



*Joseph H. Vicari, Director
Gary Quinn, Deputy Director
Barbara Jo Crea, Commissioner
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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

***HEATING, VENTILATING & AIR CONDITIONING MAINTENANCE,
SERVICE AND ALTERATION***

2023

***ADVERTISEMENT DATE: October 11, 2023
OPENING: October 31, 2023, 11:00 am***

Bid Category: 28- The Trades: Electrical, Engineering, HVAC, Plumbing and Welding

Notice to Bidders

NOTICE IS HEREBY GIVEN that sealed bids for the furnishing and delivery of **HEATING, VENTILATING & AIR CONDITIONING MAINTENANCE, SERVICE AND ALTERATION** for the County of Ocean, will be received by the Purchasing Agent of the County of Ocean on **Tuesday, October 31, 2023 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:

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

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

Department:

Buildings and Grounds, Parks Department, Library

Timeline

Advertising Date	October 11, 2023
Bid Opening Date	October 31, 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 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, October 31, 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

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.

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

Contract will be awarded on a lump sum basis.

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

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

Permits

The contractor shall be responsible to secure the construction permit for every project before commencement of work. Original construction permits and placards shall be forwarded to the Using Department Head or designee. The contractor shall call for all required inspections and apply for either "Certificate of Occupancy" or "Certificate of Approval".

Please confirm

HVACR License*

Please upload a copy of your current HVACR license.

*Response required

References

Please submit references for similar jobs for at least the last three (3) years.

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)

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 from January 1, 2024 for a term of 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.

SITE INSPECTION

It shall be the responsibility of the bidder to make a thorough examination of the equipment described within the buildings listed prior to the submission of his bid.

If the bidder wishes to make a tour of any facilities, he should contact Mr. Joseph Meyers or his designee at (732) 929-2039. No special considerations will be given after the bids are opened because of the bidder's failure to be knowledgeable of all existing conditions at the various sites.

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.

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

Equipment 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. Manufacturers warranty shall apply if greater.

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.

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

See " Attachments", "Project Documents" for Project Specifications,

Ocean County Building List

Preventative Maintenance Performance Chart 2023

Pro-Active Inspection & Preventative Maintenance Schedule 2023

Section I - Maintenance Work - Buildings & Grounds - Labor 2023

Pricing Proposal

HEATING, VENTILATING AND AIR CONDITIONING MAINTENANCE, SERVICE AND ALTERATION

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	Comments
SECTION I - MAINTENANCE WORK - PRO-ACTIVE INSPECTIONS & PREVENTATIVE MAINTENANCE - BUILDINGS & GROUNDS DEPARTMENT						
1	Material Cost for sum of service class A-A4 quantities outlined as follows: Unit Type 1, Service Class A, (HVAC (DX) Systems), Semi-Annual service (432 units x 2 per year x 1 year = 864) Unit Type 1, Service Class A1, (HVAC (DX) Systems), Semi-Annual service (380 units x 2 per year x 1 year = 760) Unit Type 1, Service Class A2, (HVAC (DX) Systems), Bi-Monthly service (53 units x 6 per year x 1 year = 318) Unit Type 1, Service Class A3, (HVAC (DX) Systems), Eight per year (10 units x 8 per year x 1 year = 80) Unit Type 1, Service Class A4, (HVAC (DX) Systems) for bldg. #29 ONLY, Twenty per year (2 units x 20 per year x 1 year = 40) Total Material Cost for service class A-A4: (864+760+318+80+40)	2062	UNIT			
2	"Material Cost for sum of service class B-B2 quantities outlined as follows: Unit Type 2, Service Class B, (HVAC (Chill water) Air Handlers), Semi-Annual service 38 units x 2 per year x 1 year = 76) Unit Type 2, Service Class B1, (HVAC (Chill water) Air Handlers), Semi-Annual service 30 units x 2 per year x 1 year = 60) Unit Type 2, Service Class B2, (HVAC (Chill water) Air Handlers), Monthly service (5 units x 12 mos. x 1 year = 60) Total Material Cost for service class B-B2: (76+60+60)"	196	UNIT			
3	Unit Type 3, Service Class C, (Heat Pumps), Quarterly service - (26 units x 4 per year x 1 year)	104	UNIT			
4	Material Cost for sum of service class D-D1 quantities outlined as follows: Unit Type 4, Service Class D, (Fan Coil Units), Semi-Annual service (153 units x 2 per year x 1 year = 306) Unit Type 4, Service Class D1, (Fan Coil Units), Semi-Annual service (153 units x 2 per year x 1 year = 306) Total Material Cost for service class D-D1: (306+306)	612	UNIT			

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	Comments
5	Unit Type 5, Service Class E, (Electric Heaters), Annual service - (165 units x 1 per year x 1 year)	165	UNIT			
6	Unit Type 6, Service Class F, (Fans), Quarterly service (453 units x 4 per year x 1 year)	1,812	UNIT			
7	Unit Type 7, Service Class G (Window Air Conditioner Units), Semi-Annual service (91 units x 2 per year x 1 year)	182	UNIT			
8	Unit Type 8, Service Class H, (Electrostatic Precipitators), Monthly service - (4 units x 12 mos. x 1 year)	48	UNIT			
9	Unit Type 9, Service Class I, (Humidifiers/De Humidifiers), Bi-Monthly service - (3 units x 6 per year x 1 year)	18	UNIT			
10	Unit Type 10, Service Class J, (Computer Room A/C), Bi-monthly service - (27 units x 6 per year x 1 year)	162	UNIT			
11	Material Cost for sum of service class K-K1 quantities outlined as follows: Unit Type 11, Service Class K, (Lab hoods), Bi-Monthly service (4 units x 6 per year x 1 year = 24) Unit Type 11, Service Class K1, (Lab hoods), Bi-Monthly service (4 units x 6 per year x 1 year = 24) Total Material Cost for service class K-K1: (24+24)	48	UNIT			
12	Unit Type 12, Service Class L, (Terminal Unit Boxes), Quarterly service - (308 units x 4 per year x 1 year)	1,232	UNIT			
13	Unit Type 13, Service Class M, (Humidifier Canisters), Quarterly service - (14 units x 4 per year x 1 year)	56	UNIT			
14	Regular Hours - Mechanic	4,901	HR			
15	Regular Hours - Helper	3,133	HR			
PARKS DEPARTMENT - ON-CALL						
16	PREVENTATIVE MAINTENANCE MATERIAL COST Unit Type 1, Service Class A, (HVAC (DX) Systems)	14	UNIT			
PARKS DEPARTMENT - LABOR COST						
17	Regular Hours - Mechanic	100	HR			
18	Regular Hours - Helper	50	HR			

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	Comments
LIBRARY SYSTEM						
19	Unit Type 1, Service Class A, (HVAC (DX) Systems), Semi-Annual service (46 units x 2 per year)	92	UNIT			
20	Unit Type 2, Service Class B, (HVAC (Chill water) Air Handlers), Semi-Annual service - (29 units x 2 per year)	58	UNIT			
21	Unit Type 4, Service Class D, (Fan Coil Units), Semi-Annual service - (19 units x 2 per year)	38	UNIT			
22	Unit Type 5, Service Class E, (Electric Heaters), Annual service - (21 units x 1 per year)	21	UNIT			
23	Unit Type 6, Service Class F, (Fans), Quarterly service - (65 units x 4 per year)	260	UNIT			
24	Unit Type 7, Service Class G, (Window Air Conditioner Units), Semi-Annual service - (1 unit x 2 per year)	2	UNIT			
25	Unit Type 10, Service Class J, (Computer Room A/C), Bi-monthly service - (2 units x 6 per year)	12	UNIT			
26	Unit Type 12, Service Class L, (Terminal Unit Boxes), Quarterly service - (73 units x 4 per year)	292	UNIT			
27	Regular Hours - Mechanic	617	HR			
28	Regular Hours - Helper	380	HR			
SECTION II - AUTOMATIC TEMPERATURE CONTROL SYSTEMS (ATC) & BUILDING AUTOMATION SYSTEMS (BAS) MAINTENANCE						
29	Regular Hours - Control Technician	200	EA			
30	Regular Hours - Control Helper	100	EA			
SECTION III - MAINTENANCE WORK - LABOR RATE & MATERIALS						
31	R-22 Refrigerant	10	POUND			
32	Winterizing Chiller Loops price for Glycol Only (As Needed)	2,185	GAL			
33	Allowance for Manufacturer Technicians required for equipment and controls adjustments (direct charge, no contractor mark-ups shall be allowed)	1	LS	\$3,000.00		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	Comments
BUILDINGS AND GROUNDS - EMERGENCY REPAIRS						
34	Regular Hours - Mechanic	3,000	HR			
35	Regular Hours - Helper	500	HR			
36	Overtime Hours - Mechanic	200	HR			
37	Overtime Hours - Helper	50	HR			
38	Material Cost and Mark-Up. For bid purposes assume materials, other than preventative maintenance materials, at \$300,000.00 for a one (1) year term. Calculate total amount of mark-up charges on Parts/Materials by multiplying \$300,000.00 by your mark-up Percentage. Indicate your mark-up Percentage in the COMMENTS column. Indicate your calculated Total Mark-up Dollar Amount in the UNIT COST column. Example: (\$300,000.00 by 11% = 33,000.00 or \$300,000.00 by .11 = \$33,000.00) Your Total Mark-up Dollar Amount will be: (\$300,000.00 x _____ %) + \$300,000.00 =	1	LS			
PARKS DEPARTMENT - EMERGENCY REPAIRS						
39	Regular Hours - Mechanic	400	HR			
40	Regular Hours - Helper	75	HR			
41	Overtime Hours - Mechanic	40	HR			
42	Overtime Hours - Helper	10	HR			
43	Material Cost and Mark-Up. For bid purposes assume materials, other than preventative maintenance materials, at \$30,000.00 for a one (1) year term. Calculate total amount of mark-up charges on Parts/Materials by multiplying \$30,000.00 by your mark-up Percentage. Indicate your mark-up Percentage in the COMMENTS column. Indicate your calculated Total Mark-up Dollar Amount in the UNIT COST column. Example: (\$30,000.00 by 11% = 3,300.00 or \$30,000.00 by .11 = \$3,300.00) Your Total Mark-up Dollar Amount will be: (\$30,000.00 x _____ %) + \$30,000.00 =	1	LS			
LIBRARY - EMERGENCY REPAIRS						
44	Regular Hours - Mechanic	1,000	HR			
45	Regular Hours - Helper	500	HR			

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	Comments
46	Overtime Hours -Mechanic	100	HR			
47	Overtime Hours - Helper	25	HR			
48	Material Cost and Mark-Up. For bid purposes assume materials, other than preventative maintenance materials, at \$75,000.00 for a one (1) year term. Calculate total amount of mark-up charges on Parts/Materials by multiplying \$75,000.00 by your mark-up Percentage. Indicate your markup Percentage in the COMMENTS column. Indicate your calculated Total Mark-up Dollar Amount in the UNIT COST column. Example: (\$75,000.00 by 11% = 8,250.00) or \$75,000.00 by .11 = \$8,250.00) Your Total Mark-up Dollar Amount will be: (\$75,000.00 x _____%) + \$75,000.00 =	1	LS			
SECTION IV - ALTERATION WORK - LABOR RATE & MATERIALS - ELECTRICIAN						
49	Regular Hours - Mechanic	110	HR			
50	Regular Hours - Helper	10	HR			
51	Overtime Hours - Mechanic	10	HR			
52	Overtime Hours - Helper	10	HR			
PIPEFITTER						
53	Regular Hours - Mechanic	100	HR			
54	Regular Hours - Helper	10	HR			
55	Overtime Hours - Mechanic	10	HR			
56	Overtime Hours - Helper	10	HR			
SHEETMETAL						
57	Regular Hours - Mechanic	350	HR			
58	Regular Hours - Helper	10	HR			
59	Overtime Hours - Mechanic	10	HR			
60	Overtime Hours - Helper	10	HR			
MECHANICAL INSULATION INSTALLER						
61	Regular Hours - Mechanic	25	HR			
62	Regular Hours - Helper	20	HR			
63	Overtime Hours - Mechanic	10	HR			

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total Cost	Comments
64	Overtime Hours - Helper	10	HR			
HVAC MECHANICAL INSTALLER						
65	Regular Hours - Mechanic	200	HR			
66	Regular Hours - Helper	10	HR			
67	Overtime Hours - Mechanic	10	HR			
68	Overtime Hours - Helper	10	HR			
PLUMBER						
69	Regular Hours - Mechanic	20	HR			
70	Regular Hours - Helper	10	HR			
71	Overtime Hours - Mechanic	10	HR			
72	Overtime Hours - Helper	10	HR			
WELDER						
73	Regular Hours - Mechanic	10	HR			
74	Regular Hours - Helper	10	HR			
75	Overtime Hours - Mechanic	10	HR			
76	Overtime Hours - Helper	10	HR			
77	Material Cost and Mark-Up. For bid purposes assume materials, other than preventative maintenance materials, at \$60,000.00 for a one (1) year term. Calculate total amount of mark-up charges on Parts/Materials by multiplying \$60,000.00 by your mark-up Percentage. Indicate your markup Percentage in the COMMENTS column. Indicate your calculated Total Mark-up Dollar Amount in the UNIT COST column. Example: (\$60,000.00 by 11% = 6,600.00 or \$60,000.00 by .11 = \$6,600.00) Your Total Mark-up Dollar Amount will be: 60,000.00 x _____%) + \$60,000.00 =	1	LS			
TOTAL						

OCEAN COUNTY BUILDING LIST

Effective 3/28/19 and Updated 9/19/2023

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	State of NJ: 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: Sex Crimes	7 Hadley Avenue, Toms River
8	Voting Technology Center	110 Lehigh Ave, Lakewood
9	VFW	210 Courthouse Lane, Toms River
10	Prosecutors: Special Offenders Unit	9 Grand Ave, Toms River
11	Probation & Courtrooms (leased bldg)	213 Washington Street, Toms River
12	Prosecutors: Family Divisions	44 Hadley Avenue, Toms River
13	Courts	16 Madison Ave., Toms River (leased #1)
14	Parking Deck	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	Supt of Schools	212 Washington Street, Toms River
19	Justice Complex	114 Hooper Avenue (New Jail)
20	Court House	118 Washington Street, Toms River
21	Old Sheriff's Bldg (closed bldg)	118 Washington Street (rear)
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	Carriage House	100 E. Water Street, Toms River
29	Northern Animal Shelter	615 Freemont Ave, Jackson
Chestnut Street		
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	
34A.	Engineering: Paint Bldg.	
35	Road Dept: Storekeeper Bldg	152 Chestnut Street, Toms River
35A	Bridge Dept: Pole Barn	
36	J.I.N.S. Bldg	155 Sunset Avenue, Toms River
37	Juvenile Detention Center	165 Sunset Avenue, Toms River

OCEAN COUNTY BUILDING LIST

Effective 3/28/19 and Updated 9/19/2023

BLDG#	OCCUPANT	LOCATION
38	Health Department	175 Sunset Avenue, Toms River
38A.	Red Cross Trailer	
39	Agricultural Bldg	1623 Whitesville Road, Toms River
39A.	Storage Garage	
40	PIC Building	1959 Route #9, Toms River
41	Northern Resource Center	225 4th Street, Lakewood
42	Police Academy	O.C.Park, 659 Rt88, Lakewood
43	Security Building	
43A	Security Building: Bike Garage	
44	Lakewood Road Dept. Garage	1300 Kennedy Blvd, Lakewood (off Hermosa Drive)
44A.	Lakewood 911 Tower	
45	Jackson Road Dept. Garage	38 Don Connor Blvd, Jackson
46	Plumsted Road Dept. Garage	273 Route 529 (Lakewood-New Egypt Rd), Plumsted Twsp.
46A.	Plumsted 911 Tower	
46B.	Plumsted Truck Wash	
47	Lacey Road Dept. Garage	Rt530/Dover & Mule Rd, Berkley
47A	Lacey Truck Wash	
49	Ship Bottom Road Dept. Garage	6th & Barnegat Ave, Ship Bottom
50	Parks Dept: Administration Bldg	1198 Bandon Road, Toms River
52	OEM: Office of Emergency Management	Twsp.
53	CSI: Laboratory Building	144 Chestnut Street, Toms River
54	Airpark Maintenance Hangar	RJ Miller Air Park Rt 530 & Mule Road, Berkeley Twsp.
55	Airpark Paint Shop Hangar	
56	Airpark Terminal	
56A.	Airpark Pump House	
57	Airpark T-Hangar	
58	CSI: Detectives Building	146 Chestnut Street, Toms River
58A.	Toms River 911 Tower	
60	Central Supply Warehouse & Archives (library also stores some uncirculated books there)	138 Chestnut Street, Toms River
61	B&G: Maintenance Shop	156 Chestnut Street, Toms River
62	Little Egg Harbor Library	290 Mathistown Rd, Little Egg Harbor
63	Transportation	(rear) 1959 Rt 9, Toms River
64	Mosquito Commission	784 W Bay Ave, Barnegat
64A.	Mosquito Commission: 911 Tower	
65	B&G Warehouse	162 Chestnut Street, Toms River
66	Guard House	Berkeley Twsp.
67	State of NJ: Domestic Violence	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

OCEAN COUNTY BUILDING LIST

Effective 3/28/19 and Updated 9/19/2023

BLDG#	OCCUPANT	LOCATION
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 St, Manahawkin
74	Berkeley Library	30 Station Road, Berkeley
75	Upper Shore Area Library	112 Jersey City Ave, Lavallette
77	Whiting Reading Ctr (leased bldg)	400 Lacey Rd, Store #5, Whiting
78	Barnegat Library	112 Burr, Barnegat
80	Plumsted Library (leased bldg)	119 Evergreen Road, Plumsted Twsp.
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 St, Waretown
84	Airpark T-Hangars	RJ Miller Airpark/ Rt 530 & Mule Road, Berkeley Twsp.
85	Airpark T-Hangars	
86	Lacey Library	10 E. Lacey Rd, Forked River
87	Airpark T-Hangars	RJ Miller Airpark 530 & Mule Road, Berkeley Twsp. Rt
88	Airpark Maintenance Hangar <i>NOT COUNTY OWNED</i>	
88A.	Airpark Storage Hangar <i>NOT COUNTY OWNED</i>	
89	Beaverton Bridge House (Bridge #2)	Princeton Ave, Brick
90	Mantoloking Bridge House (Bridge #6)	Mantoloking Rd, Mantoloking
91	Fire & First Aid Training Center	200 Volunteer Way, Waretown
91A.	Fire / First Aid: Control Tower	
91B.	Fire / First Aid: Pump House	
92	Lakewood Library	301 Lexington Ave, Lakewood
93	Cultural & Heritage	O.C.Park, 689 Rt 88, Lakewood
94-#2	Services/Consumer Affairs (OC bldg)	1027 Hooper Ave, Bldg #2, Toms River
94-#3	BOSS- (OC bldg)	1027 Hooper Ave, Bldg #3, Toms River
94-#5	BOSS- (OC bldg)	1027 Hooper Ave, Bldg #5, Toms River
94-#7	BOSS- (OC bldg)	1027 Hooper Ave, Bldg #7, Toms River
95	Recycling Education Center	800 Towbin Avenue, Lakewood
96	911 Communications	138 Chestnut Street, Toms River
96A	Prosecutors: Strike Force	
97	County Connection: O.C. Mall (leased)	1201 Hooper Avenue, Toms River
97A.	County Connection: Bus	
98	Jackson Library	2 Jackson Dr, Jackson
99	Beachwood Library (leased bldg)	126 Beachwood Blvd, Beachwood

OCEAN COUNTY BUILDING LIST

Effective 3/28/19 and Updated 9/19/2023

BLDG#	OCCUPANT	LOCATION
100	Pumping Station (Joe Domonick 732-241-5617 or 732-458-7000 x239)	Ocean Ave & Rt 35, Pt. Pl. Beach
101	Barnegat 911 Radio Tower	1001 W. Bay Ave, Barnegat
102	Pasadena 911 Radio Tower	Red Oak Grove Rd, Manchester
103	Tuckerton 911 Radio Tower	120 Lakeside Dr, Tuckerton
<i>Southern County Complex</i>		
104	Southern Animal Shelter	360 Haywood Rd, Stafford
105	Solid Waste Garage	379 Haywood Rd, Stafford
106	Office: Cty Clerk/Transportation	379 Haywood Rd, Stafford
107	Vehicle Services Garage & Truck Wash	379 Haywood Rd, Stafford
108	Road Department Salt Barn	379 Haywood Rd, Stafford
109	Manahawkin Road Dept. Garage	379 Haywood Rd, Stafford
110	Road Dept Southern Storage Barn	379 Haywood Rd, Stafford
111	Road Dept Sweeper Barn	379 Haywood Rd, Stafford
112	Road Dept Pole Barn	379 Haywood Rd, Stafford
113	Southern Recycling Transfer Facility	379 Haywood Rd, Stafford
114	SWM Office & Scale House	379 Haywood Rd, Stafford
115	Bd. Of Social Services Bldg-.OC_WIC bottom left	333 Haywood Rd, Stafford
116	Southern Service Center: Hall	179 South Main St, Manahawkin
116A	Southern Service Center: Offices Surrogate & County Clerk	
117	Southern Recycling Facility Storage Building	379 Haywood Rd, Stafford
118	Southern SOG Narcotics Trailer (next to 114)	
119	911 Tower (Generator)	119 Ridgeway Blvd, Manchester
120	911 Tower (Generator)	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
<i>Manchester County Complex</i>		
124	Manchester Garage/Offices	2820 Ridgeway Blvd, Manchester
124A	IT Data Center Manchester	2820 Ridgeway Blvd, Manchester
124B	Salt Dome Manchester	2820 Ridgeway Blvd, Manchester
124C	Pole Barn Manchester	2820 Ridgeway Blvd, Manchester
124D	Storage Building Manchester	2820 Ridgeway Blvd, Manchester
124E	Attendent Booth Manchester	2820 Ridgeway Blvd, Manchester
125	Transportation Building, Vehicle Service & Office	2820 Ridgeway Blvd, Manchester

PREVENTATIVE MAINTENANCE PERFORMANCE CHART																	
Buildings & Grounds, Library, and Parks Department																	
BLDGS #	ADDRESS	USER DEPT.	UNITS	DX	AHU	HP	FC	EH	FAN	WU	EP	D/H	CRAC	LH	TU	HC	
			UNIT TYPE #	1	2	3	4	5	6	7	8	9	10	11	12	13	
			FREQ.	S	S	Q	S	A	Q	S	M	B-M	B-M	M	Q	Q	
			Legend:	A-Annual S-Semi-Annual Q-Quarterly B-M Bi-Monthly M-Monthly													
1	1 Mott Place	B&G		2					4						13		
2	2 Mott Place	B&G		2					4						11		
3	3 Mott Place	B&G		2					4			1			12		
4	206 Court House Lane	B&G		6					4								
5	5 Mott Place	B&G		5					3	2		1					
6	6 Mott place	B&G			4				1	4							
7	7 Hadley Ave	B&G		3					8	2							
8	110 Lehigh Ave, Lakewood	B&G		5					4								
9	VFW	B&G		2													
11	213 Washington Street	B&G		13		2		2	8				2				
12	44 Hadley Ave	B&G		2						7							
13	16 Madison Ave (#1)	B&G		2													
14	129 Hooper Ave (rear)	B&G		1				4									
15	129 Hooper Ave	B&G		0	1				8						74		
16	119 Hooper Ave	B&G		8				2	8						33		
17	101 Hooper Ave	B&G		2	2		92	10	12				2		8		
18	212 Washington Street	B&G							0	12							
19	120 Hooper Ave (OLD JCPX)	B&G		7	4			42	22								
19	114 Hooper Ave (NEW JAIL)	B&G		37	4		7		25				14		74	14	
20	118 Washington Street	B&G		51	11	6	53	4	40	25			2		8		
22	101 Washington Street	L		2													
23	101 Washington Street	L		1	5		12	1	10				2		40		
24	125 Washington Street	B&G				14		2	7								
25	15 Hooper Ave	B&G		4					4								
27	14 Hooper Ave	B&G		1					1	1							
28	100 Water Street	B&G		3					2								
29	615 Freemont, Jackson	B&G		2				2	3								
30	152 Chestnut Street	B&G		3				1	4	5							
30A	pole barn.	B&G															
31	152 Chestnut Street	B&G		16					22	1							
31A	152 Chestnut Street	B&G															
31B	152 Chestnut Street	B&G							5								
32	152 Chestnut Street	B&G		2		1			3								
32A	152 Chestnut Street	B&G		4													
33	141 Maple Street	B&G		6					5						14		
34	141 Maple Street	B&G		2													
34A	53 Maple Street	B&G		2													
35	152 Chestnut Street	B&G						4		1							
36	155 Sunset Ave	B&G		19				12	7								
37	165 Sunset Ave	B&G		5	8				21						15		
38	175 Sunset Ave	B&G		33	1			25	16						18		
38A	175 Sunset Ave	B&G		1					1								
39	1623 Whitesville Road	B&G		3				2	6						6		
40	1959 Rte #9	B&G		3					3								
41	225 4th Street Lakewod	B&G		12				6	3		2						
42	O.C.Park 659 Rt88 Lakewood	B&G		15		1		1	4	1					11		
43	O.C.Park 659 Rt88 Lakewood	B&G							1	8							
43A	O.C.Park 659 Rt88 Lakewood	B&G								1							

PREVENTATIVE MAINTENANCE PERFORMANCE CHART

Buildings & Grounds, Library, and Parks Department

BLDGS #	ADDRESS	USER DEPT.	UNITS	DX	AHU	HP	FC	EH	FAN	WU	EP	D/H	CRAC	LH	TU	HC
			UNIT TYPE #	1	2	3	4	5	6	7	8	9	10	11	12	13
			FREQ.	S	S	Q	S	A	Q	S	M	B-M	B-M	M	Q	Q
			Legend:	A-Annual S-Semi-Annual Q-Quarterly B-M Bi-Monthly M-Monthly												
44	1300 Kennedy Blvd Lakewood	B&G							2	1						
44A	1300 Kennedy Blvd Lakewood	B&G		1												
45	38 Don Connor Blvd, Jackson	B&G							2	2						
46	273 Rt. 529 Lakewd-New Egypt Rd	B&G							3	3						
46A	273 Rt. 529 Lakewd-New Egypt Rd	B&G		1												
46B	273 Rt. 529 Lakewd-New Egypt Rd	B&G		2												
47	Rt 530/ Dover & Mule Rd, Berkely	B&G							2	4						
47A	Rt 530/ Dover & Mule Rd, Berkely	B&G		2												
49	6th & Barnegat Ave, Ship Bottom	B&G								1						
52	Airport Rd & Mule Rd, Berkeley	B&G		10					7							
53	144 Chestnut Street	B&G		10					5					4		
54	101 Airport Rd, Berkeley	B&G							2	2						
55	101 Airport Rd, Berkeley	B&G														
56	101 Airport Rd, Berkeley	B&G		1	1			5								
56A	101 Airport Rd, Berkeley	B&G						1								
57	101 Airport Rd, Berkeley	B&G						2								
58	146 Chestnut Street	B&G		5					7		2		3			
58A	146 Chestnut Street	B&G		3												
60	138 Chestnut Street	B&G		6					16							
61	156 Chestnut Street	B&G		1					2							
62	290 Mathistown Rd Little Egg	L		1	5				4						6	
63	1959 Rte #9	B&G		5					6	1					6	
64	784 W Bay Ave Barnegat	B&G		1					2							
64A	784 W Bay Ave Barnegat	B&G		1												
65	162 Chestnut Street	B&G		10					10			1				
66	101 Airport Rd, Berkeley	B&G						1		1						
67	102E Water Street	B&G		2					2	5						
68	535 South Oberlin Ave, Lakewood	B&G		1					2							
68A	535 South Oberlin Ave, Lakewood	B&G		2												
68B	535 South Oberlin Ave, Lakewood	B&G				1			4							
68C	800 Towbin Ave, Lakewood	B&G	Operator maintenances #68C, D & F													
68D	800 Towbin Ave, Lakewood	B&G	Operator maintenances #68C, D & F													
68E	800 Towbin Ave, Lakewood	B&G		1												
68F	800 Towbin Ave, Lakewood	B&G	Operator maintenances #68C, D & F													
68G	800 Towbin Ave, Lakewood	B&G		2												
68H	800 Towbin Ave, Lakewood	B&G		1												
69	834 Beaver Dam Road	L		6				4	4						4	
70	217 S Central Ave Surf City	L		5					3							
71	21 Colonial Dr, Lakehurst	L		6				1	4						4	
72	301 Chambersbridge, Brick	L		2				2	4							
73	129N Main St, Manahawkin	L		1	4				4	1						
74	30 Station Road, Berkeley	L		1	5		2	4							6	
75	112 Jersey City Ave, Lavallette	L		5				1	4							
77	400 Lacey Road, #5, Whiting	L														
78	112 Burr, Barnegat	L		4				1	4							
80	Plumsted Library	L		4				2	4							
81	Pt Pleasant Library	L		3					4							
82	Tuckerton Library	L		3					4							
83	112 Main St, Waretown	L		3					4							

PREVENTATIVE MAINTENANCE PERFORMANCE CHART

Buildings & Grounds, Library, and Parks Department

BLDGS #	ADDRESS	USER DEPT.	UNITS	DX	AHU	HP	FC	EH	FAN	WU	EP	D/H	CRAC	LH	TU	HC
			UNIT TYPE #	1	2	3	4	5	6	7	8	9	10	11	12	13
			FREQ.	S	S	Q	S	A	Q	S	M	B-M	B-M	M	Q	Q
			Legend:	A-Annual S-Semi-Annual Q-Quarterly B-M Bi-Monthly M-Monthly												
84	Airport Road, Berkeley	B&G						0								
85	Airport Road, Berkeley	B&G						0								
86	Lacey Library	L		1	4		1	4							3	
87	Airport Road, Berkeley	B&G						2								
88	Airport Road, Berkeley	B&G	Operator maintenances #88													
88A	Airport Road, Berkeley	B&G	Operator maintenances #88A													
89	Princeton Ave, Brick	B&G		1				6								
90	Mantoloking Rd, Mantoloking	B&G		2		1	1		1							
91	200 Volunteer Way, Waretown	B&G		7				6	5							
91A	200 Volunteer Way, Waretown	B&G		1				1	1							
91B	200 Volunteer Way, Waretown	B&G						1	2							
92	301 Lexington Ave, Lakewood	L		1	5			2	6						8	
93	O.C. Park, Rt 88 Lakewood	B&G						2	4							
94	1027 Hooper Ave, Bldg #2	B&G		5				7	1							
95	800 Towbin Ave, Lakewood	B&G		2				2	4							
96	138 Chestnut Street	B&G		9					4				2			
96A	138 Chestnut Street	B&G		1												
97	O.C. Mall, Hooper Ave	B&G		1					2							
98	2 Jackson Dr, Jackson	L		1	6		4		4						8	
99	126 Beachwood Blvd, Bchwd	L		1					6							
100	Sea Ave (Rt 35N), Pt Pl Bch	B&G		1					2							
101	Bay Ave Barnegat	B&G		2												
102	Red Oak Grove Rd, Manchester	B&G		2					2							
103	120 Lakeside Dr, Tuckerton	B&G		2					2							
104	360 Haywood Rd, Stafford	B&G		5					6							
105	379 Haywood Rd, Stafford	B&G		1					2							
106	Haywood Rd, Stafford	B&G		1				1	1							
107	379 Haywood Rd, Stafford	B&G		1					8							
109	379 Haywood Rd, Stafford	B&G		2					9							
113	379 Haywood Rd, Stafford	B&G		1					13							
114	379 Haywood Rd, Stafford	B&G		2					3							
115	333 Haywood Rd, Stafford	B&G		1					2							
116	179 So. Main St, Manahawkin	B&G		4				4	2							
116A	179 So. Main St, Manahawkin	B&G		3						1						
117	379 Haywood Rd, Stafford	B&G		1												
118	379 Haywood Rd, Stafford (Trailer)	B&G		2												
119	Ridgeway Blvd, Manahawkin	B&G		2												
120	150 Cedar Run Dock Rd West Creek	B&G		2												
121	44 R. Kennedy Blvd, Lacey	B&G		2												
122	255 Mantoloking Road, Brick	B&G		2												
123	30 Don Conner Blvd, Jackson	B&G		2												
124	2820 Ridgeway Blvd, Manchester	B&G		1	2				14						5	
124A	2820 Ridgeway Blvd, Manchester	B&G		1				3					2			
124B	2820 Ridgeway Blvd, Manchester	B&G														
124C	2820 Ridgeway Blvd, Manchester	B&G														
124D	2820 Ridgeway Blvd, Manchester	B&G														
124E	2820 Ridgeway Blvd, Manchester	B&G						1								
125	2820 Ridgeway Blvd, Manchester	B&G		2					12							
			B&G	432	38	26	153	165	453	91	4	3	27	4	308	14

PREVENTATIVE MAINTENANCE PERFORMANCE CHART

Buildings & Grounds, Library, and Parks Department

BLDGS #	ADDRESS	USER DEPT.	UNITS	DX	AHU	HP	FC	EH	FAN	WU	EP	D/H	CRAC	LH	TU	HC
			UNIT TYPE #	1	2	3	4	5	6	7	8	9	10	11	12	13
			FREQ.	S	S	Q	S	A	Q	S	M	B-M	B-M	M	Q	Q
			Legend:	A-Annual S-Semi-Annual Q-Quarterly B-M Bi-Monthly M-Monthly												
			LIBR.	47	34	0	19	21	69	1	0	0	2	0	79	
P4	Ocean County Park Rt. 88 Lakewood	PARKS						3								
P5	Ocean County Park Rt 88 Lakewood	PARKS						3								
P13	Ocean County Park Rt. 88 Lakewood	PARKS		1												
P14	Ocean County Park Rt. 88 Lakewood	PARKS		1												
P18	Ocean County Park Rt. 88 Lakewood	PARKS		1												
P19	Ocean County Park Rt. 88 Lakewood	PARKS		7												
P29	Lake Shenandoah Park Rt. 88, Lakewood	PARKS						3								
P42	Beaver Dam Park Bridge Ave. Pt. Pleasant	PARKS						3								
P32	Forge Pond Golf Course Chambers Bridge Rd.	PARKS		1				4								
P33	Forge Pond Golf Course Chambers Bridge Rd.	PARKS						3								
P49	Patriots Park Bowman Rd. Jackson	PARKS		2												
P56	Cattus Island Cattus Island Blvd., Toms River	PARKS		1												
P89	Wells Mills Park, Rt 532, Ocean Twp	PARKS			4			10								
P91	Wells Mills Park, Rt 532, Ocean Twp	PARKS		1				1								
P94	Cloverdale Farm County Park Cloverdale Rd., Barnegat	PARKS		1												
P116	Atlantis County Golf course Country Club Blvd. Little Egg Harbor	PARKS		2												
P115	Atlantis County Golf course Country Club Blvd. Little Egg Harbor	PARKS		2					1							
P108	"Tip" Seaman County Park Lakeside Dr., Tuckerton	PARKS		1												
P107	"Tip" Seaman County Park Lakeside Dr., Tuckerton	PARKS						8								
P125	Jakes Branch Cty Pk Maint. Shop Double Trouble Rd., Beachwood	PARKS		1												
P129	Rail Trail, Lighthouse Dr., Waretown	PARKS		1												
BLDGS #	ADDRESS	USER DEPT.	UNITS	DX	AHU	HP	FC	EH	FAN	WU	EP	D/H	CRAC	LH	TU	HC
			UNIT TYPE #	1	2	3	4	5	6	7	8	9	10	11	12	13
			FREQ.	A	S	Q	S	A	Q	S	M	B-M	B-M	M	Q	Q
			PARKS	37	4	0	0	39	1	0	0	0	0	0	0	

PRO-ACTIVE INSPECTION & PREVENTATIVE MAINTENANCE SCHEDULE**Buildings & Grounds**

Unit Equipment Type	Type of Service by Month											
	28-Jan	Feb	Mar	28-Apr	May	Jun	28-Jul	Aug	28-Sep	21-Oct	Nov	Dec
1. HVAC (DX) Systems (see note:)	A1,A4	A2,A3 ,A4	A3,A4	A, A2,A4	A3,A4	A2,A3 ,A4	A1,A4	A2,A3 ,A4	A3,A4	A, A2,A4	A3,A4	A2,A4
NUMBER OF UNITS TO BE SERVICED	382	65	12	487	12	65	382	65	12	487	12	55
2. HVAC (Chill Water) (see note:)	B1, B2	B2	B2	B, B2	B2	B2	B1, B2	B2	B2	B, B2	B2	B2
NUMBER OF UNITS TO BE SERVICED	35	5	5	43	5	5	35	5	5	43	5	5
3. Heat Pumps	C			C			C			C		
NUMBER OF UNITS TO BE SERVICED	26			26			26			26		
4. Fan Coil Units	D1			D			D1			D		
NUMBER OF UNITS TO BE SERVICED	153			153			153			153		
5. Electric Heaters									E			
NUMBER OF UNITS TO BE SERVICED									165			
6. Fans (Supply/Return) Kitchen Hood, Air to Air, Laundry Fans	F			F			F			F		
NUMBER OF UNITS TO BE SERVICED	453			453			453			453		
7. Window AC Units				G					G			
NUMBER OF UNITS TO BE SERVICED				91					91			
8. Electrostatic Precipitator Units	H	H	H	H	H	H	H	H	H	H	H	H
NUMBER OF UNITS TO BE SERVICED	4	4	4	4	4	4	4	4	4	4	4	4
9. Humidifiers/Dehumidifiers	I		I		I		I		I		I	
NUMBER OF UNITS TO BE SERVICED	3		3		3		3		3		3	
10. Eleven Computer Room Units	J		J		J		J		J		J	
NUMBER OF UNITS TO BE SERVICED	27		27		27		27		27		27	
11. Lab Hoods	K	K1	K	K1	K	K1	K	K1	K	K1	K	K1
NUMBER OF UNITS TO BE SERVICED	4	4	4	4	4	4	4	4	4	4	4	4
12. Terminal Unit Boxes	L			L			L			L		
NUMBER OF UNITS TO BE SERVICED	308			308			308			308		
13. Humidifier Canisters		M			M			M			M	
NUMBER OF UNITS TO BE SERVICED		14			14			14			14	

SCOPE OF WORK

COORDINATION

The contractor shall provide supervision of his sub-contractors activities at no additional cost to the County.

The contractor shall be required to work in areas where there will be other contractors and in-house staff. The County Buildings & Grounds Superintendent or designee will schedule working hours for all participants and may require them to attend job meetings.

All work shall be performed so that any interruption of the normal operations shall be minimized.

The contractor shall provide cellular telephone numbers for managers, supervisors and technicians as requested by the appropriate Department head.

Departmental Contacts for this bid shall be the Buildings & Grounds Superintendent, Joseph Meyers or designee; Parks & Recreation Department Director, Michael Mangum and Library Systems Maintenance Supervisor, Joseph Cahill.

USE OF THE SITE

The contractor shall confine his operations to those areas designated by the respective Department heads or their Designees. 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.

ACCESS TO COUNTY LOCATIONS

Contractor's staff must wear photo identification displaying the company name and employee name on their person when performing work at any County building.

All personnel or agents of the contractor must observe all rules and regulations 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 the 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 license and social security card/employer proof of tax withholding. Such security requirements pertain to all jail and detention facilities.

EXPERIENCE

Contractor shall have a minimum of three (3) years experience working on similar scope and size projects. Submit with the bid, contractor's data sheet listing at least three recent projects applicable to this application.

DEFINITIONS

For the purpose of this contract, the terms journeyman and mechanic shall be used interchangeably and the terms helper and apprentice shall be used interchangeably and shall solely refer to worker qualifications and not preference of union or non-union trades.

RESPONSE TIME

Contractor shall have the ability to respond to Emergency service calls with a two (2) hour on-site response time. Specifically, contractor shall respond with a call back within one (1) hour and be on site within one (1) additional hour. Three (3) documented failures to comply may be considered cause for termination of contract.

Response time for emergency repairs shall not exceed three (3) hours total on Saturday, Sunday and holidays.

Emergency service calls shall be defined as unit failures that cannot await regular scheduling.

Contractor shall respond to regular service calls by scheduling work to occur during regular work hours and within 48 hours of receipt of County purchase order number.

Emergency service during overtime hours that require major repairs or parts not normally carried by the responding mechanic will be scheduled for completion the following day.

Responding to after-hours emergency service calls, the contractor will affect any temporary repairs required, leaving the equipment in safe operating condition. Should emergency repairs not be able to be completed by the close of business the contractor is to notify the County Buildings & Grounds Superintendent or designee or the using department contact and advise of the outstanding condition and required action and/or parts and effect permanent repair the following day or as otherwise agreed to.

DEFINITION OF REGULAR AND OVERTIME HOURS

Regular business hours are defined as any hours worked between 8:00 AM and 4:30 PM, Monday through Friday.

Overtime hours are defined as any work performed outside of "Regular Business" work hour; which may include 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 for any work shall include a cost breakdown submitted by the contractor as follows: labor rate, quantity of hours, materials list, wholesale cost and mark up, at applicable contract rates.

TIME AND MATERIAL WORK

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

Each call shall generate a separate invoice detailing the labor charge and the parts/materials as outlined above.

All invoices are required to include a separate purchase order number, which can be obtained by calling Buildings & Grounds at (732) 929-2039.

REPAIRS

During the course of the work, if repairs are identified, departmental approval is required to obtain a purchase order number for the work before contractor may proceed with the repair. Verbal authorization and purchase order number will be provided to contractor via telephone. Purchase order number must be included on the invoice. Contact the Superintendent of Buildings & Grounds at (732) 929-2039. For repairs in excess of \$2,000.00 identified during after hours or emergency call-ins, the department head or their authorized representative shall be contacted by telephone for advisement and approval. The Parks Department requires the approval by Director Michael Mangum of all repairs in excess of \$250.00. The contact number for Mr. Mangum is (732) 506-9090.

INSTALLATION OF NEW PARTS

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.)

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.

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.

The labor charge should be all inclusive of overhead, profit, shift increases and include shipping fees.

MATERIALS

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 will only pay for materials that have been authorized and used. The County does not pay for shipping charges from contractor's vendors nor for drop shipments from contractor's vendor to the County.

Only Original Equipment Manufacturer's (OEM) parts shall be used, unless otherwise approved in advance of order and installation.

INVOICING

An invoice will be generated after each Preventative Maintenance service has been performed. Invoices for Preventative Maintenance and associated materials shall be billed at the applicable contract rates of which shall not be exceeded.

Each service call or additional work request shall generate a separate invoice detailing the labor charge and the parts and materials.

All invoices must be separated by building and class of service and reference the work order number and **each invoice shall reference the corresponding bid item number for each separate line item amount billed.**

MECHANICAL MINI-PLANS

Mechanical mini-plans (8-1/2" x 11") as supplied by the County shall be color copied and distributed by the contractor to all mechanics for use in field.

SERVICE REPORTS

Daily Service Work Tickets shall be delivered or faxed by the close of each business day to the attention of Joseph Meyers, or his designee, as the work progresses. After hours reports may be faxed to 732-505-3262, as in the case of emergency after hours call by the "Duty Supervisor" at Buildings & Grounds. Daily Check-in / Check-out time per building of all mechanics must be written on their daily service work tickets.

A final service report including all service activity per work order shall be attached to the appropriate invoice.

SAFETY DATA SHEET

Contractor shall supply material safety data sheets (SDS) for all products to be used on site prior to start of work and in sufficient time to allow notice to be posted at buildings.

INVENTORY

Contractor shall maintain an adequate inventory of commonly used replacement parts/ equipment, service tools within the contractor's warehouse, or service vans, in order that emergency repairs can be made to County equipment at once with a minimum of shut down time.

FAULTY MATERIALS

The contractor shall take full responsibility for faulty materials and shall remedy all defects due thereto, and pay any damage to other resulting there from, which shall appear with one (1) year. The County shall give notice of observed defects with reasonable promptness.

EXCESSIVE EQUIPMENT MALFUNCTIONS

In the event that the systems maintained under this contract malfunction more than one (1) time per week for a period of two (2) consecutive weeks or greater, the County shall issue written notice to the contractor to resolve all malfunctions within ten (10) days. Should the contractor not resolve the malfunctions in the given time period, notwithstanding equipment long lead times, the County may obtain the services of another contractor or entity to resolve the malfunctions. If so, the contractor shall be responsible for such additional fees and the County may either be reimbursed by the contractor, or withhold said fees from the next monthly invoice, or by measures so authorized by the County.

PERMITS

The contractor shall be responsible to secure the construction permit for every project before commencement of work. Original construction permits and placards shall be forwarded to the Using Department Head or designee. The contractor shall call for all required inspections and apply for either “Certificate of Occupancy” or “Certificate of Approval”.

SUBCONTRACTING

Subcontracting is permitted for Automatic Temperature Controls (ATC) & Building Automation Systems (BMS) Maintenance and Alteration Work labor trades as specified in this bid. Special conditions are applicable to subcontracted work as follows:

1. Contractor shall ensure the subcontractor complies with all terms of this contract.
2. Contractor agrees to provide any supervision required to ensure correct, complete and timely completion of the work at no additional cost to the County and as may be requested by the County.
3. Subcontractor shall be paid by the Contractor per the terms of their subcontract. The County bears no responsibility or liability to the subcontractor or any of their employees.
4. Contractor shall provide Public Work Contractor Registration Certificates for all subcontractors and as to any change in the status of subcontractors. It is the responsibility of the contractor to advise the County and provide all Certificates as required by law pursuant to the Public Work Contractor Registration Act.

GENERAL CONDITIONS

All work covered by this bid shall be classified as either “Maintenance Work” or “Alteration Work”.

Maintenance Work shall be defined as the repair of existing equipment when the size, type or extent of such equipment is not thereby changed or increased. For example, changing filters, pumps, motors in-kind.

All Maintenance Work shall be in accordance and as outlined as follows:

- **Section I - Pro-Active Inspections and Preventative Maintenance**
- **Section II - Automatic Temperature Controls (ATC) & Building Automation Systems (BMS) Maintenance**
- **Section III – Maintenance Work – Labor & Materials**

Alteration Work shall be defined as upgrades or alterations made to existing systems. This work does not include complete new systems installations.

All Alteration Work shall be in accordance as outlined as follows:

- **Section IV – Alteration Work – Labor & Materials**

SECTION I: PRO-ACTIVE INSPECTIONS & PREVENTATIVE MAINTENANCE

This contract will cover all HVAC equipment but not limited to the following list in all County buildings (refer to attached building lists for Building & Grounds, Parks & Recreation, and Libraries):

Unit Type	Service Class	Units
1.	A, A1, A2,A3,A4	*HVAC (DX) Systems (RTU’s, SP’s, SCA/C, DX chillers) refrigerant cooling
2.	B, B1, B2	*HVA/C and HV Air Handlers, hydronic heating and cooling (AHU) water cooling
3.	C	Heat Pumps (HP)
4.	D, D1	Fan Coil Units, hydronic cooling (FC)
5.	E	Electric Heaters (unit heaters, strip heaters, etc.) (EH)
6.	F	Fans includes supply and return exhaust fans, kitchen hoods, laundry & air to air exchanges, energy recovery units (FAN)
7.	G	Window Air Conditioners (WU)
8.	H	Electrostatic Precipitators (EP)
9.	I	Dehumidifiers/Humidifiers (D/H)
10.	J	*Computer Room Air Conditioners (CRAC)
11.	K, K1	*Lab Hoods (LH)
12.	L	*Terminal Unit Boxes (V.A.V. boxes, with or without re-heats) (TU)
13.	M	Humidifier Canisters

MANUFACTURERS SPECIALIZED ASSESSMENT

Where unit type is marked above by (*) asterisk, the contractor shall ANNUALLY:

- Hire the equipment Manufacturer’s Authorized Technicians
- Conduct a complete assessment of mechanical, computerized, and operational systems
- For example, check local control board, wires, contactors, internal switches, controls communications and similar components ensuring the integrity of units function
- Update software as required by manufacturer
- Submit report of all findings and recommendations to Contractor and County
- Contractor shall provide quote for service based on report
- Manufacturer authorized technician shall provide refresher training of operations to both Contractor and County personnel.

GENERAL PREVENTATIVE MAINTENANCE SCOPE

Contractor shall furnish all air filters, canisters, belts, lubricants, condensate pan tablets as part of the Preventive Maintenance material cost line items. All other replacement parts shall be procured according to the “REPAIRS” provisions in these specifications.

Reclamation of removed refrigerant shall be in compliance with EPA regulations (40 CFR Part 82, Subpart F) under Section 608 of the Clean Air Act.

Parks Department will require only one (1) annual inspection for pro-active inspections and preventive maintenance service. This service must be completed by Mid-September. All repairs during inspections in excess of \$250.00 will require the approval of Director Michael Mangum.

SECTION I: PRO-ACTIVE INSPECTIONS & PREVENTIVE MAINTENANCE (CONT'D)

GENERAL PREVENTATIVE MAINTENANCE SCOPE (CONT'D)

For applicable unit types, Contractor shall calibrate all unit gauges and confirm calibration including notating date and any deviations on stickers or devise. Contractor shall notify the Departmental Contacts of any deviation from standard.

Contractor shall inspect and maintain all dampers and motorized valves, relays, unit controls and set points, motors, damper motors, compressors air dryers, gauges and any ancillary associated equipment.

Contractor shall furnish filters that meet or exceed N.J.A.C. 12:100-13 measured per ASHRAE 52.1-1992 as required per manufacturer specifications. After first Preventive Maintenance service compile and submit to County a summary of the type, size, and quantity of filters used in each unit.

SERVICE BY UNIT TYPE AND SERVICE CLASS

Unit Type 1 - Service Class A: (major inspection April/Spring and Oct/Fall)

1. *Replace air filters
2. *Replace belts as needed
3. Check all ductwork for loose or broken connections, repair any abnormalities found, and record work performed
4. Check all damper motors for proper stroke, adjust as required to insure proper operation with no binding.
5. Check all linkages, adjust as needed and replace badly worn units
6. Check supply and condenser fan motors, lubricate as required, check bearings for noise, fan blades for clearance, etc.
7. Clean all debris from equipment housing
8. Clean electric heating coils with soapy water and air dry with compressed air (Note: Mechanic shall wear safety goggles and safety apparel when performing this operation)
9. Check electric current drawn by heating coils after the coils have been thoroughly cleaned and compare the ratings versus actual readings.
10. Check all equipment controls and safeties for proper operation including but not limited to thermostats, relays, line starters, control coils, freeze stats, fire stats, fan cycling switches, and high and low pressure cutouts
11. Tighten all electrical connections, blow out control cabinets with compress air (Note: Mechanic shall wear safety goggles and safety apparel when performing this operation)
12. Check refrigerant charge, if low, find and repair leak, and recharge system
13. *Clean condensate pans thoroughly and install new treatment tablet
14. Test condensate lines and pumps to ensure full function.
15. Compile the temperature difference of AC outlet air vs. room temperature on all units and provide a report of these measurements.
16. Prepare a preventative maintenance service report with the following information: air range, suction and discharge pressures, amperage readings and rated amperages, ambient air temperatures.
17. Check all fuses for proper sizes and overload ratings. Replace as required and report deficiencies
18. Check all electrical and equipment covers are in place and in good condition. Replace as required and report deficiencies
19. *Check for any mold and/or mildew contamination. Report findings to County's Buildings & Grounds Superintendent or designee
20. A certified mechanic shall perform all items listed above except that helper shall perform items marked with an (*) asterisk
21. AirMATION pre-filters: change pre-filters at Bldg. #31 (9 large in bays and 1 small in upstairs office) and Bldg. #65 (2 large in bays and 1 small in hallway). Replace HEPA and carbon filters at frequency as per indicator light; billed under labor hours.

SECTION I: PRO-ACTIVE INSPECTIONS & PREVENTIVE MAINTENANCE (CONT'D)
SERVICE BY UNIT TYPE AND SERVICE CLASS (CONT'D)

Unit Type 1 - Service Class A1:

- (7) #19-Old {RTU1-3, small on Gym & Law Lib-2, DVR Room 3rd flr-1, SCAC5 in medical-1;
(37) #19-New; (8) '62 jail in Courthouse {3S/P & 5 RTU}.
1. Replace air filters everywhere except Jail secure areas
 2. Replace belts as needed
 3. Clean condensate pans thoroughly and install new treatment tablet
 4. Check unit operation for any obvious problem
 5. Check for any mold and/or mildew contamination. Report findings to County's Buildings & Grounds Superintendent or designee
 6. Helper shall perform all the above tasks (see P/M form as special instruction)
 7. AirMATION pre-filters: change pre-filters at Bldg. #31 (9 large in bays and 1 small in upstairs office) and Bldg. #65 (2 large in bays and 1 small in hallway). Replace HEPA and carbon filters at frequency as per indicator light; billed under labor hours.

Unit Type 1 - Service Class A2:

- (7) #19-Old {RTU1-3, small on Gym & Law Lib-2, DVR Room 3rd flr-1 SCAC5 in medical-1;
(37) #19-New; (8) '62 jail in Courthouse {3S/P & 5 RTU}; (1) #14
1. Replace air filters in Jail secure areas every other month only
 2. Replace air filters in Bldg. #14 every other month only and check operation. Time Allotted 30 minutes; balance of time to be used at building #19 RTU-1,2,3.
 3. *Replace air filters. RTU's 1,2,3 have 33 filters each unit.
 4. *Replace belts as needed
 5. Check all ductwork for loose or broken connections, repair any abnormalities found, and record work performed
 6. Check all damper motors for proper stroke, adjust as required to insure proper operation with no binding
 7. Check all linkages, adjust as needed and replace badly worn units
 8. Check supply and condenser fan motors, lubricate as required, check bearings for noise, fan blades for clearance, etc.
 9. Clean all debris from equipment housing
 10. Clean electric heating coils with soapy water and air dry with compressed air (Note: Mechanic shall wear safety goggles and safety apparel when performing this operation)
 11. Check electric current drawn by heating coils after the coils have been thoroughly cleaned and compare the ratings versus actual readings.
 12. Check all equipment controls and safeties for proper operation including but not limited to thermostats, relays, line starters, control coils, freeze stats, fire stats, fan cycling switches, and high and low pressure cutouts
 13. Tighten all electrical connections, blow out control cabinets with compress air (Note: Mechanic shall wear safety goggles and safety apparel when performing this operation)
 14. Check refrigerant charge, if low, find and repair leak, and recharge system
 15. *Clean condensate pans thoroughly and install new treatment tablet.
 16. Test condensate lines and pumps to ensure full function.
 17. Compile the temperature difference of AC outlet air vs. room temperature on all units and provide a report of these measurements.
 18. Prepare a preventative maintenance service report with the following information: air range, suction and discharge pressures, amperage readings and rated amperages, ambient air temperatures
 19. Check all fuses for proper sizes and overload ratings. Replace as required and report deficiencies

SECTION I: PRO-ACTIVE INSPECTIONS & PREVENTIVE MAINTENANCE (CONT'D)
SERVICE BY UNIT TYPE AND SERVICE CLASS (CONT'D)

Unit Type 1 - Service Class A2: (Cont'd)

20. Check all electrical and equipment covers are in place and in good condition. Replace as required and report deficiencies
21. *Check for any mold and/or mildew contamination. Report findings to County's Buildings & Grounds Superintendent or designee
22. A certified mechanic shall perform all items listed above except that helper shall perform items marked with an (*) asterisk

Unit Type 1 – Service Class A3

1. Units listed below per building shall already receive all services listed in Service Class A and A1. This service class A3 is intended to add 8 each additional filter changes in the remaining month thus providing monthly filter changes.
 - Bldg. #20 - units SP-5, SP-10 and SP-11
 - Bldg. #60 - all six DX units
 - Bldg. #15 (Board of Elections) - AHU-1 only

Unit Type 1 – Service Class A4 (applies to Bldg. #29 ONLY)

1. Units listed below per building shall already receive all services listed in Service Class A and A1. This service class A4 is intended to add 20 additional filter changes (bi-weekly).

Units listed below shall also already receive all services listed in Service Class F. This service class A4 is intended to add 20 additional wash downs of air-to-air exchanges (bi-weekly) per manufacturer recommendations.

Thus, the twenty (20) A-4 Services in addition to four (4) services in Service Class A and A1 total 24 services in 1-year or bi-weekly service.

Bldg#29- two DX units

Unit Type 2 - Service Class B:

1. *Replace air filters
2. *Replace belts as needed
3. Check all ductwork for loose or broken connections, repair any abnormalities found, and record work performed
4. Check all damper motors for proper stroke, adjust as required to insure proper operation with no binding
5. Check all linkages, adjust as needed and replace badly worn units
6. Check supply and return air booster fan motors (where applicable), lubricate as required, check bearings for noise, fan blades for clearance, etc.
7. Clean all debris from equipment housing
8. Clean electric heating coils with soapy water and air dry with compressed air (Note: Mechanic shall wear safety goggles and safety apparel when performing this operation)
9. Check electric current drawn by heating coils after the coils have been thoroughly cleaned and compare the ratings versus actual readings
10. Check all equipment controls and safeties for proper operation including but not limited to thermostats, relays, line starters, control coils, freeze stats, fire stats, fan cycling switches, and high and low pressure cutouts

SECTION I: PRO-ACTIVE INSPECTIONS & PREVENTIVE MAINTENANCE (CONT'D)
SERVICE BY UNIT TYPE AND SERVICE CLASS (CONT'D)

Unit Type 2 - Service Class B: (Cont'd)

11. Tighten all electrical connections, blow out control cabinets with compress air (Note: Mechanic shall wear safety goggles and safety apparel when performing this operation)
12. Check all electrical and equipment covers are in place and in good condition. Replace as required and report deficiencies
13. Check all fuses for proper sizes and overload ratings. Replace as required and report deficiencies
14. *Clean condensate pans thoroughly and install new treatment tablet.
15. Test condensate lines and pumps to ensure full function.
16. Start up equipment and check for excessive vibration and noise, proper rotation of motors and proper unit operation.
17. Prepare a preventative maintenance service report with the following information: amperage rating and amperage readings
18. *Check for any mold and/or mildew contamination. Report findings to County's Buildings & Grounds Superintendent or designee
19. A certified mechanic shall perform all items listed above except that helper shall perform items marked with an (*) asterisk

Unit Type 2 - Service Class B1:

1. Replace air filters everywhere except the Jail #19 (4) in new and (4) in old
2. Replace belts as needed
3. Clean condensate pans thoroughly and install new treatment tablet
4. Check unit operation for any obvious problem
5. Check for any mold and/or mildew contamination. Report findings to County's Buildings & Grounds Superintendent or designee
6. Helper shall perform all the above tasks (see P/M form as special instruction)

Unit Type 2 - Service Class B2:

1. Replace air filters once a month in Justice Complex Court Rooms only (5 units)
2. *Replace air filters
3. *Replace belts as needed
4. Check all ductwork for loose or broken connections, repair any abnormalities found, and record work performed
5. Check all damper motors for proper stroke, adjust as required to insure proper operation with no binding
6. Check all linkages, adjust as needed and replace badly worn units
7. Check supply and return air booster fan motors (where applicable), lubricate as required, check bearings for noise, fan blades for clearance, etc.
8. Clean all debris from equipment housing
9. Clean electric heating coils with soapy water and air dry with compressed air (Note: Mechanic shall wear safety goggles and safety apparel when performing this operation)
10. Check electric current drawn by heating coils after the coils have been thoroughly cleaned and compare the ratings versus actual readings
11. Check all equipment controls and safeties for proper operation including but not limited to thermostats, relays, line starters, control coils, freeze stats, fire stats, fan cycling switches, and high and low pressure cutouts
12. Tighten all electrical connections, blow out control cabinets with compress air (Note: Mechanic shall wear safety goggles and safety apparel when performing this operation)

SECTION I: PRO-ACTIVE INSPECTIONS & PREVENTIVE MAINTENANCE (CONT'D)

SERVICE BY UNIT TYPE AND SERVICE CLASS (CONT'D)

Unit Type 2 - Service Class B2: (Cont'd)

13. Check all electrical and equipment covers are in place and in good condition. Replace as required and report deficiencies
14. Check all fuses for proper sizes and overload ratings. Replace as required and report deficiencies
15. *Clean condensate pans thoroughly and install new treatment tablet.
16. Test condensate lines and pumps to ensure full function.
17. Start up equipment and check for excessive vibration and noise, proper rotation of motors and proper unit operation
18. Prepare a preventative maintenance service report with the following information: amperage rating and amperage readings
19. *Check for any mold and/or mildew contamination. Report findings to County's Buildings & Grounds Superintendent or designee
20. A certified mechanic shall perform all items listed above except that helper shall perform items marked with an (*) asterisk

Unit Type 3 - Service Class C:

1. *Replace air filters
2. *Replace belts as needed
3. Check all ductwork for loose or broken connections, repair any abnormalities found, and record work performed
4. Check all damper motors for proper stroke, adjust as required to insure proper operation with no binding
5. Check all linkages, adjust as needed and replace badly worn units
6. Check supply and condenser fan motors, lubricate as required, check bearings for noise, fan blades for clearance, etc.
 7. Clean all debris from equipment housing
8. Clean electric heating coils with soapy water and air dry with compressed air (Note: Mechanic shall wear safety goggles and safety apparel when performing this operation)
9. Check electric current drawn by heating coils after the coils have been thoroughly cleaned and compare the ratings versus actual readings.
10. Check all equipment controls and safeties for proper operation including but not limited to thermostats, relays, line starters, control coils, freeze stats, fire stats, fan cycling switches, and high and low pressure cutouts
11. Tighten all electrical connections, blow out control cabinets with compress air (Note: Mechanic shall wear safety goggles and safety apparel when performing this operation)
12. Check refrigerant charge, if low, find and repair leak, and recharge system
13. *Clean condensate pans thoroughly and install new treatment tablet
14. Compile the temperature difference of AC outlet air vs. room temperature on all units and provide a report of these measurements.
15. Prepare a preventative maintenance service report with the following information: air range, suction and discharge pressures, amperage readings and rated amperages, ambient air temperatures
16. *Check for any mold and/or mildew contamination. Report findings to County's Buildings & Grounds Superintendent or designee
17. A certified mechanic shall perform all items listed above except that helper shall perform items marked with an (*) asterisk

SECTION I: PRO-ACTIVE INSPECTIONS & PREVENTIVE MAINTENANCE (CONT'D)
SERVICE BY UNIT TYPE AND SERVICE CLASS (CONT'D)

Unit Type 4 - Service Class D:

1. *Replace air filters
2. Check all dampers and damper motors for proper stroke and operation, adjust as required to insure proper operation with no binding
3. Check all linkages, adjust as needed and replace badly worn units
4. Check fan motors, lubricate as required, check bearings for noise, fan blades for clearance, etc. and actual amperage versus rated amperage
5. Tighten all electrical connections, blow out control cabinets with compress air (Note: Mechanic shall wear safety goggles and safety apparel when performing this operation)
6. Check the squirrel cage fan blade curvature is not dirt bound, if so, use a wire brush to remove dirt from the fan blade and vacuum up debris
7. Check valves operation with controls and verify they work properly
8. *Clean condensate pans thoroughly and install new treatment tablet
9. *Check for any mold and/or mildew contamination. Report findings to County's Buildings & Grounds Superintendent or designee
10. A certified mechanic shall perform all items listed above except that helper shall perform items marked with an (*) asterisk

Unit Type 4 - Service Class D1:

1. Replace air filters
2. Clean condensate pans thoroughly and install new treatment tablet
3. Check unit operation for any obvious problem
4. Helper shall perform all the above tasks

Unit Type 5 - Service Class E:

1. Check amperage on heater elements and fan motor against rated amperages
2. Clean heating elements with soapy water and air dry with compressed air (Note: Mechanic shall wear safety goggles and safety apparel when performing this operation)
3. Tighten all electrical connections, blow out control cabinets with compress air (Note: Mechanic shall wear safety goggles and safety apparel when performing this operation)
4. Check operation of controls and verify they work properly
5. Helper shall perform all the above tasks

Unit Type 6 - Service Class F:

1. Check amperage on heater elements and fan motor against rated amperages
2. Check fan motors for proper rotation
3. *Replace belts as needed
4. Check all fuses for proper sizes and overload ratings. Replace as required and report deficiencies
5. Tighten all electrical connections, blow out control cabinets with compress air (Note: Mechanic shall wear safety goggles and safety apparel when performing this operation)
6. Check operation of controls and verify they work properly
7. Start up equipment and check for excessive vibration and noise, proper rotation of motors and proper unit operation
8. Check all electrical and equipment covers are in place and in good condition. Replace as required and report deficiencies
9. A certified mechanic shall perform all items listed above except that helper shall perform items marked with an (*) asterisk
10. For building #29- wash down the air-to-air exchangers per manufacturer's recommendation.

SECTION I: PRO-ACTIVE INSPECTIONS & PREVENTIVE MAINTENANCE (CONT'D)

SERVICE BY UNIT TYPE AND SERVICE CLASS (CONT'D)

Unit Type 7 - Service Class G:

1. Replace window air conditioner air filters twice per year.
2. Check for air ranges, thermostat failure, fan failure, and overall condition.
3. Check for any mold and/or mildew contamination.
4. Report findings to County's Buildings & Grounds Superintendent or designee
5. Helper shall perform all the above tasks

Unit Type 8 - Service Class H:

1. Clean & check for proper operation per manufacturer's specifications

Unit Type 9 - Service Class I:

1. Check for any mold and/or mildew contamination. Report findings to County's Buildings & Grounds Superintendent or designee
2. Helper shall perform all the above tasks

Unit Type 10 - Service Class J:

At existing locations and (3 Lieberts) #19 – new Jail Room CI0098 ground floor/IT workroom

1. Replace air filters
2. Replace belts as needed
3. Check for any mold and/or mildew contamination. Report findings to County's Buildings & Grounds Superintendent or designee
4. A certified mechanic shall perform all items listed above
5. Note: If a unit is in a down condition, all repair parts not readily available shall be shipped "Next Day" service from the manufacturer

Unit Type 11 - Service Class K:

1. Replace air filters
2. Check air flow meter readings and record them
3. Make required adjustments to maintain design air flow
4. A certified mechanic shall perform all items listed above

Unit Type 11 - Service Class K1:

1. Replace belts
2. Replace air filters
3. Check air flow meter readings and record them
4. Make required adjustments to maintain design air flow
5. A certified mechanic shall perform all items listed above

Unit Type 12 - Service Class L:

1. Replace air filters
2. Check all dampers and damper motors for proper stroke and operation, adjust as required to insure proper operation with no binding
3. Check all linkages, adjust as needed and replace badly worn units
4. Check fan motors, lubricate as required, check bearings for noise, fan blades for clearance, etc. and actual amperage versus rated amperage
5. Check all fuses for proper sizes and overload ratings. Replace as required and report deficiencies
6. Tighten all electrical connections, blow out control cabinets with compress air (Note: Mechanic shall wear safety goggles and safety apparel when performing this operation)

SECTION I: PRO-ACTIVE INSPECTIONS & PREVENTIVE MAINTENANCE (CONT'D)

SERVICE BY UNIT TYPE AND SERVICE CLASS (CONT'D)

Unit Type 12 - Service Class L: (Cont'd)

7. Check the squirrel cage fan blade curvature is not dirt bound, if so, use a wire brush to remove dirt from the fan blade and vacuum up debris
8. Check valves operation with controls and verify they work properly
9. Check for any mold and/or mildew contamination. Report findings to County's Buildings & Grounds Superintendent or designee
10. A certified mechanic shall perform all items listed above

NOTE: Health Dept. #38 has 110 filters located throughout all rooms. Coordinate 24 hour advance notice with facility director.

Unit Type 13 – Service Class M (applies to Bldg. #19 ONLY)

1. Replace humidifier canisters on 14 Liebert units quarterly. New Jail section in mainly electrical closets. Canisters 10ft. to 16ft. above floor.

See **Pro-Active Inspection & Preventative Maintenance Schedule** for type of service by month.

All planned maintenance shall be performed by certified mechanics and helpers at the corresponding unit prices bid herein. All ratios for mechanic and helper contained in the Labor & Quantities chart of this bid serves as a guide for man-hours for quantity and types of unit service. New companies may require slightly more time for their first quarter service due to the "Learning Curve", however, the man hours ceiling for the **NOT TO EXCEED** is fairly generous so no special considerations shall be given.

SECTION II: AUTOMATIC TEMPERATURE CONTROL SYSTEMS (ATC) & BUILDING AUTOMATION SYSTEMS (BMS) MAINTENANCE

Automatic Temperature Control Systems (ATC)

Contractor shall maintain and service the Digital Controls Devices associated with all mechanical equipment in this contract. Controls include but are not limited to the following: Micronics housing, electronic input/output modules, all sensors, relays, valve operators, switches control actuators, dampers, thermostats, controllers, VAV's and reheats.

Perform preventive maintenance Annually in April and May.

Calibrate and adjust in accordance with manufacture instructions and per industry standards. Report any operational problems to the County Buildings & Grounds Superintendent or designee.

Contractor's personnel shall be trained by manufacturer to keep all systems in proper working condition and to maintain these systems in a safe operating condition and in accordance with the original design criteria.

ATC technician shall coordinate maintenance with the HVAC mechanic and both shall be **on-site** during all testing/calibrations.

Major VAV with Re-heats Systems:

The following are approximate quantities to aid in bidding purposes. Said buildings have acoustical ceiling systems.

- Bldg. #15, P.E.E.R. 129 Hooper Ave – 120
- Bldg. #16, Prosecutor Office – 85
- Bldg. #17, Administration - 33
- Bldg. #19, Justice Complex – 97 (4th floor has none)
- Bldg. #38, Health Department - 100

SECTION II: AUTOMATIC TEMPERATURE CONTROL SYSTEMS (ATC) & BUILDING AUTOMATION SYSTEMS (BMS) MAINTENANCE, (Cont'd)

Automatic Temperature Control Systems are located as follows:

<u>Bldg. #</u>	<u>Location</u>	<u>System</u>
#1	1 Mott Place	Carrier VVT
#2	2 Mott Place	Carrier VVT
#3	3 Mott Place	Carrier VVT
#15	129 Hooper Ave.	Distech
#16	119 Hooper Ave.	Distech
#17	101 Hooper Ave.	Distech
#19-New Jail	114 Hooper Ave.	Trane
#19-Justice Complex	120 Hooper Ave.	Distech
#20	118 Washington St.	Distech
#25	15 Hooper Ave.	Carrier VVT
#30	152 Chestnut St. (Chestnut Garage)	Carrier VVT
#31	152 Chestnut St. (Vehicle Maintenance)	Johnson
#32A	152 Chestnut St. (Prosecutor's Gun Rm)	Carrier VVT
#33	141 Mapletree Rd.	Carrier VVT
#37	165 Sunset Ave.	Tridium & Carrier VVT (local only)
#38	175 Sunset Ave.	Trane
#39	1623 Whitesville Rd.	Carrier VVT
#40	1959 Route 9	Carrier VVT (local terminal only)
#41	225 4 th Street, Lakewood	KMC (not local, only Supervisor PC)
#42	659 Ocean Ave, Lakewood	Johnson Controls
#52	Rt. 530 & Mule Road, Berkeley	Johnson Controls
#56	Rt. 530 & Mule Road, Berkeley	Trane
#58A	Communications Tower	Tridium
#63	1959 Route 9 (rear), Toms River	Carrier VVT
#91A	200 Volunteer Way, Waretown	Carrier VVT

Building Automation Systems (BMS) Maintenance

Contractor shall upgrade, expand, alter software and graphics as required based on building modifications, alterations, renovations or as requested or required by manufacturer, including collateral accessories.

Controls Software Manufacturers: (At various County locations as detailed below.)

- Carrier
- Johnston Controls
- Trane
- Distech
- Tridium

Contractor shall be trained and approved by manufacturer to work on software systems.

SECTION III – MAINTENANCE WORK

WINTERIZING CHILLER LOOPS

The contractor shall check the chill water loops at buildings #20, 37, 38 for freeze protection level to 0 degrees Fahrenheit and treat with polypropylene glycol as required to maintain protection levels. Supplying of polypropylene glycol shall be on an as needed basis.

<u>Building</u>	<u>Loop Size</u>
#20	490 gallon loop
#37	1240 gallon loop
#38	approx. 250 gallon loop
#56	205 gallon loop (New Terminal)

Provide material pricing for polypropylene glycol on pricing pages. Labor for winterization shall be billed against the hourly rate per section III “Maintenance Work” per applicable department.

SECTION IV – ALTERATION WORK

Alteration Work is separate from the maintenance work as outlined in sections I – III of this bid.

Alteration Work is defined as upgrades or alterations made to existing systems. This work does not include complete new systems installations.

The following Alteration Work labor crafts may be subcontracted by the HVAC contractor provided provisions outlined in paragraph “Subcontracting” of this bid are adhered to.

Alteration Work shall be billed according to the following labor crafts and the contractor shall provide pricing for these labor crafts on the pricing page for section IV.

Labor Crafts:

- Electrician
- Pipefitter
- Sheet Metal
- Mechanical Insulation Installer
- HVAC Mechanic Installer
- Plumber
- Welder

Mechanical Insulation work shall include the demolition/ removal of old insulation, disposal, and installation of new insulation. Excluded is repair of existing work.

SECTION 1 - PRO-ACTIVE INSPECTIONS & PREVENTATIVE MAINTENANCE - MAINTENANCE WORK

BUILDINGS & GROUNDS - LABOR TYPE & HOUR QUANTITIES

TABLE IS TO SHOW HOW THE HOURS ARE DERIVED

UNIT TYPE	1					2			3	4		5	6	7	8	9	10	11		12	13	
	A	A1	A2	A3	A4	B	B1	B2	C	D	D1	E	F	G	H	I	J	K	K1	L	M	
ESTIMATED # OF UNITS PER CLASS	432	380	53	10	2	38	30	5	26	153	153	165	453	91	4	3	27	4	4	308	14	
% OF TIME LABOR (MECHANIC VS. HELPER LEVEL)	M	80%	20%	50%	20%	50%	80%	20%	50%	80%	50%	20%	50%	50%	20%	50%	50%	100%	100%	100%	100%	100%
	H	20%	80%	50%	80%	50%	20%	80%	50%	20%	50%	80%	50%	50%	80%	50%	50%	0%	0%	0%	0%	0%
AVERAGE MINUTES PER UNIT TYPE	120	60	120	60	120	120	60	120	90	90	60	60	60	30	120	30	120	60	60	30	360	
MECHANIC MINUTES	96	12	60	12	60	96	12	60	72	45	12	30	30	6	60	15	120	60	60	30	360	
HELPER MINUTES	24	48	60	48	60	24	48	60	18	45	48	30	30	24	60	15	0	0	0	0	0	
HOURS PER CLASS PER INSPECTION	M	691	76	53	2	2	61	6	5	31	115	31	83	227	9	4	1	54	4	4	154	84
	H	173	304	53	8	2	15	24	5	8	115	122	83	227	36	4	1	0	0	0	0	0
SCH. FREQ	SA	SA	BM	7	**Bi-Wkly	SA	SA	M	Q	SA	SA	A	Q	SA	M	BM	BM	BM	BM	Q	Q	
MULTIPLICATION FACTOR	2	2	6	8	20	2	2	12	4	2	2	1	4	2	12	6	6	6	6	4	4	
TOTAL HRS. PER CLASS PER YEAR	M	1382	152	318	16	40	122	12	60	125	230	61	83	906	18	48	5	324	24	24	616	336
	H	346	608	318	64	40	30	48	60	31	230	245	83	906	73	48	5	0	0	0	0	0
AVERAGE HOURS BY LABOR RATE *	M	4901					** 20 Bi-Weekly + 4 services within A & A1 = 24 in 1-yr * Not to Exceed without written prior advisement															
	H	3133																				

ITEM #29a & b

PARKS DEPARTMENT

TABLE IS TO SHOW HOW THE HOURS ARE DERIVED

UNIT TYPE	1		5	6
SERVICE CLASS	A	A1	E	F
ESTIMATED # OF UNITS PER CLASS	37		21	1
% OF TIME LABOR (MECHANIC VS. HELPER LEVEL)	M	80%	20%	50%
	H	20%	80%	50%
AVERAGE MINUTES PER UNIT TYPE	120		60	60
MECHANIC MINUTES	96		12	30
HELPER MINUTES	24		48	30
HOURS PER CLASS PER INSPECTION	M	59	7	11
	H	15	30	11
SCH. FREQ	SA		SA	A
MULTIPLICATION FACTOR	2		2	1
TOTAL HRS. PER CLASS PER YEAR	M	118	15	11
	H	30	59	11
AVERAGE HOURS BY LABOR RATE *	M	146		
	H	101		

* Not to Exceed without written prior advisement

#29a REGULAR JOURNEYMAN LEVEL HOURS 146 HOURS x \$ /HR. = \$

#29b REGULAR HELPER LEVEL HOURS 101 HOURS x \$ /HR. = \$

LIBRARIES

ITEM # 43a & b

TABLE IS TO SHOW HOW THE HOURS ARE DERIVED

UNIT TYPE	1		2		4		5	6	7	10	12	
SERVICE CLASS	A	A1	B	B1	D	D1	E	F	G	J	L	
ESTIMATED # OF UNITS PER CLASS	46	46	29	29	19	19	21	65	1	2	73	
% OF TIME LABOR (MECHANIC VS. HELPER LEVEL)	M	80%	20%	80%	20%	50%	20%	50%	50%	20%	100%	100%
	H	20%	80%	20%	80%	50%	80%	50%	50%	80%	0%	0%
AVERAGE MINUTES PER UNIT TYPE	120	60	120	60	90	60	60	60	30	120	30	
MECHANIC MINUTES	96	12	96	12	45	12	30	30	6	120	30	
HELPER MINUTES	24	48	24	48	45	48	30	30	24	0	0	
HOURS PER CLASS PER INSPECTION	M	74	9	46	6	14	4	11	33	0	4	37
	H	18	37	12	23	14	15	11	33	0	0	0
SCH. FREQ	SA	SA	SA	SA	SA	SA	A	Q	SA	BM	Q	
MULTIPLICATION FACTOR	2	2	2	2	2	2	1	4	2	6	4	
TOTAL HRS. PER CLASS PER YEAR	M	147	18	93	12	29	8	11	130	0	24	146
	H	37	74	23	46	29	30	11	130	1	0	0
AVERAGE HOURS BY LABOR RATE *	M	617										
	H	380										

* Not to Exceed without written prior advisement

UNIT PRICE

TOTAL PRICE

#43 a REGULAR MECHANIC LEVEL HOURS 617 HOURS x \$ _____ /HR. = \$ _____

#43b REGULAR HELPER LEVEL HOURS 380 HOURS x \$ _____ /HR. = \$ _____