



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

Jennifer L. Bowens, Purchasing Agent

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

BID

ROOFING, SIDING AND GUTTER MAINTENANCE SERVICES

2025

ADVERTISEMENT DATE: December 17, 2025

OPENING: January 6, 2026, 11:00 am

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

Notice to Bidders

NOTICE IS HEREBY GIVEN that sealed bids for the furnishing and delivery of **ROOFING, SIDING AND GUTTER MAINTENANCE SERVICES** for the County of Ocean, will be received by the Purchasing Agent of the County of Ocean on **Tuesday, January 6, 2026** at **11:00 am**, prevailing time.

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

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

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

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

Signed:

JOHN P. KELLY, Director

JENNIFER L. BOWENS, Purchasing Agent

Contact Information and Project Timeline

Summary

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

Contact Information

For further information regarding these specifications, contact

Jessica Hannold

Assistant Purchasing Agent

Email: jhannold@co.ocean.nj.us

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

Department:

Buildings and Grounds

Timeline

Advertising Date	December 17, 2025
Bid Opening Date	January 6, 2026, 11:00am Administration Building, 101 Hooper Ave., Room 119, Toms River, NJ, 08753

Important Instructions for Electronic Submittal

Instructions for Electronic Bid Submission

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

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

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

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

Follow the instructions to submit the electronic bid.

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

Instructions to Bidders

Bid Opening

All bids will be opened publicly in the Administration Building, Room 119, 101 Hooper Avenue, Toms River, New Jersey, commencing at 11:00 am, prevailing time on Tuesday, January 6, 2026.

Electronic Bid Submissions

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

Deadline Instructions

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

Completion of all Documents

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

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

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

Right to Reject

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

Bidder Default

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

Indemnity

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

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

Specifications

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

Bid Security

NO BID SECURITY

Performance Bond

NO PERFORMANCE BOND

Pricing Proposal

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

Pricing

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

Payment

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

Discrepancy in Pricing

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

Award Timeframe

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

Equal or Tie Bids

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

Tax Exempt

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

Equivalent Product

When offering an equivalent product, the bidder must clearly specify any variations from the stated specifications, regardless of how minor. The County will determine whether the proposed item meets or exceeds the specified product based on its quality, performance, and suitability for the intended use. Where equivalent equipment is offered, the County will determine if the proposed item is equal to or better than specified.

Evaluation

In addition to pricing, evaluation will include an assessment of quality, adherence to specifications, suitability for the County's needs, delivery terms, and warranty provisions. If no deviations from the specifications are noted, the bid will be assumed to be fully compliant with the stated requirements.

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.

BUY AMERICAN PROVISION - FOOD RELATED CONTRACTS

In accordance with 7 CFR 210.21(d) and USDA Memo SP 38-2017, all food and food service products provided under this contract must be domestic. Products must be either 100% domestic or contain more than 51% domestic agricultural components by weight or volume. Exceptions are permitted only when the item is not available domestically in sufficient quantity/quality or when competitive pricing shows domestic products are significantly higher in cost. Any exception requests must be submitted in writing and approved by the SFA prior to purchase.

No 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.

Statement of Ownership

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

Disclosure of Investment Activities in Iran

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

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

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

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

Insurance Requirements

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

Worker's Compensation

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

Comprehensive General Liability

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

Comprehensive General Liability Details

Comprehensive Automobile Liability shall include the following:

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

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

Proof of Insurance

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

Certificate of Insurance

Upon contract award, when a Certificate of Insurance is required, it shall be provided to Ocean County listing the County as an additional insured, as follows:

County of Ocean, 101 Hooper Avenue, P.O. Box 2191, Toms River, NJ 08754-2191

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. The County reserves the right to award up to three (3) contracts.

Specifications and Scope of Work

SCOPE OF WORK

See "Attachments", "Project Documents" for detailed specifications.

Intent

CONTRACT TERMS

The contract shall be two (2) years from date of award, or until delivery is complete unless otherwise stated. The County reserves the right to extend the term of the contract pursuant to N.J.S.A. 40A:11-15.

INTENT

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

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.

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.

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)

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/firmContact.aspx>. Please be advised that no one will be allowed access to the site without prior approval using the Security Clearance Application.

Contractor's access to the premises will be restricted and regulated by the owner, since the facility partially serves as an active county correctional facility. Contractor's staff must wear photo identification displaying the company name and employee on their person when performing work at any County building. All personnel or agent 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.

DOCUSIGN WORKS BEST IN THE GOOGLE CHROME BROWSER

[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, contact phone number and the 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

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.

DOCUSIGN WORKS BEST IN THE GOOGLE CHROME BROWSER

[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

ROOFING, SIDING AND GUTTER MAINTENANCE SERVICES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
PREVAILING WAGE RATES - Labor (Emergency Repair)					
1	Mechanic's Rate - Regular Working Hours	1,000	HR		
2	Mechanic's Rate - Overtime/Holiday Hours	20	HR		
3	Helper's Rate - Regular Working Hours	20	HR		
4	Helper's Rate - Overtime/Holiday Hours	20	HR		
Labor (Non-Emergency Repair)					
5	Mechanic's Rate - Regular Working Hours	1,000	HR		
6	Helper's Rate - Regular Working Hours	40	HR		
NON-PREVAILING WAGE RATES - Labor (Emergency Repair)					
7	Mechanic's Rate - Regular Working Hours	25	HR		
8	Mechanic's Rate - Overtime/Holiday Hours	50	HR		
9	Helper's Rate - Regular Working Hours	20	HR		
10	Helper's Rate - Overtime /Holiday Hours	20	HR		
Labor (Non-Emergency Repair)					
11	Mechanic's Rate - Regular Working Hours	100	HR		
12	Helper's Rate - Regular Working Hours	20	HR		
ALLOWANCE AND CONSULTANT FEE					

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
13	Equipment Rental Allowance; Direct Cost Reimbursement	1	LS	\$10,000.00	
14	Consulting Fee	20	HR		
TOTAL					

MARK-UP (%) FOR PARTS AND MATERIALS

This (%) shall be a maximum. Vendors MUST bid on this item in order to be considered for the lump sum award of Items 1-14.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Markup (%)	Total
15	For bidding purposes, assume \$300,000.00 in materials for the two (2) year contract period. Enter your mark-up percentage in the Markup (%) column.	300,000	%	\$1.00		

1.0 PURPOSE AND APPLICABILITY

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

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

2.0 IDENTIFICATION, SITE ACCESS, AND CONDUCT

2.1 Identification and Access:

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

2.2 Rules and Regulations:

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

2.3 Behavior and Conduct:

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

3.0 SECURITY REQUIREMENTS (If Applicable)

3.1 Clearances:

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

3.2 Access Control:

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

3.3 Work Coordination:

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

4.0 SUBCONTRACTING

4.1 Approval Required:

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

4.2 Prohibition on Subcontracting Prime Trade:

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

4.3 Exceptions and Disclosure:

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

4.4 Incorporation of Contract Requirements:

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

4.5 Prime Responsibility:

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

5.0 INSURANCE AND INDEMNIFICATION**5.1 Insurance:**

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

5.2 Indemnification:

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

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

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

6.2 Hazardous Materials (If Applicable):

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

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

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

7.2 Emergency Response:

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

7.3 Scheduling and Coordination:

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

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

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

8.2 Labor and Billing:

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

8.3 Materials:

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

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

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

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

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

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

9.2 Invoices:

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

9.3 Reports:

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

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

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

9.4.2 Mandatory Check-Out:

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

9.4.3 County Log and Timekeeping:

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

9.4.4 Failure to Comply:

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

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

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

10.2 Non-Compliance:

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

10.3 County Remedies:

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

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

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

11.2 Manufacturer Warranties:

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

11.3 Deliverables and Documentation (If Applicable):

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

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

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

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

12.2 Termination for Cause:

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

12.3 Termination for Convenience:

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

SCOPE OF THE WORK

Contractor shall perform repair and maintenance on various roof types. The contractor must have the ability to repair the following roof types (but not limited to) BUR, Thermoset, Thermoplastic, Asphalt Shingle, Standing Seam Metal Panel and Modified Bitumen. Roofing work shall include all collateral accessories, gutters/leaders, sheet metal, soffit and related penetrations etc. Contractor shall also perform repair/replacement of siding and all collateral accessories, fascia, trims, etc.

FAULTY MATERIALS/ WORKMANSHIP

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

PERMITS/GENERAL COMPLIANCE

The Contractor shall obtain and pay for all permits required by this Contract. He further shall request all required inspections and obtain those approvals required. The Contractor, as part of the work is to pay all taxes, fees, royalties, license fees, payments to subcontractors, bonds, tests, insurance set forth in the contract documents and permits other than those specifically excluded by the contract documents.

Materials, equipment and installation shall comply with all current rules and regulation of all applicable Federal, State, County and Local Laws, Ordinances, Regulations, etc.

RESPONSE TIME

Contractor shall have ability to schedule work to occur within seventy-two (72) hours of receipt of County purchase order number. Contractor shall provide list of personnel and cellular phone numbers assigned to the work.

Emergency calls shall have an on-site response time of two (2) hours. Specifically, Contractor shall respond by telephone within one half (½) hour and be onsite within one and one half (1½) hours thereafter. Emergency calls are defined as leaks that require immediate response and cannot await regular scheduling.

IDENTIFICATION

All staff must wear photo ID displaying the company name and staff name on their person when performing work at any of the County buildings.

Contractor must have personnel capable of passing security screening by the County Department of Corrections when performing services at the Jail or Juvenile Detention Center. 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.

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 hours, which may include weekends and holidays.

QUOTES

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

Quotes 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.

INVENTORY

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

GUTTERS, LEADERS & DOWNSPOUTS

The Contractor shall provide all labor, materials, equipment, and accessories necessary to remove, install, repair, or replace gutters and downspouts associated with roofing work. All work shall ensure proper drainage away from the building, maintain compatibility with existing roof systems, and comply with manufacturer instructions, building codes, and good roofing practices. All measurements must be verified before fabrication or installation. All components shall be securely fastened with watertight connections at all attachment points. Any gutters or downspouts damaged by the Contractor shall be repaired or replaced at the Contractor's expense.

CERTIFICATION OF AVAILABLE EQUIPMENT

Submit with the bid, Bidder's certification letter that bidder owns, leases, or controls the necessary equipment to perform work as specified. Include itemization of said equipment and vehicles.

TIME AND MATERIAL WORK

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

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

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 may use during the duration of the contract. The County does not guarantee any minimum number of hours and will pay only for the actual number of hours authorized and worked.

The labor charge shall include all travel. No additional travel time will be honored.

The hourly labor rate begins with the Contractor's arrival at the site and ends with the Contractor leaves the site. After the first full hour rates shall be prorated to the closest fifteen (15) minute interval.

MATERIALS

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.

EQUIPMENT

Costs associated with RENTAL of scaffolding, stages, cranes, or lifts utilized to position workers, etc. shall be submitted as direct costs for reimbursement. Copies of the contractor's own purchase invoices reflecting actual costs shall accompany each invoice to the County.

Contractor will not be reimbursed for use of equipment which is normal, necessary and basic to the performance of any trade covered herein.

INVOICING

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

All invoices must reference the work order number and each invoice shall reference the corresponding bid item number for each separate line item amount billed.

Each invoice shall have attached service tickets with description of work performed, along with dates and times (in/out) of work referencing all service activity per work order. Contractor shall attach before and after photographs with time/ date stamp of all repair or service work performed as evidence of repair.

CONTRACTOR RESPONSIBILITIES

The Contractor shall provide all labor, materials, equipment, supervision, and insurance necessary to complete the work. The Contractor is responsible for all means, methods, procedures, supervision, scheduling, job records, cleanup, disposal, restoration, safety, and correction of defective work. The Contractor shall include all ancillary items not expressly indicated, or required due to field conditions, necessary to complete the work. The Contractor must have an existing service department capable of supporting the work. Any and all damage caused by the Contractor shall be the Contractor's responsibility and repaired at the Contractor's expense.

PROTECTION OF PROPERTY

The Contractor shall protect the building from water intrusion at all times during the work. Drains, downspouts, and sewers must remain free of debris and blockages. The roof must be protected as necessary with 3/4-inch plywood securely held in place. Plywood shall be used only as walk paths and not for storage or equipment. Any roof damage caused by the Contractor shall be repaired at the Contractor's expense. The Contractor shall protect all landscaping. Traffic patterns shall be minimized and limited to approved areas. Any damage to landscaping shall be repaired at the Contractor's expense.

SITE MAINTENANCE & CLEANUP

All loose debris shall be removed from the site at the end of each workday. Debris removal and disposal is included in the hourly labor rate. The Contractor shall keep the work area orderly throughout the project and leave the premises clean and hazard-free at the start of each business day. All materials, tools, debris, and equipment must be removed upon completion of the project.

WORKMANSHIP & PERFORMANCE REQUIREMENTS

All roofing work shall follow good roofing practices as outlined by the manufacturer, NRCA, or applicable code officials. The Contractor shall provide adequate manpower to perform the work efficiently and continuously once assigned. The Contractor shall remain on the job during all workable days until the work is complete. All roof openings must be completed and made watertight the same day. Materials containing asbestos are prohibited. The Contractor should be able to provide consulting services for existing roofs and supply written repair or replacement analysis at the hourly contract rate.

SAFETY REQUIREMENTS

The Contractor shall follow all OSHA safety requirements at all times.

COORDINATION

All work must be coordinated with the County's authorized representative or designee. No work shall be performed without advance notice to the County. The Contractor must advise the County representative daily of the anticipated work schedule. The staging area for repair work must be approved by the County prior to mobilization.

OCEAN COUNTY BUILDING LIST

Revised 5/30/2025

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

OCEAN COUNTY BUILDING LIST (CONT'D)

Revised 5/30/2025

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

OCEAN COUNTY BUILDING LIST (CONT'D)

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

OCEAN COUNTY BUILDING LIST (CONT'D)

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

OCEAN COUNTY BUILDING LIST (CONT'D)

Revised 5/30/2025

BLDG#	OCCUPANT	LOCATION
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