

CONTRACT AWARD		
CK09MERCER2023-08 HVAC PREVENTATIVE MAINTENANCE AND REPAIR FOR THE MERCER COUNTY LIBRARY SYSTEM FOR A PERIOD OF TWO (2) YEARS		
CONTRACT TERM: SEPTEMBER 30, 2023 THROUGH OCTOBER 1, 2025		
RESOLUTION: 2023-637		
2 AWARDED VENDORS:	MCCLOSKEY MECHANICAL CONTRACTORS INC.	BINSKY & SNYDER LLC.
ADDRESS	445 LOWER LANDING ROAD	281 CENTENNIAL AVENUE
CITY, STATE, ZIP	BLACKWOOD, NJ. 08012	PISCATAWAY, NJ. 08854
CONTACT	ROBERT L. REEVES	RALPH A. VECCHIO / FRANK LACAPRA
TELEPHONE	856-784-5080	732-369-0100/732-343-3242
FAX	856-784-8283	732-885-1876
E-MAIL	ROB@MCCLOSKEYMECHANICAL.COM	RVECCHIO@BINSKY.COM
PLUMBING AND GAS FITTING AND ALL KINDRED WORK	IN-HOUSE LIC. 36BI000758200	IN-HOUSE LIC. 36I00944000
ELECTRICAL WORK, INCLUDING ANY ELECTRICAL POWER PLANTS, TELE-DATA	ALL SYSTEMS ELECTRIC & MAINTENANCE INC., LIC. 34EI01027000, PW. EXP. 2.9.25, 693146 (UPDATED COPY NEEDED) BRC. OK	IN HOUSE LIC. 34EI01182500
PREVAILING WAGE	INCLUDED	INCLUDED
PW CERTIFICATE	EXP. 02.23.24, 616623	EXP. 4.10.24, 69466
ALL INCLUSIVE HOURLY RATE 8:30 AM TO 4:30 PM	\$ 98.40	\$ 135.00
TOTAL (MULTIPLY 1000 X HOURLY RATE)	\$ 98,400.00	\$ 135,000.00
GRAND TOTAL	\$ 98,400.00	\$ 135,000.00

SPECIFICATIONS FOR THE MERCER COUNTY LIBRARY SYSTEM

CK09MERCER2023-08

PREVENTIVE MAINTENANCE AND REPAIR SERVICE FOR HVAC UNITS

CONTACT: RICHARD CAVALLO (609) 883-8298

SPECIFICATIONS

This Request for Bid (RFB) is issued by the Mercer County Department of Purchasing, on behalf of the Mercer County Library System. Bidders shall provide an hourly rate for two (2) years for preventive maintenance and repairs. The County has estimated 500 hours per year of repair hours based upon past history. Bidders shall have five (5) years' experience providing commercial HVAC maintenance and repair.

Mercer County requests bids for preventive maintenance on HVAC and Repair units for the eight libraries within the Mercer County Library System. Bidders shall provide an hourly rate for preventive maintenance and repairs based on labor classification for repair of HVAC units. The County provides an estimated number of hours for repair work as stated on the bid proposal page. There are approximately one hundred (100) units including but not limited to Carrier, Lennox and York at eight library locations. The contract shall be awarded for a period of two (2) years. *Contact Richard Cavallo at (609) 883-8298 to schedule an inspection of the systems at all locations.*

THE FOLLOWING TRADES ARE REQUIRED AND ALL BIDDERS SHALL PROVIDE THE FOLLOWING IF WORK IS SUBCONTRACTED OR STATE THAT THE WORK SHALL BE PERFORMED IN-HOUSE.

- Name of the Electrical Subcontractor **or state In-House**
- Name of the Plumbing Subcontractor **or state In-House**
- General Contractor, Electrical Subcontractor, Plumbing Subcontractor shall be registered as Public Works Contractors on the date of the bid opening

The General Contractor shall reference "In-House" if the General Contractor is performing Electrical and Plumbing work. Minor electrical and plumbing work may be completed in house under bidder's HVAC "R" license. **YOUR BID SHALL BE REJECTED IF THIS INFORMATION IS NOT PROVIDED. PLEASE INCLUDE COPY OF HVAC LICENSE WITH YOUR BID RESPONSE.**

FREON CERTIFICATION

Bidder's shall provide a copy of their Freon Certification.

MARKUP FOR MATERIAL AND REPAIR PARTS

The contractor is responsible for the repair of all parts related to any HVAC system. When providing repair services, there will be a maximum 10% markup rate over the suppliers invoice for any equipment, supplies or repair parts. A copy of the suppliers invoice verifying the contractor's cost shall accompany all requests for payment of equipment, materials and supplies. Purchases should be made at the most favorable rate available to the contractor. Handling costs must be reflected on the contractors' invoice; which must be attached to the suppliers invoice. Mercer County will audit invoices during the contract period.

WORK SCHEDULE

All work is to be performed from **8:30 A.M. to 4:30 P.M.**, Monday through Friday and contractor shall respond to emergency calls during normal business hours. The Contractor shall provide their telephone and cellular telephone numbers.

On occasion, a condition may exist which imposes a potential danger due to HVAC system failure requiring immediate attention. In such cases the duly authorized County representative will notify the contractor of the emergency repair. The contractor must then report to the work site to commence work operations within **four (4) hours**. The County will pay straight time only. The contractor will be required to maintain a company's

contact twenty-four (24) hours per day, seven (7) days per week. For all emergency work, the contractor shall respond within two (2) hours and all work shall be performed within four (4) hours of notification. Contractor shall be notified if the work is to be considered an emergency by telephone followed by a fax or e-mail.

EMERGENCY SERVICE

For all emergency work, the **contractor shall respond within two (2) hours** and all work shall be performed within four (4) hours of notification. This service will be conducted during any time of the day or night, which may include both overtime and normal hours.

OVERTIME SERVICE/LEGAL HOLIDAY SERVICE

Overtime Service includes service rendered between the hours of 4:30 PM– 8:30 AM on weekdays, and/or service rendered on Saturdays, Sundays and legal holidays. No contractor employee shall be authorized to work at any time without a County representative being on site. The county shall pay the awarded contractor 1.5 x the hourly rate as stated in the bid proposal for approved work performed after hours and holidays.

CODES ADHERENCE

All work performed under this contract must conform to all required local and county codes, rules and regulations.

REQUIRED PERMITS AND FEES

Awarded Contractor is responsible for any and all required permits.

SCOPE OF WORK

Successful bidder shall provide the following services: A preventive maintenance program for each of the eight library branches. The library will be responsible for purchasing and replacing the filters on a six- month schedule. The County will audit work to assure that the awarded contractor is performing all duties as required. The Library will be made aware of any impending major work prior to repair. Preventive Maintenance will be "part" and "procedure specific", i.e., parts that will be changed on a regular basis and the following but not limited to oiling of motors, cleaning of contacts, etc. The Preventive maintenance program must be performed in accordance with manufacturer's requirements.

TYPES OF ITEMS TO BE REPAIRED AND OR INSTALLED

Items to be installed and/or service will include hermetic compressors, expansion valves, starting relays, evaporator and condenser fan motors, refrigerant piping, capillary tubes, timers, window air conditioners, reach-in and walk-in boxes, split-type air conditioning systems, electric heaters, water valves and portable air conditioning units. Other items included may include centrifugal and reciprocal compressors, electric and pneumatic controls, evaporators and condensers, oil pumps and heater, purge units, glycol pumps and dry coolers, fans and motors, coils, dampers, bearings, drain pans, supports, humidifiers, plumbing, ductwork, fill and drift eliminators, screens, gear boxes, pulleys, belts, guards, louvers, motor starters, wiring, hand rails, ladders, valves, cooling towers, hatches, access doors, shafts, couplings, seals, and structures. These are typical but not all-inclusive items. Qualifications of welders shall be based on the requirements of the American Welding Code and contractor shall certify all welds.

MANUFACTURERS

Contractors shall have proper equipment and personnel familiar with all systems throughout Mercer County.

EMERGENCY TELEPHONE CONTACT

The contractor(s) will be required to maintain a twenty-four (24) hour per day, seven (7) days a week emergency telephone contact.

24 HOUR CONTACT INFORMATION		
<u>NAME</u>	<u>PHONE NUMBER</u>	<u>EMAIL</u>

MECHANIC CLASSIFICATION

Contractors shall have adequate Journeymen (or required classifications as required by the New Jersey Prevailing Act) on staff to perform the required tasks as outlined in the RFB. Apprentices are not permitted.

COUNTY SUPERVISION

Contractors are reminded that no work will be done without the direct approval of a County authorized representative. At no time will the contractor work without a County representative on site unless authorized.

SERVICE OF CENTRIFUGAL CHILLERS

Contractors should have proper equipment and qualified personnel to service centrifugal chillers, which require tube analysis of the evaporator and condenser section in addition to oil analysis. The condenser tubes and evaporator may require cleaning and/or replacement.

EQUIPMENT TAG OUT

Each piece of equipment that is serviced must be tagged or labeled at the time of service. This tag will show the name of the contractor, date and type of service performed and the name and signature of the mechanic who performed the work. This will create a record of which mechanic is most familiar with this particular piece of equipment and the most recent work accomplished. All lock out/tag out events shall be coordinated with the building maintenance supervisor.

MECHANIC ASSIGNMENT

The same mechanic assigned to a specific job site should be sent in response to subsequent jobs concerning that specific site.

MALFUNCTIONING OR DEFECTIVE EQUIPMENT

Any malfunctions or defective equipment must be reported to the Using Agency as soon as it is discovered. If repairs to equipment are needed, the contractor will be required to give a detailed time and materials estimate for repairs.

EQUIPMENT SHUT DOWN

If equipment must be shut down for service or repairs, the contractor is required to coordinate the schedule with the Using Agency. A timeline shall be submitted and approved by the building maintenance supervisor.

CONTRACTOR SIGN IN/OUT

The contractor must sign in/out at a location designated by the Using Agency. Payment will be made only for the time spent on site as determined by the sign in/sign out times as recorded. Failure to sign in/out may be cause for delayed or no payment for services rendered.

RESTRICTED AREA ACCESS

Contractor access to sensitive or specialized areas is permitted only by agreement with the Using Agency.

CONTRACTOR PERFORMANCE RATING

If a contractor earns an "Unsatisfactory" or "Poor" rating during the course of the contract, the contractor's management and supervisory staff must meet immediately with the County's representative to present a plan for improving performance and for making necessary corrections to meet satisfactory standards.

SECURITY CLEARANCES

As a condition of performing work at any County facility and for purposes of determining a person's qualifications as contracted personnel, the contractor may be required to provide a criminal history record background check for all personnel assigned to work at any County facility. Contractor personnel may be required to produce a photo I.D. upon request. Certain areas of County owned facilities are monitored by video surveillance. Surveillance video may and can be used to determine working characters on specific jobs.

CODES ADHERENCE

All work performed under contract must conform to all applicable building, electrical, plumbing and safety codes. If permit or code violations are found with work performed by the contractor, the contractor must correct all violations at no additional charge to the County. Failure to do so may affect the contractor's performance security and/or performance record.

REQUIRED PERMITS

Contractor shall be responsible for all Permits. The cost of the required permits should be included in the cost of the project. This shall include permits to handle refrigerants and specialty chemicals required in the industry.

PARKING

Parking space will be provided for the unloading and loading of material and equipment but, at other times, contractor vehicles must be legally parked. Special parking assignments will be provided for rigging equipment when necessary. The building maintenance supervisor will assign and enforce temporary assignments.

CONTRACT TERM

The term of the contract shall be for a period of two (2) years.

AVAILABILITY OF FUNDS

The County's obligation to pay the contractor is contingent upon the availability of appropriated funds from which payment for contract purposes is made.

PAYMENT

The awarded vendor shall submit **ALL** invoices to Mr. Richard Cavallo, CFO, located at the Lawrence Library, (609) 883-8298 for services rendered.

PREVENTIVE MAINTENANCE SHALL COMPLY WITH ALL MANUFACTURER'S REQUIREMENTS AND INCLUDE BUT NOT BE LIMITED TO:

- *Cleaning, adjustment, lubrication and calibration of all HVAC equipment and controls twice a year prior to the heating and cooling seasons.*
- *Automatic temperature control service*
- *Unit efficiency testing*
- *Cleaning of equipment as needed.*
- *Adjusting belt tension and alignment, if worn or cracked, replacement of the belt*
- *Replacement of any worn part discovered that might cause an emergency at a later date.*
- *Checking of thermostats, relays, sensors, defrost controls, timers, energy management controls, damper motors, ceiling fans, automatic control valves, reversing valves, compressor crankcase heaters, auxiliary electric heaters compress safety controls, etc.*

- *Periodic checks of refrigerant charge and coil obstruction from leaves and other debris should be made.*
- *Supply all oils and lubricants, chemicals, refrigerants, cleaning supplies, repair parts, and any other material required to keep this equipment in good operating condition.*
- *All labor to repair or replace any parts for all HVAC equipment and/or controls and wiring performed at the hourly rate awarded.*
- *All defective parts replaced shall be made available to Mercer County after the repair is made, if requested.*
- *Only new parts and supplies are acceptable.*
- *Contract is to be all-inclusive with exception to the replacement of units.*
- *Mercer County is to receive priority response to our requests.*

REPORTING

By the 15th of each month, contractor shall provide the library administration office with a detailed report of services performed during the previous month for each of the eight (8) branches listing the following in order:

- a. Preventive maintenance measures performed during the previous month;
- b. Any standard repairs and or replacement of worn parts performed during the previous month;
- c. Emergency response detailing time call was received, time of arrival on site and corrective action that was taken.
- d. Any comment or recommendation to maintain the systems or suggested corrective action. This must be a cooperative effort between both the County and the Vendor.

Operational analysis of each of the branch's units giving general condition of each unit, the approximate operating efficiency of the unit and the expectant useful life of each unit. This analysis will be performed prior to the heating season and again prior the air conditioning season and should contain any appropriate recommendation.

Successful bidder shall have in his possession all equipment and supplies for refrigerant recovery and shall comply with all rules and regulations that are in accordance with all Federal and State D.E.P. regulations.

***COPIES OF THESE RECORDS WILL BE INCLUDED WITH YOUR MONTHLY REPORT.**

Approved as to Form and Legality

Date

September 14, 2023

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County Counsel

PARTIAL AWARD OF BID RECEIVED JUNE 29, 2023 TO MULTIPLE VENDORS FOR HVAC PREVENTATIVE MAINTENANCE AND REPAIR FOR THE MERCER COUNTY LIBRARY SYSTEM AND THE MERCER COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM FOR A PERIOD OF TWO (2) YEARS . PERIOD: SEPTEMBER 30, 2023 THROUGH OCTOBER 1, 2025. TOTAL AMOUNT NOT TO EXCEED: \$110,000.00 (CK09MERCER2023-08)

WHEREAS, the Mercer County Purchasing Department has advertised for bids for HVAC Preventative Maintenance and Repair for the Mercer County Library System and Mercer County Cooperative Contract Purchasing System for a period of two (2) years, as authorized through Resolution No. 2018-89, adopted February 8, 2018; and,

WHEREAS, three (3) sealed bids were received on June 29, 2023 in connection with the aforementioned services; and,

WHEREAS, the bidders hereinafter designated are the lowest qualified bidders; and,

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Clerk to the Board

RECORD OF VOTE													
COMMISSIONERS							COMMISSIONERS						
	Aye	Nay	N.V.	Abs.	Res.	Sec.		Aye	Nay	N.V.	Abs.	Res.	Sec.
Cimino	X						Melker				X		
Frisby	X						Stokes	X					
Lewis	X					✓	Walter	X					
McLaughlin	X				✓								
X—Indicates Vote Abs.—Absent N.V.—Not Voting Res.—Resolution Moved Sec.—Resolution Seconded													

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WHEREAS, the bids received from the following vendors, shall be awarded for a period of two (2) years in the total amount not to exceed: \$110,000.00 as follows:

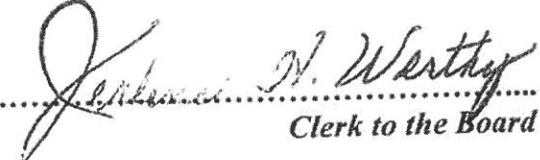
**MCLOSKEY MECHANICAL CONTRACTORS INC.
445 LOWER LANDING ROAD
BLACKWOOD, NJ. 08012**

**BINKSY & SYNDER LLC.
281 CENTENNIAL AVE.
PISCATAWAY, NJ. 08854**

WHEREAS, the Temporary Chief Financial Officer of Mercer County has certified in writing the availability of funds, for the purposes set forth in this Resolution; said certification is on file with the Clerk to the Board and made a part hereof, and such funds are available in the 2023 Mercer County Budget and are contingent upon the inclusion in and adoption of the 2024 and 2025 Mercer County Budgets; now, therefore;

BE IT RESOLVED, that the County Executive and Clerk to the Board are hereby authorized to execute contracts on behalf of the County of Mercer when presented in a form approved by County Counsel; and,

BE IT FURTHER RESOLVED, that the Clerk to the Board shall forward a copy of this Resolution to the Mercer County Purchasing Department for further distribution.


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Clerk to the Board