



*John P. Kelly, Director
Frank Sadeghi, Deputy Director
Robert S. Arace, Commissioner
Jennifer Bacchione, Commissioner
Virginia E. Haines, Commissioner*

Jennifer L. Bowens, Purchasing Agent

*County of Ocean
Administration Building
101 Hooper Avenue
Toms River, NJ 08754*

BID

EQUIPMENT PARTS, REPAIRS AND MAINTENANCE FOR ENGINEERING

NO. II

2025

ADVERTISEMENT DATE: November 19, 2025

OPENING: December 9, 2025, 11:00 am

Bid Category: 16- Maintenance and Repair of Equipment

Notice to Bidders

NOTICE IS HEREBY GIVEN that sealed bids for the furnishing and delivery of **EQUIPMENT PARTS, REPAIRS AND MAINTENANCE FOR ENGINEERING NO. II** for the County of Ocean, will be received by the Purchasing Agent of the County of Ocean on **Tuesday, December 9, 2025 at 11:00 am**, prevailing time.

Bids will be received electronically via the County's Online Procurement Portal. Specifications are available on the Procurement Portal or for viewing only, in the Department of Purchase, Room #224, Administration Building, 101 Hooper Avenue, Toms River, New Jersey. Direct all inquiries to Jennifer L. Bowens, Purchasing Agent.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) regarding equal employment opportunities and with the requirements of P.L. 1977 C.33 regarding corporate and/or partnership ownership.

The right to reject any and all bids is reserved in accordance with applicable law.

By order of the Board of Commissioners of the County of Ocean.

Signed:

JOHN P. KELLY, Director

JENNIFER L. BOWENS, Purchasing Agent

Contact Information and Project Timeline

Summary

The purpose of this bid package is to provide the County of Ocean with a Contractor who will supply the goods or services described and specified herein.

Contact Information

For further information regarding these specifications, contact

Jessica Hannold

Assistant Purchasing Agent

101 Hooper Ave.

Room 224

Toms River, NJ 08753

Email: ocpurchasing@co.ocean.nj.us

Phone: [\(732\) 929-2103](tel:(732)929-2103)

Department:

Engineering

Timeline

Advertising Date	November 19, 2025
Bid Opening Date	December 9, 2025, 11:00am Administration Building, 101 Hooper Ave., Room 119, Toms River, NJ, 08753

Important Instructions for Electronic Submittal

Instructions for Electronic Bid Submission

The County is accepting electronic bid submissions with Open Gov by following these instructions:

Sign up for a FREE account at <https://procurement.opengov.com/portal/oceancounty>

Once you have completed account registration, browse back to this page: [County's OpenGov Electronic Bid Portal](https://procurement.opengov.com/portal/oceancounty/) (<https://procurement.opengov.com/portal/oceancounty/>)

Click on the bid of interest, then click "Draft Response".

Follow the instructions to submit the electronic bid.

It is important to note that this process should be completed well in advance of the bid deadline / bid opening. DO NOT WAIT UNTIL THE LAST MINUTE. The County's electronic submission system will not allow electronic bids to be submitted once the deadline has passed, even if you've already started the process. The deadline is based on the countdown timer found on the OpenGov bid submission page.

Instructions to Bidders

Bid Opening

All bids will be opened publicly in the Administration Building, Room 119, 101 Hooper Avenue, Toms River, New Jersey, commencing at 11:00 am, prevailing time on Tuesday, December 9, 2025.

Electronic Bid Submissions

Bids must be submitted electronically through Ocean County's Procurement Portal by the date and time stipulated in the Notice to Bidders.

Deadline Instructions

The County will not be responsible for late bids, and no bids will be accepted if received after the time stipulated in the notice to bidders.

Completion of all Documents

Bidders shall complete all documents and acknowledge all terms included with the bid package. All documents should be from this bid package and must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

NOTE: In order to access any DocuSign forms in this solicitation, you must first click "Draft Response".

Instructions on how to access the forms through DocuSign are available in the Attachments. Please note that in order to view the forms as a .pdf document, you must access DocuSign first. Once you access DocuSign, the option to download, save, print and complete the forms becomes available

Right to Reject

The County reserves the right to reject all bids in accordance with N.J.S.A. 40A:11-13.2, to waive any informalities in the bid and to accept the lowest responsible bid in accordance with applicable law.

Bidder Default

In case of default by the bidder or contractor, the County of Ocean may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.

Indemnity

The bidder, if awarded a contract, agrees to protect, defend and save harmless the County against any damage for payment for the use of any patented material process, article or device that may

enter into the manufacture, construction or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless the County from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the negligent acts of the contractor, his servants or agents.

Specifications

It is to be understood by the bidder that this bid is submitted on the basis of specifications prepared by the County and the fact that any bidder is not familiar with these specifications or conditions will not be accepted as an excuse.

Bid Security

NO BID SECURITY

Performance Bond

NO PERFORMANCE BOND

Pricing Proposal

Bidders must use the pricing proposal provided in the bid specifications. Failure to use the pricing proposal in the bid specifications shall be cause for rejection of the bid.

Pricing

Insert prices for furnishing all of the material and/or labor described or required. Prices shall be net, including any charges for packing, crating, containers, etc. and all transportation charges fully prepaid by the contractor F.O.B. destination and placement at locations specified by the County. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the vendor's convenience when a single shipment is ordered.

Payment

Payments will be made upon the approval of vouchers submitted by the successful bidders in accordance with the requirements of the Board of Commissioners and subject to the Board of Commissioners customary procedures. The County will not pay interest or late fees regardless of language provided.

Discrepancy in Pricing

In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error of the summation of the extended totals, the computation by the OWNER of the extended totals shall govern.

Award Timeframe

Award will be made by Ocean County Board of Commissioners within sixty (60) days after receipt of bids.

Equal or Tie Bids

The County of Ocean reserves the right to award at their discretion to any one of the tie bidders where it is most advantageous for the County to do so, pursuant to N.J.S.A. 40A:11-6.1.

Tax Exempt

The County of Ocean is exempt from any State sales tax or Federal excise tax.

Equivalent Product

For purpose of evaluation where an equivalent product is being furnished, bidder must indicate any variation to our specifications no matter how slight. If no variations are indicated, it will be construed that the bid fully complies with our specifications.

Quantities

The quantities shown on the pricing proposal are **estimates only**, and Ocean County will not guarantee any minimum purchase. The County reserves the right to decrease or omit quantities as needed over the course of the contract. The county will not consider any minimum requirements imposed on order quantities. The County also reserves the right to increase quantities to twenty (20) percent of the maximum quantities listed at the unit price bid, in accordance with N.J.A.C. 5:30-11.3. *Note: Actual orders are placed upon receipt of a Purchase Order, on an as needed basis. The County will not be responsible to pay for any product that was not ordered through a Purchase Order.*

Delivery of Goods and Services

Delivery of items shall only be made upon receipt of a Purchase Order issued by the Ocean County Department of Purchase, upon which delivery locations and needed quantities shall be indicated.

American Goods and Products

All contractors must comply with the provisions of New Jersey Statute Title 40A:11-18, when applicable.

Assignment

This agreement shall not be assigned without the written consent of the County of Ocean.

NJ One Call

By presenting a bid, contractor declares that he is aware of and, if required, will comply with the requirements of the "Underground Facility Protection Act (Public Law 1994, Chapter 118)" prior to commencing any intended excavation. The telephone number to call is 1-800-272-1000.

Public Works Contractor Registration Act, N.J.S.A. 34:11-56.48 et seq

The bidder must comply with the provisions of "The Public Works Contractor Registration Act", if applicable.

- All named contractors must be registered with the Department of Labor and Workforce Development pursuant to the Public Works Contractor Registration Act at the time the proposal is received, or the proposal will be determined to be non-responsive.
- Any non-listed contractor must be registered with the Department of Labor and Workforce Development prior to physically starting work. It is the responsibility of the General Contractor to insure that all non-listed sub-contractors comply.
- Contractors are encouraged to submit their and all named sub-contractors' Public Works Contractor Registration Certificates with the bid.

Prevailing Wage & Labor Laws

The New Jersey Prevailing Wage Act (P.L. 1963, Chapter 150) and provisions of the State Labor Laws must be complied with by the successful bidder, if applicable. The current Prevailing Wage Rates can be found online at <https://www.nj.gov/labor/wageandhour/prevailing-rates/public-works/currentprevailingwage.shtml>

All Certified Payrolls for Public Works Projects **must** be submitted online via the New Jersey Wage Hub website which can be accessed through the following link: <https://njwages.nj.gov/>. Certified payrolls must be submitted within ten (10) days of the payment of wages for each pay period, **both** online via New Jersey Wage Hub and hard copy to the contracting unit.

New Jersey Business Registration Requirements

Pursuant to N.J.S.A. 52:32-44, Ocean County ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Pay to Play Requirements

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

Statement of Ownership

The provisions of N.J.S.A. 52:25-24.2 applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

Disclosure of Investment Activities in Iran

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

The Chapter 25 list must be reviewed prior to completing the certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may provided by law, rule or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party. Prior to contract award or authorization, the contractor shall provide the

Contracting Agency with a completed Certification on Disclosure of Investment Activities in Iran.

Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter “Vendor”) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

Insurance Requirements

The contractor shall maintain primary insurance to protect against all claims under Workmen's Compensation, Comprehensive General Liability and Automobile. Except for Workmen's Compensation, all coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary Coverage shall be subject to approval for adequacy of protection as per the following limits:

Worker's Compensation

1. Limits according to Worker's compensation Laws of the State of New Jersey.
2. Contractor's Liability not less than \$100,000.

Comprehensive General Liability

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

Comprehensive General Liability Details

Comprehensive Automobile Liability shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

- A. Liability arising out of the ownership, maintenance or use of any auto;
- B. Auto non-ownership and hired car coverage.
- C. Contractor's Worker's Compensation, Comprehensive General Liability and

- D. Comprehensive Automobile Liability arising out of subcontractor's operations shall be identical as that listed above.

Proof of Insurance

Copies of each insurance certificate shall be furnished to the County when requested.

Open Public Records Act (OPRA)

**** ATTENTION****

Responses received pursuant to this solicitation are subject to complete disclosure pursuant to the Open Public Records Act. Please note that disclosure includes any and all attachments and addenda supplementing the solicitation response. Accordingly, please do not include personal identifying information in any supplementary documents submitted with the solicitation response.

County Cooperative Contract Purchasing System

The County has established a "COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM" pursuant to N.J.S.A. 40a:11-1 et seq...

The IDENTIFIER for this system is:

CK-02-OC

This system allows local government contracting entities located within the geographical boundaries of the County to purchase goods and services awarded as a result of this bid proposal if it is extended by the low bidder.

Goods and services must be made available without substitution or deviation from specifications, size, features, quality, price or availability as herein set forth. It is understood that orders, if any, will be placed directly by contracting units, subject to the overall terms of the contract to be awarded by the County of Ocean.

The estimated quantities listed in this specification reflect only the needs of the agencies under the direct control of the Ocean County Board of Commissioners. If the vendor chooses to extend the resulting contract to all other contracting units, the quantities could be higher.

Please check (✓) the YES or NO box in the Vendor Questionnaire to indicate whether or not you will extend contract prices to all contracting units.

Award Method

Contract will be awarded on a line item basis. The County reserves the right to award multiple contracts. All bidders *must* bid on both parts and labor to be considered for award. Failure to do so will cause the rejection of your bid for that brand/item.

Mandatory Equal Employment Opportunity

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Americans with Disabilities Act

Equal Opportunity For Individuals With Disabilities

The CONTRACTOR and the COUNTY do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the COUNTY pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the COUNTY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the COUNTY, its agents, servants and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the COUNTY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the COUNTY or if the COUNTY incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The COUNTY shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the COUNTY or any of its agents, servants and employees, the COUNTY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the COUNTY or its representatives.

It is expressly agreed and understood that any approval by the COUNTY of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the COUNTY pursuant to this paragraph.

It is further agreed and understood that the COUNTY assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provision of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the COUNTY from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

Intent

CONTRACT TERMS

The contract shall be for a one (1) year term from date of award, or until delivery is complete unless otherwise stated. The County reserves the right to extend the term of the contract pursuant to N.J.S.A. 40A:11-15.

INTENT

The purpose of this bid package is to provide the County of Ocean with a Contractor who will supply the materials described and specified herein.

BID REVIEW

Bids may be reviewed at the bid opening and results will be made available online through the County's procurement portal once the bid meeting has concluded. Additionally, bid results are available in the Ocean County Purchasing Department on the day following the bid openings for any interested party that may wish to review them.

AVAILABILITY OF FUNDS

The County's obligation hereunder is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the County for payment of any money shall arise unless, and until funds are made available each year to the Ocean County Purchasing Agent.

MODIFICATIONS AND WITHDRAWALS

Bids may be withdrawn from the bidder prior to the time fixed for opening. No right for withdrawal exists after the bid has been opened. Written request for withdrawal shall be signed by the bidder or proper corporate officers.

USE OF OTHER NAMES AND REFERENCES

Unless otherwise stated, the use of manufacturers' names and product numbers are for descriptive purposes, and establishing general quality levels only. They are not intended to be restrictive. Bidders are required to state exactly what they intend to furnish, otherwise it is fully understood that they shall furnish all items as stated.

QUALITY

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.

WARRANTY

Manufacturer's warranty shall apply.

AVAILABILITY AND DELIVERY

The bidder should indicate the number of days required for the delivery After Receipt of Order (A.R.O.). If not submitted with the bid proposal, the County reserves the right to request this information prior to the award of contract.

TRANSITIONAL PERIOD

In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one (1) month at the County's request.

COMPLIANCE TO MINIMUM BID REQUIREMENTS / EQUIVALENT PROPOSALS

These specifications intend to describe and govern the purchase of a new and unused EQUIPMENT PARTS, REPAIRS AND MAINTENANCE FOR ENGINEERING NO. II with all accessories as noted herein. The products shall conform to the highest quality of manufacturing and design standards. Any item or items not specifically mentioned herein, but which would be required to produce a complete working unit, shall be supplied by the vendor.

All compliance pages must be completed in full if required within the specifications. A general exception cannot be taken for any paragraph or item. Suppose a bidder is basing his proposal on equipment other than what is specified in these bid documents and wishes the equipment he proposes to be considered as an "approved equal". In that case, he shall submit on a separate sheet, in the exact format of the technical specifications contained herein, an item-by-item description of that which he proposes to substitute including all variations from or exceptions to the conditions and specifications of this bid. Failure to comply may result in the rejection of the bid.

CURRENT BID RESULTS

If there is a current contract in place for this bid, those results may be obtained by accessing our procurement portal at the below link:

<https://procurement.opengov.com/portal/oceancounty>

Once you have clicked the link, click "Advanced Search" to begin searching for the current opportunity.

Specifications and Scope of Work

SCOPE OF WORK

Please see “Attachments”, “Project Documents” for detailed project specifications.

Vendor Questionnaire

OpenGov Vendor Account Verification*

I have verified that I am logged into OpenGov using an **account name** that corresponds to the **Tax ID number** and **Business Name** used throughout all documentation in this solicitation. I further understand that should my company be awarded a contract with Ocean County, the company information listed on in the **Contract Information Field** will be used to generate all contract documents.

☐ Please confirm

*Response required

County Cooperative Contract Purchasing System*

Vendor will extend contract prices to "County Cooperative Contract Purchasing System" Participants as described in [Instruction to Bidders](#) .

☐ Yes

☐ No

*Response required

BID DOCUMENTS TO BE EXECUTED*

Documents include:

- Signature Page
- Non-Collusion Certification
- Affirmative Action Questionnaire
- **Statement of Ownership (N.J.S.A. 52:25-24.2) (Mandatory Document)**
- Disclosure of Investment Activities in Iran
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY BE CAUSE FOR REJECTION OF YOUR PROPOSAL.

All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising.

NOTE: For detailed instructions on how to complete the forms via DocuSign, please access the "Instructions for Completing Forms in DocuSign" document available in the Attachments.

Please note: The County's preferred method of submission is DocuSign.

[Click here to go to the form](#)

*Response required

CONTRACT INFORMATION*

Should your company be awarded a contract with Ocean County, please provide the contact name and physical mailing address where the contract documents should be mailed. *(no email addresses, please!)*

*Response required

Copy of Bidder's Certificate of Employee Information Report

Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the County of Ocean:

- (a) An existing federally approved or sanctioned affirmative action program.
- (b) A New Jersey Certificate of Employee Information Report Approval.
- (c) If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employee Information Report (Form AA302 for Goods and Services; Form AA201 for Construction). This form is available [here](#).

QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS ON THE AFFIRMATIVE ACTION DOCUMENT:

1. Do you have a Federally approved or sanctioned Affirmative Action Program?

If yes, please upload a photocopy of such approval.

2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?

If yes, please upload a photocopy of such certificate.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

Copy of Bidder's New Jersey Business Registration Certificate

Please use this area to upload your company's BRC.

Use this link to verify your company's BRC:

https://www1.state.nj.us/TYTR_BRC/jsp/BRCLLoginJsp.jsp

Please note that a BRC is not required at the time of bid submission but shall be required prior to the award of a contract.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

Mandatory Equal Employment Opportunity Statement*

Does the BIDDER comply with the [#Mandatory Equal Employment Opportunity Statement?](#)

☐ Yes

☐ No

*Response required

Americans with Disabilities Act Provisions*

Does the BIDDER comply with the [#Americans with Disabilities Act Provisions?](#)

☐ Yes

☐ No

*Response required

ADDITIONAL VENDOR DOCUMENTATION

Please submit any additional information you wish to be considered as part of your bid package.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

Acknowledgement of Submission of Forms from Current Bid Package*

Bidders shall complete all documents and acknowledge all terms included with the bid package. All documents should be from this bid package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

☐ Please confirm

*Response required

Submission of Bid Package*

By submitting a response to this solicitation, the Vendor understands and acknowledges that all required documents to this solicitation must be submitted and that failure to do so may be cause for rejection.

Bidder also understands that only one (1) bid submission shall be considered. Please DO NOT Submit a manual bid response. Submitting a manual response in addition to the electronic response is cause for rejection of your bid.

☐ Please confirm

*Response required

Pricing Proposal

SECTION I - MAINTENANCE ON VARIOUS TYPES OF EQUIPMENT

[illegible]

Line Item	Description	1 Year Estimated Quantity	Unit of Measure	Unit Cost	Total	No Bid	Comments:
12	Annual Preventative Maintenance, As Specified	1	EA				

SECTION II - HOURLY LABOR RATE FOR VARIOUS ENGINEERING EQUIPMENT

Line Item	Description	1 Year Estimated Quantity	Unit of Measure	Unit Cost	Total	No Bid	Comments:
13	Air Tech Equipment, Repair Service - Hourly Labor Rate	75	HR				
14	American Signal, Repair Service - Hourly Labor Rate	75	HR				
15	DCS, Repair Service - Hourly Labor Rate	75	HR				
16	Fine Line Industries, Repair Service - Hourly Labor Rate	75	HR				
17	Graco Equipment, Repair Service - Hourly Labor Rate	75	HR				
18	Honda Generators, Repair Service - Hourly Labor Rate	75	HR				
19	Kubota, Repair Service - Hourly Labor Rate	75	HR				
20	Mark Rite Line Equipment, Repair Service - Hourly Labor Rate	75	HR				
21	Mark II Equipment, Repair Service - Hourly Labor Rate	75	HR				
22	Precision Solar Controls Equipment, Repair Service - Hourly Labor Rate	75	HR				
23	Skydrill Equipment, Repair Service - Hourly Labor Rate	75	HR				
24	Smith Manufacturing, Repair Service - Hourly Labor Rate	75	HR				
25	Solar Technology Equipment, Repair Service - Hourly Labor Rate	75	HR				

SECTION III - PARTS - DISCOUNT % FOR ITEMS 1 - 25

Bidders MUST bid on this item to be considered for award of any items on this bid. Parts needed for preventative maintenance items #1-12 will use this line item.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Discount (%)	Total	Comments:	Delivery, A.R.O.:
26	Enter your discount percentage in the "DISCOUNT % COLUMN". For bid purposes assume parts at \$75,000.00 for a one (1) year term.	75,000	\$	\$1.00				

SECTION I – ALL MAINTENANCE – VARIOUS TYPES OF ENGINEERING EQUIPMENT

Altec 42' Bucket Truck, Model #TA45M (1) and Model #AT37-G – 3 units annually

1. Preventative Maintenance shall be provided at the County location specified at the time of order.

No additional fees will be allowed for travel time to and from the County location.

(See following pages for examples of the annual preventative maintenance checklist)

2. Electrical Inspection shall be provided at the County location specified at the time of order.

No additional fees will be allowed for travel time to and from the County location.

(See last page of specifications for the example of annual electrical inspection checklist)

American Signal Computerized LED Variable Message BoardSign # CMS-T333

3. Maintenance to be performed on an annual basis, as scheduled by Ocean County Engineering Department/Traffic Division. Maintenance to be provided at vendor's location. Successful bidder shall be responsible to pick up and deliver the equipment from and back to the County Location specified at the time of the order

Diagnostic and maintenance services to include but not limited to:

- Clean Solar Panel(s)
- Clean photocell lens
- Clean lamps and shrouds
- Check tire pressure
- Check batteries for charge and replenish battery water
- Clean and repack wheel bearings
- Clean and lubricate winch of jack lift
- Check and lubricate pivot points
- Check and service coupler
- Check and lubricate tongue jack
- Check fasteners and locking pins
- Check wires, cables, clamps, and supports
- Battery replacement as instructed by manufacturer.

Kubota – Diesel Motor, 3 Cycle

4. Maintenance to be performed on an annual basis, as scheduled by the Ocean County Engineering Department/Traffic Division. Maintenance to be provided at vendor's location. Successful bidder shall be responsible to pickup and deliver the equipment from and back to the County location specified at the time of order.

Maintenance to include, but not be limited to:

- Replacement of air, fuel, oil, and hydraulic filters
- Inspect and replace any damaged parts
- Change and check all fluids
- Inspect battery, wires, belts and cables. Replace as needed.

Mark Rite Line Equipment Co. – Twin 1,000 lb. Thermo Plastic Pre-melting Kettle System 1500

5. Maintenance shall be performed on an annual basis, as scheduled by the Ocean County Engineering Department /Traffic Division. Maintenance to be provided at vendor's location. Successful bidder shall be responsible to pick up and deliver the equipment from and back to the County location specified at the time of order.

- Inspect all LP Gas piping to diesel lines
- Inspect all LP tanks to diesel tanks
- Remove entire burner from the kettle. Remove each tip and clean.
- Replace tips if needed
- Inspect drive motor and fasteners
- Lubricate all bearings with high temperature synthetic grease. DO NOT OVER GREASE.

Precision Solar Controls Inc. – Mini Variable Message Board

6. Maintenance to be performed on an annual basis, as scheduled by the Ocean County Engineering Department/Traffic Division. Maintenance to be provided at vendor's location. Successful bidder shall be responsible to pick up and deliver the equipment from and back to the County location specified at the time of order.

Diagnostic and maintenance services to include but not limited to:

- Clean solar panel
- Clean photocell lenses
- Clean message lens
- Check tire pressure
- Check batteries for charge and replenish battery water
- Clean and repack wheel bearings
- Clean and lubricate winch or jack lift
- Check and lubricate pivot points
- Check and service coupler
- Check and lubricate tongue jack
- Check fasteners and locking pins
- Check hydraulic system for proper fluid level and hoses for leaks
- Inspect trailer structure for damage, cracked welds or sign of fatigue
- Make sure all terminals, connectors and plugs are clean and tight
- Battery replacement as instructed by manufacturer

Skydrill - Gas Powered Post Pounder Model #BG-231

7. Maintenance to be performed on an annual basis, as scheduled by the Ocean County Engineering Department/Traffic Division. Maintenance to be provided at vendor's location. Successful bidder shall be responsible to pick up and deliver the equipment from and back to the County location specified at the time of order. Shall include:

- Cleaning of Exterior, Exhaust Port and Carburetor
- Change Spark plug
- Replace Impact Oil and Air Filter
- Inspect/Replace Clutch, and check the starter rope for wear and replace if required.
- Replace O-Ring/Seal
- Inspect tighten and replace any loose, missing or damaged nuts, bolts, or screws
- Inspect Shank and Tool Blades for cracks and advise for replacement.

Solar Technology Inc. – Silent Messenger Variable Message Board, Model #MB2-1548 (2)

8. Maintenance to be performed on an annual basis, as scheduled by the Ocean County Engineering Department/Traffic Division. Maintenance to be provided at vendor's location. Successful bidder shall be responsible to pick up and deliver the equipment from and back to the County location specified at the time of order. Diagnostic and maintenance services to include but not limited to:

- Clean solar panel
- Clean photocell lenses and message lens
- Check tire pressure
- Check batteries for charge and replenish battery water
- Clean and repack wheel bearings
- Clean and lubricate winch or jack lift
- Check and lubricate pivot points
- Check and service coupler
- Check and lubricate tongue jack
- Check fasteners and locking pins
- Check hydraulic system for proper fluid level and hoses for leaks
- Inspect trailer structure for damage, cracked welds or sign of fatigue
- Make sure all terminals, connector and plugs are clean and tight
- Battery replacement as instructed by manufacturer.

Solar Technology Inc. – Silent Messenger Variable Message Board, Model #MB2-2248

9. Maintenance to be performed on an annual basis, as scheduled by the Ocean County Engineering Department/Traffic Division. Maintenance to be provided at vendor's location. Successful bidder shall be responsible to pick up and deliver the equipment from and back to the County location specified at the time of order. Diagnostic and maintenance services to include but not limited to:

- Clean solar panel, photocell lenses, message lens
- Check tire pressure, and batteries for charge and replenish battery water
- Clean and repack wheel bearings, and check and lubricate winch or jack lift
- Check and lubricate pivot points and tongue jack
- Check and service coupler, fasteners and locking pins
- Check hydraulic system for proper fluid level and hoses for leaks
- Inspect trailer structure for damage, cracked welds or sign of fatigue
- Make sure all terminals, connector and plugs are clean and tight
- Battery replacement as instructed by manufacturer

Solar Technology Inc. – Silent Messenger Variable Message Board, Model # MB2-3048 (1)

10. Maintenance to be performed on an annual basis, as scheduled by the Ocean County Engineering Department/Traffic Division. Maintenance to be provided at vendor's location. Successful bidder shall be responsible to pick up and deliver the equipment from and back to the County location specified at the time of order. Diagnostic and maintenance services to include but not limited to:

- Clean solar panel
- Clean photocell lenses
- Clean message lens
- Check tire pressure
- Check batteries for charge and replenish battery water
- Clean and repack wheel bearings
- Clean and lubricate winch or jack lift
- Check and lubricate pivot points
- Check and service coupler
- Check and lubricate tongue jack
- Check fasteners and locking pins
- Check hydraulic system for proper fluid level and hoses for leaks
- Inspect trailer structure for damage, cracked welds or sign of fatigue
- Make sure all terminals, connector and plugs are clean and tight
- Battery replacement as instructed by manufacturer.

Solar Technology Inc. – Silent Sentinel Arrow Board Trailer

11. Maintenance to be performed on an annual basis, as scheduled by the Ocean County Engineering Department/Traffic Division. Maintenance to be provided at vendor's location. Successful bidder shall be responsible to pick up and deliver the equipment from and back to the County location specified at the time of order. Diagnostic and maintenance services to include but not limited to:

- Clean solar panel.
- Clean photocell lens
- Clean lamps lenses and shrouds
- Check tire pressure
- Check batteries for charge and replenish battery water
- Clean and repack wheel bearings
- Clean and lubricate winch or jack lift
- Check and lubricate pivot points
- Check and service coupler
- Check and lubricate tongue jack
- Check fasteners and locking pins
- Check wires, cables, clamps and supports
- Battery replacement as instructed by manufacturer

Stihl – Auger, Model #BT120C

12. Maintenance to be performed on an annual basis, as scheduled by the Ocean County Engineering Department/Traffic Division. Maintenance to be provided at vendor's location. Successful bidder shall be responsible to pick up the equipment from the County location specified at the time of order, and must return the equipment upon satisfactory completion of maintenance. Maintenance shall include:

- Replacement of air filter and spark plugs
- Inspection and replacement of any damaged parts including wires, cables, or pull cord

Safety Inspection Report - Articulated Aerial

Work Order #: _____ Aerial Type: _____ ANSI ☐
Truck #: _____
Customer: _____

EQUIPMENT INSPECTION CHECKLIST

Under Hood	Pass	Req Attn	N/A	Comments	Repairs Done
a) Check fluid levels:	☐	☐	☐		☐
i) Engine Oil	☐	☐	☐		☐
ii) Transmission Fluid	☐	☐	☐		☐
iii) Brake Fluid	☐	☐	☐		☐
iv) Washer Fluid	☐	☐	☐		☐
v) Radiator Fluid	☐	☐	☐		☐
b) Check belts	☐	☐	☐		☐
c) Check batteries and terminals	☐	☐	☐		☐
d) Check wiring on stop/start & two speed units	☐	☐	☐		☐
e) Check pump mounts	☐	☐	☐		☐
f) Check throttle linkage	☐	☐	☐		☐
Under Vehicle	Pass	Req Attn	N/A	Comments	Repairs Done
a) Check spring mounts and bolts	☐	☐	☐		☐
b) Check drive train components for damaged parts	☐	☐	☐		☐
c) Check counterweight mounts	☐	☐	☐		☐
d) Check torsion bar mountings	☐	☐	☐		☐
e) Check subframe and body mounting	☐	☐	☐		☐
f) Check hydraulic line for leaks and abrasions	☐	☐	☐		☐
g) Check PTO & Pump, mounting, studs, & nuts	☐	☐	☐		☐
h) Check chassis frame	☐	☐	☐		☐
i) Check subframe	☐	☐	☐		☐
j) Check exhaust system/shields	☐	☐	☐		☐
k) Check hose to exhaust clearance	☐	☐	☐		☐
l) Hose to drive shaft clearance	☐	☐	☐		☐

In Cab	Pass	Req Attn	N/A	Comments	Repairs Done
a) Check parking brake operation	☐	☐	☐		☐
b) Start and check engine operation	☐	☐	☐		☐
c) Check gauges and/or indicator lights	☐	☐	☐		☐
d) Check foot brake operation	☐	☐	☐		☐
e) Check clutch operation	☐	☐	☐		☐
f) Check wiper operation	☐	☐	☐		☐
g) Check horn operation	☐	☐	☐		☐
h) Check mirrors and windows	☐	☐	☐		☐
i) Check unit control operation and indicators	☐	☐	☐		☐
j) Check PTO cable	☐	☐	☐		☐
k) Check backup alarm	☐	☐	☐		☐

Exterior On Truck	Pass	Req Attn	N/A	Comments	Repairs Done
a) Check and note chassis & body damage	☐	☐	☐		☐
b) Check chassis and body lights/reflectors	☐	☐	☐		☐
c) Check emergency lights	☐	☐	☐		☐
d) Check tire condition: Check for wear, cuts, bulges	☐	☐	☐		☐
e) Bucket access step/platform	☐	☐	☐		☐
f) Bucket access handles/rails	☐	☐	☐		☐
g) Ground control operations and condition	☐	☐	☐		☐
h) Ground control safety & operation placards	☐	☐	☐		☐

Unit Mounts	Pass	Req Attn	N/A	Comments	Repairs Done
a) Pedestal mount bolts and welds	☐	☐	☐		☐
b) Boom rest mounts and pads	☐	☐	☐		☐
c) Bucket rest mounts and pads	☐	☐	☐		☐
d) Check turret welds	☐	☐	☐		☐
e) Ladders & steps	☐	☐	☐		☐
f) Additional options	☐	☐	☐		☐

Safety Equipment Check	Pass	Req Attn	N/A	Comments	Repairs Done
a) Check backup alarm	☐	☐	☐		☐
b) Check fire extinguisher	☐	☐	☐		☐
c) Check flare kit	☐	☐	☐		☐
d) Check first aid kit	☐	☐	☐		☐
e) Check safety harness	☐	☐	☐		☐
f) Check lanyard	☐	☐	☐		☐
g) State inspection	☐	☐	☐		☐
h) Aerial Manuals	☐	☐	☐		☐

Lower Boom & Cylinder	Pass	Req Attn	N/A	Comments	Repairs Done
a) Lower boom condition	☐	☐	☐		☐
b) Lifting cylinder condition; cylinder and rod	☐	☐	☐		☐
c) Cylinder pin and lock condition	☐	☐	☐		☐
d) Main boom pin and lock condition	☐	☐	☐		☐
e) Leveling cylinder and rod condition	☐	☐	☐		☐
f) Hydraulic hose and fitting condition	☐	☐	☐		☐
g) Exterior motor and drive chain condition	☐	☐	☐		☐
h) Exterior chain or cylinder condition	☐	☐	☐		☐
i) Check all lock keys and retaining rings	☐	☐	☐		☐
j) Check boom welds	☐	☐	☐		☐
k) Check grease fittings	☐	☐	☐		☐
l) Check lower boom bushings	☐	☐	☐		☐
m) Check lower boom fiberglass	☐	☐	☐		☐
n) Check lower boom leveling rods	☐	☐	☐		☐

Upper Boom	Pass	Req Attn	N/A	Comments	Repairs Done
a) Upper boom condition	☐	☐	☐		☐
b) Extension chain roller condition	☐	☐	☐		☐
c) Upper and lower boom bushing	☐	☐	☐		☐
d) Bucket weldment condition	☐	☐	☐		☐
e) Cat track condition	☐	☐	☐		☐
f) Upper control wiring and hose connection	☐	☐	☐		☐
g) Check boom welds	☐	☐	☐		☐
h) Check grease fittings	☐	☐	☐		☐
i) Check for debris and boom	☐	☐	☐		☐
j) Check all lock keys and retaining rings	☐	☐	☐		☐
k) Extension cylinder condition	☐	☐	☐		☐
l) Fiberglass condition	☐	☐	☐		☐
m) Upper boom leveling rods	☐	☐	☐		☐
n) Check elbow weldment condition	☐	☐	☐		☐
o) Check elbow pins and bushings	☐	☐	☐		☐

Outer Boom & Cylinder - Telescopic	Pass	Req Attn	N/A	Comments	Repairs Done
a.) Outer boom condition	☐	☐	☐		☐
b.) Lifting cylinder condition; cylinder and rod	☐	☐	☐		☐
c.) Cylinder pin and lock condition	☐	☐	☐		☐
d.) Main boom pin and lock condition	☐	☐	☐		☐
e.) Leveling cylinder and rod condition	☐	☐	☐		☐
f.) Hydraulic hose and fitting condition	☐	☐	☐		☐
g.) Exterior motor and drive chain condition	☐	☐	☐		☐
h.) Exterior chain or cylinder condition	☐	☐	☐		☐
i.) Check all lock keys and retaining rings	☐	☐	☐		☐
j.) Check boom welds	☐	☐	☐		☐
k.) Check grease fittings	☐	☐	☐		☐

Inner Boom - Telescopic	Pass	Req Attn	N/A	Comments	Repairs Done
a.) Inner boom condition	☐	☐	☐		☐
b.) Extension roller condition	☐	☐	☐		☐
c.) Inner and outer boom pad condition	☐	☐	☐		☐
d.) Buck weldment condition	☐	☐	☐		☐
e.) Inner boom hoses or wire condition	☐	☐	☐		☐
f.) Cat track condition	☐	☐	☐		☐
g.) GFI wiring and box condition	☐	☐	☐		☐
h.) Upper control wiring and hose connection	☐	☐	☐		☐
i.) Check boom welds	☐	☐	☐		☐
j.) Check grease fittings	☐	☐	☐		☐
k.) Check for debris and boom	☐	☐	☐		☐
l.) Check all lock keys and retaining rings	☐	☐	☐		☐
m.) Extension cylinder condition	☐	☐	☐		☐
n.) Fiberglass condition	☐	☐	☐		☐

Intermediate Boom - Telescopic	Pass	Req Attn	N/A	Comments	Repairs Done
a.) Boom condition	☐	☐	☐		☐
b.) Boom wear pad condition	☐	☐	☐		☐
c.) Boom Extension cables	☐	☐	☐		☐
d.) Extension cylinder condition	☐	☐	☐		☐

Boom Accessories	Pass	Req Attn	N/A	Comments	Repairs Done
a) Auger storage assembly	☐	☐	☐		☐
b) Pole claw assembly	☐	☐	☐		☐
c) Winch assembly	☐	☐	☐		☐
d) Rope or cable condition	☐	☐	☐		☐
e) Tool circuit operation	☐	☐	☐		☐
f) Upper basket and upper liner	☐	☐	☐		☐
g) Basket pin, bracket, leveling	☐	☐	☐		☐
h) Jib assembly	☐	☐	☐		☐
i) Upper control valve	☐	☐	☐		☐
j) Placards decals	☐	☐	☐		☐

Bucket & Mount	Pass	Req Attn	N/A	Comments	Repairs Done
a) Bucket shaft bushings	☐	☐	☐		☐
b) Bucket weldment	☐	☐	☐		☐
c) Bucket mounting bolts	☐	☐	☐		☐
d) Bucket lock	☐	☐	☐		☐
e) Bucket leveling cylinder or shock	☐	☐	☐		☐
f) Bucket controls operation	☐	☐	☐		☐
g) Bucket condition	☐	☐	☐		☐
h) Liner condition	☐	☐	☐		☐
i) Bucket cover condition	☐	☐	☐		☐
j) Lanyard attachment condition	☐	☐	☐		☐
k) Bucket control cover condition	☐	☐	☐		☐
l) Upper control safety & operation placard	☐	☐	☐		☐
m) Bucket rotator	☐	☐	☐		☐
n) Cab guard	☐	☐	☐		☐

Pedestal	Pass	Req Attn	N/A	Comments	Repairs Done
a) Check rotation bearing & gear for wear and grease	☐	☐	☐		☐
b) Check rotation drive unit for wear and lubrication	☐	☐	☐		☐
c) Check rotation gear box fluid	☐	☐	☐		☐
d) Check lower control to outrigger selector valve	☐	☐	☐		☐
e) Check electric wiring in pedestal	☐	☐	☐		☐
f) Check hydraulic oil level in tank	☐	☐	☐		☐
g) Change hydraulic filter	☐	☐	☐		☐
h) Check hydraulic valves, tied open	☐	☐	☐		☐
i) Check area for debris	☐	☐	☐		☐
j) Check condition of lower controls	☐	☐	☐		☐
k) Lower control condition and operation	☐	☐	☐		☐
l) Lower control cover condition	☐	☐	☐		☐
m) Lower control safety and operation placard	☐	☐	☐		☐
n) Torque bearing ring mounting bolts	☐	☐	☐		☐

Operation of Unit	Pass	Req Attn	N/A	Comments	Repairs Done
a) PTO and pump operation and noise level	☐	☐	☐		☐
b) Ground control selector valve operation	☐	☐	☐		☐
c) Lower tool circuit operation	☐	☐	☐		☐
d) Lower control selector valve operation	☐	☐	☐		☐
e) Check emergency power operation	☐	☐	☐		☐
f) Controls operate in conjunction with placards	☐	☐	☐		☐
g) Check pressure relief valve for proper setting	☐	☐	☐		☐
h) Check all cylinders for leaks and drifting	☐	☐	☐		☐
i) Check hydraulic reservoir	☐	☐	☐		☐
j) Check oil condition	☐	☐	☐		☐

Outriggers (If Applicable)	Pass	Req Attn	N/A	Comments	Repairs Done
a) Check outrigger mounts for damage	☐	☐	☐		☐
b) Check outrigger operations	☐	☐	☐		☐
c) Check lower control to outrigger selector valve	☐	☐	☐		☐
d) Check outrigger interlocks	☐	☐	☐		☐
e) Check for hydraulic leaks	☐	☐	☐		☐
f) Check outrigger shoes for damage	☐	☐	☐		☐
g) Check outrigger safety placards	☐	☐	☐		☐

Generator	Pass	Req Attn	N/A	Comments	Repairs Done
a) Generator Mounting	☐	☐	☐		☐
b) Spark plugs and wires	☐	☐	☐		☐
c) Change oil and filters	☐	☐	☐		☐
d) Check pump mounting	☐	☐	☐		☐
e) Check belts	☐	☐	☐		☐
f) Check voltage	☐	☐	☐		☐

TIRE PRESSURE (lbs.)		TIRE TREAD DEPTH		TIRE SIZE
LF:	RF:	LF:	RF:	Front:
LRI:	RRI:	LRI:	RRI:	Rear:
LRO:	RRO:	LRO:	RRO:	

Generator Make	Generator Model	Generator S/N	Generator Hours

ANNUAL ELECTRICAL INSPECTION

Date : _____

Customer: _____

Mfg * Model Num * Serial Num

Temp: Degrees Reative Humidity: Percent BoomType:

Trucknumber:

Dielectric Test Num:

WorkOrderID

CATEGORY C PERIODIC DIELECTRIC TEST CERTIFICATION FOR INSULATED AERIAL LIFTS PER ANSI A92.2/CSA C225

☒ **Test Procedure - UPPER BOOM DIELECTRIC TEST**

1. All metal at the platform end of the insulating boom were electronically bonded.
 2. All hydraulic lines bridging the insulating boom were filled with oil.
 3. The knuckle/elbow was shunted.
 4. The chassis insulating system, if equipped, was shunted.
 5. The position of the lower boom during the test was degrees from horizontal.
 6. The position of the upper boom was degrees from horizontal.
 7. ☒ Includes Telescopic Boom
The Telescopic Boom was positioned degrees from horizontal and:
☐ Fully Retracted
☐ Extended Inches.
 8. The unit was connected through a shielded cable to a current meter and then to ground
 9. A Voltage of KV, 60 HZ was applied to the platform end of the insulating boom for 1 minute, current leakage never exceeded milliamperes. microamperes.
Current leakage shall not exceed 1 milliamperes (1000 microamperes).
-

CATEGORY C PERIODIC DIELECTRIC TEST CERTIFICATION FOR CHASSIS INSULATING SYSTEM

☐ **Test Procedure - CHASSIS INSULATING SYSTEM (LOWER BOOM)**

1. All hydraulic lines crossing the chassis insulating system were filled with oil.
 2. The position of the lower boom during the test was degrees from horizontal.
 3. The position of the upper boom was degrees from horizontal.
 4. The telescopic boom (if applicable) was fully retracted.
 5. A volatage of KV, 60 HZ was applied to the metal above the chassis insulating system for 3 minutes.
 6. Current leakage at the start of the test was milliamperes. microamperes.
 7. Current leakage after 3 minutes was milliamperes. microamperes.
-

Technician

Date: Time: