questions should be directed to the requesting Division Director or his designee.

Each bidder will 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. As a minimum, one (1) reference should be a correctional facility, one (1) reference should be a central powerhouse and one (1) should be a medical facility.

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**.

Although these pages include State required notation of the use of subcontractors due to the mandated use of Wage Determination, the service contractor will be solely capable of all specified electrical repair service detailed herein.

Any and all bidders must document the experience of their company and the experience of its workforce. Experience shall be with the systems outlined in these specifications and with private or governmental entities with the size and breadth comparable to the facilities of the County of Union.

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

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

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 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** 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 preapprove 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, jails, juvenile detention center, powerhouse, data centers, and hospital the Contractor shall have the capability of responding to a request for services within **thirty (30) minutes**. The thirty (30) minute 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 shall submit a letter with their bid detailing how they propose to meet the required response time. Emergency services shall 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 shall be regarded as priorities and shall be responded to accordingly. A 24 hour manned phone number shall be indicated on the appropriate bid form page. Three documented failures to comply shall be considered cause for termination of contract. Emergency service calls shall be defined as safety hazards that cannot wait regular scheduling. Contractor shall 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 must sign a log book for each visit to a County of Union site, and must verify the site visit with a County representative. Requests for services at any County building or facility shall 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 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 REPAIR 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 workmanlike manner and shall present a neat and professional appearance when completed.

7. WARRANTY

Repair parts shall 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 shall apply if greater.

8. PAYMENT FOR REPAIR PARTS

The County estimates spending \$85,000 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 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.

9. INSTRUCTIONS FOR 1C ON BID FORM PAGE

For the purpose of this Bid: assume repair parts and materials estimate of \$85,000. Calculate percentage of mark up charges on wholesale cost of repair parts by multiplying \$85,000 by your standard markup %, add that product to \$85,000 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.

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 1500 HOURS FOR JOURNEYMAN AND 200 HOURS FOR APPRENTICE/HELPER AND THE MINIMUM FOR MATERIAL AND PARTS PROVISION SHALL BE ZERO (0) DOLLARS AND THE MAXIMUM SHALL BE \$85,000.00.

11. 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:

2010 --- 1800 HOURS
2011 --- 1200 HOURS
2012 --- 1000 HOURS

First 24 months of contract: 1700 HOURS (ESTIMATED)

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

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Having carefully read the proposal, specifications and instructions to bidders the undersigned hereby agrees to provide **ELECTRICAL SYSTEMS REPAIRS, MAINTENANCE AND INSTALLATION SERVICES** for County owned or leased properties for the Division of Facilities Management and Runnells Specialized Hospital in accordance with the specifications for a period of twenty-four (24) consecutive months.

DO NOT ALTER ANY LINES OR LANGUAGE ON THE BID FORM PAGES. ANY ALTERATION OR SUBSTITUTION ON THE BID FORM PAGE SHALL RENDER THE BID UNRESPONSIVE AND RESULT IN THE REJECTION OF THE BID. ANY CORRECTIONS, CROSS-OUTS, OR WHITE-OUTS TO THE SUBMITTED PRICING OF THE BIDDER MUST BE INITIALED BY THE BIDDER.

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

<u>Item#</u>		<u>Unit Price</u>		<u>Sub-Total</u>
1a- <u>1500 Hours</u> Estimated Regular Work Hours For Journeyman – 24 months	X	\$ _____ Hourly Rate	=	\$ _____
1b- <u>200 Hours</u> Estimated Regular Work Hours For Apprentice/Helper – 24 months	X	\$ _____ Hourly Rate	=	\$ _____
1c- (\$ 85,000.00 x _____ % Mark up*	+	\$ 85,000.00	=	\$ _____

*** IN THE BEST INTERESTS OF THE COUNTY
NO MARK-UP SHALL BE ACCEPTED OVER 15%**

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

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

(City) (Zip Code)

(24-Hour Manned Phone Number)

NAME OF BIDDER: _____

BID FORM PAGE

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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: _____

BIDDERS MUST CHECK & INITIAL ONE OF THE FOLLOWING

THE COUNTY RESERVES THE RIGHT TO TERMINATE THIS AGREEMENT WITH WRITTEN NOTICE TO THE CONTRACTOR THIRTY (30) DAYS PRIOR TO SUCH ACTION.

THE COUNTY OF UNION IS AUTHORIZED BY THE STATE OF NEW JERSEY TO ACT AS THE LEAD AGENCY FOR A COUNTY COOPERATIVE CONTRACT PRICING SYSTEM ID#CK06. THIS SYSTEM ALLOWS FOR ANY OTHER AGENCY (MUNICIPALITIES, SCHOOL BOARDS, ET AL.) LOCATED GEOGRAPHICALLY WITHIN UNION COUNTY TO DO BUSINESS WITH COUNTY VENDORS UNDER THE FOLLOWING CONDITIONS.

- a. THE PRICES FOR THE GOODS OR SERVICES INVOLVED WERE OBTAINED THROUGH THE COUNTY OF UNION'S PUBLIC BID PROCESS.
- b. THE GOODS AND SERVICES PURCHASED BY THE OTHER LOCAL AGENCIES INVOLVED ADHERE TO THE SPECIFICATIONS OF THE COUNTY'S PUBLIC BID.
- c. THE VENDOR UNDERSTANDS THAT IF HE AGREES TO EXTEND HIS PRICES. THERE IS NO GUARANTEE OF FUTURE BUSINESS PARTICIPATION BY THE LOCAL AGENCIES IS SOLELY AT THEIR DISCRETION.

PLEASE INDICATE BELOW IF YOU ARE WILLING TO EXTEND YOUR PRICES ON THIS BID TO OTHER AGENCIES LOCATED IN UNION COUNTY IN COMPLIANCE WITH THE ENUMERATED CONDITIONS.

YES, I AGREE TO EXTEND _____

NO, I WILL NOT EXTEND _____

NAME OF BIDDER: _____

EXPERIENCE STATEMENT

Each bidder will 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. As a minimum, one (1) reference should be a correctional facility, one (1) reference should be a central powerhouse and one (1) should be a medical facility.

NAME OF BIDDER: _____

WARRANTY

Provide details of warranty.

NAME OF BIDDER: _____