



*Barbara Jo Crea, Director  
Gary Quinn, Deputy Director  
Virginia E. Haines, Commissioner  
John P. Kelly, Commissioner  
Frank Sadeghi, 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***

***2024***

***ADVERTISEMENT DATE: October 30, 2024  
OPENING: November 19, 2024, 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, November 19, 2024 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:

**BARBARA JO CREA**, 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**

Senior Buyer

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

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

**Department:**

Buildings and Grounds, Library, Parks Department

### **Timeline**

<b>Advertising Date</b>	October 30, 2024
<b>Bid Opening Date</b>	November 19, 2024, 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, November 19, 2024.

### **Electronic Bid Submissions**

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

### **Deadline Instructions**

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

### **Completion of all Documents**

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

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

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

### **Right to Reject**

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

### **Bidder Default**

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

### **Indemnity**

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

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

**Specifications**

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

**Bid Security**

NO BID SECURITY

**Performance Bond**

NO PERFORMANCE BOND

**Pricing Proposal**

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

**Pricing**

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

**Payment**

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

**Discrepancy in Pricing**

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

**Award Timeframe**

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

**Equal or Tie Bids**

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

**Tax Exempt**

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

**Equivalent Product**

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

**Quantities**

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

**Delivery of Goods and Services**

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

**American Goods and Products**

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

**Assignment**

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

### **NJ One Call**

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

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

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

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

### **Prevailing Wage & Labor Laws**

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

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

### **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/reasury/revenue/busregcert.shtml>.

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

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

**Pay to Play Requirements**

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

**Statement of Ownership**

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

**Disclosure of Investment Activities in Iran**

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

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

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

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

**Insurance Requirements**

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

**Worker's Compensation**

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

### **Comprehensive General Liability**

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

### **Comprehensive General Liability Details**

Comprehensive Automobile Liability shall include the following:

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

- A. Liability arising out of the ownership, maintenance or use of any auto;
- B. Auto non-ownership and hired car coverage.
- C. Contractor's Worker's Compensation, Comprehensive General Liability and
- D. Comprehensive Automobile Liability arising out of subcontractor's operations shall be identical as that listed above.

### **Proof of Insurance**

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

### **Open Public Records Act (OPRA)**

**\*\* ATTENTION\*\***

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

### **County Cooperative Contract Purchasing System**

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

The IDENTIFIER for this system is:  
**CK-02-OC**

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

Goods and services must be made available without substitution or deviation from specifications, size, features, quality, price or availability as herein set forth. It is understood that orders, if any,

will be placed directly by contracting units, subject to the overall terms of the contract to be awarded by the County of Ocean.

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

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

***Award Method***

Contract will be awarded on a lump sum basis.

## *Specifications and Scope of Work*

### **Scope of Work**

See " Attachments", "Project Documents" for Project Specifications as well as:

## *Intent*

### **CONTRACT TERMS**

The contract shall be 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.

### **BID REVIEW**

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

### **AVAILABILITY OF FUNDS**

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

### **MODIFICATIONS AND WITHDRAWALS**

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

### **USE OF OTHER NAMES AND REFERENCES**

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

### **QUALITY**

The materials and supplies called for herein, shall be the best of their grade and types, prepared according to the best available standards or accepted formulas, and thoroughly tested and subjected to rigid examinations and standardization. Items not meeting these requirements shall be replaced at no cost to the County upon due notice of deficiency.

**WARRANTY**

Manufacturer's warranty shall apply.

**MODEL INFORMATION REQUIRED**

The manufacturer, make or exact models proposed as substitutes shall also be submitted on bidder's letterhead with any proposal contended to be "equivalent."

**AVAILABILITY AND DELIVERY**

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

**TRANSITIONAL PERIOD**

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

**COMPLIANCE TO MINIMUM BID REQUIREMENTS / EQUIVALENT PROPOSALS**

These specifications intend to describe and govern the purchase of a new and unused HEATING, VENTILATING & AIR CONDITIONING MAINTENANCE, SERVICE AND ALTERATION with all accessories as noted herein. The products shall conform to the highest quality of manufacturing and design standards. Any item or items not specifically mentioned herein, but which would be required to produce a complete working unit, shall be supplied by the vendor.

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

**CURRENT BID RESULTS**

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

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

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

## *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.

## ***Mandatory Equal Employment Opportunity***

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

**N.J.A.C. 17:27**

### **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

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

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

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

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

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

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

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

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

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

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

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

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

## ***Security Clearance Form***

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

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

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

## ***Vendor Questionnaire***

### **OpenGov Vendor Account Verification\***

I hereby confirm that I am logged into OpenGov using an account directly associated with the Business Name (and corresponding Tax ID number) as provided in all solicitation documentation. I fully understand that, if awarded a contract with Ocean County, the company information listed in the Contract Information Field will be used for the preparation of all contract documents. *Failure to adhere to these requirements may result in the rejection of this bid.*

Please confirm

\*Response required

### **County Cooperative Contract Purchasing System\***

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

Yes

No

\*Response required

### **DOCUMENTS TO BE EXECUTED\***

Documents include:

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

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

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

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

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

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

\*Response required

**CONTRACT INFORMATION\***

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

\*Response required

**Copy of Bidder's Certificate of Employee Information Report**

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

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

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

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

**If yes, please upload a photocopy of such approval.**

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

**If yes, please upload a photocopy of such certificate.**

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

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

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

**Copy of Bidder's New Jersey Business Registration Certificate**

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

Use this link to verify your company's BRC:

[https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp)

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

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

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

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

**Mandatory Equal Employment Opportunity Statement\***

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

Yes

No

\*Response required

**Americans with Disabilities Act Provisions\***

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

Yes

No

\*Response required

**Public Works Registration Certificate\***

All workers performing public works activities for subcontractors awarded contracts by an energy services company pursuant to this section shall be paid prevailing wages in accordance with the “New Jersey Prevailing Wage Act,” P.L.1963, c.150 (C.34:11-56.25 et seq.). All subcontractors shall comply with the provisions of "The Public Works Contractor Registration Act," P.L.1999, c.238 (C.34:11-56.48 et seq.). Only firms appropriately classified as contractors by the Division of Property Management and Construction shall be eligible to be awarded a contract as a subcontractor of an energy services company under this section for performing public works activities pursuant to regulations adopted by the Division of Property Management and Construction.

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

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

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

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

\*Response required

**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

**Certificate of Insurance**

Please upload your company's certificate of insurance.

**ADDITIONAL DOCUMENTATION**

Please add any additional documentation you wish to be considered here.

**Acknowledgement of Submission of Forms from Current Bid Package\***

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

Please confirm

\*Response required

**Submission of Bid Package\***

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

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

Please confirm

\*Response required

## *Pricing Proposal*

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

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
<b>SECTION I - PREVENTATIVE MAINTENANCE (P.M.)</b>					
<b>BUILDINGS &amp; GROUNDS DEPARTMENT</b>					
1	Regular P.M. Labor Hours - Journeyman	4,901	HR		
2	Regular P.M. Labor Hours - Apprentice	3,133	HR		
3	Material Cost and Mark-Up. For bid purposes assume Preventative Maintenance materials, at \$90,000.00 for a one (1) year term. Calculate total amount of mark-up charges on Parts/Materials by multiplying \$90,000.00 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: (\$90,000.00 by 10% = 9,000.00 or \$90,000.00 by .10 = \$9,000.00) Your Total Mark-up Dollar Amount will be: (\$90,000.00 x _____%) + \$90,000.00 =	1	LS		
4	Refrigerant, various types	10	LB		
<b>PARKS DEPARTMENT - ON-CALL - PREVENTATIVE MAINTENANCE</b>					
5	Regular Labor Hours - Journeyman	100	HR		
6	Regular Labor Hours - Apprentice	50	HR		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
7	Material Cost and Mark-Up. For bid purposes assume Preventative Maintenance materials, at \$20,000.00 for a one (1) year term. Calculate total amount of mark-up charges on Parts/Materials by multiplying \$20,000.00 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: (\$20,000.00 by 10% = 2,000.00 or \$20,000.00 by .10 = \$2,000.00) Your Total Mark-up Dollar Amount will be: (\$20,000.00 x _____%) + \$20,000.00 =	1	LS		
<b>SECTION II - REPAIR SERVICE</b>					
<b>BUILDINGS &amp; GROUNDS DEPARTMENT</b>					
8	Refrigerant, various types	10	LB		
9	Winterizing Chiller Loops price for Glycol Only (As Needed)	2,185	GAL		
10	Allowance for Manufacturer Technicians required for equipment and controls adjustments (direct charge, no contractor mark-ups shall be allowed)	1	LS	\$5,000.00	
11	Regular Labor Hours - Journeyman	6,250	HR		
12	Regular Labor Hours - Apprentice	2,000	HR		
13	Overtime Labor Hours - Journeyman	500	HR		
14	Overtime Labor Hours - Apprentice	50	HR		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
15	Material Cost and Mark-Up. For bid purposes assume repair service materials at \$325,000.00 for a one (1) year term. Calculate total amount of mark-up charges on Parts/Materials by multiplying \$325,000.00 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: (\$325,000.00 by 10% = 32,500.00 or \$325,000.00 by .10 = \$35,500.00) Your Total Mark-up Dollar Amount will be: (\$325,000.00 x _____%) + \$325,000.00 =	1	LS		
<b>PARKS DEPARTMENT</b>					
16	Regular Labor Hours - Journeyman	400	HR		
17	Regular Labor Hours - Apprentice	200	HR		
18	Overtime Labor Hours - Journeyman	40	HR		
19	Overtime Labor Hours - Apprentice	10	HR		
20	Material Cost and Mark-Up. For bid purposes assume repair service 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 10% = 3,300.00 or \$30,000.00 by .10 = \$3,000.00) Your Total Mark-up Dollar Amount will be: (\$30,000.00 x _____%) + \$30,000.00 =	1	LS		
<b>SECTION III - ALTERATION WORK - LABOR RATE &amp; MATERIALS</b>					
<b>ELECTRICIAN</b>					
21	Regular Labor Hours - Journeyman	65	HR		
22	Regular Labor Hours - Apprentice	10	HR		
23	Overtime Labor Hours - Journeyman	10	HR		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
24	Overtime Labor Hours - Apprentice	10	HR		
<b>PIPEFITTER</b>					
25	Regular Labor Hours - Journeyman	50	HR		
26	Regular Labor Hours - Apprentice	10	HR		
27	Overtime Labor Hours - Journeyman	10	HR		
28	Overtime Labor Hours - Apprentice	10	HR		
<b>SHEETMETAL</b>					
29	Regular Labor Hours - Journeyman	50	HR		
30	Regular Labor Hours - Apprentice	10	HR		
31	Overtime Labor Hours - Journeyman	10	HR		
32	Overtime Labor Hours - Apprentice	10	HR		
<b>MECHANICAL INSULATION INSTALLER</b>					
33	Regular Labor Hours - Journeyman	25	HR		
34	Regular Labor Hours - Apprentice	20	HR		
35	Overtime Labor Hours - Journeyman	10	HR		
36	Overtime Labor Hours - Apprentice	10	HR		
<b>HVAC MECHANICAL INSTALLER</b>					
37	Regular Labor Hours - Journeyman	100	HR		
38	Regular Labor Hours - Apprentice	10	HR		
39	Overtime Labor Hours - Journeyman	10	HR		
40	Overtime Labor Hours - Apprentice	10	HR		
<b>PLUMBER</b>					
41	Regular Labor Hours - Journeyman	20	HR		
42	Regular Labor Hours - Apprentice	10	HR		
43	Overtime Labor Hours - Journeyman	10	HR		
44	Overtime Labor Hours - Apprentice	10	HR		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
<b>WELDER</b>					
45	Regular Labor Hours - Journeyman	10	HR		
46	Regular Labor Hours - Apprentice	10	HR		
47	Overtime Labor Hours - Journeyman	10	HR		
48	Overtime Labor Hours - Apprentice	10	HR		
<b>MATERIAL COST &amp; MARK-UP FOR ALTERATION WORK</b>					
49	Material Cost and Mark-Up. For bid purposes assume 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 10% = 6,000.00 or \$60,000.00 by .10 = \$6,000.00) Your Total Mark-up Dollar Amount will be: 60,000.00 x _____%) + \$60,000.00 =	1	LS		
<b>TOTAL</b>					

## **SCOPE OF WORK**

### **QUALITY**

The materials and supplies called for herein, shall be the best of their grade and types, prepared according to the best available standards or accepted formulas, and thoroughly tested and subjected to rigid examinations and standardization. Items not meeting these requirements shall be replaced at no cost to the County upon due notice of deficiency.

### **USE OF THE SITE**

Contractor shall confine operations to those areas designated by the respective Department heads or their Designees. The premises shall be kept free from accumulation of waste materials or other debris caused by Contractor's operations. At the conclusion of work all waste materials, tools and equipment shall be removed 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.

### **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.

### **REGULATIONS**

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

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

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.

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.

## **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**

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.

All quotes for replacement units must be accompanied by an "Equipment Replacement Comparison Checklist" form contained herein which itemizes the specification data for which the County will review for potential incentives and rebates. Acceptance of quoted equipment will be made promptly.

## **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.

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.

No separate travel time will be honored. The labor rate should incorporate all travel costs.

The labor charge should be all inclusive of overhead, profit, shift increases, double time, holiday factors 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.

## **OTHER**

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

## **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.

## **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.)

## **INVOICING**

Separate accounts shall be established, and invoices shall be sent to the Departmental Contacts for that particular department.

One invoice will be generated after all Preventive Maintenance service has been performed for each cycle, except as hereafter noted.

Each service call or additional work request shall generate a separate invoice detailing the labor charge and the parts and materials. Attach materials invoices as per materials paragraph above.

Each invoice shall reference the corresponding bid item number for each separate line item amount billed. All invoices must have matching hours between service tickets and invoice.

Ensure labor and materials line items are correctly referenced per section of work either Section I - Preventive Maintenance or Section II - Service and Maintenance Work.

All invoices shall be submitted in hard copy with attached County issued Work Order and Service Ticket. Indicate on invoice if work is continued under another estimate. Emailed invoices are not permissible.

Invoices not in this format shall be returned for revision.

Complete invoices, once approved and certified by County, shall be processed for payment in accordance with the provisions of Prompt Payment Act.

**No additional charges for vehicle fee, travel, mileage, gas surcharge, etc. are allowed.**

## **SERVICE REPORTS**

Submit a Weekly service report on Friday afternoons. List buildings and identify work performed that week based on work order number.

A final service report including all service activity per work order shall be attached to the appropriate invoice and must include mechanic's work tickets with check-in /check-out time worked at site.

## **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.

## **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 Manufacturer's warranty shall apply if greater.

### **EXCESSIVE EQUIPMENT MALFUNCTIONS**

If the systems maintained under this contract repeatedly malfunction within 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, notwithstanding equipment long lead times, the County may obtain the services of others to resolve the malfunctions.

The contractor shall then be responsible for such costs that shall be either paid for by the contractor, or withheld from contractor's subsequent invoice, or by measures so authorized by the County.

### **COORDINATION**

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 or designee; and Parks & Recreation Department Director.

The contractor shall provide supervision of his sub-contractor's 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. Contractor shall provide coordination, support and integration with independent controls contractor hired by the County to work with this contract. Both teams shall cooperate to produce a fully operational system.

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

### **GENERAL CLASSIFICATIONS OF WORK**

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 - Preventative Maintenance**
- **Section II – Repair Service – 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 III – Alteration Work – Labor & Materials**

### **STAFFING AND WORKMEN TEAMS**

The County expects the level of Contractor staffing to fulfill the County workload at any given time. At no time shall work backup due to lack of staffing. The contractor shall assign sufficient manpower to this contract at all times.

**STAFFING AND WORKMEN TEAMS**

During summer months a minimum of three (3) journeymen shall be assigned to Ocean County for this contract.

No more than one (1) apprentice shall be assigned to this contract at any given time without advanced approval.

Journeymen are expected to perform work independent of an apprentice and vice versa based on the task performed. Two-man teams are permissible based on safety or degree of difficulty of the work for a major repair or alteration work and shall be authorized in advance.

County reserves the right to alter teams of Journeymen and/or Apprentices as deemed in its best interest.

**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 technicians for use in field. These mini-plans are essential to know where units are located.

**SECTION I: PREVENTATIVE MAINTENANCE**

**GENERAL PREVENTATIVE MAINTENANCE SCOPE**

Parks Department will require only one (1) Annual pro-active inspections and preventive maintenance service completed by Mid-September.

When conducting preventive maintenance, the Contractor shall generate a preventive maintenance checklist, which shall be submitted with the service report. The checklist shall enumerate each item checked as well as the conditions found, including voltage, amperage, pressure, flow, temperature, alignment, rpm's, vibration, operability, and so forth as appropriate.

All deficiencies and abnormalities shall be reported to the departmental contacts in writing after such observations.

After first Preventive Maintenance service compile and submit to County a summary of the type, size, and quantity of filters used in each unit.

**MANUFACTURER'S SPECIALIZED ASSESSMENT**

The following shall be performed **ANNUALLY** for **ALL** DX refrigerant cooled RTU's, Split Package, Self-Contained A/C, Chillers; and Water cooled AHU's hydronic HVAC units, CRAC, and Lab Hoods: Contractor **shall**:

- 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. Training shall be of sufficient time as required.

Failure to perform this specialized assessment will result in a Vendor Compliant against the Contractor.

**WINTERIZING CHILLER LOOPS**

Perform no later than December 1<sup>st</sup>.

Check the chill water loops at the following buildings for freeze protection level to 0 degrees Fahrenheit and treat with polypropylene glycol as required to maintain protection levels.

<u>Building</u>	<u>Approx. Loop Size</u>
#15	490 gallon loop
#20	490 gallon loop
#37	1240 gallon loop
#38	250 gallon loop
#56	205 gallon loop

**SERVICE BY UNIT TYPE:**

Perform Preventive Maintenance in accordance with manufacturer recommendations and as follows for all:

Unit Type 1: **HVAC (DX) Systems** (RTU, Split Systems, SCA/C, DX chillers) refrigerant cooling;

Unit Type 2: **HVAC Hydronic Systems** (AHU), water heating and cooling;

Unit Type 3: **Heat Pumps**

Unit Types 1,2 & 3 are to be serviced **QUARTERLY**

Apprentice to perform:

1. Replace air filters.
2. Replace belts as needed.
3. Clean condensate pans thoroughly, install new treatment tablet.
4. Check for any mold and/or mildew contamination.  
Report findings to County's Buildings & Grounds Superintendent or designee.

Journeyman to perform:

1. Check all ductwork for loose or broken connections, repair any abnormalities found, and record work performed.
2. Check all damper motors for proper stroke, adjust as required to ensure proper operation with no binding.
3. Check all linkages, adjust as needed and replace badly worn units.
4. Clean all debris from equipment housing.
5. Clean electric heating coils, once per year, with soapy water and air dry with compressed air where applicable on RTU/AHU units during
6. Check electric current drawn by heating coils after the coils have been thoroughly cleaned and compare the ratings versus actual readings.
7. 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.
8. Tighten all electrical connections.

Following are for RTU/AHU/Heat Pumps as where are applicable

9. Blow out control cabinets with compress air.
10. Check all electrical and equipment covers are in place and in good condition. Replace as require.
11. Check supply and condenser fan motors or return air booster fan motor (where applicable), lubricate as required, check bearings for noise, fan blades for clearance, etc.
12. 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.
13. Check all fuses for proper sizes and overload ratings. Replace as required.
14. Check refrigerant charge, if low, find and repair leak, and recharge system.
15. Test condensate lines and pumps to ensure full function.

Notate on service ticket each units' suction and discharge pressures, amperage rating and amperage readings, ambient air temperatures, air range, temperature difference of AC outlet air vs. room temperature

**SERVICE BY UNIT TYPE:**

**Unit Type 4: Hydronic Fan Coil Units:**

To be serviced **BI-ANNUALLY**

1. Do not replace air filters – will be performed by County.
2. Check all dampers and damper motors for proper stroke and operation without binding, adjust as required.
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.
7. Blow out control cabinets with compress air.
8. Clean the squirrel cage fan's curved blades, wire brush and vacuum debris.
9. Check valves operation with controls and verify operations.

**Unit Type 5: Electric Heaters:**

To be serviced **ANNUALLY**

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.
3. Tighten all electrical connections.
4. blow out control cabinets with compress air.
5. Check operation of controls and verify they work properly.  
Helper shall perform all the above tasks.

**Unit Type 6: Fans of Various types:**

To be serviced **ANNUALLY**

1. Check amperage on 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

**Unit Type 7: AirMATION Filtration System:**

To be serviced as per indicator light which is typically every three (3) years

1. 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) and
2. Replace HEPA and carbon filters

**SERVICE BY UNIT TYPE:**

**Unit Type 8: Electrostatic Precipitators, Air Exchangers, Energy Recovery Ventilators:**

To be serviced **MONTHLY**

1. Wash cells and blades
2. Vacuum filters, housings, interior of dust and debris, including fan blades
3. Inspect the ducts of the air exchanger to ensure they are clean and clear
4. Inspect fans of the air exchanger ensure and verify they work properly
5. Clean and check core of the exchanger control ensuring it's not obstructed
6. Check the balance of airflow
7. Check plates, wires, tubes, realign, smooth, repair or replace as required
8. Inspect and clean ductwork as needed

**Unit Type 9: Humidifier Canisters:**

To be serviced **QUARTERLY**

Bldg. #19

1. Replace humidifier canisters. Eleven (11) canisters are 8 feet above floor. Three (3) canisters are 13 feet above floor that require scaffolding or man lift. New Jail locations are mainly in electrical closets.

**Unit Type 10: Computer Room Air Conditioners (CRAC):**

To be serviced **QUARTERLY**

1. Replace air filters
2. Replace belts as needed

Note: If unit is not operating all repair parts not readily available shall be overnight shipped

**Unit Type 11: Lab Hoods:**

To be serviced **ANNUALLY**

1. Replace air filters
2. Replace belts
3. Check air flow meter readings and record
4. Make required adjustments to maintain design air flow

**Unit Type 12: Terminal Units (VAV):**

Frequency shall be upon request, as needed. And shall be coordinated in advance and serviced as a project.

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,
7. Blow out control cabinet with compressed air
8. Clean the squirrel cage fan's curved blades, wire brush and vacuum debris
9. Check valves operation with controls and verify proper operation

## **SECTION II – REPAIR SERVICE**

Contractor shall perform repairs that are necessary to ensure that the heating, ventilating, and air conditioning systems operate in accordance with the manufacturer’s specifications.

All maintenance and repairs shall be provided in accordance with the highest standards of the industry, skill, workmanship, applicable trade practices, shall meet warranties and be in conformance to all applicable laws, codes and regulations.

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.

Buildings & Grounds: For repairs greater than \$3,000.00 identified during after-hours or emergency call-ins, the Buildings & Grounds department head or their authorized representative shall be contacted at (732) 929-2039 for advisement and approval.

Parks Department: For repairs greater than \$250.00, contact the Parks Department Director or their authorized representative at (732) 506-9090 approval.

All quotes for replacement units must be accompanied by an “Equipment Replacement Comparison Checklist” form contained herein which itemizes the specification data for which the County will review for potential incentives and rebates. Acceptance of quoted equipment will be made promptly.

## **SECTION III – ALTERATION WORK**

Alteration Work is separate from the Maintenance Work as outlined in section II of this bid. Such terms are as defined in above section titled “General Classifications of Work”.

The Contractor may engage qualified subcontractors to perform specific alteration work under this bid, provided that all subcontractors meet the necessary qualifications and standards outlined in the bid documents.

The Contractor shall ensure that all subcontractors are fully informed of the project requirements and adhere to all specifications, timelines, and quality standards set forth in the bid. The Contractor remains fully responsible for the performance and actions of any subcontractor, including compliance with applicable laws and regulations.

The Contractor shall be responsible for coordinating the activities of all subcontractors to ensure that the alteration work is completed efficiently and effectively, minimizing disruption to ongoing operations.

All subcontractors must adhere to the safety standards and practices outlined in the bid documents. The Contractor shall ensure that subcontractors are trained in safety procedures and that they comply with all relevant occupational safety regulations.

Alteration work labor crafts may be subcontracted by the HVAC contractor; however, work performed under Sections II or III, which pertains to Maintenance, must not be subcontracted under any circumstances.

**ALTERATION WORK PAY ITEMS**

Alteration Work shall be billed according to the following labor crafts listed on the pricing page.

Labor Crafts:

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

PREVENTATIVE MAINTENANCE SCHEDULE												
Buildings & Grounds												
Unit Type	Quantity & Frequency											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Type #1 HVAC (DX) Systems</b> # Units to be Serviced - QUARTERLY			429			429			429			429
<b>Type #2 HVAC Hydronic (AHU)</b> # Units to be Serviced - QUARTERLY			39			39			39			39
<b>Type #3 Heat Pumps</b> # Units to be Serviced - QUARTERLY			27			27			27			27
<b>Type #4 Hydronic Fan Coil Units</b> # Units to be Serviced – BI-ANNUALLY				153							153	
<b>Type #5 Electric Heaters</b> # Units to be Serviced – ANNUALLY										167		
<b>Type #6 Fans</b> # Units to be Serviced – ANNUALLY	449											
<b>Type #7 AirMATION Filtration System</b> 13 Units to be Serviced – On call, As noted in specifications	*											
<b>Type #8 Electrostatic Precipitators, Air Exchangers, Energy Recovery Ventilators</b> # Units to be Serviced – MONTHLY	12	12	12	12	12	12	12	12	12	12	12	12
<b>Type #9 Humidifier Canisters</b> # Units to be Serviced - QUARTERLY		14			14			14			14	
<b>Type #10 Computer Room Air Conditioners (CRAC)</b> # Units to be Serviced - QUARTERLY		27			27			27			27	
<b>Type #11 Lab Hoods</b> # Units to be Serviced – ANNUALLY		4										
<b>Type #12 Terminal Units (VAV)</b> 406 Units to be Serviced – On call, As noted in specifications	*											

**PREVENTATIVE MAINTENANCE PERFORMANCE CHART**

**Buildings & Grounds and Parks Department**

BLDGS #	BUILDING & GROUNDS LOCATIONS - ADDRESS	DX	AHU	HP	FC	EH	FAN	AirMA TION	EP, AE	HC	CRAC	LH	TU
		1	2	3	4	5	6	7	8	9	10	11	12
		Q	Q	Q	B-A	A	A	*	M	Q	Q	A	*
		A: Annual B-A: Bi-Annual 2x/Yr Q: Quarterly M: Monthly * = As noted											
1	1 Mott Place	2					4						13
2	2 Mott Place	2					4						11
3	3 Mott Place	2					4						12
4	206 Court House Lane	6					4						
5	5 Mott Place	5					3						
6	6 Mott place		4				1						
7	7 Hadley Ave	3					8						
8	110 Lehigh Ave, Lakewood	5					4						
9	VFW	2											
11	213 Washington Street	13		2		2	8				2		
12	44 Hadley Ave	2											
13	16 Madison Ave (#1)	2											
14	129 Hooper Ave (rear)	2				4							
15	129 Hooper Ave		1				8						74
16	119 Hooper Ave	8				2	8						33
17	101 Hooper Ave	2	2		92	10	12				2		8
18	212 Washington Street												
19	120 Hooper Ave (OLD JCPX)	7	5	1		42	22						
19	114 Hooper Ave (NEW JAIL)	37	4		7		25			14	14		74
20	118 Washington Street	51	11	6	53	4	40				2		8
24	125 Washington Street			14		2	7						
25	15 Hooper Ave	4					4						
27	14 Hooper Ave	1					1						
28	100 Water Street	3					2						
29	615 Freemont, Jackson	2				2	3						
30	152 Chestnut Street	3				1	4						
30A	pole barn												
31	152 Chestnut Street	16					22						
31A	152 Chestnut Street							10					
31B	152 Chestnut Street						5						
32	152 Chestnut Street	2		1			3						
32A	152 Chestnut Street	4											
33	141 Maple Street	6					5						14
34	141 Maple Street	2											
34A	53 Maple Street	2											
35	152 Chestnut Street					4							
36	155 Sunset Ave	19				12	7						
37	165 Sunset Ave	5	8				21						15
38	175 Sunset Ave	33	1			25	16						110
38A	175 Sunset Ave	1					1						
39	1623 Whitesville Road	3				2	6						6
40	1959 Rte #9	3					3						
41	225 4th Street Lakewood	12				6	3		2				



**PREVENTATIVE MAINTENANCE PERFORMANCE CHART**

**Buildings & Grounds and Parks Department**

BLDGS #	BUILDING & GROUNDS LOCATIONS - ADDRESS	DX	AHU	HP	FC	EH	FAN	AIRMA TION	EP, AE	HC	CRAC	LH	TU
		1	2	3	FC	5	6	7	8	9	10	11	12
		Q	Q	Q	B-A	A	A	*	M	Q	Q	A	*
A: Annual B-A: Bi-Annual 2x/Yr Q: Quarterly M: Monthly * = As noted													
89	Princeton Ave, Brick	1				6							
90	Mantoloking Rd, Mantoloking	2		1	1		1						
91	200 Volunteer Way, Waretown	7				6	5						
91A	200 Volunteer Way, Waretown	1				1	1						
91B	200 Volunteer Way, Waretown					1	2						
93	O.C. Park, Rt 88 Lakewood					2	4						
94	1027 Hooper Ave, Bldg #2	5				7	1						
95	800 Towbin Ave, Lakewood	2				2	4						
96	138 Chestnut Street	9					4				2		
96A	138 Chestnut Street	1											
97	O.C. Mall, Hooper Ave	1					2						
100	Sea Ave (Rt 35N), Pt Pl Bch	1					2						
101	Bay Ave Barnegat	2											
102	Red Oak Grove Rd, Manchester	2					2						
103	120 Lakeside Dr, Tuckerton	2					2						
104	360 Haywood Rd, Stafford	5				3	6		8				6
105	379 Haywood Rd, Stafford	1					2						
106	Haywood Rd, Stafford	1				1	1						
107	379 Haywood Rd, Stafford	1					8						
109	379 Haywood Rd, Stafford	2					9						
113	379 Haywood Rd, Stafford	1					13						
114	379 Haywood Rd, Stafford	2					3						
115	333 Haywood Rd, Stafford	1					2						
116	179 So. Main St, Manahawkin	4				4	2						
116A	179 So. Main St, Manahawkin	3											
117	379 Haywood Rd, Stafford	1											
118	379 Haywood Rd, Stafford (Trailer)	2											
119	Ridgeway Blvd, Manahawkin	2											
120	150 Cedar Run Dock Rd West Creek	2											
121	44 R. Kennedy Blvd, Lacey	2											
122	255 Mantoloking Road, Brick	2											
123	30 Don Conner Blvd, Jackson	2											
124	2820 Ridgeway Blvd, Manchester	1	2				14						5
124A	2820 Ridgeway Blvd, Manchester	1				3					2		
124B	2820 Ridgeway Blvd, Manchester												
124C	2820 Ridgeway Blvd, Manchester												
124D	2820 Ridgeway Blvd, Manchester												
124E	2820 Ridgeway Blvd, Manchester					1							
125	2820 Ridgeway Blvd, Manchester	2					12						
		431	43	33	157	177	461	27	28	32	47	26	430

**PREVENTATIVE MAINTENANCE PERFORMANCE CHART**

**Buildings & Grounds and Parks Department**

BLDGS #	PARKS DEPARTMENT LOCATIONS	DX	AHU	HP	FC	EH	FAN	WU	EP	D/H	CRA C	LH	TU
		1	2	3	4	5	6	7	8	9	10	11	12
<b>PARKS ON-CALL BASIS</b>													
P4	Ocean County Park Rt. 88 Lakewood					3							
P5	Ocean County Park Rt 88 Lakewood					3							
P13	Ocean County Park Rt. 88 Lakewood	1											
P14	Ocean County Park Rt. 88 Lakewood	1											
P18	Ocean County Park Rt. 88 Lakewood	1											
P19	Ocean County Park Rt. 88 Lakewood	7											
P29	Lake Shenandoah Park Rt. 88, Lakewood					3							
P42	Beaver Dam Park Bridge Ave. Pt. Pleasant					3							
P32	Forge Pond Golf Course Chambers Bridge Rd.	1				4							
P33	Forge Pond Golf Course Chambers Bridge Rd.					3							
P49	Patriots Park Bowman Rd. Jackson	2											
P56	Cattus Island Cattus Island Blvd., Toms River	1											
P89	Wells Mills Park, Rt 532, Ocean Twp		4			10							
P91	Wells Mills Park, Rt 532, Ocean Twp	1				1							
P94	Cloverdale Farm County Park Cloverdale Rd., Barnegat	1											
P116	Atlantis County Golf course Country Club Blvd. Little Egg Harbor	2											
P115	Atlantis County Golf course Country Club Blvd. Little Egg Harbor	2					1						
P108	"Tip" Seaman County Park Lakeside Dr., Tuckerton	1											
P107	"Tip" Seaman County Park Lakeside Dr., Tuckerton					8							
P125	Jakes Branch Cty Pk Maint. Shop Double Trouble Rd., Beachwood	1											
P129	Rail Trail, Lighthouse Dr., Waretown	1											
P50	Parks Administration	3											
P53	Cattus Island Nature Center	5											
P95	Cloverdale Farm County Park, Nature Center, Cloverdale Rd., Barnegat	1											
P105	Freedom Fields County Park	1				1							
P124	Jakes Branch Cty Pk Nature Center	4											
		37	4	0	0	39	1	0	0	0	0	0	0



# EQUIPMENT REPLACEMENT COMPARISON CHECKLIST

THIS FORM IS USED TO INVESTIGATE ANY POTENTIAL INCENTIVES OR REBATES AVAILABLE

## PROVIDE PRIOR TO PURCHASE:

O.C. NAME (#1 below)	Bldg. #	Unit/Tag #
UNIT TYPE	<input type="checkbox"/> RTU <input type="checkbox"/> AHU <input type="checkbox"/> BOILER <input type="checkbox"/> CHILLER <input type="checkbox"/> PUMP <input type="checkbox"/> TOWER <input type="checkbox"/> FCU <input type="checkbox"/> UV <input type="checkbox"/> OTHER	
	OLD	NEW
CAPACITY (#2 below)		
VOLTAGE		
AMPERAGE		
SEER RATING OR EFFICIENCY		
MOTOR HORSEPOWER		
AREA OR SYSTEM SERVED (#3 below)		
IS THIS EQUIPMENT CONTROLLED BY THE BMS	Y   N CIRCLE	Y   N CIRCLE

**ATTACH O.E.M. SPECIFICATION SHEET**

**Provide Photos of Nameplate to verify information**

- (1) Bldg # and Unit/Tag # referenced by OC for Maintenance and record keeping
- (2) TONS-GPM/TDH-BTU-HP-BHP-CFM
- (3) If the above component is being replaced as part of a system replacement, the system in its entirety must be evaluated for performance and efficiency

## PROVIDE AT COMPLETION OF WORK:

**Utility bill associated with the facility** (Ocean County responsibility)

**Invoice which includes:**

- Breakdown of Material + Labor
- Installation Date or Project Substantial Completion certificate

LIGHTING PROJECTS will also need the following:

**Existing Lighting Description (Model #, Wattage, Qty, install location by room/building)**

**Proposed Lighting Description (Model #, Wattage, Qty, install location by room/building)**

\_\_\_\_\_  
PERSON COMPLETING THIS FORM                      DATE                      COMPANY/ DEPARTMENT

**OCEAN COUNTY BUILDING LIST**

Effective 10/21/2024

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

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

Effective 10/21/2024

<b>BLDG#</b>	<b>OCCUPANT</b>	<b>LOCATION</b>
35A	Bridge Dept: Pole Barn	152 Chestnut Street, Toms River
36	J.I.N.S. Bldg.	155 Sunset Avenue, Toms River
37	Juvenile Detention Center	165 Sunset Avenue, Toms River
38	Health Department	175 Sunset Avenue, Toms River
38A	Red Cross Trailer	175 Sunset Avenue, Toms River
39	Agricultural Bldg.	1623 Whitesville Road, Toms River
39A	Storage Shed	1623 Whitesville Road, Toms River
40	PIC Building	1959 Route 9, Toms River
41	Northern Resource Center	225 4th Street, Lakewood
42	Police Academy	O.C.Park, 659 Rte.88, Lakewood
43	Security Building	O.C.Park, 659 Rte.88, Lakewood
43A	Security Building: Bike Garage	O.C.Park, 659 Rte.88, Lakewood
44	Lakewood Road Dept. Garage	1300 Kennedy Blvd., Lakewood (off Hermosa Drive)
44A	Lakewood 911 Tower	1300 Kennedy Blvd., Lakewood (off Hermosa Drive)
45	Jackson Road Dept. Garage	38 Don Connor Boulevard, Jackson
46	Plumsted Road Dept. Garage	273 Lakewood Road, New Egypt (Plumsted)
46A	Plumsted 911 Tower	273 Lakewood Road, New Egypt (Plumsted)
46B	Plumsted Truck Wash	273 Lakewood Road, New Egypt (Plumsted)
47	Lacey Road Dept. Garage	Rte. 530 Dover & Mule Road, Berkley
47A	Lacey Truck Wash	Rte. 530 Dover & Mule Road, Berkley
47B	Lacey Salt Dome	Rte. 530 Dover & Mule Road, Berkley
49	Ship Bottom Road Dept. Garage	6th & Barnegat Avenue, Ship Bottom
50	Parks Dept: Administration Bldg	1198 Bandon Road, Toms River
52	OEM: Office of Emergency Management	O.C. Air Park Airport Road & Mule Road, Berkeley Township
53	CSI: Laboratory Building	144 Chestnut Street, Toms River
54	Airpark Maintenance Hangar	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
55	Airpark Paint Shop Hangar	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
56	Airpark Terminal	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
56A	Airpark Pump House	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
57	Airpark T-Hangar - has sign 'A' on hangar	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
58	CSI: Detectives Building	146 Chestnut Street, Toms River
58A	Toms River 911 Tower	146 Chestnut Street, Toms River
60	Central Supply Warehouse & Archives	138 Chestnut Street, Toms River

<b>OCEAN COUNTY BUILDING LIST (CONT'D)</b>		
<b>Effective 10/21/2024</b>		
<b>BLDG#</b>	<b>OCCUPANT</b>	<b>LOCATION</b>
61	B&G: Maintenance/ Paint Shop	156 Chestnut Street, Toms River
62	Little Egg Harbor Library	290 Mathistown Rd., Little Egg Harbor
63	Transportation	(rear) 1959 Rte. 9, Toms River
64	Mosquito Commission	784 W Bay Avenue, Barnegat
64A	Mosquito Commission: 911 Tower	784 W Bay Avenue, Barnegat
64B	Mosquito Commission Vehicle Garage	785 W Bay Avenue, Barnegat
64C	Mosquito Commission Hangar	785 W Bay Avenue, Barnegat
65	B&G Warehouse	162 Chestnut Street, Toms River
66	Guard House	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
67	Vacant	102 E Water Street, Toms River
68	Northern Recycling Garage	535 South Oberlin Avenue, Lakewood
68A	Wash Pad Bldg.	535 South Oberlin Avenue, Lakewood
68B	Vehicle Storage Bldg	535 South Oberlin Avenue, Lakewood
68C	Single Stream Bldg (contractor run)	800 Towbin Avenue, Lakewood
68D	Recycling Operator Offices (contractor run)	800 Towbin Avenue, Lakewood
68E	Scale House	800 Towbin Avenue, Lakewood
68F	Commingled Bldg. (contractor run)	800 Towbin Avenue, Lakewood
68G	Supervisors Bldg.	800 Towbin Avenue, Lakewood
68H	Paint Shelter Bldg.	800 Towbin Avenue, Lakewood
69	Pt. Pleasant Library	834 Beaver Dam Road, Pt. Pleasant
70	Long Bch Island Library	217 S Central Ave, Surf City
71	Manchester Library	21 Colonial Dr., Lakehurst
72	Brick Library	301 Chambersbridge, Brick
73	Stafford Library	129 N Main Street, Manahawkin
74	Berkeley Library	30 Station Road, Berkeley
75	Upper Shore Area Library	112 Jersey City Avenue, Lavallette
77	Whiting Reading Ctr (leased bldg)	400 Lacey Road, Store #5, Whiting
78	Barnegat Library	112 Burr, Barnegat
80	Plumsted Library (leased bldg)	119 Evergreen Road, Plumsted Twp.
81	Pt. Pleasant Beach Library (leased bldg)	710 McLean Avenue, Pt. Pleasant Beach
82	Tuckerton Library (leased bldg)	380 Bay Avenue, Tuckerton
83	Waretown Library	112 Main Street, Waretown
84	Airpark T-Hangars -has sign 'BA' on hangar	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
85	Airpark T-Hangars -has sign 'BB' on hangar	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
86	Lacey Library	10 E. Lacey Rd, Forked River
87-C	Airpark T-Hangars	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
87-D	Airpark T-Hangars <i>NOT COUNTY OWNED</i>	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.

<b>OCEAN COUNTY BUILDING LIST (CONT'D)</b>		
<i>Effective 10/21/2024</i>		
<b>BLDG#</b>	<b>OCCUPANT</b>	<b>LOCATION</b>
87-E	Airpark T-Hangars	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
88	Airpark Maintenance Hangar <i>NOT COUNTY OWNED</i>	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
88A	Airpark Storage Hangar <i>NOT COUNTY OWNED</i>	RJ Miller Air Park Rte. 530 & Mule Road, Berkeley Twp.
88B	Airpark Hangar - NOT SERVICED BY COUNTY	Airpark Storage Hangar
89	Beaverton Bridge House (Bridge #2)	Princeton Avenue, Brick
90	Mantoloking Bridge House (Bridge #6)	Mantoloking Road, Mantoloking
91	Fire & First Aid Training Center	200 Volunteer Way, Waretown
91A	Fire / First Aid: Control Tower	200 Volunteer Way, Waretown
91B	Fire / First Aid: Pump House	200 Volunteer Way, Waretown
92	Lakewood Library	301 Lexington Avenue, Lakewood
93	Cultural & Heritage	O.C.Park, 689 Rte. 88, Lakewood
94	Ocean County Resource Center	1005 Hooper Avenue, Toms River
94-#2	One-Stop Center - Veterans Bureau/Office on Aging/Human Services/Consumer Affairs (OC bldg)	1027 Hooper Ave., Bldg. #2, Toms River
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	138 Chestnut Street, Toms River
97	County Connection: O.C. Mall (leased)	1201 Hooper Avenue, Toms River
97A	County Connection: Bus	1201 Hooper Avenue, Toms River
98	Jackson Library	2 Jackson Drive, Jackson
99	Beachwood Library (leased bldg)	126 Beachwood Blvd., Beachwood
100	Pumping Station (Anthony Verlingo 732-241-5617) averlingo@brickmua.com	Ocean Ave & Rte. 35, Point Pleasant Beach
101	Barnegat 911 Radio Tower	1001 W. Bay Ave., Barnegat
102	Pasadena 911 Radio Tower	Red Oak Grove Road, Manchester
103	Tuckerton 911 Radio Tower	120 Lakeside Drive, Tuckerton
104	Southern Animal Shelter	360 Haywood Road, Stafford
105	Solid Waste Garage	379 Haywood Road, Stafford
106	Office: Cty Clerk/Transportation	379 Haywood Road, Stafford
107A	Vehicle Services Garage	379 Haywood Road, Stafford
107B	Vehicle Services Truck Wash	379 Haywood Road, Stafford
108	Road Department Salt Barn	379 Haywood Road, Stafford

<b>OCEAN COUNTY BUILDING LIST (CONT'D)</b>		
<b>Effective 10/21/2024</b>		
<b>BLDG#</b>	<b>OCCUPANT</b>	<b>LOCATION</b>
109	Manahawkin Road Dept. Garage	379 Haywood Road, Stafford
110	Road Dept Southern Storage Barn	379 Haywood Road, Stafford
111	Road Dept Sweeper Barn	379 Haywood Road, Stafford
112	Road Dept Pole Barn	379 Haywood Road, Stafford
113	Southern Recycling Transfer Facility	379 Haywood Road, Stafford
114	SWM Office & Scale House	379 Haywood Road, Stafford
115	Bd. Of Social Services Bldg-.OC_WIC bottom left	333 Haywood Road, Stafford
116	Southern Service Center: Hall	179 South Main Street, Manahawkin
116A	Southern Service Center: Offices Surrogate & County Clerk	179 South Main Street, Manahawkin
117	Southern Recycling Facility Storage Building	379 Haywood Road, Stafford
118	Southern SOG Narcotics Trailer (next to 114)	379 Haywood Road, Stafford
119	911 Tower (Generator)	Ridgeway Blvd., Manchester
120	911 Tower (Generator)	150 Cedar Run Dock Road, West Creek
121	911 Tower (Generator)	44 R. Kennedy Blvd., Lacey
122	911 Tower (Generator)	255 Mantoloking Road, Brick
123	911 Tower (Generator)	30 Don Conner Blvd., Jackson
124	Manchester Garage/Offices	2820 Ridgeway Blvd., Manchester
124A	IT Data Center Manchester (DR Site)	2820 Ridgeway Blvd., Manchester
124B	Salt Dome Manchester	2820 Ridgeway Blvd., Manchester
124C	Pole Barn Manchester	2820 Ridgeway Blvd., Manchester
124D	Storage Building Manchester	2820 Ridgeway Blvd., Manchester
124E	Attendant Booth Manchester	2820 Ridgeway Blvd., Manchester
125	Transportation Building, Vehicle Service & Office	2820 Ridgeway Blvd., Manchester
130	OC Sheriff's Law Enforcement Training Center	1535 Route 539, Little Egg Harbor