



*Joseph H. Vicari, Director  
Gary Quinn, Deputy Director  
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John P. Kelly, Commissioner*

*Tristin J. Collins, Director, Management & Budget  
Jennifer L. Bowens, Purchasing Agent*

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

***BID***

***LOCKSMITH SERVICES FOR SECURITY LOCKING SYSTEMS AND  
DETENTION EQUIPMENT NO. II***

***2023***

***ADVERTISEMENT DATE: March 1, 2023  
OPENING: March 28, 2023, 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 **LOCKSMITH SERVICES FOR SECURITY LOCKING SYSTEMS AND DETENTION EQUIPMENT NO. II** for the County of Ocean, will be received by the Purchasing Agent of the County of Ocean on **Tuesday, March 28, 2023 at 11:00 am**, prevailing time.

Bids will be received electronically via the [County's OpenGov Electronic Bid Portal \(https://procurement.opengov.com/portal/oceancounty/\)](https://procurement.opengov.com/portal/oceancounty/)

Specifications and form of proposal are on the **Procurement Portal (Link Above)** or available for viewing 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.

Pre-Bid Meeting to be held at 10:00 AM at the Ocean County Justice Complex, 114 Hooper Ave., Toms River, NJ; Interior Jail Lobby. This meeting is not a pre-requisite for bidding, but is to provide prospective bidders with a better understanding of the project. NOTE: All attendees **MUST** complete a security clearance form. Please see the link in the specifications to access the Security Clearance Form. Clearance form is due by Friday, March 10, 2023.

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:

**JOSEPH H. VICARI**, 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**

Buyer

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

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

**Department:**

Purchasing

### **Timeline**

<b>Advertising Date</b>	March 1, 2023
<b>Pre-Bid Meeting (Non-Mandatory)</b>	March 14, 2023, 10:00am Pre-Bid Meeting to be held at 10:00 AM at the Ocean County Justice Complex, 114 Hooper Ave., Toms River, NJ; Interior Jail Lobby. This meeting is not a pre-requisite for bidding, but is to provide prospective bidders with a better understanding of the project. NOTE: All attendees MUST complete a security clearance form. Link to the form is available in the bid specifications. Clearance form is due by Friday, March 10, 2023.
<b>Question Submission Deadline</b>	March 15, 2023, 12:00pm
<b>Bid Opening Date</b>	March 28, 2023, 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 OpenGov by following these instructions:

Sign up for a FREE account at <https://secure.procurenow.com/signup>.

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 ProcureNow 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, March 28, 2023.

### **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**

Quantities shown are approximate and the County reserves the right to decrease or omit quantities. The County will not consider minimums placed 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.

**Delivery of Goods and Services**

Delivery shall 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.

**Market Conditions**

Due to the fact that goods provided by this solicitation and the current economic conditions are in a volatile state, the County will allow the Contractor to request a price adjustment outside the normal contract renewal process **only if it can be demonstrated and documented that on a national basis the goods solicited and utilized have experienced a significant cost increase since the date of contract award.**

Such events shall be industry wide and cause all related product prices to be effected. **All price adjustment requests must be in writing and submitted to the Ocean County Purchasing Department for approval.** If approved, the Contractor will provide the County with revised pricing. The Contractor may not request an additional increase for a period of three (3) months from the prior request.

*Note: A request for price increase does not guarantee approval.*

### **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.

***AWARD METHOD***

Contract will be awarded on a lump sum basis.

## ***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 one (1) year 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. The County reserves the right to extend the contract for one (1) additional year by mutual agreement between the County and the Contractor with no increase in base price.

### **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 LOCKSMITH SERVICES FOR SECURITY LOCKING SYSTEMS AND DETENTION EQUIPMENT NO. II 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 legacy portal at the below link:

<http://webhost.co.ocean.nj.us/ocbidportal.nsf>

Once you have clicked the link, click "Formal Bids", "Awarded Formal Bids". There you will be able to see all active contracts.

## ***SPECIFICATIONS AND SCOPE OF WORK***

### **SCOPE OF WORK**

See "Attachments", "Project Documents" for detailed specifications. Additionally, please download and complete the Compliance Pages located in Question # 10 of the Vendor Questionnaire.

## ***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/frnContact.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. Contactor'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 or 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.

## ***VENDOR QUESTIONNAIRE***

### **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). This form will be made available to the Contractor by the County of Ocean.**

**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.

- [CONTRACTOR'S DATA SHEET - L...](#)

\*Response required

**COMPLIANCE PAGES FOR LOCKSMITH SERVICES FOR SECURITY LOCKING SYSTEMS AND DETENTION EQUIPMENT NO. II\***

Please download the attached Compliance Pages. Complete each compliance line by placing a check mark in the box for yes or no. Once finished, 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 FOR LOCKSM...](#)

\*Response required

**Security Clearance Requirements for Ocean County Jail\***

Bidder understands that if awarded a contract, all employees of the company who intend to work on this contract must submit a security clearance form before being granted access to the Ocean County Jail. Failure to abide by this requirement shall be cause for rejection of your bid submission.

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***

### **LOCKSMITH SERVICES FOR SECURITY LOCKING SYSTEMS AND DETENTION EQUIPMENT NO.II**

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Percentage (%) Markup:	Comments:
<b>PREVENTATIVE MAINTENANCE</b>							
1	R.R. Brink Electro-Mechanical Locks Preventive Maintenance (Lock Quantity: 588; Maintenance is two (2) times per year) Price is per lock	1,176	EACH				
2	R.R. Brink Mechanical Locks Preventative Maintenance ((Lock Quantity: 409; Maintenance is two (2) times per year) Price is per lock	818	EACH				
3	Folger-Adam Electro-Mechanical Locks Preventative Maintenance (Lock Quantity: 11; Maintenance is two (2) times per year) Price is per lock	22	EACH				
4	Folger Adam Mechanical Locks Preventative Maintenance (Lock Quantity: 24; Maintenance is two (2) times per year), Price is Per lock	48	EACH				
5	Southern Steel Mechanical Locks Preventative Maintenance (Lock Quantity: 75; Maintenance is two (2) times per year), Price is Per lock	150	EACH				
6	R.R. Slider Preventative Maintenance (Quantity: 1; Maintenance is two (2) times per year), Price is Per lock	2	EACH				
7	Midwestern Detention Electro-Mechanical Locks Preventative Maintenance (Lock Quantity: 45; Maintenance is two (2) times per year), Price is Per lock	90	EACH				
<b>LABOR RATES – for Service Calls &amp; Repairs NOT covered under preventive maintenance:</b>							
8	Mechanic Rate, Regular Hours	75	HOUR				
9	Mechanic Rate, Overtime Hours	10	HOUR				
10	Helper Rate, Regular Hours	75	HOUR				
11	Helper Rate, Overtime Hours	10	HOUR				
<b>% MARKUP ON MATERIALS/ PARTS for Service Calls &amp; Repairs NOT covered under Preventive Maintenance:</b>							

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Percentage (%) Markup:	Comments:
12	Calculate percentage of markup charge on Parts/ Materials by multiplying \$75,000 by your standard mark-up %. Show the markup in the PERCENTAGE (%) MARKUP COLUMN. Materials/ Parts plus mark-up % $(\$75,000.00 \times \text{ } \% ) + \$75,000.00$ = ENTER RESULT IN UNIT PRICE COLUMN.	1	LS				
<b>TOTAL</b>							

**INTENT**

It is the intent of these specifications to solicit proposals from qualified firms to provide the County of Ocean with Emergency Service, Planned Maintenance and the Installation/ Revision work required to meet any change in the operational requirements of all Security Locking Systems as described herein.

**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.

**INSTALLATION**

The contractor shall provide the County with a detailed schedule of operations, including target dates for services and work. The schedule will identify the technician, supervisor and phone number.

All unsatisfactory conditions shall be reported to the County. Do not begin preventative maintenance until all unsatisfactory conditions have been corrected. Protect adjacent surfaces from damage. Prepare surfaces to provide correct installation of equipment or parts.

**SITES**

Ocean County Justice Complex 120 Hooper Avenue (Old Jail) 114 Hooper Avenue (New Jail Expansion) Toms River, New Jersey Dept. Contact: Sgt. Pushkal at (732) 929-2043 or Ray Yezzi at (732) 288-0810 (Cell Phone )	Ocean County Juvenile Detention Center 165 Sunset Avenue Toms River, New Jersey Dept. Contact: Officer McCrystal Phone (732) 341-1365	Courthouse – East Wing 101 Hooper Ave. Toms River, New Jersey Dept. Contact: Captain Woardell Phone (732) 929-2044
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**SECURITY CLEARANCE**

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 Vendor Questionnaire for download. **No one** will be allowed access to the site without approval of 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. Contactor'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 or 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.

**USE OF THE SITE**

The contractor shall confine his operations to those areas designated by the respective Departments personnel. He shall, at all times, keep the premises free from accumulation of waste materials or other debris caused by his operations. At the conclusion of the work, he shall remove all waste materials, tools and equipment from the site.

**DEFINITION OF REGULAR HOURS AND OVERTIME HOURS**

Regular hours are defined as any hours worked between 7:00 a.m. and 3:00 p.m., Monday through Friday.

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

**LABOR MATERIAL PROVISIONS**

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. Price quoted shall include compliance with these laws.

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

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

All invoices are required to include a purchase order number, which can be obtained by calling Buildings & Grounds at (732) 929-2039. All invoices must reference the County of Ocean work order number.

The contractor shall be responsible within the "Preventive Maintenance" bid price for labor and materials for cleaning, lubricating, and making all adjustments as specified and required by the manufacturer.

Cost for repairs will be invoiced against the labor and materials bid prices.

**HOURLY LABOR RATE**

Labor hours are shown in the proposal page for bid purposes only.

We have attempted to accurately reflect a true picture of the approximate amount of labor hours that the County anticipates. The County does not guarantee any minimum number of hours and will pay only for the actual number of hours authorized and worked.

**FAULTY MATERIALS**

The contractor shall take full responsibility for faulty materials which may appear within one (1) year. The owner shall give notice of defects as soon as they are observed.

**MATERIALS**

Materials Prices: All materials shall be invoiced at actual wholesale cost plus a percentage (%) markup. Percentage Markup **must** be indicated in the appropriate column of the pricing proposal. Copies of the contractor's own purchase invoices reflecting actual costs shall accompany each invoice to the County. Only Original Equipment Manufacturer (OEM) parts may be used.

**INVOICING**

Each service call or request shall generate a separate invoice detailing the labor charge and the parts and materials used. An invoice will be generated after work has been performed and submitted to an authorized County representative within two (2) weeks. All invoices must reference the work order number and each invoice shall reference the corresponding bid item number for each separate line item amount billed. Each invoice shall have attached a final service report with dates and times (in/out) of work referencing all service activity per work order. The labor charge shall include all travel. No additional travel time will be honored. Labor rates are all inclusive of contractor and subcontractor rates. The hourly rate shall be rounded up to the nearest 15-minute interval

**INVENTORY**

The contractor shall maintain an adequate inventory of long lead time supplies, spare parts and replacement equipment at the Jail and Juvenile Detention Center locations so that emergency repairs can be made to the using agency's equipment at once with minimal shut-down time.

**LOCATIONS AND TYPES OF LOCKS**

Manufacturer	Type	Model #	OC Jail Lock Quantity	Juvenile Detention Lock Quantity
R.R. Brink	Mechanical	5520	15	
R.R. Brink	Mechanical	7010	280	
R.R. Brink	Mechanical	7012	4	
R.R. Brink	Mechanical	7060	8	
R.R. Brink	Mechanical	1040	15	7
R.R. Brink	Mechanical	1050	55	25
R.R. Brink	Electro-Mechanical	7050	22	
R.R. Brink	Electro-Mechanical	57700	146	
R.R. Brink	Electro-Mechanical	5020	222	
R.R. Brink	Electro-Mechanical	3020	137	61
Folger Adam	Mechanical	1051	5	
Folger Adam	Mechanical	10500	3	16
Folger Adam	Electro-Mechanical	120	11	
Southern Steel	Mechanical	1010	75	
Midwest	Electro-Mechanical	10200	45	
R&S	10 ft. Slider	Slider	1	

**SCOPE OF WORK DETAILS**

For detailed Scope of Preventive Maintenance and Locking Systems Equipment, please refer to the Compliance Pages document located in Question # 10 of the Vendor Questionnaire.

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

**QUALIFICATIONS OF BIDDER**

Each bidder shall have been in the detention system service business not less than five (5) years prior to receipt of bid. Proof is required with bid.

Contractor must provide a minimum of three (3) references of contracts held in the last five (5) years that are similar in nature to this one.

Contractor’s data sheet with reference and contracts held must be submitted with bid.

The bidder must have at least one (1) technician assigned to the job who has the ability to service all locks covered under this bid. Provide the name(s) of technicians available to perform work under this contract.

Bidder must submit with bid certification or evidence of training for each technician who will perform work under this contract. Evidence shall be supplied on the following mechanical and electro-mechanical locking systems:

- Southern Steel
- Folger Adam
- R.R. Brink
- Midwest Detention Systems

**BLACK CREEK SECURITY SYSTEMS**

Not covered under this contract is the Black Creek Integrated Systems’ proprietary access control system which manages the independent function of the door positioning switches (DPS) yet is interrelated to the detention locks within this bid. Therefore, it is important for bidders to have knowledge of electronic relays and door positioning switches (DPS) within Black Creek or any other control system as it relates to troubleshooting issues affecting detention locks as part of this bid. In the course of servicing the detention locks if the contractor determines a problem may be or is related to the Black Creek Integrated Systems’ he must notify the proper County representative. The security locksmith shall only work on the locks identified in this bid.

**SUBCONTRACTORS**

Subcontracting is not allowed for locksmith work. Should a specialty subcontractor for a specific job (i.e. licensed electrician), 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 contractor 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.

Subcontractors shall hold all applicable licenses during the term of the contract and will be required to demonstrate licensure (i.e. electrical license) prior to the commencement of any work.

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

**GUARANTEE**

The contractor shall guarantee all workmanship and parts furnished and installed under this contract against defect for the life of the contract or for a period of one (1) year from the date of completion, as evidenced by the date of final acceptance of the work, whichever is greater. Defects will be repaired or replaced at no charge to the County. All work and parts shall remain in working order and adjustable equipment shall remain in proper adjustment.

                    

**RESPONSE TIME**

Contractor shall have the ability to respond to Emergency service calls with a ninety (90) minute on-site response time. Specifically, contractor shall respond with a call back within thirty (30) minutes of first attempt at contact and be on site within sixty (60) additional minutes.

                    

Bidder understands that three (3) documented failures to comply shall be cause for termination of contract.

                    

Emergency service calls shall be defined as locking device breaches in security that cannot await regular scheduling. Contractor shall respond to regular service calls by scheduling work to occur within twenty-four (24) hours of receipt of County purchase order number.

                    

The successful contractor shall provide a list of mobile telephone numbers for managers, supervisors and technicians in charge of this contract.

                    

**SCOPE OF PREVENTATIVE MAINTENANCE AT OCEAN COUNTY JAIL**

Preventive Maintenance work shall be performed two (2) times per year during Regular Work Hours of 7:00 AM to 3:00 PM. Each preventive maintenance service should take a maximum time period of 4-6 weeks to complete in a reasonable continuous manner.

                    

Bidder understands that included in the scope of this contract will be the following systems:

1. R.R. Brink mechanical, and electro-mechanical locking devices
2. Folger Adam mechanical and electro-mechanical locking devices
3. Southern Steel corridor and pipe chases
4. Midwest Detention systems slider doors
5. R&S – Slider

                    

During the first scheduled preventative maintenance, all doors and locks will be checked and shall be attended by department contact and be scheduled in advance. All worn or broken parts will be replaced immediately with OEM parts.

                    

The contractor shall be responsible within the “Preventive Maintenance” bid price for labor and materials for cleaning, lubricating, and making all adjustments as specified and required by the manufacturer. All lubricants shall be as specified herein.

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

**SCOPE OF PREVENTATIVE MAINTENANCE AT OCEAN COUNTY JAIL (Cont'd)**

All preventive maintenance service shall be coordinated with the department contact in advance, in order to maintain efficient operations of the institution. Preventive maintenance unit prices should reflect the appropriate work shift charges. However, any repairs that may result from an emergency call or regular wear and tear will be scheduled at any time to ensure safety and security of the institution.

                    

Contractor should have the ability to address any welding needs on door repairs and detention equipment.

                    

**CORRECTIONS – SCOPE OF WORK**

**Folger Adam Electro-Mechanical Locks & Mechanical Locks**

A. All Folger Adam Electro-Mechanical and Mechanical locks shall be cleaned, lubricated and adjusted in accordance with procedures outlined by Folger Adam, Inc. and as contained herein:

1) Adjustments

- Deadlock Indication Switch – Adjust the deadlock indication so that the trip point of the switch is when the roller bolt is depressed to the 5/16” position.
- Auxiliary Switch – Adjust the auxiliary switch so that the trip point of the switch is when the roller bolt is depressed to the 5/16” position.

2) Cleaning and Lubrication

- Remove the lock pocket cover.
- Remove the lock cover.
- Clean out the lock by wiping out as much dirt and debris as possible.
- Check for broken, damaged and excessively worn parts.
- Lubricate the points listed below with a light coating of Super Lube - synthetic lubricant with Syncolon (PTFE)
  - Deadlock lever pivot pin
  - Radius on lever
  - Bolt tail
  - Radius on bolt
  - Lever
  - Corners on solenoid plunger
  - Pivot pin
  - Ramp on roller bolt
  - Roller on lever
  - Roller bolt guide

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

**CORRECTIONS – SCOPE OF WORK (Cont'd)**

**R.R. Brink Electro-Mechanical Locks & Mechanical Locks**

- A. All R.R.Brink Electro-mechanical and Mechanical locks and key cylinders shall be cleaned and lubricated with Super Lube – synthetic lubricant with Syncolon (PTFE) and adjusted semi-annually in accordance with procedures outlined by R.R. Brink Locking Systems, Inc.

**Folger Adam & Southern Steel Mechanical Deadbolt Locks**

- A. All Folger Adam Electro-Mechanical and Mechanical locks shall be cleaned, lubricated and adjusted in accordance with procedures outlined by Folger Adam, Inc. and as contained herein:
- Inspect internal parts.
  - Remove the lock cover.
  - Check for broken, damaged, and excessively worn parts.
  - Clean out the lock by wiping out as much dirt and debris as possible.
  - Lubricate the tumblers with Super Lube – synthetic lubricant with Syncolon (PTFE)

**Midwest Detention Systems Slider Doors**

- A. All Midwest Detention Systems slider doors shall be cleaned, lubricated, and adjusted in accordance with procedures outlined by Midwest Detention Systems and as contained herein:

**Midwest Detention 10200 Series Slider Door**

- Lubricate sparingly with Super Lube – synthetic lubricant with Syncolon (PTFE)-the lockhead slotted guides, rack, track, slide bar slots, bottom lock and all pivot points.
- Door roller bearings are permanently sealed. Lockhead rollers have oillite inserts.
- Lightly lubricate with high grade oil sparingly.
- Check and adjust switches and door alignment as recommended by manufacturer.

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

**JUVENILE SERVICES – SCOPE OF WORK**

**Control Panels** *(at Juvenile Detention only)*

A. Locking systems control switch relays, indicators, control wiring, transformers, labeling of same, material condition of panel fronts and enclosures may be serviced:

- Inspect switches, check control console relays and devices, which operate in coordination with R.R. Brink Locking Systems, check battery back-up/ beneath console, UPS, ensure indicators are functioning properly, open control consoles and ensure that wiring is properly secured and bundled as appropriate and wires tightened down on terminal strips, switches and relay connections.
- Visually check control transformer condition and measure volts and amperes.
- Check all existing console labeling to ensure good condition, check material condition of all panel fronts and enclosures.

B. Recommend replacement to Officer in Charge at Juvenile Services when equipment is damaged enough to interfere with proper operation.

**Sliding Gates Including Controls**

A. At Juvenile Detention administration entrance and Jail entrances: controls, switches, mechanisms, chains, sensors, may be inspected, cleaned, lubricated and adjusted upon request.

## CONTRACTOR'S DATA SHEET

Please provide a list of past and current contracts that your company has held **similar in nature to this one**. Provide the duration of the contract, description of services provided. Also provide manufacturer and type of equipment serviced. Include the name of a person with phone number the County may contact for reference. Upload additional pages under the “*Additional Vendor Documentation*” question in the Vendor Questionnaire, if needed.

Client: Click or tap here to enter text.      Currently Under Contract? Yes  No

Name, Title & Phone Number of Contact: Click or tap here to enter text.

Length of Contract: Click or tap here to enter text.

Description of **Equipment used**, including Manufacturer & Type: Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Description of **Services Provided** Under Contract: Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

-----  
Client: Click or tap here to enter text. Currently Under Contract? Yes  No

Name, Title & Phone Number of Contact: Click or tap here to enter text.

Length of Contract: Click or tap here to enter text.

Description of **Equipment used**, including Manufacturer & Type: Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Description of **Services Provided** Under Contract: Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

-----  
Client: Click or tap here to enter text. Currently Under Contract? Yes  No

Name, Title & Phone Number of Contact: Click or tap here to enter text.

Length of Contract: Click or tap here to enter text.

Description of **Equipment used**, including Manufacturer & Type: Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Description of **Services Provided** Under Contract: Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

BIDDER: Click or tap here to enter text.

DATE: Click or tap here to enter text.

OCEAN COUNTY DEPARTMENT OF CORRECTIONS  
SECURITY CLEARANCE APPLICATION  
PLEASE PRINT CLEARLY

**\*\*INCOMPLETE FORMS WILL NOT BE PROCESSED\*\***

\*COPY OF VALID DRIVER'S LICENSE, PHOTO I.D. AND SOCIAL SECURITY CARD MUST ACCOMPANY THIS CLEARANCE FORM\*

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_

D.O.B.: \_\_\_\_\_ SOCIAL SEC. #: \_\_\_\_\_

EYE COLOR: \_\_\_\_\_ HAIR COLOR: \_\_\_\_\_ SEX: \_\_\_\_\_ RACE: \_\_\_\_\_

SCARS/MARKS/TATTOOS: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_

HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE # (BUSINESS): \_\_\_\_\_ PHONE # (HOME): \_\_\_\_\_

AGENCY: \_\_\_\_\_

REASON FOR APPLICATION: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE "OFFICIAL USE ONLY"**



APPLICATION SUBMITTED BY: \_\_\_\_\_

NCIC:	<input type="checkbox"/> WARRANT		CCIS:	<input type="checkbox"/> HISTORY	
	<input type="checkbox"/> NO WARRANT			<input type="checkbox"/> NO HISTORY	
ACS:	<input type="checkbox"/> WARRANT	<input type="checkbox"/> NO WARRANT	ATS:	<input type="checkbox"/> WARRANT	<input type="checkbox"/> NO WARRANT
	<input type="checkbox"/> HISTORY	<input type="checkbox"/> NO HISTORY		<input type="checkbox"/> HISTORY	<input type="checkbox"/> NO HISTORY
NJCCH/III:	<input type="checkbox"/> HISTORY		FACTS/DV	<input type="checkbox"/> HISTORY	
	<input type="checkbox"/> NO HISTORY			<input type="checkbox"/> NO HISTORY	

Date Run: \_\_\_\_\_ Investigator: \_\_\_\_\_

APPROVED  DISAPPROVED (LIST REASON BELOW)

APPROVED/DISAPPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

ID CARD ISSUED:  YES  NO EXPIRATION: \_\_\_\_\_  ENTERED IN COMPUTER

EMAIL ALL CLEARANCE APPLICATIONS TO: [ryezzi@co.ocean.nj.us](mailto:ryezzi@co.ocean.nj.us)