

## **SPECIFICATIONS**

### **1. GENERAL**

The purpose and intent of this bid is to engage a qualified firm to provide **LOCKSMITH SERVICES & LOCKING HARDWARE** with the capabilities of repair, installation and the provision of all manufacturer brand names as listed, for various owned or leased properties for various departments of the County of Union.

The contractor is required to provide/supply new locks and new hardware, re-core and re-key locks, duplicate all types of keys, install locks and locking hardware, including various motor vehicle makes & models, service/repair safes and vaults and furnish all types of locksmith services including preventive maintenance when requested.

### **2. EXPERIENCE**

Bidders must have a minimum of five (5) years experience and must provide at least three (3) accounts to whom they are presently providing this service, the size of which being similar to the size of the County. Included must be name of the appropriate Government or Company, individual to contact, address, telephone number and length of time servicing. Any and all bidders must document the experience of their company and the experience 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.

Each bidder shall 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.

### **3. 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.

### **4. CONTRACTORS QUALIFICATIONS**

The contractor agrees to utilize only experienced, responsible and capable people in the performance of any work for the County of Union. Only authorized employees of the contractor, who have been pre-approved and issued a contractor badge by the Office of the Union County Sheriff, shall be allowed to access any Union County facility, or the ability to perform any services pertaining to this bid. All contractor employees must wear their County ID badge, with photograph at all times while servicing the County of Union.

The contractor shall provide a list of names of all personnel providing service to the County under this contract to the Office of the Union County Sheriff upon award of bid. This list must be updated each and every time a change occurs.

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 locksmithing service detailed herein.

The contractor shall furnish all necessary labor, tools, equipment and supplies to perform the required services at various locations throughout the County. All supplies and materials furnished by the contractor are subject to prior approval by the Director or their designee.

The contractor shall also repair/replace all door closures, emergency and panic hardware, frames, and all related door hardware as well as all furniture locks.

Locksmith services shall include installation and repair for the types of locks listed. Locksmith services will also include all access control components (i.e. electric strikers, magnetic locks, card readers and any associated electronic components).

All equipment and supplies shall conform to all current Federal, State, Local, OSHA and PEOSHA rules and regulations.

The successful bidder shall be **registered with the State of NJ as a Public Works Contractor**. The contractor and his employees shall have a Burglar Alarm and Locksmith License and experience in testing, servicing, repairing and replacing the systems of the same manufacture, type and size installed in the County's buildings and facilities. The County of Union requires all bidders to obtain a \$1,000,000 Fidelity Bond for each employee. Any questions should be directed to the requesting Division Director or his designee.

The State of New Jersey has decided that the Wage Determination for the field of service applicable to this bid falls under the title: **CARPENTER**. The wage paid shall be in accordance with the published rate for journeyman. Please note that any changes in the Wage Determination Rate during the term of the contract and its affect on the contract shall fall under the guidelines of the New Jersey Department of Labor and Workforce Development.

## **5. 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: **Carpenter**. 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 electrician. 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 locksmith services.

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 **Carpenter** 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 material, basic tools\* and equipment\* commonly used in the specified field of service 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 won best interest:

1. Rent or buy the necessary tool or equipment on quotation from a third party.
2. Instruct vendor to rent tool on 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.

## **6. 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 **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 two (2) hours 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. Orders and requests for services at any County building or facility shall only be made by the appropriate Department/Division Director or their designee by telephone or in writing.

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.

## **7. FURNISHING REPAIR PARTS**

The contractor shall supply and deliver locks and locking hardware for interior and exterior doors, cylindrical locks, cabinet locks, padlocks, panic exit devices, tubular locks, duplicate keys, key blanks and door closers within three (3) working days of the date of order. Any special shipping or handling charges necessary to meet the three (3) day requirement shall be absorbed by the contractor. The contractor shall maintain a sufficient inventory of such commonly used materials. Upon request, the contractor must furnish all necessary information, including, but not limited to: key symbol, bitting, DSD number, keyway, finish, type, and manufacturer.

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, Local, OSHA and PEOSHA rules and regulations. The contractor shall perform all work so as to minimize disruption to normal operations and shall take all precautionary measures to ensure the safety of the employees and the public. All work shall be executed in a workmanlike manner and shall present a neat and professional appearance when completed. Upon completion of work the contractor shall be responsible for cleaning and removing from the job site all debris, materials and equipment associated with the work performed.

All bidders must submit, post bid, the latest dated retail price list for each manufacturer specified. Outdated price lists will **NOT** be considered. If a manufacturers' preprinted price list is not available, a company price list on company stationery signed and dated by the appropriate company official will be accepted. It must contain the following: manufacturer, product name, item description, size, price and the standard manufactured product/model number must be identified.

## **8. 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.

## **9. PAYMENT FOR LOCKING HARDWARE LISTED IN SECTION 15**

The County estimates spending \$180,000 for locking hardware (excluding markdown) as part of the service work throughout the term of the contract. Locking hardware Prices: All materials shall be invoiced at list price minus a percentage (%) markdown. Copies of the manufacturer's list prices 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 shut-down time.

## **10. INSTRUCTIONS FOR IC ON BID FORM PAGE**

For the purpose of this Bid: assume locking hardware for Brand Names listed in Section 15 estimate of \$180,000. Pricing on this line is to be based on a MARK-DOWN percentage from known and published LIST Prices. Price sheets showing list prices are to be submitted with this bid and clearly marked as such. Other price levels may be included with this information. Computer-generated price listing either on paper or CD is acceptable. All parts are to be invoiced at catalog list price less the percentage (%) mark down of the bid. List pricing page references should be marked for each invoice to the County to facilitate the review of their accuracy. Calculate percentage of Mark-Down charges on list prices of Brand Name repair parts and materials by multiplying \$180,000 by your standard mark down %, subtract that product from \$180,000 and put that sum on the appropriate line of the bid form page.

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

## **11. PAYMENT FOR REPAIR PARTS NOT LISTED IN SECTION 15**

The County estimates spending \$70,000 for repair parts and installation 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 supplier's invoices billed to the contractor 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 shut-down time.

## **12. INSTRUCTIONS FOR 1D ON BID FORM PAGE**

For the purpose of this Bid: assume repair parts and materials estimate not on the list in Section 15 of \$70,000. Calculate percentage of MARK-UP charges on wholesale cost of repair parts by multiplying \$70,000 by your standard markup %, add that product to \$70,000 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.

## **13. PRICE INCREASE**

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

## **14. 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.

## **15. HARDWARE MANUFACTURER LIST**

The contractor shall furnish locks and locksmith services at various owned or leased properties for various departments of the County of Union as may be required. The hardware manufacturers listed are those currently being used.

### **HARDWARE MANUFACTURER**

Ingersoll Rand (Allegion) and subsidiaries  
ASSA Abloy and subsidiaries

## **HARDWARE MANUFACTURER - Continued**

NGP (National Guard Products)  
Hager and subsidiaries  
Detex  
Napco/Alarm Lock/Marks and subsidiaries  
Wilson Bohannon  
KABA/Ilco and subsidiaries  
Stanley and subsidiaries  
Kwikset  
Select Hinge  
Don Jo  
Dorma  
Progressive  
National  
Adams Rite  
Master/American Padlocks  
Guardall  
American Security  
Wilson Safes

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 900 HOURS FOR JOURNEYMAN AND 100 HOURS FOR APPRENTICE/HELPER AND THE MINIMUM FOR MATERIAL AND PARTS PROVISION SHALL BE ZERO (0) DOLLARS AND THE MAXIMUM SHALL BE \$250,000.00.

### **15. 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 --- 220 HOURS  
2011 --- 280 HOURS  
2012 --- 240 HOURS

First 24 months of contract: 900 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**

**(Page 1 of 2)**

Having carefully read the proposal, specifications and instructions to bidders the bidder hereby agrees to provide **LOCKSMITH SERVICES & LOCKING HARDWARE** for County owned or leased properties for various departments in the County of Union 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.**

All estimates are to be considered "More or Less".

<u>Item#</u>	<u>Estimate</u>		<u>Unit Price</u>		<u>Sub-Total</u>
<b>1a-</b>	<u>900 Hours</u> Estimated Regular Work Hours For Journeyman - 24 months	X	\$ _____ Hourly Rate	=	\$ _____
<b>1b-</b>	<u>100 Hours</u> Estimated Regular Work Hours For Helper - 24 months	X	\$ _____ Hourly Rate	=	\$ _____
<b>1c-</b>	\$ 180,000.00 - (\$ 180,000.00 (See Section 9)		x _____ % Discount	=	\$ _____
<b>1d-</b>	(\$ 70,000.00 x _____ %) Mark up*	+	\$ 70,000.00 (See Section 11)	=	\$ _____

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

(Sum of Items# 1a, 1b, 1c, 1d) = \$ \_\_\_\_\_  
**GRAND TOTAL (Not to Exceed)**

Please indicate the price you will charge for the following:

\$ \_\_\_\_\_ @ FOR THE COST PER KEY FOR THE DUPLICATION OF A STANDARD KEY.

\$ \_\_\_\_\_ @ FOR THE COST OF A KEY CUT BY CODE TO INCLUDE THE KEY.

DISCOUNT AND PRICES FOR KEYS SHALL BE OF FAIR MARKET VALUE.

Location of Bidder's Main Office & Facilities \_\_\_\_\_  
(Address)  
 \_\_\_\_\_  
(City) (Zip Code)  
 \_\_\_\_\_  
(24-Hour Manned Phone Number)

**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:** \_\_\_\_\_

**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

County of Union, Elizabeth, NJ

Bidder must have a minimum of five (5) years experience and must provide at least three (3) accounts to whom they are presently providing this service, the size of which being similar to the size of the County. Included must be name of the appropriate Government or Company, individual to contract, address, telephone number and length of time servicing. 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.

We hereby certify that my company has performed the following private or public work which is relevant to this bid, I further certify that my company has never defaulted under any contract.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

By: \_\_\_\_\_  
Title

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

County - UNION

Craft: Carpenter

**PREVAILING WAGE RATE**

	11/01/12	11/01/13	05/01/14	11/01/14	05/01/15	11/01/15
Foreman	W47.71	W48.83	W0.00	W0.00	W0.00	W0.00
	B26.71	B27.34	B0.00	B0.00	B0.00	B0.00
	T74.42	T76.17	T76.92	T77.92	T79.17	T80.42
Journeyman	W41.49	W42.46	W0.00	W0.00	W0.00	W0.00
	B23.24	B23.77	B0.00	B0.00	B0.00	B0.00
	T64.73	T66.23	T67.23	T68.23	T69.48	T70.73

Expiration Date: 04/30/2016

Craft: Carpenter

**APPRENTICE RATE SCHEDULE**

INTERVAL	PERIOD AND RATES									
	40%	45%	50%	55%	60%	65%	70%	75%	85%	95%
6 Months										
Benefit	56% of	Appren	tice	Wage	Rate		for all	intervals		

Ratio of Apprentices to Journeymen - 1:4

Craft: Carpenter

**COMMENTS/NOTES**

**FOREMAN REQUIREMENTS:**

- When there are 2 or more Carpenters on a job, 1 shall be designated as a Foreman.
- When there are 21 or more Carpenters on a job, 2 shall be designated as Foremen.

The regular workday shall consist of 8 hours, starting between 7:00 AM and 9:00 AM.

**SHIFT DIFFERENTIALS:**

- When a 2 shift schedule (including a day shift) is established, the day shift shall be established on an 8 hour basis. The second shift shall be established on an 8 hour basis, and receive the regular rate plus 15%, inclusive of benefits.
- When a three shift schedule is established, the first shift shall be established on an 8 hour basis, the second shift on a 7.5 hour basis, and the third shift on a 7 hour basis. The first shift shall receive the regular hourly rate, the second shift shall receive the regular rate plus 15% and the third shift shall receive the regular rate plus 20%, inclusive of benefits.
- When there is no day shift, and a second or third shift is established, it shall be established on an 8 hour basis. The second shift shall receive the regular rate plus 15% and the third shift shall receive the regular rate plus 20%, inclusive of benefits.

**OVERTIME:**

- All hours in excess of 8 per day, or before or after an established shift that are not shift work, and all hours on Saturdays shall be paid at time and one-half the hourly rate, inclusive of benefits. All hours on Sundays and holidays shall be paid at double the hourly rate, inclusive of benefits.
- Four 10-hour days may be worked, Monday to Thursday, at straight time. Friday may be used as a make-up day for a day lost due to inclement weather. If Friday is not a make-up day, all hours on Friday shall be paid at time and one-half the hourly rate, inclusive of benefits.

RECOGNIZED HOLIDAYS: New Year's Day, Presidents' Day, Memorial Day, July 4th, Labor Day, Presidential Election

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

**County - UNION**

Day, Veterans' Day, Thanksgiving Day, Christmas Day. Sunday holidays observed the following Monday.