

The purpose and intent of this public bid is to obtain for the County of Union a responsible contractor to provide: **Fuel Dispensing Units Maintenance and Repair Service**, as per the following conditions and specifications. Although the preceding mandatory boilerplate mentions the use of subcontractors, the successful bidders shall be wholly responsible to complete any assigned work under the awarded contract and the use of subcontractors shall not be permitted.

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

GENERAL CONDITIONS & SPECIFICATIONS

I. CONTRACT PERIOD

The contract will be in effect for twenty-four (24) consecutive months commencing on the date of the signing of the contract with a provision for a twenty-four (24) month extension.

II. METHOD OF AWARD

Contract will be awarded on the basis of the lowest estimated Grand Total derived by the formula outlined in Section IX. Contractor travel costs must be incorporated in its bid proposal price.

III. SCOPE OF WORK

This public bid covers the maintenance and repair work of all internal and external components associated with the fuel dispensing units including but not limited to the pump housing, pumps, pump piping, motors, belts, seals, gaskets, metering devices, computers, filters, valves, associated electric fittings, switching devices, strainers, lighting, nozzles, hoses, vents, etc., as well as calibration thereof. Additionally, tank devices, check valves, drop tubes, fill or vapor recovery appurtenances, etc. are included in this contract.

NOTE: This public bid does not include excavation work or any work wherein excavation would be required. Also no new fuel dispensing units can be purchased under the scope of this contract.

Fuel dispensing units will be construed to mean all gasoline, diesel and kerosene dispensing facilities operated by the County of Union. See Attachment 1.

The repair/maintenance work to be performed will include all types of mechanical and electrical repairs normally performed on the various types of equipment identified in these specifications.

Repair services will also include all categories of repairs including replacements of parts, adjustments and/or overhaul of minor and major components.

IV. CONTRACTOR QUALIFICATIONS

The contractor will be licensed by the State of New Jersey to properly calibrate and adjust fuel metering and dispensing devices. A copy of this license must be provided with the bid submittal.

Each bidder will submit with their bid an experience statement naming facilities presently under contract with similar equipment along with the names and phone number of the main contract person at each facility. A minimum of one (1) reference will be a governmental entity.

V. QUALITY OF WORK

All work will be performed by trained mechanics regularly employed by the contractor.

The contractor will complete all work in a professional, workmanlike manner, leaving all work sites in a clean and operational condition.

VI. PRICE SHEET INSTRUCTIONS

Bidders are required to submit prices for hourly labor rates, discounts, if any, off list prices for brand parts and mark-up, if any, for other parts needed to provide the maintenance and repair services of Fuel Dispensing Units for the County of Union. All prices established will be firm for the duration of the contract.

Maintenance and Repair Services are to be provided for the following equipment types and brands of Fuel Dispensing & Monitoring Equipment:

**GASBOY
GILBARCO
TOKHEIM
VEEDERROOT
WAYNE**

Bidders are required to provide a discount, if any, off the list price for each of the brands indicated on the Bid Form Page. Bidders will also provide price list #, price list page #, price list date and the price column from which the discount is being offered, if applicable, on the Price List Information page. Failure to provide the requested information may be cause for rejection of the bid.

The vendor will submit proof with the bid that he has the ability to provide all of the brands above. Bidders are required to submit current price sheets for all the brands listed.

The bidder will have no claim in any form to any price escalation clauses, FOB shipping point, and shipping charges contained in any of the preprinted price lists, catalogs, and/or literature.

V. REQUEST FOR SERVICES

The contractor will notify the Service Yard Supervisor whenever he arrives on a site. They County of Union will provide a list of all facility supervisors and phone numbers for contractor use. At the completion of a job, the contractor will submit a detailed explanation of the work performed (service report), time spent on the job, and description and cost of parts replaced and have the report signed by the facility supervisor. At the County's request, the contractor will provide any or all defective or replaced parts for inspection.

The successful bidder will supply all supervision, tools, parts and labor for a full and complete job as required. There will be no extra charges for the use of the contractor's tools or equipment.

In cases where significant repairs may be required in excess of \$500.00 for a dispensing unit the contractor shall contact the County to ascertain whether or not to proceed with same and whether replacement is in the best interest of the County. Final determination will rest with the County of Union.

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. Hourly labor rates begin with contractor arrival on site and end when contractor leaves site.

- a. **Straight Time: from 0800 to 1700 Monday to Friday except State Holidays.**
- b. **Over Time: All hours outside the straight time.**
- c. **Emergency Call: Contractor will be expected to be available for on-call and emergency work as may be required and will be compensated at the overtime rate. Contractor will be required to respond to on-call service within one (1) day of agency request. In case of emergency service calls, the contractor shall respond within four (4) hours to the site.**

Upon request, repair cost estimates or quotations must be furnished to the County Division of Motor Vehicles at no additional charge.

All corrective repair service will be performed at no additional cost to the County and must be completed within seven (7) days from the date the County informs the contractor of the unsatisfactory repair service(s).

Additional charges will not be accepted for the proper disposal of any used fluids, rags gloves or absorbent materials used in the repair and maintenance of the fuel dispensing equipment. All fluids must be disposed of in accordance with all Federal, State and local D.E.P. standards.

The hourly labor rate may be used to calculate diagnostic charges. However, these charges will only apply if the contractor has diagnosed a needed repair and the County chooses not to have the piece of equipment repaired.

VI. REPAIR PARTS

The contractor will advise the County of any parts and/or materials required to perform the requested repairs or installation.

As first default, the County will furnish all parts and/or materials required unless the contractor is requested to furnish them.

1. Brand Names

Bidders are required to provide a discount, if any, off the list price for each of the brands indicated on the Bid Form page.

For the purpose of this bid: assume each brand repair parts of \$1,000. Calculate percentage of DISCOUNT off price lists for repair parts by multiplying \$1,000 by your proposed discount %, subtract that product from \$1,000 and put that sum on line item under sub-total of the bid form page.

e.g. \$1,000 x (1%) = \$10. Subtracting that from \$1,000 would give you a sum of \$990.

2. Other Parts

If the County asks the service contractor to supply repair parts that are outside of the brands indicated and on the price sheet to complete a repair project, the service contractor must provide them at **Contractor's Wholesale Pricing**. All invoices submitted to the County for payment by the service contractor that contain charges for approved parts must be accompanied by the parts suppliers invoice indicating his purchase that they wish reimbursement for and clearly marked with the Contractor's Wholesale Price. The service contractor will be allowed a mark-up to be added to the Contractor's Wholesale Price. **In the best interest of the County NO Mark-Up shall be accepted over 15%.**

For the purpose of this bid: assume repair parts, other than brands listed, of \$1000. Calculate percentage of MARK-UP charges on wholesale cost of repair parts by multiplying \$1,000 by your proposed markup %, add that product to \$1,000 and put that sum on line item under sub-total of the bid form page.

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

VII. PRICE INCREASE

In the event of a price increase over the twenty-four (24) month period of the contract and subsequent new price sheets with higher list prices, it will be the exclusive decision of the County as to whether the price increase will be accepted or that the contract should be rebid.

VIII. PAYMENT TO VENDOR

Payment shall be made in accordance with the rates on the bidding sheet. The rate should include all cost of labor, overhead and transportation. The hours for which payment shall be made will be for the time on the job site only. No payment shall be made for travel time to and from the site of any work under contract.

It is a requirement of the County of Union that all outside contractors sign in when arriving to perform services and sign out when work is completed. In keeping with this policy the County will only consider invoices for payment where there is a written record to substantiate time spent on the job.

Payment to Vendor 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.

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.