



*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  
ELECTRICAL WORK***

***2025***

***ADVERTISEMENT DATE: December 17, 2025  
OPENING: January 6, 2026, 11:00 am***

***Bid Category: 22- Public Works, Park Equipment and Construction Services***

## ***Notice to Bidders***

**NOTICE IS HEREBY GIVEN** that sealed bids for the furnishing and delivery of **ELECTRICAL WORK** for the County of Ocean, will be received by the Purchasing Agent of the County of Ocean on **Tuesday, January 6, 2026 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 materials or services described and specified herein.

### **Contact Information**

For further information regarding these specifications, contact

**Jessica Hannold**

Assistant Purchasing Agent

Email: [jhannold@co.ocean.nj.us](mailto:jhannold@co.ocean.nj.us)

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

**Department:**

Buildings and Grounds

### **Timeline**

<b>Advertising Date</b>	December 17, 2025
<b>Bid Opening Date</b>	January 6, 2026, 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, January 6, 2026.

### **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>

### **Special Surety Bid Requirements for Certain Construction Projects**

The attention of the bidder is called to the provisions of N.J.S.A. 2A:44-143 which requires that the County of Ocean shall only accept performance and payment bonds from surety companies meeting the requirements of that statute. The bidder shall deliver with its bid a Consent of Surety. The Bidder's Surety Company shall complete the "Certificate of Surety Company" which bidder shall submit with its bid.

### **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](http://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.

### **Certification of Non-Involvement in Prohibited Activities in Iran**

Certification of Non-Involvement in Prohibited Activities in Iran. Pursuant to N.J.S.A. 52:32-58, the proposer must certify that neither the proposer, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the proposer is unable to so certify, the proposer shall provide a detailed and precise description of such activities. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Non-Involvement in Prohibited Activities in Iran.

### **Certification of Non-Involvement In Prohibited Activities in Russia or Belarus**

Pursuant to N.J.S.A. 52:32-60.1, the “person or entity” (as defined in N.J.S.A. 52:32-60.1, et seq) seeking to enter into or renew a contract for the provision of goods or services or the purchase of bonds or other obligations shall certify that it is not “engaging in prohibited activities in Russia or Belarus” (as such term is defined in as defined in N.J.S.A. 52:32-60.1, et seq. If the person or entity is unable to certify, the person or entity shall provide a detailed and precise description of such activities. The N.J.S.A. 52:32-60.1 certification form must be completed prior to contract award and is provided in the specification documents (DocuSign).

Vendors may view the Precluded Entities List Here:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>

### **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.

**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***

Award shall be based on the lowest lump sum bid per Section. Section I and II can be bid singularly. **BIDDER MAY QUOTE ON ONE OR BOTH SECTIONS.** The County reserves the right to award to the two (2) lowest bidders per section; awards shall be made to a primary contractor and a secondary contractor.

## *Vendor Questionnaire*

### **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)**
- Prohibited Russia-Belarus Activities & Iran Investment Activities

**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

### **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/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.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

**Public Works Registration Certificate\***

All workers performing public works activities for subcontractors awarded contracts by an energy services company pursuant to this section shall be paid prevailing wages in accordance with the "New Jersey Prevailing Wage Act," P.L.1963, c.150 (C.34:11-56.25 et seq.). All subcontractors shall comply with the provisions of "The Public Works Contractor Registration

Act," P.L.1999, c.238 (C.34:11-56.48 et seq.). Only firms appropriately classified as contractors by the Division of Property Management and Construction shall be eligible to be awarded a contract as a subcontractor of an energy services company under this section for performing public works activities pursuant to regulations adopted by the Division of Property Management and Construction.

Bidder shall provide with their bid a copy of the Public Works Registration Certificate for all Public Works Bids.

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

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

**Images (jpg, png, bmp, tif)**

\*Response required

**Certificate of Insurance**

Please upload your company's Certificate of Insurance.

**CERTIFICATION OF NON-DEBARMENT FOR PUBLIC WORKS CONTRACTS\***

Before a contracting agency can award a contract for public work as defined in P.L. 2019, c.406, the contractor must provide a written certification to the contracting unit that neither the contractor nor the contractor's affiliates are debarred by the federal government from contracting with a federal agency.

The term "affiliate" means any entity that directly, indirectly, or constructively controls the contractor, or any entity that the contractor directly, indirectly, or constructively controls, or is subject to the control of a common entity. The law considers an entity to be in control of another entity if it owns, directly or indirectly, more than 50% of the ownership.

Please complete the Certification of Non-Debarment form by clicking on the link. Make sure that the email you complete the form with matches the email of your vendor account.

**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

**Contractor's Data Sheet\***

As evidence of the bidder's qualifications, (s)he shall be required to submit with this bid proposal information requested on the Contractor's Data Sheet.

Please complete the form by clicking on the link. Make sure that the email you complete the form with matches the email of your vendor account.

Please download the below documents, complete, and upload.

- [CONTRACTORS DATA SHEET and ...](#)

\*Response required

**COMPLIANCE PAGES FOR ELECTRICAL WORK\***

Please download the attached Compliance Pages. Complete each compliance line by placing a check mark in the box for YES or NO. Upload the completed document. If you are taking any exceptions to any of the compliance lines, please list and explain each exception in detail on company letterhead. Please upload the exceptions letter with the completed Compliance Pages.

- [COMPLIANCE PAGES - ELECTRIC...](#)

\*Response required

**New Jersey Electrical Contractor's License\***

Please submit a copy of your NJ Electrical License.

\*Response required

**Permits**

Please upload a copy of all applicable permits including, but not limited to, New Jersey Electrical Business Permit.

**Proof of Employment\***

Submit with bid a notarized letter certified by the Financial Officer of the contractor as proof that the electrical contract license holder is a regular employee of the contractor in accordance with N.J.A.C. 13:31 et seq.

\*Response required

**Emergency Contact Information\***

Please provide an emergency phone number(s) and cell phone number(s) for your authorized client manager(s) and the cell phone number(s) of the site technician(s) assigned to oversee this contract.

**Please clearly list each individual's name and phone numbers.**

**Should you instead choose to upload this information in the "Additional Vendor Documentation" question, you may do so.**

\*Response required

**References**

Please provide a complete list of references for contracts similar in nature and other works your company has completed for at least the last three (3) years.

**List of Equipment and Vehicles\***

Please download the below document, complete, and upload.

- [LIST OF EQUIPMENT AND VEHIC...](#)

\*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

## ***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](http://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 two (2) years 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.

### **NO ASSIGNMENT**

This agreement shall not be assigned without the written consent of the County of Ocean which consent shall not be unreasonably withheld. Assignee shall promptly prepare and complete such documents as the County shall require.

### **OWNERSHIP DISCLOSURE**

All contractors shall comply with all laws governing the disclosure of all stockholders or partners, as included in N.J.S.A. 52:25-24.2.

### **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.

### **EVALUATION**

The quality of the equipment supplied, their conformity with the specifications, their suitability to requirements, delivery terms, guaranty clauses, price of the materials shall all be taken into consideration. Where equivalent equipment is offered, the County will determine if the proposed item is equal or better than that specified.

### **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**

It is the intent of these specifications to describe and govern the purchase of a new and unused ELECTRICAL WORK with any and all accessories as noted herein. The unit 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 bidders must answer compliance questions in full. A general exception cannot be taken for any paragraph or item. If 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", 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 any and all variations from or exceptions to the conditions and specifications of this bid. Failure to comply may result in rejection of 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.

## ***Security Clearance Form***

The Contractor shall be required to submit Department of Corrections Security Clearance Application for each employee and subcontractor's employee prior to being admitted to the site. Security Form is available in the attachments for download, or can be accessed by the following link: <https://co.ocean.nj.us/OC/Corrections/firmContact.aspx>. Please be advised that no one will be allowed access to the site without prior approval using the Security Clearance Application.

Contractor's access to the premises will be restricted and regulated by the owner, since the facility partially serves as an active county correctional facility. Contractor's staff must wear photo identification displaying the company name and employee on their person when performing work at any County building. All personnel or agent of the Contractor must observe all rules and regulation in effect at the buildings. Employees or agents of the Contractor, while on County property, shall be subject to the control of the County, but under no circumstances shall persons be deemed to be employees, or agents of the County.

Contractor must have personnel capable of passing security screening by County Department of Corrections. Specifically, screening shall be through the National Crime Information Center and State Crime Information Center. Additionally, the County department of Corrections performs State and Municipal criminal and motor vehicle background checks and requires a copy of photo ID/ photo driver's license and social security card. Such security requirements pertain to all jail and detention facilities. Clearance authorizations expire one year from the date of submission of form. Contractors must track date and update their security clearance prior to its expiration.

## *Pricing Proposal*

### SECTION I - ELECTRICAL WORK FOR COUNTY OWNED AND LEASED PROPERTIES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Comments
<b>LABOR</b>							
1	Regular Work Hours	7,500	HR				
2	Overtime Work Hours	775	HR				
<b>EQUIPMENT</b>							
3	Trenching Machine	250	HR				
4	Backhoe	250	HR				
5	Bucket Truck	250	HR				
6	Aerial Lift	250	HR				
7	Bucket Crane Truck for working heights over 50'	250	HR				
8	Scaffolding	250	HR				
9	ALLOWANCE - For the use of any additional equipment not specified herein	1	LS	\$25,000.00			
<b>TOTAL</b>							

### SECTION I - MARKUP (%) FOR PARTS AND MATERIALS - ELECTRICAL WORK FOR COUNTY OWNED AND LEASED PROPERTIES

Item 10 MUST be bid on in order to receive the lump sum award for Section I, Items 1-9

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Markup (%)	Total
10	Material Cost and Mark-Up. For bid purpose assume Material at \$750,000.00 for a two (2) year contract.	750,000	%	\$1.00		

### SECTION II - ELECTRICAL WORK AT THE OCEAN COUNTY AIRPORT

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Comments
<b>LABOR</b>							

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	No Bid	Comments
11	Regular Work Hours	115	HR				
12	Overtime Work Hours	775	HR				
<b>EQUIPMENT</b>							
13	Trenching Machine	25	HR				
14	Backhoe	25	HR				
15	Bucket Truck	25	HR				
16	Aerial Lift	25	HR				
17	Scaffolding	25	HR				
18	ALLOWANCE - For the use of any additional equipment not specified herein	1	LS	\$5,000.00			
<b>TOTAL</b>							

**SECTION II - MARKUP (%) FOR PARTS AND MATERIALS - ELECTRICAL WORK  
AT THE OCEAN COUNTY AIRPORT**

Item 19 MUST be bid on in order to receive the lump sum award for Section II, Items 11-18

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Markup (%)	Total
19	Material Cost and Mark-Up. For bid purpose assume Material at \$50,000.00 for a two (2) year contract.	50,000	%	\$1.00		

**SECTION I: ELECTRICAL WORK FOR COUNTY OWNED AND LEASED PROPERTIES**

The County of Ocean is accepting bids for designed, planned and emergency electrical systems services for County owned and leased properties throughout the County. Bidders must comply with the following requirements:

	<b><u>COMPLIANCE</u></b>	
	<b><u>YES</u></b>	<b><u>NO</u></b>
Contractor shall possess a valid New Jersey Electrical Business Permit and Electrical Contracting License and a copy of both shall be submitted with the bid.	<input type="checkbox"/>	<input type="checkbox"/>
*Submit with the bid a notarized letter certified by the financial officer of the contractor, as proof that electrical contractor license holder is a regular employee of the contractor in accordance with N.J.A.C. 13:31 et seq.	<input type="checkbox"/>	<input type="checkbox"/>
Upon request provide proof of prior projects’ building permits showing signature/stamp of the electrical contract license holder.	<input type="checkbox"/>	<input type="checkbox"/>
A minimum of one (1) licensed electrician and two (2) registered journeyman electricians, will be available to the County as required. Submit with bid journeyman cards.	<input type="checkbox"/>	<input type="checkbox"/>
Electrical contractor shall comply with provisions of N.J.A.C. 13:31 et seq. and N.J.S.A. 45:5A et seq.	<input type="checkbox"/>	<input type="checkbox"/>
Contractor’s staff must wear photo identification displaying the company name and employee name on their person when performing work at any County location. All personnel or agents of the contractor must observe all rules and regulations in effect at the various locations. Employees or agents of the contractor, while on County property, shall be subject to the control of the County, but under no circumstances shall persons be deemed to be employees or agents of the County. Contractor must have personnel capable of passing security screening by the County Corrections Department. Specifically, screening shall be through the National Crime Information Center and State Crime Information Center. Additionally, the County Department of Corrections performs State and municipal criminal and motor vehicle background checks and requires a photo ID/photo license and social security card/employer proof of tax withholding. Such security requirements pertain to all jail and detention facilities.	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Experience:</u></b> The foreman on site shall have at least ten (10) years’ experience working on commercial sites, and on similar commercial and government locations of similar size and scope. At least two (2) additional registered journeymen electricians shall have minimum five (5) years’ experience in the electrical trade. Submit proof with bid.	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Equipment/Resources:</u></b> The contractor shall have enough resources to perform any and all electrical work required by the County. <u>At a minimum, the contractor shall own the following equipment, which shall be utilized, at no extra charge:</u>		
<ul style="list-style-type: none"> <li>• Any and all test equipment used in trouble shooting electrical systems, on an average 0 to 4,000 amps/0 to 480 volts; and up to and including 4160 volts.</li> <li>• Any and all equipment required to perform electrical maintenance, repairs, and installation in commercial and industrial settings.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION I: ELECTRICAL WORK FOR COUNTY OWNED AND LEASED PROPERTIES**

**(CONT'D)**

**COMPLIANCE**  
**YES**                      **NO**

**Equipment/Resources: (Cont'd)**

- The contractor shall have a minimum of three (3) utility work vans equipped with electrical installation tools that are considered standard tools for use in the trade field such as: hammer drill, knockout cutter, ladders, band saw, cable cutters, pipe benders, etc. Vans and tools shall be utilized as necessary at no additional charge to the County. □                      □

The contractor shall own, rent or otherwise procure the following large equipment. The contractor shall charge direct costs per hour for the following large equipment from time of delivery on site to its departure off the site:

- Bucket truck, aerial lift, and skid steer. □                      □
- Trenching machine □                      □
- Backhoe □                      □
- Bucket Crane Truck for working heights over fifty (50) feet. □                      □

If renting equipment, contractor can only charge the County the hourly rates submitted on their pricing proposal. Rentals are not considered part of parts/materials and shall not be subject to mark up. □                      □

**Response Time:**

Contractor shall respond to all phone calls received from the County within thirty (30) minutes of notification and shall have personnel on site within thirty (30) minutes of notification if the service call is deemed to be an Emergency. □                      □

When a Regular service call is issued Contractor must be on site within twenty-four (24) hours from the call, Monday through Friday. All regular service calls will be handled during normal business hours. □                      □

Contractor is to provide an emergency phone number and cell phone number of their authorized client manager and the cell phone number of the site technician assigned to oversee this contract. □                      □

Contractor shall be able to perform multiple Ocean County jobs simultaneously. □                      □

**Regulations:**

All work shall comply with the National Electrical Code, state and local codes (the most stringent will apply). □                      □

The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work, and shall hold the County harmless for any action on its part or that of its employees and subcontractors, that results in injury, illness or death. □                      □

Contractor is responsible for applying for applicable permits and for obtaining final inspection approval. □                      □

**SECTION I: ELECTRICAL WORK FOR COUNTY OWNED AND LEASED PROPERTIES**

**(CONT'D)**

**COMPLIANCE**  
**YES**                      **NO**

**Regulations: (Cont'd)**

Contractor is responsible to comply with the New Jersey Prevailing Wage Act (P.L.1963, Chapter 150) and State Labor Laws, **specifically to submit certified payroll reports to The County using department within 10 days of payment of wages to employee.**                                           

If Contractor is bidding less than prevailing wage rates, Contractor must still comply with published rate at time of work as applicable under the New Jersey Prevailing Wage Act (P.L.1963, Chapter 150) and State Labor Laws.

**SECTION II: ELECTRICAL WORK AT OCEAN COUNTY AIRPORT**

The County of Ocean is accepting bids for routine and emergency electrical system services at Ocean County Airport in Berkeley and Lacey Townships. Bidders must comply with the following minimum requirements:

	<b><u>COMPLIANCE</u></b>	
	<b><u>YES</u></b>	<b><u>NO</u></b>
<b><u>Experience:</u></b>		
Contractor must have:		
A minimum of five (5) years of relevant experience pertaining to repair and replacement of aviation electrical equipment, as commonly implemented on Federal Aviation Administration (FAA) regulated general aviation facilities, including but not limited to runways, taxiways, helipads, and aprons. Two (2) additional employees must have at least two (2) years of relevant experience in these areas.	<input type="checkbox"/>	<input type="checkbox"/>
Compliance with all applicable FAA Advisory Circulars regarding electrical work on airports, including safety requirements, namely AC 150/5340 and AC 150/5345.	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of, experience with, and ability to furnish parts and repairs for airport regulator rooms and electrical systems, including 6.6 amp, 5,000 volt regulators.	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of, experience with, and ability to furnish parts and repairs for aviation lighting systems, visual aids, and wind direction indicators, including but not limited to Precision Approach Path Indicators (PAPIs) (and the proper aiming thereof), Runway End Identifier Lights (REILs), freestanding edge lights, in-pavement edge lights, wind cones/socks, lighted wind tees, rotating beacons, radio control systems, and airport signs.	<input type="checkbox"/>	<input type="checkbox"/>
References from other airports where installations or repairs have been completed shall be included with the bid response on the included Contractor’s Data Sheet.	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Equipment/Resources:</u></b>		
Contractor must own or have readily available and provide at no extra charge:		
• Two (2) sets of approved FAA lighted runway closure markers and at least 20 frangible barricades with lights and flags.	<input type="checkbox"/>	<input type="checkbox"/>
• One (1) 1,000 volt megger	<input type="checkbox"/>	<input type="checkbox"/>
• 4,000 linear feet of No. 8 5KV airport lighting cable	<input type="checkbox"/>	<input type="checkbox"/>
• At least five (5) L-823 primary connector kits and pencil tool in stock	<input type="checkbox"/>	<input type="checkbox"/>
• FAA Safety flags and flashing lights for all vehicles used to work on the airfield.	<input type="checkbox"/>	<input type="checkbox"/>
• Possess Unicom radios for on-site communication and to monitor air traffic	<input type="checkbox"/>	<input type="checkbox"/>
• The Contractor shall charge direct costs per hour for the following large equipment from time of delivery on site to its departure off the site:		
○ Bucket truck, aerial lift, scaffolding, etc. for working heights up to fifty (50) feet		
○ Trenching machine		
○ Backhoe	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION II: ELECTRICAL WORK AT OCEAN COUNTY AIRPORT (CONT'D)**

**COMPLIANCE**

**Response Time:**

Three (3) hour maximum emergency response time on site from time initial call is placed.

**Regulations:**

All work shall comply with the National Electrical Code, state and local Codes, and FAA requirements (the most stringent will apply).

The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work, and shall hold the County harmless for any action on its part or that of its employees and subcontractors, that results in injury, illness or death.

Contractor is responsible for applying for applicable permits and for obtaining final inspection approval.

## **1.0 PURPOSE AND APPLICABILITY**

These General Conditions shall apply to all service contracts issued by the County of Ocean (“County”), including but not limited to HVAC, electrical, plumbing, fire protection, generator, security, elevator, irrigation, and related building systems. The intent of this document is to establish consistent, enforceable terms and conditions that govern the performance of services for the County and to ensure the protection of the County’s property, personnel, and interests.

These provisions are intended to supplement and govern individual specifications and scopes of work. In the event of any conflict between this document and individual technical specifications, these General Conditions shall prevail.

## **2.0 IDENTIFICATION, SITE ACCESS, AND CONDUCT**

### **2.1 Identification and Access:**

All contractor personnel shall display visible photo identification badges bearing the company name and individual’s name at all times while on County property.

### **2.2 Rules and Regulations:**

All personnel must comply with County building rules, safety procedures, and access restrictions. Personnel are subject to the control and direction of the County while on site, but under no circumstances shall they be deemed employees or agents of the County.

### **2.3 Behavior and Conduct:**

Contractor personnel shall conduct themselves in a professional and courteous manner at all times. Disruptive, unsafe, or unprofessional behavior shall be grounds for immediate removal from the work site at the County’s discretion.

## **3.0 SECURITY REQUIREMENTS (If Applicable)**

### **3.1 Clearances:**

If services are performed in a secure, restricted, or sensitive facility (including but not limited to correctional facilities, courthouses, detention centers, 911 centers, data centers, or evidence storage areas), the contractor shall ensure that all personnel — including subcontractors — complete and pass all required background screenings required by the County. Should clearance forms be necessary, they will be provided with the bid.

### **3.2 Access Control:**

The County reserves the right to deny or revoke site access to any individual for any reason related to safety, security, or operational needs. Access shall be granted solely at the County’s discretion.

### **3.3 Work Coordination:**

All work within secure areas shall be coordinated with designated County staff.

## **4.0 SUBCONTRACTING**

### **4.1 Approval Required:**

Contractor shall not subcontract any portion of the work without prior written approval from the County. All requests to subcontract must be submitted in writing to the County and include the subcontractor’s name, trade, qualifications, and scope of work.

### **4.2 Prohibition on Subcontracting Prime Trade:**

The contractor shall not subcontract the primary trade or discipline for which the contract was awarded. For example, under a plumbing contract, plumbing work must be performed by the awarded contractor and may not be subcontracted to another plumbing firm. Under an electrical contract, electrical work must be performed by the awarded contractor and may not be subcontracted to another electrical contractor.

**4.3 Exceptions and Disclosure:**

If circumstances arise in which subcontracting of the primary trade becomes necessary, the contractor must submit a written disclosure to the County detailing the reason for the request and the proposed subcontractor's qualifications. The County, in its sole discretion, shall determine whether such subcontracting is permissible. The County's decision shall be final.

**4.4 Incorporation of Contract Requirements:**

All subcontractors shall be bound by the same terms, conditions, requirements, and obligations as the prime contractor, including but not limited to background checks, insurance, indemnification, safety, documentation, and prevailing wage.

**4.5 Prime Responsibility:**

The contractor shall remain fully responsible for the actions, performance, and compliance of all subcontractors and their personnel. Approval of a subcontractor by the County does not relieve the prime contractor of any contractual obligations.

**5.0 INSURANCE AND INDEMNIFICATION****5.1 Insurance:**

The contractor shall maintain all insurance coverages as required under the County's standard bid specifications, including but not limited to Workers' Compensation, Comprehensive General Liability, and Comprehensive Automobile Liability. Subcontractors shall maintain identical coverage.

**5.2 Indemnification:**

The contractor shall indemnify, defend, and hold harmless the County, its officers, employees, and agents from and against any and all claims, damages, liabilities, costs, and expenses arising out of or related to the performance of work under the contract, including those caused by the negligence or wrongful acts of the contractor, its subcontractors, employees, or agents.

**6.0 SAFETY AND ENVIRONMENTAL REQUIREMENTS****6.1 Safety Standards:**

Contractor shall comply with all applicable federal, state, and local safety and health standards, including OSHA, and shall implement appropriate measures to protect County employees, the public, and contractor personnel.

**6.2 Hazardous Materials (If Applicable):**

If the scope of work involves the use, handling, storage, or disposal of chemicals or other hazardous substances, the contractor shall submit Safety Data Sheets (SDS) for all such materials prior to their use on site. All handling, disposal, and transportation of hazardous materials shall comply with EPA, NJDEP, and applicable environmental regulations.

**7.0 WORK HOURS, RESPONSE TIMES, AND SCHEDULING****7.1 Regular Hours:**

Unless otherwise specified, regular work hours shall be 8:00 AM to 4:30 PM, Monday through Friday, excluding County holidays.

**7.2 Emergency Response:**

Contractor shall return calls for emergency service within one (1) hour and be on site within two (2) hours of notification. Emergency repairs requiring parts shall be completed no later than the next business day.

**7.3 Scheduling and Coordination:**

Contractor shall coordinate all work with the designated County representative to minimize disruption of County operations.

**8.0 PRICING, QUOTES, AND PAYMENT****8.1 Quotes:**

Quotes, estimates, and proposals are not billable. All quotes must include a detailed cost breakdown including labor rate, quantity of hours, materials list, wholesale cost, and markup with each appropriate bid item listed.

**8.2 Labor and Billing:**

Billing shall begin upon arrival on site and end upon departure. After the first full hour, billing increments shall be in fifteen (15) minute intervals. Travel time must be included in the hourly rate and will not be billed separately.

**8.3 Materials:**

The County will pay only for materials that have been specifically authorized in advance and actually used in the performance of the work. All materials shall be invoiced at their actual wholesale cost plus the approved markup, and copies of the original supplier invoices must be submitted with the contractor's invoice. Invoices submitted without the required documentation will not be processed and will be returned for correction.

The County shall not pay for bulk quantities of materials, supplies, or consumables unless the entire quantity remains the property of the County. For example, if a full carton of gloves, a case of cleaning wipes, or a box of disposable filters is purchased and billed, the entire remaining quantity must be surrendered to and remain in the possession of the County at the conclusion of the work. If only a portion of a product is used, only that portion shall be invoiced, or the remainder must be turned over to the County.

Contractors shall be responsible for maintaining, at their own expense, an adequate supply of standard consumables and ancillary materials necessary to perform the work. The County will not pay for any consumable items such as rubber gloves, disposable rags, wipes, paper towels, lubricants, cleaning solutions, PPE, or similar everyday supplies. These items are considered incidental to the performance of the contract and shall not be billed separately.

"Miscellaneous" or lump-sum charges will not be accepted under any circumstances. All materials and related costs must be individually itemized and clearly described on the invoice. Any invoice containing vague or non-specific line items such as "miscellaneous materials," "shop supplies," "consumables," or similar terms will be rejected and returned without payment. At no time shall the County be responsible for payment of any charges listed as "miscellaneous."

**9.0 DOCUMENTATION AND REPORTING****9.1 Service Tickets:**

A service ticket shall be generated for each service call or project. Tickets must include the date, time of arrival and departure, purchase order number, description of work performed, and signature of a County representative.

**9.2 Invoices:**

All invoices must reference the corresponding service ticket, PO number, and line-item detail. Invoices submitted without supporting documentation will not be paid.

**9.3 Reports:**

Contractor shall submit maintenance reports, testing results, and any other documentation requested by the County on a daily, monthly, or annual basis, as applicable.

**9.4 CHECK-IN AND CHECK-OUT REQUIREMENTS****9.4.1 Mandatory Check-In:**

Upon arrival at any County facility, all contractor personnel shall report directly to the designated user department representative, site contact, or other authorized County personnel to confirm their presence on site. This check-in must occur prior to the commencement of any work and may be completed either in person or by telephone with the designated County representative. The contractor is responsible for ensuring that the name of the individual contacted, the method of check-in (phone or in-person), the date, and the time of check-in are all documented on the service ticket associated with the work being performed. Failure to complete the mandatory check-in process or to document the required information on the service ticket may result in non-payment for services rendered and/or removal from future assignments.

**9.4.2 Mandatory Check-Out:**

Upon completion of all work and prior to departing any County facility, contractor personnel shall again report directly to the designated user department representative, site contact, or other authorized County personnel to confirm that the work has been completed and to review the services performed. This check-out must occur before leaving the premises and may be completed either in person or by telephone with the designated County representative. The contractor is responsible for ensuring that the name of the individual contacted, the method of check-out (phone or in-person), the date, and the time of check-out are all documented on the service ticket. Failure to complete the mandatory check-out process or to document the required information may result in non-payment for services.

**9.4.3 County Log and Timekeeping:**

County personnel will maintain an official check-in and check-out log for all service visits. This log will serve as the sole and authoritative record of the contractor's on-site time and will be used to verify and calculate payment for services rendered. The times recorded in the County's log — not the contractor's service ticket, invoice, or any other documentation — shall govern all billing and payment determinations. All recorded time will be rounded to the nearest fifteen (15) minute interval for billing purposes. It is the contractor's responsibility to ensure that their personnel properly check in and check out with the designated user department representative, as failure to do so may result in discrepancies that could delay or forfeit payment.

**9.4.4 Failure to Comply:**

Failure to check in or check out as required under this section may result in non-payment for the work performed during that visit and may be considered a breach of contract.

**10.0 PERFORMANCE STANDARDS AND REMEDIES****10.1 Performance Obligations:**

Contractor shall perform all work in a professional and workmanlike manner consistent with industry standards.

**10.2 Non-Compliance:**

Failure to comply with any provision of this contract, including failure to meet response times, safety requirements, or documentation obligations, may result in the issuance of a written notice to cure. If the contractor fails to cure the default within ten (10) calendar days, the County may terminate the contract in whole or in part.

**10.3 County Remedies:**

The County reserves the right to obtain services from an alternate source and to back-charge the contractor for any additional costs incurred due to non-performance, delay, or default.

**11.0 WARRANTY AND DELIVERABLES****11.1 Workmanship Warranty:**

All workmanship performed under this contract shall be warranted by the contractor for a minimum period of one (1) year from the date of final acceptance by the County. During this period, the contractor shall, at no additional cost to the County, promptly correct any defects in workmanship, materials, or installation discovered and reported by the County.

**11.2 Manufacturer Warranties:**

All manufacturer warranties shall apply in full to the equipment, components, materials, and software provided under this contract. The contractor shall register all warranties in the County's name, and copies of all warranty certificates, terms, and service documentation must be provided to the County prior to final payment. The contractor shall assist the County in the execution of any warranty claims and coordinate with manufacturers as necessary to ensure timely repair or replacement of covered items.

**11.3 Deliverables and Documentation (If Applicable):**

All documentation, programming files, software, source code, user manuals, configuration records, administrative credentials, passwords, maintenance logs, and any other materials generated or utilized as part of this project shall become the sole property of the County upon completion of work and throughout the duration of the warranty period. This includes any updates, revisions, or supplemental materials provided during warranty service. No portion of such documentation shall be withheld, password-protected, or retained by the contractor or its subcontractors.

The contractor shall maintain and submit complete documentation for all services performed under warranty, including service reports, diagnostic results, replacement part records, and any manufacturer service correspondence. The County will retain all such documentation as part of the permanent record for the system, and it shall be provided upon request for audit, warranty enforcement, or future service requirements.

**12.0 TRANSITION AND TERMINATION****12.1 Transition Period (If Applicable):**

In the event of termination by either party or expiration of the contract, the contractor shall continue performance under the terms and conditions of the contract for up to thirty (30) days at the County's request to ensure a smooth transition.

**12.2 Termination for Cause:**

The County reserves the right to terminate the contract for cause upon written notice if the contractor fails to perform in accordance with the terms and conditions herein.

**12.3 Termination for Convenience:**

The County reserves the right to terminate the contract for convenience upon thirty (30) days' written notice.

**OCEAN COUNTY BUILDING LIST**

Revised 5/30/2025

BLDG#	OCCUPANT	LOCATION
1	Prosecutors: IA / Computer Crimes	1 Mott Place, Toms River
2	Prosecutors: Meghans Law / Computer Crimes	2 Mott Place, Toms River
3	Courts: Family Crisis	3 Mott Place, Toms River
4	Courts (leased Bldg.)	206 Court House Lane, Toms River
5	Buildings & Grounds	5 Mott Place, Toms River
6	Sheriffs: Warrants / Sheriffs ID	6 Mott Place, Toms River
7	Prosecutors: Tina's House (leased Bldg.)	7 Hadley Avenue, Toms River
8	Voting Technology Center	110 Lehigh Avenue, Lakewood
9	VFW (John Budenas 732-600-7438)	210 Courthouse Lane, Toms River
10	Prosecutors: Special Offenders Unit - 2nd floor only	9 Grand Avenue, Toms River
11	Probation & Courtrooms (leased Bldg.)	213 Washington Street, Toms River
12	Prosecutors Office	44 Hadley Avenue, Toms River
13-1	Prosecutors: 1st FI-Domestic Violence & 2nd FI-Juvenile	16 Madison Avenue, Toms River (building #1 on right)
13-2	Prosecutors: 1/2 of 2nd FI- Wellness Center	16 Madison Avenue, Toms River (building #2 on left)
14	Parking Garage	129 Hooper Avenue (rear), Toms River
15	PEER Bldg.	129 Hooper Avenue, Toms River
16	Prosecutors Office	119 Hooper Avenue, Toms River
17	Administration Bldg.	101 Hooper Avenue, Toms River
18	Superintendent of Schools	212 Washington Street, Toms River
19-1	Justice Complex	120 Hooper Avenue, Toms River
19-2	New Jail	114 Hooper Avenue (New Jail)
20	Court House	118 Washington Street, Toms River
22	Bishop Memorial Library	101 Washington Street, Toms River
23	Main Library	101 Washington Street, Toms River
24	Juvenile & Domestic Courts	125 Washington Street, Toms River
25	Probation: Criminal Division	15 Hooper Avenue, Toms River
28	Vacant	100 E. Water Street, Toms River
29	Northern Animal Shelter	615 Freemont Avenue, Jackson
30	Toms River Road Dept. Garage	152 Chestnut Street, Toms River
30A	Road Dept./Pole Barn	152 Chestnut Street, Toms River
31	Vehicle Services	152 Chestnut Street, Toms River
31A	Vehicle Services: Storage Shed	152 Chestnut Street, Toms River
31B	Vehicle Services:Truck Wash	152 Chestnut Street, Toms River
32	Vehicle Services: Warehouse	152 Chestnut Street, Toms River
32A	Prosecutors: Gun Room	152 Chestnut Street, Toms River
33	Sign Shop / Engineering Support Bldg	141 Mapletree Road, Toms River
34	Road Dept: Paint Bldg	141 Mapletree Road, Toms River
34A	Engineering: Paint Bldg.	141 Mapletree Road, Toms River
36	J.I.N.S. Bldg.	155 Sunset Avenue, Toms River
37	Juvenile Detention Center	165 Sunset Avenue, Toms River

**OCEAN COUNTY BUILDING LIST (CONT'D)**

Revised 5/30/2025

<b>BLDG#</b>	<b>OCCUPANT</b>	<b>LOCATION</b>
38	Health Department	175 Sunset Avenue, Toms River
38A	Red Cross Trailer	175 Sunset Avenue, Toms River
39	Agricultural Bldg.	1623 Whitesville Road, Toms River
39A	Storage Shed	1623 Whitesville Road, Toms River
40	PIC Building	1959 Route 9, Toms River
41	Northern Resource Center	225 4th Street, Lakewood
42	Police Academy	O.C.Park, 659 Rte.88, Lakewood
43	Security Building	O.C.Park, 659 Rte.88, Lakewood
43A	Security Building: Bike Garage	O.C.Park, 659 Rte.88, Lakewood
44	Lakewood Road Dept. Garage	1300 Kennedy Blvd., Lakewood (off Hermosa Drive)
44A	Lakewood 911 Tower	1300 Kennedy Blvd., Lakewood (off Hermosa Drive)
45	Jackson Road Dept. Garage	38 Don Connor Boulevard, Jackson
46	Plumsted Road Dept. Garage	273 Lakewood Road, New Egypt (Plumsted)
46A	Plumsted 911 Tower	273 Lakewood Road, New Egypt (Plumsted)
46B	Plumsted Truck Wash	273 Lakewood Road, New Egypt (Plumsted)
47	Lacey Road Dept. Garage	Rte. 530 Dover & Mule Road, Berkley
47A	Lacey Truck Wash	Rte. 530 Dover & Mule Road, Berkley
47B	Lacey Salt Dome	Rte. 530 Dover & Mule Road, Berkley
49	Ship Bottom Road Dept. Garage	6th & Barnegat Avenue, Ship Bottom
50	Parks Dept: Administration Bldg	1198 Bandon Road, Toms River
52	OEM: Office of Emergency Management	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
53	CSI: Laboratory Building	144 Chestnut Street, Toms River
54	Airpark Maintenance Hangar	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
55	Airpark Paint Shop Hangar	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
56	Airpark Terminal	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
56A	Airpark Pump House	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
57	Airpark T-Hangar - has sign 'A' on hangar	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
58	CSI: Detectives Building	146 Chestnut Street, Toms River
58A	Toms River 911 Tower	146 Chestnut Street, Toms River
60	Central Supply Warehouse & Archives	138 Chestnut Street, Toms River
61	B&G: Maintenance/ Paint Shop	156 Chestnut Street, Toms River
62	Little Egg Harbor Library	290 Mathistown Rd., Little Egg Harbor
63	Vacant	(rear) 1959 Rte. 9, Toms River
64	Mosquito Commission	784 W Bay Avenue, Barnegat
64A	Mosquito Commission: 911 Tower	784 W Bay Avenue, Barnegat
64B	Mosquito Commission Vehicle Garage	785 W Bay Avenue, Barnegat
64C	Mosquito Commission Hangar	785 W Bay Avenue, Barnegat
65	B&G Warehouse	162 Chestnut Street, Toms River

## OCEAN COUNTY BUILDING LIST (CONT'D)

Revised 5/30/2025

BLDG#	OCCUPANT	LOCATION
66	Guard House	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
67	Vacant	102 E Water Street, Toms River
68	Northern Recycling Garage	535 South Oberlin Avenue, Lakewood
68A	Wash Pad Bldg.	535 South Oberlin Avenue, Lakewood
68B	Vehicle Storage Bldg	535 South Oberlin Avenue, Lakewood
68C	Single Stream Bldg (contractor run)	800 Towbin Avenue, Lakewood
68D	Recycling Operator Offices (contractor run)	800 Towbin Avenue, Lakewood
68E	Scale House	800 Towbin Avenue, Lakewood
68F	Commingled Bldg. (contractor run)	800 Towbin Avenue, Lakewood
68G	Supervisors Bldg.	800 Towbin Avenue, Lakewood
68H	Paint Shelter Bldg.	800 Towbin Avenue, Lakewood
69	Pt. Pleasant Library	834 Beaver Dam Road, Pt. Pleasant
70	Long Bch Island Library	217 S Central Ave, Surf City
71	Manchester Library	21 Colonial Dr., Lakehurst
72	Brick Library	301 Chambersbridge, Brick
73	Stafford Library	129 N Main Street, Manahawkin
74	Berkeley Library	30 Station Road, Berkeley
75	Upper Shore Area Library	112 Jersey City Avenue, Lavallette
77	Whiting Reading Ctr (leased bldg)	400 Lacey Road, Store #5, Whiting
78	Barnegat Library	112 Burr, Barnegat
80	Plumsted Library (leased bldg)	119 Evergreen Road, Plumsted Twp.
81	Pt. Pleasant Beach Library (leased bldg)	710 McLean Avenue, Pt. Pleasant Beach
82	Tuckerton Library (leased bldg)	380 Bay Avenue, Tuckerton
83	Waretown Library	112 Main Street, Waretown
84	Airpark T-Hangars -has sign 'BA' on hangar	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
85	Airpark T-Hangars -has sign 'BB' on hangar	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
86	Lacey Library	10 E. Lacey Rd, Forked River
87-C	Airpark T-Hangars	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
87-D	Airpark T-Hangars <i>NOT COUNTY OWNED</i>	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
87-E	Airpark T-Hangars	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
88	Airpark Maintenance Hangar <i>NOT COUNTY OWNED</i>	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
88A	Airpark Storage Hangar <i>NOT COUNTY OWNED</i>	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
88B	Airpark Hangar - NOT SERVICED BY COUNTY	Airpark Storage Hangar
89	Beaverton Bridge House (Bridge #2)	Princeton Avenue, Brick
90	Mantoloking Bridge House (Bridge #6)	Mantoloking Road, Mantoloking

**OCEAN COUNTY BUILDING LIST (CONT'D)**

Revised 5/30/2025

<b>BLDG#</b>	<b>OCCUPANT</b>	<b>LOCATION</b>
91	Fire & First Aid Training Center	200 Volunteer Way, Waretown
91A	Fire / First Aid: Control Tower	200 Volunteer Way, Waretown
91B	Fire / First Aid: Pump House	200 Volunteer Way, Waretown
92	Lakewood Library	301 Lexington Avenue, Lakewood
93	Cultural & Heritage	O.C.Park, 689 Rte. 88, Lakewood
94	Ocean County Resource Center	1005 Hooper Avenue, Toms River
94-#2	One-Stop Center - Veterans Bureau/Office on Aging/Human Services/Consumer Affairs (OC bldg)	1027 Hooper Ave., Bldg. #2, Toms River
95	Recycling Education Center	800 Towbin Avenue, Lakewood
96	911 Communications	138 Chestnut Street, Toms River
96A	Prosecutors: Strike Force	138 Chestnut Street, Toms River
97	County Connection: O.C. Mall (leased)	1201 Hooper Avenue, Toms River
97A	County Connection: Bus	1201 Hooper Avenue, Toms River
98	Jackson Library	2 Jackson Drive, Jackson
99	Beachwood Library (leased bldg)	126 Beachwood Blvd., Beachwood
100	Pumping Station (Anthony Verlingo 732-241-5617) averlingo@brickmua.com	Ocean Ave & Rte. 35, Point Pleasant Beach
101	Barnegat 911 Radio Tower	1001 W. Bay Ave., Barnegat
102	Pasadena 911 Radio Tower	Red Oak Grove Road, Manchester
103	Tuckerton 911 Radio Tower	120 Lakeside Drive, Tuckerton
104	Southern Animal Shelter	360 Haywood Road, Stafford
105	Solid Waste Garage	379 Haywood Road, Stafford
106	Office: Cty Clerk/Transportation	379 Haywood Road, Stafford
107	Vehicle Services Garage & Truck Wash	379 Haywood Road, Stafford
108	Road Department Salt Barn	379 Haywood Road, Stafford
109	Manahawkin Road Dept. Garage	379 Haywood Road, Stafford
110	Road Dept Southern Storage Barn	379 Haywood Road, Stafford
111	Road Dept Sweeper Barn	379 Haywood Road, Stafford
112	Road Dept Pole Barn	379 Haywood Road, Stafford
113	Southern Recycling Transfer Facility	379 Haywood Road, Stafford
114	SWM Office & Scale House	379 Haywood Road, Stafford
116	Southern Service Center: Hall	179 South Main Street, Manahawkin
116A	Southern Service Center: Offices Surrogate & County Clerk	179 South Main Street, Manahawkin
117	Southern Recycling Facility Storage Building	379 Haywood Road, Stafford
118	Southern SOG Narcotics Trailer (next to 114)	379 Haywood Road, Stafford
119	911 Tower (Generator)	Ridgeway Blvd., Manchester
120	911 Tower (Generator)	150 Cedar Run Dock Road, West Creek
121	911 Tower (Generator)	44 R. Kennedy Blvd., Lacey
122	911 Tower (Generator)	255 Mantoloking Road, Brick
123	911 Tower (Generator)	30 Don Conner Blvd., Jackson
124	Manchester Garage/Offices	2820 Ridgeway Blvd., Manchester
124A	IT Data Center Manchester (DR Site)	2820 Ridgeway Blvd., Manchester
124B	Salt Dome Manchester	2820 Ridgeway Blvd., Manchester

**OCEAN COUNTY BUILDING LIST (CONT'D)**

Revised 5/30/2025

<b>BLDG#</b>	<b>OCCUPANT</b>	<b>LOCATION</b>
124C	Pole Barn Manchester	2820 Ridgeway Blvd., Manchester
124D	Storage Building Manchester	2820 Ridgeway Blvd., Manchester
124E	Attendant Booth Manchester	2820 Ridgeway Blvd., Manchester
125	Transportation Building, Vehicle Service & Office	2820 Ridgeway Blvd., Manchester
130	OC Sheriff's Law Enforcement Training Center	1535 Route 539, Little Egg Harbor

**ELECTRICAL WORK****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**

Workmanship shall be unconditionally guaranteed for a minimum of one (1) year beginning after the acceptance by the County, including all labor, parts, travel time and freight. Manufacturer's warranty shall apply on all equipment.

**AWARD OF BID**

Section I and II can be bid singularly. Award shall be per Section. The County reserves the right to award to the two (2) lowest bidders per section. Work orders shall be placed with the lowest bidder first and, if the Contractor is unable to perform the work or meet the time constraints of the County, the County may then offer the job to the next low bidder. If the low bidder already has three (3) or more jobs pending completion and new work needs to be done, the County reserves the right to move to the next low bidder in order to avoid any delay in job completion.

**PREVAILING WAGE ACT**

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. All prices quoted shall include compliance with these laws. Certified payroll reports must be submitted to using agency within ten (10) days of contractor payment to its employees as directed by the Act. Reports may be submitted with invoice to the extent practicable.

**REGULATIONS**

All work shall comply with all applicable federal, state and local safety and health requirements. Where there is a conflict between applicable regulations, the most stringent will apply.

The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work, and shall hold the County harmless for any action on its part or that of its employees and subcontractors, that results in injury.

**DEFINITION OF REGULAR HOURS AND OVERTIME HOURS**

Regular hours are defined as any hours worked between 8:00 a.m. and 4:30 p.m., Monday through Friday.

Overtime hours are defined as any work performed outside of "Regular hours," which may include nights, weekends and holidays.

**QUOTES**

The term quote, proposal, estimate are used interchangeably and shall mean the same. The County does not pay for quotes. The County does not pay fixed fees and will pay only for the actual number of hours authorized and worked.

**QUOTES (Cont'd)**

The County may request the Contractor to engage in investigative and design work not part of typical quotations. With County advanced approval, Contractor may invoice for associated labor.

Quotes for any work shall include a cost breakdown submitted by the contractor as follows: labor rate, quantity of hours, materials list including ancillary materials, wholesale cost and mark up, at applicable contract rates.

The County reserves the right to delete or add additional units as needed, at contract bid prices.

**HOURLY LABOR RATE**

All labor hours shown in the price proposal page are 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 time will be honored. Contractor travel costs must be incorporated in the bid proposal price. Hourly labor rates begin with Contractor's arrival at the site and end when Contractor leaves the site. After the first full hour, hourly rates shall be prorated to the closest fifteen (15) minute interval.

**MATERIALS**

The County will only pay for materials that have been authorized and used.

The County estimates spending \$400,000.00 for parts and materials in Section I and \$25,00.00 for parts and materials in Section II (excluding mark-up) as part of service repair and installation work throughout the term of the contract. The estimated amounts are only a guide to prospective bidders. The County does not guarantee any minimum number of hours or purchase of parts.

Parts/Materials Prices: All materials shall be invoiced at actual wholesale cost plus a percentage (%) markup. Copies of the contractor's own purchase invoices reflecting actual costs shall accompany each invoice to the County.

The County does not pay for shipping charges from Contractor's vendors nor for drop shipments from Contractor's vendor to the County.

Under normal circumstances, the County of Ocean will maintain a supply of lighting and electrical parts. The County will also order materials as required, except in emergency situations or if the County asks the contractor to provide materials in order to minimize delays.

The contractor shall maintain an adequate inventory of applicable supplies, spare parts and replacement equipment within the service vans, or at contractor's place of business, in order that emergency repairs can be made to the using agency's equipment at once with a minimum of shut-down time.

For Section II of this bid, the successful contractor shall be able to supply electrical equipment including, but not limited to, runway and taxiway light bulbs and fixtures for installation and repair by County personnel.

When installing new parts provided by the successful contractor, said contractor will be required to give the department's representative all paperwork found in the original package (e.g.: warranty registration forms, literature, drawings, installation instructions, part numbers, etc.).

**INVOICING**

Each service call or request shall generate a separate invoice detailing the labor charge and the parts and materials and equipment. An invoice will be generated after work has been performed and submitted to an authorized County representative within two (2) weeks.

All invoices must include the following documentation:

1. work order number of the requested service
2. the corresponding purchase order number
3. itemization of each separate pricing line item amount billed
4. copies of contractor's own purchase invoices reflecting actual wholesale cost
5. service tickets showing on-site check in/check out times
6. description of scope of work performed
7. indication if work is ongoing or completed

Contractor must invoice for all time of personnel performing work and pricing line items used even if contractor's pricing is zero dollars.

**SERVICE TICKETS**

Service tickets shall be delivered **daily** to the Departmental contact. Daily check in/check out times shall be written on the service tickets.

Obtain signature from building occupant or Departmental contact, if available.

**Copies of all service tickets must be submitted with invoices in order to receive any payments. Failure to submit service tickets will cause a delay in any payments.**

**PERFORMANCE**

For Section II, contractor will be required to have a minimum of five (5) years' experience in service, installations and repairs of electrical systems at airports. Submit with bid, Contractor's data sheet listing at least three (3) recent projects applicable to this project.

**PROTECTION OF THE BUILDING AND SITE**

Contractor shall, during the course of the work, take precautions necessary to protect the interior and exterior of the buildings from any damage. Contractor shall protect all trees, shrubs, utilities and lawns, etc. in the work area. Any damage shall be replaced by the Contractor at no cost to the County.

**SUBCONTRACTORS**

Prime contractor cannot use a subcontractor for electrical work but if prime contractor requires a specialty subcontractor for a specific job, a formal request to utilize such subcontractor must be made in writing to the Buildings and Grounds Department. Should the County approve such request, the vendor will be reimbursed at cost plus a 10% markup. Invoices and receipts must be provided to the Buildings and Grounds department in order to receive payment.