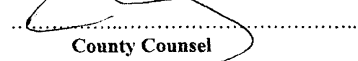


<b>CONTRACT AWARD</b>			
<b>AB2019-16 NURSING SERVICES FOR THE COUNTY OF MERCER FOR A PERIOD OF TWO YEARS</b>			
<b>BID OPENING DATE: MAY 10, 2019</b>			
<b>CONTRACT TERM: JULY 24, 2019 THROUGH JULY 23, 2021</b>	<b>RES. NO. 2019-367</b>		
NAME OF BIDDER	<b>FIRSTAT NURSING SERVICES</b>	<b>AEQUOR HEALTHCARE SERVICES LLC</b>	<b>MEDICAL STAFFING SERVICES INC.</b>
ADDRESS	20 TEXAS AVENUE	377 HOES LANE, SUITE 300	25 KENNEDY BLVD, SUITE 200
CITY, STATE, ZIP	LAWRENCEVILLE, NJ 08648	PISCATAWAY, NJ 08854	EAST BRUNSWICK, NJ 08816
CONTACT	SATISH JUNEJA	BRANDON NORMAN	MONTE BLOCK
TELEPHONE	609 530 1800	732 781 2024	732 238 6050
FAX	609 530 9800	732 292 4994	732 846 9815
E-MAIL	<a href="mailto:INFO@FIRSTATNURSE.COM">INFO@FIRSTATNURSE.COM</a>	<a href="mailto:HEALTHCARERFP@AEQUORHC.COM">HEALTHCARERFP@AEQUORHC.COM</a>	<a href="mailto:MONTE@STAFFING-THE-UNIVERSE.COM">MONTE@STAFFING-THE-UNIVERSE.COM</a>
RN CORRECTION CENTER AND PUBLIC HEALTH IF REQUIRED	\$ 44.95	\$ 52.00	\$ 57.00
TOTAL FOR 14,000 HOURS ANNUALLY YEAR ONE	\$ 629,300.00	\$ 728,000.00	\$ 798,000.00
LPN CORRECTION CENTER IF REQUIRED	\$ 34.45	\$ 42.00	\$ 44.00
TOTAL FOR 6,400 HOURS ANNUALLY YEAR ONE	\$ 220,480.00	\$ 268,800.00	\$ 281,600.00
<b>TOTAL COST YEAR ONE</b>	<b>\$ 849,780.00</b>	<b>\$ 996,800.00</b>	<b>\$ 1,079,600.00</b>
RN CORRECTION CENTER AND PUBLIC HEALTH IF REQUIRED	\$ 44.95	\$ 53.00	\$ 57.00
TOTAL FOR 14,000 HOURS ANNUALLY YEAR TWO	\$ 629,300.00	\$ 742,000.00	\$ 798,000.00
LPN CORRECTION CENTER IF REQUIRED	\$ 34.45	\$ 43.00	\$ 44.00
TOTAL FOR 5100 HOURS ANNUALLY YEAR TWO	\$ 220,480.00	\$ 275,200.00	\$ 281,600.00
<b>TOTAL COST ANNUALLY YEAR TWO</b>	<b>\$ 849,780.00</b>	<b>\$ 1,017,200.00</b>	<b>\$ 1,079,600.00</b>
<b>TOTAL COST YEAR TWO</b>	<b>\$ 1,699,560.00</b>	<b>\$ 2,014,000.00</b>	<b>\$ 2,159,200.00</b>
EXCEPTIONS	NONE	NONE	NONE
FATAL FLAW	NO	NO	NO

Approved as to Form and Legality

Date

  
 County Counsel

..... August 13, 2019 .....

AWARD OF BID RECEIVED MAY 10, 2019 TO MULTIPLE VENDORS FOR TEMPORARY NURSING SERVICES AT THE MERCER COUNTY CORRECTION CENTER. PERIOD: JULY 24, 2019 THROUGH JULY 23, 2021; AMOUNT NOT TO EXCEED: \$1,850,000.00 (\$900,000.00 (YEAR ONE) \$950,000.00 (YEAR TWO) (AB2019-16)

WHEREAS, the Mercer County Purchasing Agent has advertised for bids for nursing services for the Mercer County Correction Center for a period of two years through bid terms and specifications, as provided by law; and,

WHEREAS, nine (9) separate sealed bids were received on May 10, 2019 in connection with the aforementioned services; and,

WHEREAS, the bidders hereinafter designated is the lowest qualified bidders; now, therefore,

.....  
 Clerk to the Board

RECORD OF VOTE													
FREEHOLDER	Aye	Nay	N.V.	Abs.	Res.	Sec.	FREEHOLDER	Aye	Nay	N.V.	Abs.	Res.	Sec.
Cannon	X				✓		Melker	X					
Colavita	X						Walter	X					
Frisby	X						Cimino	X					
Koontz	X					✓							

X—Indicates Vote      Abs.—Absent      N.V.—Not Voting  
 Res.—Resolution Moved      Sec.—Resolution Seconded

-2-

WHEREAS, the bids of the following vendors shall be awarded for a period of two years, in an amount not to exceed: \$1,850,000.00:

**Firstat Nursing Services**

20 Texas Avenue  
Lawrenceville, NJ 08648  
(\$44.95 hourly rate for a Registered Nurse  
and \$34.45 hourly rate for a Licensed Practical Nurse),

**Aequor Healthcare Services LLC**

377 Hoes Lane, Suite 300,  
Piscataway, NJ 08854  
(\$52.00 hourly rate for a Registered Nurse and \$42.00  
hourly rate for a Licensed Practical Nurse) and

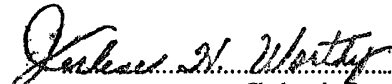
**Medical Staffing Services Inc.**

25 Kennedy Blvd, Suite 200,  
East Brunswick, NJ 08816  
(\$57.00 hourly rate for a Registered Nurse and \$44.00  
hourly rate for a Licensed Practical Nurse); and,

WHEREAS, the 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 funds are provided for in the 2019 Mercer County Budget and are contingent upon inclusion in and adoption of the 2020 and 2021 Mercer County Budgets, now, therefore,

BE IT RESOLVED, that the County Executive and Clerk to the Board be and are hereby authorized to execute said contract 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 Correction Center and the Purchasing Department for further distribution.

  
Clerk to the Board

**SPECIFICATIONS TO PROVIDE NURSING SERVICES FOR THE MERCER COUNTY  
CORRECTION CENTER FOR A PERIOD OF TWO (2) YEARS  
1750 RIVER ROAD, LAMBERTVILLE, NJ  
CONTACT: CHARLES ELLIS, WARDEN 609 583 3553  
TANGELA WRIGHT, SR. PURCHASING ASSISTANT 609 583 3545 EXT. 3543**

**PURPOSE AND INTENT**

The County of Mercer requests bids for the purpose of hiring contractors to provide temporary nursing services which include Registered Nurse (RN) and Licensed Practical Nurse (LPN) as required to supplement shortages at the Mercer County Correction Center, for special projects or peak work-loads throughout the County and for the Division of Public Health as needed.

**The County may award up to three contracts based upon the total amount as stated in the enclosed proposal page.** The intent of this RFP is to award to the low bidder or bidders for RN and LPN for the Mercer County Correction Center and at facilities as required.

The County is responsible for the operation of facilities throughout the County. Facilities include but are not limited to the Mercer County Correction Center. The County has hired personnel as employees to perform the required nursing services; however, at times there are shortages in the work force. Contractors shall provide professional nursing and health care administered by New Jersey Registered Nurses (RN) and Licensed Practical Nurses (LPN) within County facilities under the supervision of institutional charge nurses or supervisor of nurses, or as may be directed. Services will be provided at the County, as requested, and the Correction Center.

The County provides nursing services to inmates in the Correction Center. At the direction of the supervisor of nursing services, registered nurses will perform functions as specified in all federal, State, departmental and institutional procedures, policies, guidelines, administrative orders, directives and applicable regulations.

**STAFFING**

The Supervisor of Nurses will provide a monthly schedule based upon anticipate staffing requirements; however, it is critical that the awarded contractor provide staffing on an emergency basis and at a minimum twelve hours notification.

**EXPERIENCE**

All personnel assigned to perform work shall be physically able to do the assigned work and shall be in good health. All RN's and LPN's must have one year of professional and clinical experience. All personnel are required to possess current CPR certification and First Aid certification. All personnel are required to possess and maintain current licenses and certifications, as required by the State of New Jersey. The contractor will be required to furnish copies of licenses and certifications before personnel can be assigned to work.

**LEAD TIME**

The awarded contractor shall provide a pool of nurses ready to orient within thirty (30) days from the notice to proceed. The pool shall consist of at least fifteen (15) employees.

### **ORIENTATION**

All personnel must successfully complete a three consecutive day, eight hours per day, medical orientation and security training for a period of one and one-half hours following the medical orientation prior to starting work. The contractor will be reimbursed for this orientation time at the bid rates. Nursing orientation and security training shall be held consecutively and Orientation will cover training on the General Electric electronic medical records system and Nursing Policies and Procedures of the Mercer County Correction Center. If temporary staff completes orientation but does not report to work within eight consecutive months of orientation, staff must be re-oriented as above covering three consecutive days of nursing orientation and security training.

If the awarded contractor's temporary staff does not report to work, the awarded contractor shall be notified immediately and within one hour of scheduled duty. The awarded contractor shall provide staff replacement for that shift on that day, if possible, however, in not more than twenty-four hours.

### **DATA SHEET**

Data Sheet for all temporary staff will be provided to the Correction Center by All American Healthcare. The Data Sheet shall include shift availability with attached resume and copy of applicable R.N. or L.P.N. license. The Supervisor of Nursing will review the Data Sheet, resume and license of all candidates and approve or reject the candidate based upon the criteria in the technical specifications of the contract within three days of receipt of the candidate's data sheet. If the candidate is rejected, the Supervisor of Nursing will document the rejection and forward the rejection with explanation as to the ineligibility of candidate to the awarded contractor within three days and will request additional candidates for review until the complete pool is approved, oriented and prepared to work.

### **STATUS MEETINGS**

The awarded contractor shall meet with the Supervisor of Nursing and or designee on a monthly or bi-monthly basis, as needed, throughout the term of the contract, at the Mercer County Correction Center to ensure compliance with staffing and all terms and conditions of the contract.

### **SECURITY CLEARANCE**

All staff shall have background clearance through the Mercer County Correction Center. Background clearance must be completed annually by the Mercer County Correction Center.

### **ESTIMATED HOURS ANNUALLY**

The County has estimated the following requirements; however **the County reserves the right to increase or decrease hours based upon staffing requirements.**

### **STAFFING REQUIREMENTS ANNUALLY (APPROXIMATE)**

**REGISTERED PROFESSIONAL NURSE  
LICENSED PRACTICAL NURSES**

**14000 HOURS PER YEAR  
6400 HOURS PER YEAR**

Upon award, the contractor shall provide a list of potential contracted employees for clearance as required by the Mercer County Correction Center.

**LICENSURE AS HEALTH CARE SERVICE FIRM**

Bidders must hold a current license as a Health Care Service Firm through the New Jersey Department of Consumer Affairs in accordance with CHAPTER 45B, SUBCHAPTERS 13 & 14.

**LICENSURE FOR REGISTERED PROFESSIONAL NURSE AND PRACTICAL NURSE**

Nurses shall be licensed in the State of New Jersey in accordance with N.J.A.C. Title 13, Law and Public Safety, Chapter 37, New Jersey Board of Nursing.

The awarded contractor shall be responsible for forwarding renewed New Jersey Nursing licenses and (CPR) Cardiopulmonary resuscitation documentation as renewals occur.

For Site Visit please contact:

**Charles Ellis  
Warden  
(609) 583.3553**

**Tangela Wright  
Sr. Purchasing Assistant  
(609) 583.3545 ext 3543  
Mercer County Correction Center  
1750 River Road  
Lambertville, NJ 08530**

**DIVISION OF PUBLIC HEALTH**

In the event of a public health crisis Mercer County Division of Public Health may possibly require the assistance with additional nursing services. Mercer County would require the nurses to be registered nurses. The nurses would be used to help distribute prophylaxis during a mass distribution campaign. Either oral medication or vaccinations would be distributed to the general public and/or first responders. Nurses shall be self-directing and comfortable working in a POD (section, unit or block) setting. Staffing shall be available twelve hours from the request placed by the County Designee.

**DUTIES**

The following duties, described as a minimum, are to be performed by the RN and LPN in providing temporary nursing services under this contract.

A. Nurses are to be constantly aware the well-being of clients as well as the cleanliness and sanitation of the environment. Clients are never to be left unattended or in unsafe situations. Clients shall be under staff supervision at all times, unless otherwise specified in the treatment plan.

B. All goals for clients in nurses' assigned unit are to be implemented and documented as required. Nurses are to ensure that activity schedules are current and followed by all assigned staff.

C. Nurses are to be always alert for safety concerns and/or unusual events and promptly report them. Any deviation or suspected deviation from the norm for a client will be immediately reported to the assigned supervisor. Complete and descriptive documentation will include the initial assessment, to whom and when reported, intervention, and follow-up evaluation.

D. Nurses will see to it that all clients on the assigned unit receive the prescribed diet and adequate fluids at the proper time.

E. Nurses shall ensure that clients on the assigned unit are properly groomed, dressed and positioned. Appliances and/or adaptive devices will be correctly applied or utilized. Nurses shall instruct other staff as required in these areas.

F. Nurses shall use the steps of the nursing process in all client care areas. These steps include assessment, planning, implementation or intervention and evaluation. Nurses shall, as appropriate develop and utilize nursing care plans and these will be current and complete for each client. Nursing assessment will be used on all plans of care for clients.

G. All prescribed medication and treatments will be transcribed, prepared, administered and charted with 100% accuracy. Nurses will see to it that all means available are used to ensure accurate identification of each client for each administration. Errors, actual or suspected, will be reported immediately.

H. Nurses shall assist in the orientation of new employees who are assigned to the unit.

I. It is clearly understood that staffing schedules are developed to ensure adequate staffing patterns. Nurses will never submit schedules with only minimum staffing. Schedules are submitted to the supervisor of nursing services, or as designated, for approval in a timely manner

J. Nurses will supervise ancillary personnel. Supervise in this case is the direction and oversight of the performance of others.

### **LICENSED PRACTICAL NURSES (LPN)**

A. LPN's are to be constantly aware of safety considerations and well-being of clients as well as the cleanliness and sanitation of the environment. Clients are never to be left unattended or in unsafe situations. Clients shall be under staff supervision at all times, unless otherwise specified in the treatment plan.

B. At the direction of the head nurse, or as advised, LPN's will perform functions as specified in all federal, State, departmental and institutional procedures, policies, guidelines, administrative orders, directives, and applicable regulations.

C. All goals for clients on LPN's assigned unit are to be implemented and documented as required. Nurses are to ensure that activity schedules are current and followed by all assigned staff. LPN's will work closely with the physician, unit staff, and other health team members to provide optimum care for each client in the assigned units, including a safe environment.

D. LPN's are to be always alert for safety concerns and/or unusual events and will promptly report them. Any deviation or suspected deviation from the norm for a client will be immediately assessed and reported to the assigned supervisor.

E. LPN's shall use the steps of nursing process in all client care areas. These steps include assessment, planning, implementation or intervention, and evaluation. Although LPN's are not responsible for writing formal client care plans, the LPN's professional knowledge, skills, and judgment are essential for accurate client assessment, a realistic plan of care, effective intervention, and ongoing client evaluation.

F. All medications and treatments prescribed by the physician will be transcribed, prepared, administered and recorded with 100% accuracy. Nurses will use all means available to ensure accurate identification of each client for each medication administration. Errors, actual or suspected, will be reported immediately.

### **PERSONNEL**

Contractor's personnel shall complete and sign the County's facilities' time sheets. All Contractor personnel working for the County are required to be fingerprinted and undergo a criminal history records check before they can start work. It is the contractor's responsibility to work within the New Jersey State Police time schedule for turn-around time from the initial submission of the background check to the receipt of the results. This time schedule may be a critical factor in meeting the start-up date for this contract. At the discretion of a facility, The County may be responsible for fingerprinting the contractor's personnel.

All personnel assigned to perform work shall be physically able to do the assigned work and shall be in good health. All RN's and LPN's must have one year of professional and clinical experience. All personnel are required to possess current CPR certification and First Aid certification. All personnel are required to possess and maintain current licenses and certifications, as required by the State of New Jersey. The contractor will be required to furnish copies of licenses and certifications before personnel can be assigned to work. All personnel must successfully complete a Using Agency orientation course prior to starting work. This course will be conducted at the Using Agency facility. Each Using Agency may have a different length of time for orientation. The contractor will be reimbursed for this orientation time at the bid rates.

### **LEGAL HOLIDAYS**

Legal Holidays are defined as New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Weekend rates begin with the AM shift on Saturday and end at the beginning of the Monday AM shift.

### **OVERTIME, HOLIDAY AND SHIFT DIFFERENTIAL COMPENSATION**

The following shift differentials shall be paid for nursing services for evening, night, weekend and Legal Holiday shifts.

Evening Shift Hourly rate x 1.25 = the rate to be paid.

Night Shift Hourly rate x 1.20 = the rate to be paid.

Weekend Day Shift Hourly rate x 1.30 = the rate to be paid.

Weekend Evening Shift Hourly rate x 1.50 = the rate to be paid.

Weekend Night Shift Hourly rate x 1.40 = the rate to be paid.

Holiday Day Shift Hourly rate x 1.50 = the rate to be paid.



Holiday Evening Shift Hourly rate x 1.50 = the rate to be paid.

Holiday Night Shift Hourly rate x 1.50 = the rate to be paid\* (See Note below)

### **SHIFT INFORMATION**

Services may be required on a seven (7) day per week basis and cover the following shifts. Assignments shall be scheduled at the discretion and needs of the facility. A full shift may not be required.

### **CORRECTION CENTER SHIFTS**

6:45 A.M. 3:00 P.M. DAY

2:45 P.M. 11:00 P.M. EVENING

10:45 P.M. 7:00 A.M.\* NIGHT

### **NOTE FOR HOLIDAYS**

**\*The holiday shift covers only the hours worked on the holiday. As an example, if the shift begins at 10:45 P.M. on a holiday and ends at 7:00 A.M. the following day, the contractor shall be paid 1 hour and 15 minutes for the holiday at 1.5 times the daytime rate and the remaining hours shall be paid at the day rate per weekday or weekend.**

These rates will remain fixed for the entire contract period and any extensions if applicable. The County does not acknowledge any payment provisions for overtime. It is the contractor's responsibility to make payments to its employees if they meet the contractor's overtime policy.

### **SHIFT MODIFICATIONS**

Modifications may be made to shifts on an individual basis but only when agreed upon by both parties.

### **HOURS**

There is no guarantee that the County will require an eight (8) hour shift.

### **ORDER PROCEDURES**

Whenever a Using Agency facility requires temporary nursing services that are known, whether it be long term or immediate need, contracted vendors shall be notified via telephone or e-mail of the required job classification at the same time. This telephone call or e-mail will provide a response cut-off time. The County will provide notice as needed.

### **CONTRACT ADMINISTRATION**

The County and awarded contractor shall agree to schedule a contract kick-off meeting to familiarize personnel with the terms and conditions of the contract.

### **CONTRACTOR EVALUATION**

All contractors will be evaluated on a regular basis as to their ability to perform under this contract. An unsatisfactory performance by a contractor may be cause for that contractor to be removed from the contract.

**CONTRACTOR INFORMATION**

Contractors must have a means of after normal business hour, weekend and holiday communication. This can be accomplished with email, fax, phone or an after-hours call service. This information shall be provided below.

Contact Name

\_\_\_\_\_

Contractor Name

\_\_\_\_\_

Contractor

Address

\_\_\_\_\_

Telephone

Number

\_\_\_\_\_

Fax Number

\_\_\_\_\_

E-mail

\_\_\_\_\_

License No.

\_\_\_\_\_

(Through the New Jersey Office of the Attorney General, Division of Consumer Affairs)